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## MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE

Ipswich, Tuesday 7 October 2014, commencing at 0910

### Present:

Gill Allwright	Retired Civic Officer	Treasurer
Jim Babbington	RB Kensington & Chelsea	
Malcolm Bartlett	Retired Civic Services Manager	
Jackie Cansick	Stevenage Borough Council	
Christine Christensen	Ipswich Borough Council	
Penny Harrison	Retired Civic Officer	Secretary
Sarah Holman	Mayoral Support Officer	
Alex Kowalczyk	Former Civic Support Manager	
Bryan Magan	Warrington Borough Council	
Paul Millward	Nottingham City Council	Chairman
Phil O'Brien	Derby City Council	Vice Chairman
Alison Orde	St Albans City and District Council	
Charles Talbot	Kidderminster Charter Trustees	
Beverley Wilson	Retired Clerk to the Lieutenancy	

### Apologies:

Karen Alexakis	Former Civic Officer
Michael Cleere	London Borough of Southwark
Kate Foxton	Guildford Borough Council

Margaret Humphrey	London Borough of Camden
Sandra Robinson	Belfast City Council
Alasdair Ross	Aberdeen City Council
Pat Seager	Epping Forest District Council
Ann Tipper	Dawlish Town Council
Irene Webster	Scarborough Borough Council
Catherine Wilkinson	Former Civic Officer

For Action by:

1		<b>Welcome</b>	
1.1		Paul welcomed everyone to the meeting at the offices of Ipswich Borough Council and thanked them for attending. He was particularly pleased that Jackie Cansick was able to attend for the first time.	
2		<b>Apologies</b>	
2.1		Apologies for absence as listed above	
3		<b>Minutes of last meeting held 12 June 2014 in Bath</b> – accuracy and matters arising other than those listed separately on this Agenda	
3.1		The minutes were accepted as accurate	
3.2	4.10.9	It was learned during the meeting that the earlier entries for Civic Office of the Year Award were now on the website	
	9.2	Penny and Catherine had met to try and solve some of the issues caused by webmail but had not been able to make any progress	
	9.4	Beverley had provided Catherine with information about Councils in Scotland	
	10.4	Alison said that it would not be possible to have a return address for Survey Monkey of <a href="mailto:feedback@naco.uk.com">feedback@naco.uk.com</a> as the returns had to go direct to Survey Monkey in the first instance in order to get the analysis.	
	11.4	Gill said that Catherine had contacted her regarding the possibility of an investment in the Unity Trust Bank but Catherine had said she had discovered this would not be suitable for NACO	
	13.4	Michael had forwarded his template about the talk by Andy Cope being run in aid of the Mayor's Charity to Paul but this was not circulated	
	16.4	Michael had withdrawn his bid to host the 2015 Training Event	
	19.1	Jim confirmed that the National Mourning Document had been finalised with the Earl Marshal's Office and distributed to members. The Committee expressed their gratitude to Jim for his work on this document.	
	22.1	Paul reported that he had written to Bruno Peek to confirm that NACO would work with him and promote the Commonwealth Fly the Flag 2015 initiative. As a result the NACO logo is now on the literature associated with this.	
4		<b>Treasurer's Report</b> including update on final figures relating to 2014 Training Event	
4.1		Gill said that, as expected, changing the mandate at the Bank was not easy. However, she anticipated that within a few days sufficient information would be with the Bank	

		and it would be possible to send out cheques	
4.2		It was resolved that “the signing rules in the current mandate for the accounts detailed in section 2, be replaced in accordance with section 4: and the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continued as amended”. For the purpose of this resolution the information referred to is contained within the NatWest Bank form entitled Additional Party Form	
4.3		Gill reported that currently NACO had £20,713.02 in the Bank	
4.4		Gill said she was not yet in a position to finalise the accounts for the Training Day which had been held in Camden last March. She had recently received the bill for the expenses incurred by LB of Camden and she was chasing or had queries over the payment of fees from 24 delegates	Gill
4.5		The situation at present was that that the income for the Training Event was £11,185 and total expenses to date were £5,454.27. A further £2,290 was outstanding from the 24 delegates mentioned in 4.2 above	
4.6		If the entire £2,290 is received then the profit to be split between NACO and Camden will be £8,020.73	
4.7		Gill said she anticipated that by the time of the Training Event in March 2015 NACO would have in the region of £15000 in the bank.	
4.8		Gill said she had made further enquiries into the possibility of investing some of NACO’s money but had only been able to find internet accounts which paid a higher rate of interest. These were not suitable for an Association such as NACO as they had to be operated by one person.	
4.9		Jackie said she would speak to her Treasurer’s Office to see if they had any suggestions but subject to this it was agreed that matters should be left as they are.	Jackie
5		<b>Membership Secretary’s Report</b>	
5.1		Catherine had sent apologies to the meeting as she was on Day 2 of a new job working for a Parish Council. She had discussed the change in her circumstances with the Chairman and Vice Chairman and had agreed that although it was not likely she could attend meetings she would stay on as Membership Secretary until the AGM and then review the situation. Paul said that he felt it important that Catherine continued with membership as she had done such a good job and her actual presence at meetings was less important than the work she was doing on membership.	

