

MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE

held at the offices of Stevenage Borough Council 12 January 2016,

commencing at 0945

**Present**:

Jim Babbington RB Kensington & Chelsea Vice Chair

Malcolm Bartlett Retired Civic Services Manager

Jackie Cansick Stevenage Borough Council

Christine Christensen Ipswich Borough Council

Michael Cleere London Borough of Southwark

Fiona Garth Lewes Town Council

Penny Harrison Retired Civic Officer Secretary

Mike Hollingworth, Charnwood Borough Council

Margaret Humphrey London Borough of Camden

Alex Kowalcuk Former Civic Officer

Alison Orde St Albans City and District Council

Paul Millward Nottingham City Council Chair

Phil O’Brien Macebearer, Erewash Borough Council

Pat Seager, Epping Forest District Council

Irene Webster Scarborough Borough Council

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**Apologies**:

Gill Allwright Retired Civic Officer Treasurer

Michelle Davies, London Borough of Richmond

Kate Foxton Guildford Borough Council

Bryan Magan Warrington Borough Council

Sandra Robinson Belfast City Council

Alasdair Ross, Aberdeen City Council

Charles Talbot Kidderminster Charter Trustees

Marsha Whiteway Civic Manager City of Canterbury Counci*l*

Beverley Wilson Retired Clerk to the Lieutenancy

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| 1 |  | **Welcome** |  |
| 1.1 |  | The Chair welcomed all to the meeting and extended a particularly warm welcome to Mike who was attending his first meeting of the Executive. |  |
| 2 |  | **Apologies** |  |
| 2.1 |  | Apologies for absence as listed above |  |
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| 3. |  | **Minutes of last meeting held 29 September 2015 in Richmond – accuracy and matters arising other than those listed separately on this Agenda** |  |
| 3.1 |  | It was agreed that the minutes were accurate |  |
| 3.2 | 6.2 | Christine said she had met with Ronnie and Marilyn |  |
|  | 6.4 | Fiona said she had not pursued the possibility of running a training event specifically for small towns yet. |  |
|  | 13.3 and 4 | Further discussions of this matter had been held by the Lord Lieutenants’ Association. NACO’s proposal had been welcomed up to the County level but not beyond. |  |
|  | 17.1 | Penny handed a letter to the Chair which had been received from the Chief Clerk at Buckingham Palace, thanking NACO for its telegram congratulating The Queen on becoming the longest reigning monarch. The Chair said he would arrange for this to go on the website | Paul |
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| 4 |  | **Chair’s Report** |  |
| 4.1 |  | The Chair said he had received information from the Department of Communities and Local Government which provided helpful information about ceremonial matters.. |  |
| 4.2 |  | Clare Richardson of South Kesteven District Council had asked if it was possible for flag flying advice issued by DCMS to be on the NACO website, in particular advice published at short notice following an emergency. |  |
| 4.3 |  | Paul agreed to contact DCMS to see if they would put NACO on the distribution list so that NACO could ensure that members received this advice via the website at the earliest opportunity | Paul |
| 4.4 |  | Paul would let Clare know he was contacting DCMS | Paul |

