



## **MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE**

held at the London Borough of Camden on Thursday 22 June 2017  
commencing at 1000 hours

### **Present:**

Gill Allwright Retired Civic Officer Treasurer  
Malcolm Bartlett, Retired Civic Services Manager  
Jackie Cansick Stevenage Borough Council  
Tracy Frisby N E Lincolnshire Council  
Fiona Garth Lewes Town Council  
Penny Harrison Retired Civic Officer Secretary  
Margaret Humphrey London Borough of Camden  
Hannah Marr Crewe Town Council  
Paul Millward Nottingham City Council Chair  
Phil O'Brien Macebearer, Erewash Borough Council  
Alison Orde St Albans City and District Council  
Clare Richardson North Kesteven District Council  
Pat Seager, Epping Forest District Council  
Irene Webster Retired Civic Officer  
Marsha Whiteway Canterbury City Council

### **Apologies:**

Jim Babbington RB Kensington & Chelsea Vice Chair  
Jaqui Brazil London Borough of Southwark  
Christine Christensen Ipswich Borough Council  
Anita Cund City of Wolverhampton Council  
Sue Dunkley Erewash Borough Council  
Alex Kowalcuk Former Civic Officer  
Mike Hollingworth Civic Officer Charnwood Borough Council  
Bryan Magan Warrington Borough Council  
Sandra Robinson Belfast City Council  
Beverley Wilson Retired Clerk to the Lieutenancy

1	<b>Welcome</b>	
1.1	The Chair thanked all for coming and welcomed, in particular, Clare Richardson who was attending her first meeting as a member of the Executive	
2	<b>Apologies</b>	
2.1	Apologies for absence were as listed above.	
3	<b>Co-option of Member of Committee</b>	
3.1	The Chair said that he would like to introduce Tracy Frisby from North East Lincolnshire and proposed she be co-opted on to the Committee. This proposal was seconded by the Secretary and carried unanimously. Tracy was welcomed to the Executive	
4	<b>Election of Officers</b>	
4.1	The Chair asked for nominations for the posts of Chair, Vice Chair, Secretary and Treasurer.	
4.2	The following nominations were received: Chair, Paul Millward, nominated by Penny Harrison and seconded by Phil O'Brien Vice Chair, Jim Babbington, nominated by Paul Millward and seconded by Phil O'Brien Secretary, Penny Harrison, nominated by Paul Millward and seconded by Pat Seager Treasurer, Gill Allwright, nominated by Jackie Cansick and seconded by Marsha Whiteway	
4.3	All the above nominations were carried unanimously	
5	<b>Appointment of Other Officers</b>	
5.1	The following nominations were received: Press Officer, Jim Babbington, nominated by Irene Webster and seconded by Malcolm Bartlett Training Officer, Christine Christensen, nominated by Penny Harrison and seconded by Jackie Cansick. It was agreed that Hannah Marr would be available to assist Christine	
5.2	It was agreed that the Web Support Group would consist of Penny, Phil, Clare and Tracy	
6	<b>Appointment of Auditors</b>	
6.1	It was proposed by Gill and seconded by Phil that Craig Muttitt, BA, CGMA, AMCT be appointed as Auditor. This was agreed and Gill would contact him to confirm this	Gill