5.2		Catherine reported that on 30 September 2014 there were 425 members. This is a slight reduction as over the past few months there had been some 'undeliverable' bounce backs on emails as people had left their jobs. She and Penny continued to communicate about the timetable of mailings, so that the database could be updated and, where possible, invite the new post holder to join.	
5.3		On 1 October Catherine had started to email members inviting them to complete the annual renewal. There had been some issues with the email service which had led to Catherine having to suspend the membership renewal until a suitable solution could be found.	
5.4		As at 2 October Catherine said she had been sent 127 forms for members who have either renewed or signed up as new members. At the same time as asking the membership to renew, an invitation to join has been sent to the generic email addresses, though this did not include the town councils at present because of the current email issues.	
5.5		Once the email issues had been resolved Catherine would complete the renewal request and also target Scotland and Wales.	Catherine
5.6		Penny confirmed that she too had difficulty in sending out mass emails to members. Alex suggested that a possible solution would be to use Mail Chimp. Alex said she would email Penny with the details and Penny said she would discuss this with Catherine. Hopefully the use of this would solve the problem and it would mean that Penny would be able to mail out the information about the future Training Event and Civic Office of the Year and Catherine would be able to complete the annual membership return	Alex, Penny, Catherine
6		<b>Training Report</b>	
6.1		Ann Tipper was not present as she had just started a new job so Phil gave the Training Report in her stead.	
6.2		Phil said Councillor Skills had 9 confirmed dates for training sessions in 2015. Gill said there did not appear to be much interest for them in London but it was not possible to identify the reason.	
6.3		Councillor Skills had updated their leaflet to include the NACO logo. It listed the venues already confirmed for 2015 as Bradford, Warrington, East Midlands, Basingstoke & Deane, Broadland, Newcastle upon Tyne, Kingswood, Weymouth & Portland and Welwyn Hatfield	
6.4		Phil said that the training session Diane Dorrell wished to set up for smaller authorities had been deferred	

6.5		Phil said he would let David McGrath have a copy of the recent information sent out by Catherine about NACO so David could circulate it among his contacts in Wales	Phil
6.6		Phil also reported that David was interested in being involved in the Training Event in March	
7		<b>Webmaster's Report</b>	
7.1		Alasdair was not present but he had recently been able to undertake considerable amendment and updates on the website	
7.2		A report was received from Alasdair in which he provided the information required by the Web Sub Group (WSG) to enable them to play an active role in keeping the website up to date. The WSG would now look at the site to see what they could do to incorporate the suggestions contained in the minutes of the meeting held in Bath in June.	WSG
7.3		The message board on the NACO website goes through to the LinkedIn Discussion Forum. Members of the Committee were all asked to experiment with this.	All
7.4		Paul expressed the Committee's appreciation of the work Alasdair had done.	
8		<b>Web Sub Group's Report</b>	
8.1		There was nothing further for the WSG to report which was not contained in 7 above.	
9		<b>Use of Webmail Site</b> – in particular sending mail from the different email addresses – if Chimp become operative this should solve all the problems	
9.1		Penny said that she and Catherine had met and tried to resolve some of the difficulties of using the webmail site but to no avail. However, it was hoped that the use of Chimp Mail would mean that the difficulties encountered with webmail would not be an issue	
10		<b>Report on NACO competition for a single symbolic act to commemorate WW1</b>	
10.1		The judges, Beverley, Bryan and Penny, reported on their findings. They were happy that the suggestion put forward by their winner would provide the basis for a single commemorative act which could be undertaken by civic offices at all levels and which met the criteria set	
10.2		The outline of the proposed event was explained to the Executive who liked the idea. The proposal was that this event should take place on the evening of Commonwealth Day on each of the next 4 years to link in with the participation of members of the Commonwealth in WW1.	