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| 4.5 |  | He said he had also heard from Vanessa Treasure asking that we publicise her business which can provide black armbands. It was agreed this could be mentioned in the newsletter and Malcolm would discuss the possibility of her advertising through NACO | Malcolm |
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| 5 |  | **Treasurer’s Report including update on outstanding delegate fees** |  |
| 5.1 |  | Gill was not present but had sent her report which noted that, as at 4th January 2016, the balance of the account was £11,435.57 which included payment for 18 delegates at the forthcoming Training Event in the sum of £1,980.00 |  |
| 5.2 |  | There remained 3 outstanding payments from the 2015 Training Event which was a reduction from 16 in June 2015.The outstanding payments totalled £1,755.00, 50% of which was owed to LBCamden (£877.50) | Gill |
| 5.3 |  | She added that it was good to see that the rise in the delegate fee this year has not deterred bookings for the Training Event |  |
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| 6 |  | **Secretary’s Report** |  |
|  |  | Penny said she was continuing to monitor and update the membership which had stood at 367 in October 2015 and had now increased to 406. She said that Michelle had been particularly helpful in contacting some of those who had not renewed and Penny agreed to email the rest of the names on the list of those whose she had received from the previous Membership Secretary | Penny |
| 6.1 |  | She said that the Committee would know that we had now started using mail chimp and she was getting to know her way round the system. There had been problems with getting the link to the new website but she was in contact with James Cocker at Purple Spider over this. It seems that the problem might be caused by the way certain peoples computers are set up and she was able to send a solution to those who needed it. |  |
| 6.2 |  | Penny went on to say that the feedback she had received from members about the new website was very positive and she wanted to put on record her thanks to Beverley for all the work she had done in getting the new site up and running |  |
| 6.3 |  | Now that Mail Chimp was working she would circulate, after the Training Event, all members asking them if the records we hold about them are still current. Through Mail Chimp she can send each individual the information we hold about them, |  |
| 6.4 |  | Penny said she had recently extracted lists of members for each region and these were available if Executive members wanted them. |  |
| 6.5 |  | She also said that she had been approached by a North West member who was running a Civic Heads Session asking that she publicise it to members and she had circulated it to all members in that region, |  |
| 6.6 |  | Penny noted that she gets a steady flow of queries which she deals with generally by passing them on either to the most appropriate person or to the whole Executive. |  |
| 6.7 |  | She said that Jim had kindly started a spreadsheet containing contact details for all the Executive. Penny had taken it over and added as much information as she could. She said she felt we should include a contact number for a next of kin which was something previously done. She passed round a copy of the spreadsheet and asked people to add any information they were prepared to share. |  |
| 6.6 |  | Finally, she said that bookings for the Training Event were going very well and she would report on these under item 8. |  |
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| 7 |  | Website and Social Media |  |
| 7.1 |  | There was general agreement that the website was a great improvement. Alex said she felt that we needed some photographs on it and Phil agreed to be responsible for this. | Phil |
| 7.2 |  | Alison said she would take individual photographs of the Executive at the Training Event so their pictures could be added to their biographies on the website. | Alison |
| 7.3 |  | Members of the Executive were asked to send Phil any photographs for the website which might be of interest to members. They could be of an event, Civic Officers at work, Civic Heads at work, or anything which might be of interest or amusement to members | All |
| 7.4 |  | It was agreed that the help and advice section needed more adding to it. | Paul |
| 7.5 |  | At present Paul, Jim, Penny, Beverley, Phil, Michael and Christine have access to make amendments to the website. No super webmaster had yet been appointed |  |
| 7.6 |  | Paul said Richard Lee Van den Daele had contacted him as he felt there was easier access to one training partner than another. It was agreed that Civic Coaching should be accessed within Training and Coaching so that the quick link goes to all training partners. | Christine |
| 7.7 |  | It was felt that the NACO logo could become part of an automatic signature and Alex offered to assist with this. | Penny, Alex |