7.	<b>Minutes of last meeting, 24 January 2017 held in Belper – accuracy and matters arising</b>	
7.1	The minutes were approved as an accurate record	
7.2	5.2 Gill said she had looked into the question of accepting payment by credit or debit card and that although there was a cost associated with this felt it was essential that we offer this service. It was agreed that Gill should confirm the cost and subject to this not being excessive then the system should be set up. If there was doubt about the amount charged being too high the matter could be discussed again at the Autumn meeting	Gill
7.3	5.5 Gill said that she would welcome internet banking if it were possible. At present all payments by cheque require signatures from 2 people. It was agreed to see if this could be set up authorising Gill on her own make payments up to £300 and thereafter with written/email authority from one other designated signatory. The Secretary said she thought this would require a change to the constitution which could be done at the next meeting. Gill agreed to investigate further.	Gill
8	<b>Chair's Report</b>	
8.1	The Chair said he had little to report as since the last Training Event he had been almost exclusively occupied with work on various Elections. He was now working through correspondence connected with NACO	Paul
9	<b>Secretary's Report</b>	
9.1	The Secretary reported that membership now stood at an all time high of 530 plus. She had transferred the membership records to a google drive document which she had shared with the Chairman and would share with Irene for the sake of resilience.	Penny
9.2	A lot of the work she had undertaken for NACO since the last Executive meeting in January had been in connection with the Training Event last March but she felt that the Committee should know that during February and March alone this was nearly 100 hours and although these are likely to be the heaviest months November and December are also normally very heavy and she had spent the best part of 10 days after the event sorting everything out. There are quiet times obviously but she felt it important that when the time came to replace her that the Association realised how much was involved.	
9.3	Questions were still coming to the Secretary for the Association's advice but wherever possible she pointed the member to the message board as well as trying to obtain the necessary advice.	
9.4	Fiona agreed to send out the newsletter to assist the Secretary and Marsha also offered to help	Penny, Fiona, Marsha

10	<b>Treasurer's General Report</b>	
10.1	The Treasurer said that the balance in hand at present was £7092.35	
10.2	She presented income and expenditure accounts for the past 4 Training Events	
10.3	Gill said that, although the amount in hand, which would increase as unpaid delegate fees which she was chasing were received, seemed low compared with other years, it should be remembered that there were substantial payments in connection with the website which accounted for the differential	
10.4	It was agreed that from this date there would be an agreed mileage allowance of 25p per mile. Where travel claims are made for the use of a car they will be paid at this rate or a second class rail fare, whichever is cheaper.	
10.5	As always it was agreed that enough money should be available in case of a disastrous Training Event. It was agreed that it might be necessary to change the format as the 1 day events bring in so much more income	
10.6	It might also be possible to agree a fixed fee with an Authority rather than sharing the profit	
10.7	The Awards Dinner at a two day event could be a buffet which would increase the networking opportunities	
11	<b>Review of Training Event held in Makeney Hall 30 and 31 March 2017</b>	
11.1	It was agreed that in general the event went very well and the delegates seemed happy. The venue had worked though it was agreed that if a Training Event is run in a hotel it is essential that there is a member of the Executive close by who can be the "hands on" contact between the hotel and the rest of the Executive.	
11.2	The Treasurer presented the Profit and Loss Account for the event. There were 17 delegates fees yet to be paid but she was chasing these.	Gill
11.3	The results of the Survey Monkey had been distributed by Alison prior to the meeting and overall there was very good feedback	
11.4	It was agreed that we must take any negative comments or positive suggestions into account when organising future events	
11.5	Although Robert Lee from the RBL had not been able to provide much information about Armistice 100 as it was not yet available there was considerable interest from the RBL in keeping in touch with NACO and they would like to set up a meeting with representatives of the Executive. Phil would take this forward	Phil
11.6	Duncan Bhaskaran Brown's style of presentation had been well received and the Chair said he anticipated being invited to attend Duncan's civic conference. It was hoped Duncan would promote NACO at this event	Paul

