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MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE

St Albans, Thursday 29 January 2015, commencing at 0945

Present:

Gill Allwright Retired Civic Officer Treasurer
Malcolm Bartlett Retired Civic Services Manager
Christine Christensen Ipswich Borough Council
Michael Cleere London Borough of Southwark
Penny Harrison Retired Civic Officer Secretary
Sarah Holman Mayoral Support Officer
Margaret Humphrey London Borough of Camden
Paul Millward Nottingham City Council Chairman
Phil O'Brien Derby City Council Vice Chairman
Alison Orde St Albans City and District Council
Pat Seager Epping Forest District Council
Beverley Wilson Retired Clerk to the Lieutenancy

Apologies:

Jim Babbington RB Kensington & Chelsea
Jackie Cansick Stevenage Borough Council
Kate Foxtan Guildford Borough Council
Alex Kowalczyk Former Civic Support Manager
Bryan Magan Warrington Borough Council
Sandra Robinson Belfast City Council
Alasdair Ross Aberdeen City Council

Sonia Sutton, London Borough of Southwark Civic Officer

Ann Tipper Dawlish Town Council

Irene Webster Scarborough Borough Council

Catherine Wilkinson Former Civic Officer

For Action by:

1		Welcome	
1.1		Because the Chair and Vice Chair were slightly delayed by traffic the meeting was started in their absence. Penny welcomed everyone to the meeting at the offices of St Albans City and District Council and thanked them for attending. Paul and Phil joined the meeting at item 4	
2		Apologies	
2.1		Apologies for absence as listed above	
3		Minutes of last meeting held 7 October in Ipswich – accuracy and matters arising other than those listed separately on this Agenda	
3.1		The minutes were accepted as accurate and there were no other matters arising	
4.		Resignation of members	
4.1		Karen Alexakis, Sonia Sutton and Catherine Wilkinson had all tendered their resignation from the Executive.	
5		Treasurer's Report including update on accounts for 2014 Training Event	
5.1		Gill reported that currently NACO had £22198.02 in the Bank at 31.12 but the profit from the 2014 Training Event has yet to be split with Camden and the amount to be paid to them is £3900 approx. Income was coming in for this year's event. After all this was taken into account there was still a healthy balance available in the NACO account.	
5.2		There are still 12 delegate fees outstanding. Gill said she is still chasing these	Gill
5.3		As at 23 January 17 delegates had been paid to attend the 2015 event.	
6		Membership Secretary's Report	
6.1		As Catherine was unable to attend this meeting she had sent her report to Paul. There are currently 292 members	

		- 231 renewals, 61 new, which is significantly down on last year. She went on to say that the email issues persist, and therefore she had not been able to send out any chases and confirmations and was only dealing with ad hoc membership applications as they came in (although they are not being acknowledged as BT Internet closes the email account down).	
6.2		Catherine had now forwarded the previous membership list which would enable membership reminders to be sent out. Penny would send this to Margaret who agreed to send this out with replies coming to Penny who would maintain the membership list until the next meeting.	Margaret, Penny
7		Training Event to be held in Camden 2015	
7.1		Delegates to date	
		Penny reported that there were 57 delegates now booked	
7.2		Additional mailing/publicity	
	i	Paul said he was sending out further reminders tomorrow and again in mid February	Paul
	ii	Phil said Dave McGrath had offered to ring round to sell the Event but Phil said he felt it was not necessary at this stage. Dave had already managed to obtain 2 delegates, one of whom would be helping him. It was agreed he could be paid commission for these at the same rate as previously.	
7.3		Speakers and Workshops	
	i	Paul said that we had now confirmed the two keynote speakers as Jonathan Spencer, from the Earl Marshal's Office, and Andy Whittaker from the Art of being Brilliant	
	ii	The list of workshops was confirmed and these are attached to the minutes. It was agreed that the Lone Working and Civic Office of the Year workshops would each only be run twice, once on each day.	
	iii	Bryan had asked for a member of the Executive to help with his workshop who could deal with the protocol aspect. Pat said she was happy to do this. Irene had also asked for help with The Audience. Both Penny and Alison would be available as floaters and they or any other member would be available to help Irene. It was left to her to ask anyone she wished who was present.	Bryan, Pat, Irene
	iv	Subject to confirmation with Dave McGrath and Bez Kilzeen, by Phil, and Bryan, by Penny, all workshop facilitators, other than Irene, would require IT facilities for power point presentations and a flip chart. The Audience would only require a flip chart.	Phil, Penny
	v	Margaret confirmed that Arturo would be available to ensure all IT equipment was working satisfactorily. She was authorised to purchase a gift for him	Margaret