10.3		However, since the judges had put their report together it had been realised that this conflicted with the time that many civic officers would be travelling to London to attend the Training Event NACO would be organising the next day and it was felt that many of them would feel it important they were present at the Single Commemorative Act.	
10.4		It was agreed that the timing of the event should take place immediately after the Commonwealth Fly the Flag ceremony. This could be mutually beneficial.	
10.5		The Report of the Judges would be amended slightly to take account of the above	Penny
10.6		Contact had been made with Warwick Hawkins at DCMS informing him of the judges report. He particularly liked the idea of linking the act with Commonwealth Day. He had offered help with publicity as had the LGA.	
10.7		The Single Commemorative Act would include an introduction which would be provided by NACO and a reading. The judges said they would now write a suitable introduction and would find some suitable readings. The quote about the lights going out over Europe could be included and Christine said she would forward a poem to the judges.	Beverley, Bryan, Penny, Christine
10.8		It was agreed that Penny would inform all those who took part in the competition that a winner had been found and let the winner know by the end of the week. However, publicity about the result would not take place until the outstanding issues above had been sorted	Penny
10.9		As soon as possible a newsletter about the Event and announcing the winner would be sent out. At the same time it was hoped that the publicity offered by DCMS and the LGA could be co-ordinated. The newsletter would also promote the Fly the Flag initiative and contain the wording of the introduction and suggested readings.	
10.10		Beverley agreed to speak to Warwick Hawkins to update him on the change of time and Paul said he would contact Bruno Peek	Beverley, Paul
10.11		Bryan said that some of the entries were worthy of further development though not suitable for a Single Commemorative Act within the criteria used. They might be discussed at the Training Event.	
10.12		Paul thanked the judges for all their work in this connection.	
11		<b>NACO Training Event and AGM 2015</b>	
11.1	a	<b>Confirmation of Venue for Training Event and Presentation Dinner</b>	
	a.i	It was confirmed that the venue for the next Training Event would be the London Borough of Camden offices and would be held on 10 and 11 March.	

	a.ii	The outstanding issue over the venue was a suitable place to hold the Presentation Dinner. Margaret was not present but she had said that what she had found so far meant NACO was looking at about £70 a head. It was agreed that it might be possible to find an upstairs room at a pub or to take over a restaurant. An alternative might be to transport the diners to Kensington and Chelsea and Jim said he would look into this possibility. It was felt preferable to have the dinner as local as possible to Camden's offices and that Jim's offer would be a back up suggestion. .	
	a.iii	As this was the first time the 2 day event had been held in London it was difficult to estimate the percentage of delegates who would attend the dinner. It was essential that delegates indicate when booking whether they intend to be at the dinner or not.	
	a.iv	It was agreed that Margaret, Jim, and Alex would take this matter further with authority to decide on the dinner with a budget of up to £40 a head	Margaret, Jim, Alex
	b	<b>Brochure and Publicity</b>	
	b.i	Paul and Phil would prepare a brochure based on the ones used in Derby and more recently for the one day event earlier this year in Camden.	Paul, Phil
	c	<b>Budget</b>	
	c.i	It was not possible to look at the budget in detail at this stage	
	d	<b>Delegate Rate</b>	
	d.i	The delegate fee was £135 which had been agreed in Bath but the sponsorship by NACO of the dinner be limited to £3,000 from the reserves	
	e	<b>Timetable prior to event</b>	
	e.i	The brochure being prepared by Paul and Phil would be given to Penny and Jim for circulation via a newsletter around mid November and Penny would then send it out again as a chase up in January Date of brochures, going out, dinner to be ticked,	Paul, Phil, Penny, Jim
	f	<b>Accommodation</b>	
	f.i	The suggestions included in the brochure for the 1 day event would be used again	
	g	<b>Administration prior to event and during event</b>	
	g.i	Penny would deal with this and liaise with Margaret as necessary	Penny, Margaret
	h	<b>Programme</b>	