12	<b>NACO Training Event 2018</b>	
12.1	It was agreed that for 2018 there would be a one day event as in the past but possibly in 2019 consider rather than a two day event two one day events, one in the North and one in the South.	
12.2	Leeds, Cheshire West and Chester, Kensington & Chelsea and Wolverhampton had all expressed interest in hosting future events and in fact this meeting should have been held in Kensington & Chelsea to view the possible facilities. However, in the current very difficult situation there it was believed that the offer to host the 2018 Training Day would almost certainly be withdrawn	
12.3	An Analysis of NACO Training Events over the past 10 years is attached showing venues and catchment areas	
12.4	Because Kensington & Chelsea was no longer available an offer to hold the 2018 event in Camden was put forward particularly because of its excellent travel links to much of the country	
12.5	It was agreed that the 2018 event would be held in Camden on Tuesday 6 March 2018	
12.6	The Secretary would write to Cheshire West and Chester and Wolverhampton and the Chair would contact Leeds, all of whom had offered to host the 2018 event and explain it would be held in Camden. Their bids would remain on the table for 2019	Penny
12.7	Information about the 2018 Training Event would be contained in the next newsletter and in the absence of Jim, Phil would keep a record of what was to go in the newsletter	Phil
12.8	The following were put forward as possible Keynote speakers and suggested workshops A member of the Royal household (Tracy and Jim to investigate) Speed networking Conflict resolution The Modern office Battles Over/Beacons RBL – (Phil to investigate) Pilgrim Fathers Civic Event and their organisation Civic Response to tragedy Using the electronic diary Civic Finance and the Tax position of Mayors Question time Civic paperwork, finance, events generally	Tracy, Jim, Phil
12.9	It was agreed that the delegate fee should probably be around £125 and that because of the space limitation there would be no exhibitors	

13	<b>Bids for 2019 Training Event – Leeds Wolverhampton</b>	
13.1	Offers from Leeds, Wolverhampton and Cheshire West and Chester had been received. These would be considered when a decision was made as to whether one or two events would be run in 2019. Transport links would be a consideration	
14	<b>Website</b>	
14.1	Generally speaking the website was working well	
14.2	Currently the person who amends it most is the Secretary and she would meet with Clare and Tracy (see item 5.2) to discuss it with them	Penny, Clare, Tracy
14.3	The Vacancies Page was up and running though not used very much	
14.4	Phil said that information about the Suppliers Page on the website had been distributed to all the delegates and information also circulated via the newsletter. The page was up and running but so far only one enquiry passed on by Hannah and the person concerned had failed to respond to Phil. Hannah agreed to chase this and everyone agreed to see if they had suitable contacts	Hannah
14.5	It was agreed to remind members about the Suppliers Page in the future newsletter	Phil, Jim
14.6	The Secretary would distribute the information provided to delegates about the Suppliers Page to all the Executive	Penny
14.7	The Message Board had been launched at the Training Event and is now being used. The Secretary said that whenever she received a question from members asking for advice in addition to trying to obtain the advice she also suggested that the question be raised on the Message Board and it was agreed that all should do this.	All
14.8	All the questions posed on the Message Board were discussed and the only outstanding one was about a Business Plan for Mayors and Margaret and Hannah both said they would answer this	Margaret, Hannah
15	<b>Training Report</b>	
15.1	Christine was not present but had sent some statistics showing the attendances at Councillor Skills Training Days.	
15.2	Phil and Alison had both attended one of these and gave their feedback	
15.3	It was proposed that a Training Session on Performance Management run by Phil would be useful. Phil said he would be happy to go anywhere in the country to run one of these	Phil
15.4	Phil said he would discuss this with David McGrath to see whether he could run it independently of him and the matter would be considered again at the Autumn meeting of the Executive	Phil

