

# CHELMSFORD ASSOCIATION OF LOCAL COUNCILS

Supporting Parish and Town Councils in the District of Chelmsford

*Chair: Cllr Bob Kilvington*

*Clerk: Louise Flavell email: [clerk.chelmsfordalc@gmail.com](mailto:clerk.chelmsfordalc@gmail.com)*

## COMMITTEE MEETING

**MINUTES OF THE MEETING HELD ON: 2<sup>nd</sup> July 2025 via TEAMS at 6.00pm**

Chair of the Meeting: Bob Kilvington  
Present: Joe Parsad, Margaret Bleet, Melanie Williamson,  
Alan Roche, Anton Shelupanov, Karen Jones,  
In Attendance: Clerk of the Association

### 1. Apologies for Absence

Apologies were received from Karen Kuderovitch.

### 2. Introductions

Bob Kilvington thanked members for agreeing to be on the Committee and was keen to ensure it resulted in positive outcomes. Members gave a brief introduction of their role and background.

### 3. Membership

An update was provided on member Councils:

The 4 Councils who had sent apologies for the meeting on 18<sup>th</sup> June had confirmed they were still keen to become members.

Bob Kilvington and Joe Parsad are continuing to talk with the Councils who either declined membership or were unable to be reached.

The membership application form was amended to include acceptance of terms and confirmed. Clerk to send to all Councils.

### 4. E-mail addresses

It was confirmed e-mail addresses had been set up for  
Chair ([chair.chelmsfordalc@gmail.com](mailto:chair.chelmsfordalc@gmail.com));  
Vice Chair ([vicechair.chelmsfordalc@gmail.com](mailto:vicechair.chelmsfordalc@gmail.com)); and  
Clerk ([clerk.chelmsfordalc@gmail.com](mailto:clerk.chelmsfordalc@gmail.com))

It was also noted the new website address is:

[www.e-voice.org.uk/chelmsfordalc](http://www.e-voice.org.uk/chelmsfordalc)

Anton Shelupanov to draft a news item on the inaugural meeting of the newly formed Chelmsford Association, to be submitted to EALC and added to the website.

### 5. Constitution

The Constitution was discussed, and amendments were proposed as follows:  
One Council, one vote.

A Representative must be a Councillor who has the mandate of their Council.  
Any Clerk can attend the member meetings  
A Clerk cannot be on the Committee nor on the Executive Committee  
The aims and objectives will be discussed at the next meeting.

Clerk to draft current proposed amendments and re-submit at next Committee meeting.

**6. CALC Framework**

A working group consisting of Anton Shelupanov, Alan Roche, Bob Kilvington, Joe Parsad and Melanie Williamson was set up to review the draft Framework document. Clerk to add document to TEAMS for comments. The working group will meet on Tuesday 8<sup>th</sup> July at 6.30pm via TEAMS.

**7. EALC Executive Committee**

Bob Kilvington and Joe Parsad will attend the Executive Committee meeting on 10<sup>th</sup> July.

**8. Next CALC Members Meeting 15<sup>th</sup> October 2025**

It was proposed for Bob Kilvington to contact Nick Eveleigh, Chief Executive for Chelmsford City Council as a speaker at the next meeting.

**9. Any Other Business**

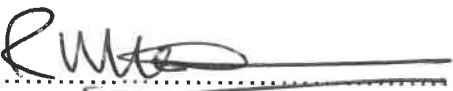
Joe Parsad advised he would contact two of the Parish Councils who had not responded to the CALC membership invitation. Karen Jones confirmed the Clerk was now back at work and additionally Cllr Richard Porter may be a good contact.

Alan Roche enquired about the previous iteration of CALC. He was advised the association stopped around 2020. He also confirmed CALC should be a non-political association.

**10. Date of next Committee Meeting**

Next meeting agreed for Wednesday 16<sup>th</sup> July at 6.30pm via TEAMS.

There being no further business the Chair closed the meeting at 7.28 pm.

Signed: 

Date: 17<sup>th</sup> July 2025.