	h.i	Tuesday 10 March 1230 Registration and light lunch 1330 Conference Opening 1340 Keynote Speaker 1430 Workshops 1600 Workshops 1930 Presentation Dinner (timing to be confirmed)	
	h.ii	Wednesday 11 March 0830 Coffee 0930 Keynote Speaker 1030 Workshops 1200 NACO AGM 1245 Lunch 1400 Workshops 1530 End of Event	
	i	<b>Keynote Speaker(s)</b>	
	i.i	Andy Whittaker, a colleague of Andy Cope, was provisionally booked to be a keynote speaker. His subject would be Motivation and his fee would be £500.	
	i.ii	The following were suggested as possible keynote speakers: (1) Miguel Head, Private Secretary to the Duke of Cambridge, (2) a speaker from DCMS on Co-ordination of National Events, (3) a speaker from the Earl Marshal's Office, and (4) Pascoe Sawyer. Approaches would be made for these in the order listed by (1) Jim, (2) Paul, (3) Jim and (4) Gill	Jim, Paul, Gill
	i.iii	It was felt it would be ideal to have Andy Whittaker speak on day 1 but this would be governed on the availability of the other keynote speaker	
	j	<b>Workshops</b>	
	j.i	The following were agreed as the workshops to be on offer	
		1. Disabilities and the Civic Office and how the office needs to adapt to support a civic leader in these circumstances. Alex said she would take this forward with a former Lord Mayor of Leicester and probably a representative of an organisation supporting people with disabilities. Bryan pointed out that it was important that the advice provided be	Alex

		correct.	
		2. Strategic Chairman - Phil said that David McGrath would provide a workshop entitled this.	Phil
		3. Winner of the Civic Office of the Year - how we did it. Sarah as the current holder of the Award would run this workshop along with Christine who would explain what the judges are looking for from entrants	Sarah, Christine
		4. Engagement with Youth. Alex had a contact whom she believed would make a good speaker and it was agreed that she and Phil would take this forward	Alex, Phil
		5. Celebrating, Commemorating, Remembering – this would be organised by Jim and Beverley to include information about anniversaries in 2015/2016, ongoing WW1 Commemoration ideas, VE/VJ days and ideas for local anniversaries	Jim, Beverley
		6. The Civic Officers Toolkit – this would incorporate New In Post information and information for managers who have been required to incorporate civic matters into their job description. Bryan would facilitate this	Bryan
	j.ii	The names listed in the final column are responsible for writing detailed and inviting paragraphs about the workshops which need to be with Paul, Phil and Penny by 22 October so that information can be included in the brochure and in the response that Penny will send to delegates when they book	Alex, Phil, Sarah, Christine, Jim, Beverley, Bryan, Paul, Penny
	j.iii	A further workshop was suggested in case any of the above was not possible. The subject would be the history of the Mayoralty and how do we carry this forward into the 21 <sup>st</sup> century and this would be organised by Paul	Paul
	j.iv	If enough uniformed staff were in attendance then a specific workshop would be facilitated for them and this should be mentioned in the brochure.	Paul, Phil
	k	<b>Catering</b>	
	k.i	Margaret had said that the cost of catering would be the same as for the training day earlier in the year though obviously there would be charges for a second day	
	k.ii	Alison said the most criticism which had been received through Survey Monkey from the Training Day had been that it was difficult to find somewhere to sit to eat. It was agreed that there should be more signage around about the fact that people could sit anywhere to have their meal including in the Council Chamber.	Margaret
	k.iii	It was agreed that a light buffet be provided the first day as there would be the Presentation Dinner in the evening, and a hot meal provided on the second day	Margaret

	l	<b>Hosting of Speakers</b>	
	l.i	This would be discussed at the next meeting	
	m	<b>Reception</b>	
	m.i	This would be discussed at the next meeting	
	n	<b>Packs</b>	
	n.i	This would be discussed at the next meeting	
	o	<b>AGM including notices and election of Executive</b>	
	o.i	Penny would organise the necessary notices and nominations for the Executive	Penny
	p	<b>Presentation Dinner</b>	
	p.i	The details of this would be discussed at the next meeting	
	q	<b>Amount of sponsorship of dinner by NACO</b>	
	q.i	This had previously been agreed as up to £3,000	
	r	<b>Presentation of Civic Office of the Year Award</b>	
		Christine would report on this and announce the winner and Sarah would make the actual presentation	Christine, Sarah
	s	<b>Check feedback on running of 2014 and 2013 events</b>	
	s.i	It was agreed that £26 should be spent with Survey Monkey so that only one feedback form was sent out.	
11.2		Alex said that a company with which she was involved might be interested in sponsoring the Training Event. Alex left the room and the matter was discussed. It was agreed that sponsorship should be offered to all previous exhibitors along with the company Alex referred to. A sub group consisting of Bryan, Jim and Malcolm was appointed to look at the question and whether bids should be invited. If they decided they should, they would also decide on what could be offered a sponsor in return for its involvement. A reserve was agreed should bids be invited.	Bryan, Jim, Malcolm
12		<b>Request from Spurcroft</b>	
12.1		At the last meeting it had been agreed that there would be no exhibitors. Paul explained the background to this request from Spurcroft for an exception to be made. It was agreed that an exception could not be made and Paul would inform Spurcroft	Paul
13		<b>Civic Office of the Year Award 2014</b>	
13.1		It was agreed that no external judge be appointed	
13.2	a	<b>Criteria</b>	
	a.i	The criteria would be as last year	
	b.i	<b>Timetable</b>	
	b	The event would be launched via a newsletter sent out via Penny around 1 November. The deadline for entries	Christine

