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MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE
Southwark 9 June 2015, commencing at 0945

Present:

Gill Allwright Retired Civic Officer Treasurer
Jim Babbington RB Kensington & Chelsea
Jackie Cansick Stevenage Borough Council
Michael Cleere London Borough of Southwark
Michelle Davies, London Borough of Brent
Penny Harrison Retired Civic Officer Secretary
Margaret Humphrey London Borough of Camden
Paul Millward Nottingham City Council Chairman
Phil O'Brien Retired Head of Democratic Services
Alison Orde St Albans City and District Council
Pat Seager Epping Forest District Council
Charles Talbot Kidderminster Charter Trustees
Irene Webster Scarborough Borough Council
Marsha Whiteway Civic Manager City of Canterbury Council
Beverley Wilson Retired Clerk to the Lieutenancy

In attendance: Jacqui Brazil, London Borough of Southwark

Apologies:

Malcolm Bartlett Retired Civic Services Manager.
Christine Christensen Ipswich Borough Council
Kate Foxton Guildford Borough Council
Fiona Garth Lewes Town Council
Alex Kowalczyk Former Civic Support Manager
Bryan Magan Warrington Borough Council
Sandra Robinson Belfast City Council
Alasdair Ross Aberdeen City Council

For Action by:

1		Welcome	
1.1		The Chair welcomed all to the meeting and particularly the new members who had been appointed at the AGM in March	
2		Apologies	
2.1		Apologies for absence as listed above	
3.		Retirement for Executive and Co-optees	
3.1		Paul reported that Sarah Holman had resigned as she had been seconded to a Department outside of civics. She was still interested in NACO and might be able to re-join at a future date.	
3.2		Paul said that he had been in discussion with Loraine Radcliffe from Bradford who had formerly been on the Executive but had had to resign for personal reasons. She said she was happy to re-join the Executive and Paul proposed that she be co-opted. Phil seconded the proposal which was unanimously agreed. The Secretary would confirm this to Loraine.	Penny
4.		Election of Officers	
4.1		Penny proposed Paul Millward as Chairman which was seconded by Pat. Charles proposed Jim Babbington as Vice Chairman which was seconded by Penny Paul proposed Penny Harrison as Secretary/Actions Co-ordinator which was seconded by Phil Michael proposed Gill Allwright as Treasurer which was seconded by Beverley Paul proposed Penny as Membership Secretary on an interim basis, subject to review at the next meeting of the Executive, which was seconded by Phil	
4.2		All the above nominations were unanimously agreed by those present	
5.		Appointment of Other Officers	
5.1		Beverley proposed Jim Babbington as Press Officer which was seconded by Irene Paul proposed Christine Christensen as Training Officer which was seconded by Irene, subject to acceptance by Christine.	Paul
5.2		The above nominations were unanimously accepted and the Executive was happy to accept an offer from Michelle to assist Jim with his Press Officer role	

5.3		It was agreed that neither a Webmaster nor a Web Support Group should be appointed at present but that it would be beneficial to NACO if the website was professionally maintained	
5.4		Jim, Phil and Michael agreed to look at various options and then report their findings to Paul as soon as possible	Jim, Phil, Michael
5.5		Paul and Gill, in consultation with Jim, Phil and Michael were given authority to enter into a contract with a professional webmaster, if appropriate.	Paul, Gill, Jim, Phil, Michael
5.6		Beverley mentioned a professional webmaster she had come across and would pass the information on.	Beverley
5.7		Michael said he was presently doing some work which meant he might be able to maintain the site in the future. It was agreed to review the matter in 12 months with the possibility of Michael taking over as webmaster along with Michelle	
6.		Appointment of Auditors	
6.1		It was proposed by Gill and seconded by Paul that the London Borough of Southwark be reappointed as Auditors. Agreed	
7.		Last meeting held 29 January in St Albans – accuracy and matters arising	
7.1		The minutes were approved as an accurate record.	
	5.2	Gill said she had collected a further 4 .delegate fees from the 2014 Training Event. It was agreed that she should have one more try and if these fees were not paid by October they should be written off.	Gill
	15.1	Beverley said she would continue to keep in contact with the Scottish Provosts Association	Beverley
	17.1	Paul said that Bruno Peek would like to come to the next meeting of the Executive to be held in October to talk about his Battle's Over initiative. Penny said she would inform him of the date of the next meeting as soon as it was agreed.	Penny
8.		Treasurer's General Report	
8.1		The balance at the Bank as at 4 June 2015 was £19717.56.	
8.2		There was still expenditure outstanding after the Training Event in March and 16 delegate fees were also outstanding.	Gill
8.3		Gill said she anticipated that after the above was taken into account NACO would have a credit at the bank of	