	vi	It was agreed there should be a very short break between the 2 workshop sessions on the Tuesday afternoon during which coffee and tea would be available but to save time it would be served in paper cups and delegates would be asked to collect it and go straight to the next workshop	Margaret
	vii	Speaker hosting	
		It was agreed that Michael would host Andy Whittaker, and Alex would host Bez. Beverley and Jim would look after Jonathan Spencer and Dave McGrath would be Phil's responsibility	Michael, Alex, Beverley, Jim, Phil
	viii	Workshop choices – Penny said that people were sending in their options and she was acting on them	
	ix	Paul said he would distribute the NACO PP template to Executive Members who were facilitating workshops	Paul
	x	It was agreed that all NACO Executive Members who were preparing PP presentations for their workshops should send them to Margaret in advance so that Arturo could load them ready in each room	Paul, Bryan, Beverley, Jim, Irene, Christine, Sarah
7.4		Catering	
		Margaret said that this was in hand and she was proposing to order roughly 80% the number of those attending for lunch on day 1 and 100% for day 2, 50% for breakfast on day 2 but would look again at the delegate list prior to the event as some of these assessments might be affected by where delegates were travelling from. She anticipated that the cost of catering would be of the order of £26 per delegate.	Margaret
7.5		Sponsorship	
	i	Malcolm reported that he, Bryan and Jim had put together a specification for anyone wishing to sponsor the NACO Training event	
	ii	Alex had submitted an offer to sponsor the training event on behalf of a client but the sub group felt that the offer was lower than the figure mentioned at the last meeting and sought to increase this. Unfortunately her client was unable to increase the offer and subsequently withdrew it	
	iii	Malcolm said that Impamark were happy to give £100 sponsorship and £250 towards NACO merchandise in return for information about them being in the delegates pack	
	iv	Malcolm also said that as in previous years Logocloth and Vaughtons would be able to advertise within the pack in return for their continued sponsorship of COYA	
	v	Paul had reported the Executive's decision about sponsorship made at the last meeting to Spurcroft but no offer of sponsorship had been made by them	

	vi	Malcolm would liaise with the various people to ensure that all the necessary advertising literature was available for the Training Event	Malcolm
	vii	Penny said she had two names of possible advertisers which she would forward to Malcolm	Penny
7.6		Registration Desk	
	i	Penny would provide all the information required for this to Margaret and would liaise with her	Penny, Margaret
	ii	Penny would look after the Registration Desk, along with Pat and Ann	Penny, Pat, Ann
7.7		Delegates' Packs	
		The list of contents of the Delegates' Packs is attached to these minutes	
7.8		Gift	
		It was agreed that as Impamark had offered £250 towards the cost of merchandise a gift could be given to delegates and it was decided to give a mug. Malcolm was asked to liaise with Impamark and order 100 mugs.	Malcolm
7.9		Survey Monkey	
		Alison said she would draft this and circulate the Executive with a draft of the questions. There would only be one list and Penny would send Alison the final list of delegates immediately after the Training Event	Alison, Penny
7.10		Photographer	
		It was agreed that both Margaret and Pat would organise photographs	Margaret, Pat
7.11		Risk Assessment	
		It was agreed that the non-financial risks to Training Event were fairly low	
7.12		Delegation to make urgent decisions	
		Paul, Phil, Gill and Margaret were delegated to make any urgent decisions prior to and during the Event itself	Paul, Phil, Gill, Margaret
7.13		Training Day contract	
		Paul would send a contract to Margaret, based on ones previously used, which gives a 50/50 share of any profit but NACO would bear any loss	Paul, Margaret
7.14		Executive Pre-meeting	
		An informal meeting of the Executive would be held at 11.30 am on Tuesday 10 March in Camden Town Hall	Anyone attending

7.15		Draft Budget to date	
		After projected costs were taken into account, the expenses incurred based on 85 delegates totalled £7020, therefore 52 delegates was the break even point (57 had already booked)	
7.16		AGM	
		All details concerning the actual AGM will be dealt with at item 9	
7.17		Arrangements for Awards Dinner	
	i	Margaret said she had made endless enquiries around Camden to find a suitable venue for the Awards dinner at about £40 per head but this just was not possible	
	ii	She had had discussions with Jim who could host the Dinner at Kensington & Chelsea and a buffet meal would cost about £40 per head but it would take around 45 minutes to get there and if coaches were ordered to take the delegates this would be about £800	
	iii	Margaret said she had very recently approached The Crypt in Hatton Garden who would provide a meal for £44 per person including wine plus a charge for the hire of the venue of £1400. This worked out at about £60 per person. She said that Hatton Garden was about a 20 minute walk from Kings Cross but could be accessed by bus or taxi.	
	iv	After discussion it was felt that the dinner should be held at The Crypt and Margaret was authorised to confirm the arrangements with authority to pay up to £60 a head. She said she would also try and organise a pre-reception hosted by the Mayor of Camden at The Crypt	Margaret
	v	Delegates would be asked to make their own way to The Crypt by whichever method they chose	
	vi	Dinner would be 7.30 for 8.00 pm; there would be no seating plan but members of the Executive should ensure that they spread themselves between the tables. (!)	
	vii	Margaret was asked to enquire whether there was a microphone available which could be used at no charge	Margaret
7.18		Presentation Ceremony for Civic Office of the Year Award 21014.	
	v	It was agreed that a certificate should be presented to the winner of the Single Commemorative Act at the dinner. Penny said she would prepare a certificate and it was hoped that a representative from Highland Council would be present. Penny would present the certificate	Penny