16	<b>Business Plan</b>	
16.1	The draft Business Plan put forward by Malcolm was discussed and it was agreed to use it as a basis for the Executive's priorities over the next 3 years, subject to Membership Drive becoming a Priority 1	
16.2	Malcolm said he would make this revision along with one other minor alteration	Malcolm
16.3	The Chair thanked Malcolm for all his hard work	
17	<b>Newsletters</b>	
17.1	Phil would as far as possible write the information from this meeting to go in the newsletters and pass to Jim.	Phil, Jim
17.2	<p>Topics to be included in the newsletter include:</p> <p>Names of those appointed as officers at this meeting</p> <p>The date and venue of the 2018 Training Day</p> <p>Options of a North and South meeting in 2019 and what delegates think of this</p> <p>The date of the Scottish event</p> <p>Information about the Suppliers Page</p> <p>Reminder about the Suffragettes and finding appropriate local people</p> <p>Centenary of the RAF in 2018</p>	
18	<b>Bruno Peek</b>	
18.1	It was agreed that we should continue to distribute information passed to us by Bruno whenever appropriate	
19	<b>Civic Office of the Year 2017</b>	
19.1	The Secretary said she and Christine had met in Cromer and presented the award for 2 <sup>nd</sup> place in the Civic Office of the Year 2016 to North Norfolk District Council	
19.2	It was agreed that the Award should be run again for 2017	
19.3	Hannah said she felt it needed to be easier to enter and that smaller authorities felt it too much to write 10 pages. A minor amendment stating that entries should be "up to" 10 pages was agreed	
19.4	Hannah agreed to work with Christine with some suggestions as to how to attract entrants	Hannah, Christine
19.5	These suggestions would be discussed at the Autumn meeting with a launch after that.	

20	<b>Operation London Bridge update</b>	
20.1	The Chair reported that Jim had found the NACO document on the Death of a National Figure useful in times of national disaster	
20.2	The Chair reported that via various groups Authorities were being encouraged to put on their own events to minimise the numbers going to London	
20.3	There is a published route of any train which might need to be used and all authorities with stations on the route should prepare a plan for the Civic Head to be on the station, which is likely to be very busy.	
21	<b>Proclamation of a new Sovereign update</b>	
21.1	Jim had written some words for the London for the High Sheriff and the Proclamation wording will be on the High Sheriffs' website	
22	<b>Business Case Model</b>	
22.1	Phil said he was rewriting the toolkit for the website and would incorporate this in it	Phil
23	<b>Suffragettes Project 2018</b>	
23.1	It was noted that we are listed as partners in this project.	
23.2	An item could go in the next newsletter asking if members are looking for people from their areas of note in this connection	Phil, Jim
24	<b>NACO Scottish Training Event Autumn 2017</b>	
24.1	The Chair and Vice Chair had discussed this event with Michelle Glencorse from Perth & Kinross at the Training Event	
24.2	This event would be run on Thursday 19 October 2017 and it had been agreed that Vice Chair, Jim, would attend. The Chair had also been invited	Jim, Paul
25	<b>List of NACO's assets and their whereabouts</b>	
25.1	Logocloth with Chair	
25.2	Spare Conference badge holders with Secretary	
25.3	Spare Executive badge holders with Secretary	
25.4	Spare Purple Folders with Secretary	
25.5	Pull Up Banner with Chair	
25.6	Civic Office of the Year Shield with Wolverhampton Council	
25.7	Cheque Book with the Treasurer	



26	<b>Date of next meeting</b>	
26.1	Marsha offered to host this meeting in Canterbury and would see if it was possible during the week commencing 2 October. She would liaise with the Chair, Vice Chair and the Secretary	Marsha, Paul, Jim, Penny
27	<b>Thanks to Organiser</b>	
27.1	The Chair thanked Margaret very much for hosting the meeting at short notice and for her hospitality	
28	<b>Any Other Business</b>	
28.1	A request for membership from Stephen Rickitt of the Northumberland Association of Local Councils had been received and he wanted to know if it was possible for him to join in that capacity. This was agreed and the Secretary would contact Stephen.	Penny
28.2	Pat asked whether or not a district could confer a Freedom on an RAF Squadron and it was agreed this was possible	
28.3	As the RAF will be celebrating its centenary in 2018 an article could go in the newsletter reminding members of this	Phil, Jim
28.4	Whilst the meeting was in progress Marsha had received a request from her civic head for a flag protocol. It was agreed this information should be asked for via the members board	Marsha

The meeting concluded at 1545

Penny Harrison,  
Secretary,  
NACO