		would be 23 January and the judging to be completed by 6 February to allow time for the prizes to be organised. Christine would prepare the information for the newsletter	
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	c	<b>Prizes</b>	
	c.i	The prizes would be as last year, £500 from NACO and trophies from Logocloth and Vaughtons. Malcolm would continue to co-ordinate with Logocloth and Vaughtons	Malcolm
14		<b>Newsletter</b>	
	14.1	Jim would prepare a Newsletter for distribution around 1 November via Penny and it would include information about Fly the Flag, the WW1 competition, a minor Amendment on the Protocol on National Mourning, the Membership numbers, the Training Event, the website message board and Linkedin and Civic Office of the Year.	Jim, Penny
15		<b>Criteria for Advertisers</b>	
15.1		There is a need to publicise the opportunity for advertisements on the website	
15.2		It was agreed that the WSG would run the advertising pages on the website and would make any necessary decisions.	WSG
15.3		NACO needs to have a disclaimer against being connected to advertisers and this would be written by the WSG	WSG
15.4		It was agreed there should be no criteria for the relevance of advertisements to civics	
15.5		It was agreed that the WSG would decide on the cost for advertising on the website but in view of the support over many years of NACO by Vaughtons and Logocloth they would be offered free advertising	WSG
15.6		The WSG was asked to report on the advertising at each meeting	WSG
15.7		Alex said that the company which she was involved might like a prime position on the webpage. The WSG would consider this	WSG
15.8		It was agreed that the cost of having a flyer in the pack at a Training Event would remain at £50	
15.9		Bryan asked that the whole matter of commercialisation be included on the Agenda for the next meeting	
16		<b>Constitution</b>	
16.1		Bryan had revised and updated a draft Constitution which the Executive was happy to accept subject to a few minor alterations	
		Penny would ensure the Constitution Amendments were notified at the AGM	Penny
		Paul thanked Bryan for his work	
17		<b>Bids for 2016 Training Event and Criteria for hosts of 2 day events</b>	
17.1		Penny had drafted a criteria for hosts of 2 days events	

		which was accepted	
17.2		Bids for hosts for the 2016 Training Event would be included in the November newsletter in the hope that the date and venue could be announced at the 2015 Training Event	Jim
18		<b>Procurement</b>	
18.1		Paul said that consideration had been given as to whether NACO could source things purchased by all Civic Officers so they could be bought at a lower cost. It was agreed to defer this idea indefinitely.	
19		<b>Future Anniversaries</b>	
19.1		This item was now covered in a workshop at the next Training Event	
20		<b>Expenses incurred by Executive Members</b>	
20.1		This item would be discussed at a future meeting	
21		<b>Date and Venue of next meeting</b>	
21.1		Alison agreed to host the next meeting in St Albans on a date in January to be agreed between Alison, Paul, Phil, Margaret and Penny. It was important that Margaret was present as this was the meeting immediately prior to the Training Event in Camden	Alison, Paul, Phil, Margaret, Penny
22		<b>Thanks to Host</b>	
22.1		Paul expressed everyone's thanks to Christine for hosting the meeting in Ipswich	
23		<b>Any Other Business</b>	
23.1		Beverley had been approached by a former colleague who is now the President of the Scottish Provosts Association. He is currently organising through COSLA (the Convention of Scottish Local Authorities) a National Conference for the Association and he thought it might be an idea for NACO and the SPA to liaise on that and other things.	
23.2		It was agreed to try and develop this relationship and the Paul and/or Beverley were authorised to attend the SPA Conference, their expenses being met by NACO	Beverley, Paul

The meeting concluded at 1530

**Penny Harrison**

**Secretary**

**NACO**