8		AGM Arrangements	
		Top Table	
8.1		The top table would consist of Paul, Phil, Gill and Penny and Margaret confirmed she had the NACO Logocloth for the top table	Paul, Phil, Gill, Penny, Margaret
8.2		Agenda	
		Penny had drafted the Agenda and this was agreed. She would circulate this along with the notice of the AGM, the revised constitution and any reports which are available during the coming week	Penny
8.3		Chairman's Report	
		Paul would prepare this	Paul
8.4		Treasurer's Report	
		Gill would prepare this	Gill
8.5		Membership Secretary's Report	
		Penny would prepare this	Penny
8.6		Nomination form for the Executive	
		A revised form was agreed and Penny would circulate this with the Agenda	Penny
8.7		Membership Fee	
		It was agreed that the membership fee for 2015-2016 be zero.	
9.		Judges' Report for COYA 2014 and arrangements for Presentation Ceremony	
9.1		Judges' Report	
		Christine reported that there had been a good response and the entries had now been circulated to the judges along with Paul and Penny. The judges would be deliberating on Tuesday.	
9.2		Presentation Ceremony	
	i	This would be held at the conclusion of the Dinner and Christine would give the report of the judges during which she would explain why the winners' application was selected as the winner	Christine
	ii	Some of the entrants had not yet booked for the Training Event and as soon as the winner was known Penny would check whether they had booked and if necessary they would be encouraged to come along so they could collect their award in person	Penny, Christine

	iii	Sarah said she had sent the plaque back so that it could be updated for the 2014 winner. She said that it was in need of some attention and Malcolm said he would discuss this with Vaughtons and organise the hanging from Logocloth.	Malcolm
	iv	The Award would be presented by Sarah following Christine's speech	Sarah
10		Training Report	
10.1		Jackie had suggested a new Training for Ceremonial Mayors; it was suggested that if possible Jackie attend Ronnie and Marilyn's training session for Mayors at Welwyn and Stevenage as it was thought the course they run in partnership with NACO provides what she had in mind. Phil would let Jackie have the details of the course in Welwyn.	Jackie, Phil
10.2		Sarah mentioned South East Employers who run courses for incoming Mayors and Phil said he would contact them	Phil
10.3		Margaret also mentioned that London Mayors Association ran a training course for potential Mayors	
10.4		Phil said that Ronnie and Marilyn had already 10 dates confirmed to run their courses this year. Phil had helped them in the West Midlands where they felt a course was needed by giving them information about members in the area. As a result one of NACO members had come forward and offered to host the course.	
10.5		Phil said he had written to all of those organising one of Ronnie and Marilyn's courses giving them local contacts they might wish to approach to attend the course	
10.6		Michael Cleere said he would consider running one and Phil said he would put him in touch with Ronnie and Marilyn	Phil, Michael
10.7		It was agreed that if possible a member of the Executive should be present at each of the Ronnie and Marilyn training events. This had previously been agreed in the past. Phil would circulate the list of venues and ask for volunteers	Phil
10.8		Phil reported that Dave McGrath had sent information to all Welsh authorities and NACO will be promoted at a future meeting of the Welsh Local Government Association (LGA) and our membership drive will be included in their bulletins.	
11		Webmaster's Report	
11.1		Alasdair was not present and no report had been received	