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| 7.8 |  | If the need arose Jim and Penny would be responsible for putting information on the home page on how to obtain information about the procedure for the Death of a National Figure | Jim, Penny |
| 7.9 |  | It was agreed, particularly as members did not have to pay a subscription, that no members only area was needed. | . |
| 7.10 |  | Alex said she felt that it was essential that NACO had a twitter account and that the majority of members would expect it. It was agreed that NACO should have a twitter account |  |
| 7.11 |  | Alex said she would organise a twitter account and pass instructions to the Executive so that by the Training Event this was established. | Alex |
| 7.12 |  | During the course of the meeting Alex set up the twitter account as @naco\_civic. The #nacotrainingday is used on the day of the Training Event and lead up to the event in tweets as by including the hashtag description this will group all tweets concerning the event. |  |
| 7.13 |  | Jim was asked to promote the twitter account in the next newsletter | Jim |
| 7.14 |  | Paul said he wanted to put on record how much the Executive appreciated all that Beverley had done in getting this new website up and running |  |
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| 8. |  | **Training Event to be held in Southwark** |  |
| 8.1 |  | Paul said that there were 63 delegates to date. This was heartening as at the meeting held at the very end of January last year there had been only 57. |  |
| 8.2 |  | It was agreed that there would be additional publicity given to the Training Event in the forthcoming newsletter and that Penny would, if necessary, send out a further reminder in mid-February or notify members if there were no more spaces. | Penny |
| 8.3 |  | Michael said he was considering whether it might be possible to use the Atrium at the Council building to enable more delegates to attend but this could be costly. | Michael |
| 8.4 |  | It was agreed that all the various administration prior to the Training Day would be left to Michael, Margaret and Penny to organise. | Michael, Margaret, Penny |
| 8.5 |  | It was agreed that Penny and Beverley would meet with Michael on the day before the Training Event to help prepare the delegate packs and prepare the registration desk. | Penny, Beverley, Michael |
| 8.6 |  | The keynote speaker is Bruno Peek whom Paul and Jim had met in Norwich shortly before Christmas. Bruno wished to run his session by means of question and answer and the Executive was asked to prepare questions in advance. Penny would send Bruno’s CV to Executive members so that questions could be prepared. | Penny, All |
| 8.7 |  | Bruno had also asked that his CV be mailed to all delegates and Penny had told him she would do this about 2 weeks before the event. | Penny |
| 8.8 |  | The Suffragette workshop presenters would be hosted by Christine, who would speak to Michelle about this. | Christine |
| 8.9 |  | The facilitators at the speed networking sessions would be Paul (one session only) Phil, Mike, Jim, Fiona and Alasdair with Kate as a reserve. | Paul, Phil, Mike, Jim, Fiona, Alasdair, Kate |
| 8.10 |  | It was agreed that there would have to be one facilitator who would take charge to ensure that the facilitators move at the allotted times. |  |
| 8.11 |  | Penny said that currently around one third of delegates had returned their workshop choices. A very high percentage had chosen to go on the speed networking workshop. |  |
| 8.12 |  | Michael said that the catering was arranged but he did not yet have a cost figure which he was awaiting. | Michael |
| 8.13 |  | It was agreed that a pull up banner would be placed in the Atrium with the NACO logo on it so that delegates would automatically go to this rather than the general Southwark Reception desk. Michael said he would organise this. | Michael |
| 8.14 |  | Jackie Cansick said she would act as the meeter and greeter by the banner from where she would direct delegates to the reception desk at the far end of the Atrium. | Jackie |
| 8.15 |  | The Registration Desk would be the responsibility of Penny, Beverley and Fiona. | Penny, Beverley, Fiona |
| 8.16 |  | The contents of the Delegate Packs are listed on an attachment to these minutes along with the name of the person responsible for providing the information which would need photocopying, and which must be sent to Michael by Monday 14 March. | Paul, Penny, Gill, Malcolm, Christine |
| 8.17 |  | Alison asked if there were any changes required for Survey Monkey and she was given authority to review it herself. | Alison |
| 8.18 |  | It was agreed that this year the Survey Monkey would go both to the facilitators as well as the delegates. | Alison |
| 8.19 |  | Alison said she was happy to take photographs of the Training Event and the presentation of the Civic Office of the Year Award. | Alison |
| 8.20 |  | It was agreed that there was little risk to NACO’s finances if the event had to be cancelled for any reason as the outgoing prior to the event were not large. |  |
| 8.21 |  | Any two of Paul, Jim, Penny, Gill and Michael were authorised to make urgent decisions relating to the Training Day, should the need arise. | Paul, Jim, Penny, Gill and Michael |
| 8.22 |  | Paul said he would send the Training Day contract between NACO and the LB Southwark to Michael by 12 February | Paul, Michael |