12		Web Sub Group's Report	
12.1		The Web Sub Group consisted of Christine, Sarah and Karen Alexakis. Karen had resigned from the Executive and Sarah had had severe pressures over the past few months which had prevented her from applying herself to NACO's website.	
12.2		Christine was now able to make amendments to the website and had recently done work on it. She was happy to continue doing this and Sarah and Alison said they would help	Christine, Sarah, Alison
12.3		Anything which needed to go on the website should be sent to the WSG	
12.4		There were issues with the webmail service which NACO uses that are separate from the website. Christine said she had been sent instructions about this and Penny said she would talk to Christine about it. Penny and Catherine had found it difficult to use in conjunction with excel and sending out mass emails.	Christine, Penny
12.5		Catherine had said that the use of Mail Chimp which had been suggested would not work. However, Paul said that an IT expert, Nick, in his office said it would. Penny said she would speak to Nick	Penny
13		Newsletter	
13.1		It was not anticipated that a newsletter would be sent out prior to the Training Event but the next newsletter should include a request for bids to hold the 2016 Training Event	Jim
14		Single Commemorative Act	
14.1		This was getting both positive and negative reaction.	
14.2		Bruno Peek wanted information for next year by mid February and Penny agreed to deal with this	Penny
14.3		It was agreed to put questions on Survey Monkey about the event and Beverley said she would organise these for Alison	Beverley, Alison
15		Relationship with Scottish Provosts Association	
15.1		Beverley had not been able to attend the meeting to which she had been invited. However, the Scottish Provosts Association is keen to work with NACO.	
15.2		It was felt there might be opportunities for Ronnie and Marilyn and Dave McGrath to run their courses via this Association	
15.3		Beverley agreed to keep in touch with the Association	Beverley

16		Society of Local Council Clerks	
16.1		Rodney Duggua from the Society of Local Council Clerks had raised a query which had come from the Humanists concerning Remembrance Day Wreath Laying Ceremonies. Recently he had heard from them considering what they called a new approach which is the gathering, the 2 minutes silence, the wreath laying, a reading before moving into the established part of the service.	
16.2		Members said that some people already run their services in that way. It was felt that if there is a problem in a particular area the Humanists should discuss it with the RBL who are the principal stakeholder in the event	
16.3		It was agreed that Penny should inform Rodney of NACO's advice	Penny
17		Battle's Over – a Bruno Peek initiative	
17.1		Bruno Peek is organising an event which has been re-entitled "Battle's Over - A Nations Tribute - 11th November 2018" which will take place at 0600 and 2000 on that day. He had asked for NACO's support for this event	
17.2		It was agreed that NACO is happy to be associated with this event in principal. As planning for this is at an early stage it was proposed to suggest to Bruno that he meet up with the Executive or representatives of the Executive so this event and other matters of joint interest may be discussed.	
17.3		Penny said she would circulate Bruno's detailed suggestion about Battle's Over to the Executive	Penny
17.4		It was agreed that Bruno be asked to be the keynote speaker at the 2016 Training Event	
17.5		Penny agreed to communicate this to Bruno	Penny
18		Commercialisation	
18.1		This item is deferred indefinitely	
19		Logo	
19.1		The logo had been used in a variety of ways and it was agreed that the preferred one is the round one as shown on these minutes with the website address under it	

20		Expenses incurred by Executive Members	
20.1		It was agreed that Penny as Secretary can claim reasonable travelling and hotel expenses for attending meetings for the next 12 months commencing from the St Albans meeting after which the agreement would be reviewed. Expenses would be paid to any member who undertook authorised work for NACO	
20.2		Reasonable travelling and hotel expenses would be paid to members who are <u>required by the Chair</u> to attend a meeting	
21		Date and Venue of next meeting	
21.1		It was agreed that the next meeting be held in Southwark and Michael was asked to send suggested dates in June to Paul and Penny	Michael, Paul, Penny
22		Thanks to Host	
22.1		Paul expressed everyone's thanks to Alison for hosting the meeting in St Albans	
23		Any Other Business	
23.1		Alison asks if other civic officers work at home. Of the active members present all of them work at home and it is actively encouraged	
23.2		Sandra had sent a message to say that there was a restructuring of local authorities in Northern Ireland and she would make a point of promoting NACO to them all	Sandra
23.3		It was thought that Jim might wish to bid to host the 2016 one day Training Event which Margaret had said could not be in Camden. Paul would discuss this with Jim	Paul, Jim
23.4		Alison asked if anyone was involved with a VC paving stone ceremony. Phil, Christine and Michael all were and Michael and Phil said they would distribute information about their ceremonies to the Executive	Michael, Phil
23.5		Phil said he had been approached by the Chairman of the Women Councillors Association asking for support in marking the 2018 centenary of the Suffragette movement. Beverley said this would be included in the workshop, Celebrating, Commemorating and Remembering	

23.6		Jackie had tried to obtain information on the plans to mark the 70 th anniversary of VE and VJ days but there was little information coming from the MOD as present. It was felt that some of the problem could be that VE day was just after the general election	
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The meeting concluded at 1520

Penny Harrison

Secretary

NACO