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| 8.23 |  | | There would be an informal meeting of the Executive on the evening prior to the Training Event in the Southwark offices commencing at 6.00 pm. Paul would probably not be able to attend so Jim would chair the meeting. | Jim |
| 8.24 |  | | Penny would co-ordinate the names of those attending the pre-meeting and Michael would organise an informal dinner afterwards. Penny would inform him of the numbers attending the dinner. | Penny, Michael |
| 8.25 |  | | Malcolm would discuss with Vaughtons and Logocloth, along with other companies whether or not they wished to put flyers into the delegate packs. The cost would be £25 for this one day event. Vaughtons and Logocloth would not have to pay as they were sponsoring the Civic Office of the Year. | Malcolm |
| 8.26 |  | | No further Executive Member badges were available. Malcolm said he had had a quote from Impamark to provide a further 50 at a cost of £275. He was authorised to see if he could improve the deal but it was felt essential that Executive Members did have these badges. | Malcolm |
| 8.27 |  | | The budget was discussed and it was agreed that with the number of delegates already registered a breakeven point had been reached. |  |
| 8.28 |  | | The following members of the Executive would be attending either in an administrative capacity or as workshop facilitators and it was agreed that they should not be charged a fee for attending the Training Event. It was also agreed that should any of these people wish, or need to, they can claim for their accommodation and travelling expenses  Paul  Jim  Penny  Gill  Michael  Mike  Phil  Beverley  Fiona  Michelle  Marsha  Alasdair |  |
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| 9 |  | | **AGM arrangements** |  |
| 9.1 |  | | The Chair, Vice Chair, Secretary and Treasurer would be on the Top Table. Michael would arrange for the top table to be available which would have the NACO logocloth around it. | Paul, Jim, Penny, Gill, Michael |
| 9.2 |  | | Penny said the Notice of the AGM was already on the website but she would circulate it to members as well around 17 February. | Penny |
| 9.3 |  | | Margaret said she would ensure that NACO’s logocloth was sent to Michael in time for the Training Event. | Margaret |
| 9.4 |  | | Paul was reminded that he needed to write his Chair’s report and it must be with Michael no later than Monday 14 March. | Paul |
| 9.5 |  | | Penny was asked to contact Gill to make sure she had the accounts and the Treasurer’s Report prepared so these two items could also be with Michael by 14 March. | Penny, Gill |
| 9.6 |  | | Penny said she would ensure her report was with Michael by the same date. | Penny |
| 9.7 |  | | Penny said the nomination form for Executive Committee membership was on the website but she would circulate this along with the Agenda in February. | Penny |
| 9.8 |  | | Nomination Forms should be emailed to Penny by 1800 on 16 March 2016 or placed in the designated Ballot Box by 1235 on 17 March 2016. | All |
| 9.9 |  | | Michael was asked to provide a ballot box which initially would be by the registration desk and then moved to the room where lunch would take place. It was agreed Beverley should be asked to be responsible for the ballot box. | Michael, Beverley |
| 9.10 |  | | It was agreed that the Executive should recommend that membership should continue to be free. | Gill |
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| 10 |  | | **Judges Report for COYA 2015 and arrangements for Presentation Ceremony** |  |
| 10.1 |  | | Christine reported that as yet there had been no entries but she said that at this stage it did not surprise her. |  |
| 10.2 |  | | It was agreed a reminder should be sent out. if possible. on Wednesday 13 January and a second reminder in the forthcoming newsletter. It was felt important to stress the £500 prize which was on offer. | Penny, Jim |
| 10.3 |  | | The general administration of the prizes was being handled by Malcolm who said everything was in order but he would ask Vaughtons to see if they could restore the shield in so far as the badge in the centre was concerned. | Malcolm |
| 10.4 |  | | Christine would give the report of the judges and announce the winner and runners up and invite Carol Hardy and Mike Hollingworth as last year’s winners to make the presentations. | Christine, Mike |
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| 11 |  | | **Training Report** |  |
| 11.1 |  | | Christine said she had met Ronnie and Marilyn and had a list of their training dates for 2016. This would be circulated in the Delegates Pack. | Christine |
| 11.2 |  | | She said she hoped to attend a couple of their sessions | Christine |
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| 12 |  | | 90th Birthday of The Queen |  |
| 12.1 | |  | Some members had already heard from Bruno with information about the scheme to light beacons on the evening of 21 April 2016, The Queen’s 90th birthday. A message from the Chair, alongside the information from Bruno, would go on the website and also be sent out in the newsletter to all members. | Paul, Jim, Penny |
| 12.2 | |  | Mention was also made of the Clean for The Queen campaign to clear up Britain, which would take place on the weekend of 4-6 March, in time for Her Majesty The Queen's 90th birthday and of the street parties which were being encouraged to coincide with the Patrons lunch taking place on the Mall on Sunday 12 June. |  |
| 12.3 | |  | It was agreed that where appropriate celebrations like this would be included in future newsletters and added to the list of significant dates on the website. | Jim, Penny |
| 12.4 | |  | It was agreed that telegrams would be sent to Her Majesty on her birthday and her official birthday from NACO. | Penny |
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| 13 | |  | **Newsletter** |  |
| 13.1 | |  | It was agreed that a newsletter should be sent out almost immediately and would include items about the following:  NACO Training Event  Civic Training (Ronnie and Marilyn’s dates)  Civic Office of the Year  New Year’s Honours, Trish Campbell BEM,  Queen’s 90th birthday and the lighting of beacons  Commonwealth Day and Single Commemorative Ac  Protocol  Michelle information on survey monkey  Marsha wants to know about transport  Twitter  Bids to host | Jim |
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| 14 | |  | **Single Commemorative Act and Commonwealth Day** |  |
| 14.1 | |  | Beverley had updated the instructions and there is a quick link on the home page of the website. A reminder about this would be in the newsletter. | Jim |
| 14.2 | |  | There would be a separate promotion of the Single Commemorative Act by the end of January which Penny would organise. | Penny |

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| 15 |  | **Relationship with Scottish Provosts Association** |  |
| 15.1 |  | Beverley was not at the meeting so it was uncertain whether or not she had had further contact with the Association but it was noted that NACO was happy to co-operate with the SPA. |  |
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| 16 |  | **Review of expenses paid to Secretary** |  |
| 16.1 |  | Penny left the room during this discussion. The Committee recognised the hugely valuable contribution made by those retired and former Civic staff who serve on the Executive. They give their time freely to undertake significant tasks which serving Officers often do not have the capacity to take on. The Executive noted the immense contribution made by Penny in her role as Secretary, which ensures the Executive operates in an efficient and effective manner. They expressed their warmest gratitude to Penny and were unanimous in agreeing that reasonable expenses for travel and accommodation, at the discretion of the Chair, would be paid to any retired/non serving officer whom the Chair specifically required to attend a meeting . The Chair noted that he would always require the Secretary to attend a meeting. |  |
| 16.2 |  | Penny returned to the room |  |
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| 17 |  | **Date and Venue of next meeting** |  |
| 17.1 |  | It was agreed that the June meeting would be in Epping Forest and Paul and Penny would liaise with Pat concerning the date. | Paul, Penny, Pat |
| 17.2 |  | An offer by Fiona for a meeting to be held in Lewes was accepted and would probably take place in October. |  |
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| 18 |  | **Thanks to Host** |  |
| 18.1 |  | Paul thanked Jackie for her hospitality which had been much appreciated. |  |
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| 19 |  | **Any Other Business** |  |
| 19.1 |  | It was agreed that the Chair should email John Senior congratulating him on his MBE | Paul |
| 19.2 |  | The list of significant dates which Bryan Magan had started had been revised by Beverley and Penny and was on the website. |  |
| 19.3 |  | It was agreed that if Executive Members had suggestions as to dates these should be emailed to Penny and she would, in conjunction with the Chair, monitor these and add them to the website. | Penny, Paul, All |

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| 19.4 |  | Bryan Magan had sent a proposed Business Plan for NACO. It was agreed NACO should have such a plan but that it should be for the new executive to discuss, post March. Penny would note this on the Agenda | | Penny |
| 19.5 |  | Bryan had also suggested we should put questions and answers sent to NACO on the website. It was agreed that questions would be kept and the replies reviewed at each meeting and the Executive would agree what could go on the website. Penny would keep a list of all questions which are sent in and the replies provided by the Executive. | Penny | |

The meeting concluded at 15.27

Penny Harrison

Secretary

NACO

13 January 2016

**Contents of Delegates’ Packs Executive Member Responsible**

List of Delegates Penny

Timetable Penny

Workshop Lists including venues for each workshop Penny

Any agreed advertising literature or others Malcolm

2016 AGM Agenda Penny

2015 AGM Minutes Penny

Chair’s Report Paul

Treasurer’s Report and Accounts Gill

Secretary’s Report Penny.

Nomination Form Penny

List showing venues for Ronnie & Marilyn’s training event Christine

Criteria for 2 day event Penny

Picture of website Penny

**Please note all information to be sent to Michael not later**

**than Monday 14 March**