		approximately £10,000	
8.4		As NACO had sponsored the Awards Dinner there was less in the Bank than had previously been the situation at this point during the year but Gill pointed out that it had been the intention to give something back to members and also that there was enough in the bank to cover the costs of another Training Event	
8.5		Michael said he felt the Executive might want to consider other forms of Income generation and said that Southwark had made £25,000 through putting on "The Art of being Brilliant"	
9.		Secretary's Report on Membership	
9.1		Penny said that because shortly after the AGM she had had to have a serious operation which required considerable convalescence and because she had only recently received the information from the Catherine Wilkinson, the former Membership Secretary, she had not been able to make much progress on this matter	
9.2		She said she would now update the records so that the matter could be reviewed in October	Penny
		Review of Training Event held in Camden 9 and 10 March 2015	
10.1		Paul said he felt that the event went extremely smoothly and	
12.		he Thanking Report for hosting the event.	
12.1	i	Alison presented the Results of the Survey Monkey and said Phil reported that Councilor Skills were putting on 9 she was very pleased with the proportion of responses.	
	li	Overall there was a very positive response through the returns on Survey Monkey to the Training Event and the Dinner	
	lii	It was suggested in the Survey returns that welcome packs, or maybe just the list of delegates and the workshops, could be sent out by email just before the event. It was agreed that this might be possible when a professionally maintained website goes live. Penny said she would be happy to do it if it proved feasible	
	lv	There had been a few comments about fresh subjects for workshops needing to be included.	
10.3		Gill said that the current profit from the Training Event was £3,163.81 but that there was £2,160 in delegates' fees outstanding. The profit would be split between NACO and the host authority.	
11.		IT Problems	
11.1		It was hoped that by appointing a professional webmaster the current problems both relating to the website and webmail would be overcome	

		training days for incoming civics this year. He reminded the meeting that it was hoped to have a representative from the Executive at each of these. Some of them already had members attending. He would liaise with the new Training Officer to see if the rest could be covered	
12.2		Phil explained that since his retirement he had become an affiliate of Link Support Services (UK) Ltd, David McGrath's Company. David is one of NACO's training partners and Phil would be providing training through this affiliation.	
12.3		Phil said that, subject to Christine accepting the position of Training Officer, he would brief her on the role	
12.4		Phil said no new Training Partners had been appointed	
13.		NACO Training Event 2016	
13.1		It was agreed that the next event would be a one day event and Michael said he would be interested in hosting it in Southwark. It was agreed he would suggest possible dates and costings and Paul and Jim were given authority to agree terms.	Paul, Michael, Jim
13.2		Some possible workshops were suggested: Elected Mayors Sponsorship Managing the Budget Youth Mayor Charity Fund raising Social medias and marketing your civic event/tweeting Speed networking A Moving Experience (Civic Transport)	
13.3		Penny agreed to look at all suggested workshops over the past few years and provide a spread sheet showing which ones took place	Penny
13.4		In the Survey Monkey there one or two comments about choice of workshops and it was agreed that the people who had made comments be approached for suggested workshops	
13.5		It was agreed that the cost of the 2016 one day Training Event should be about £110 per delegate.	

14.		Newsletter	
14.1		It was agreed that a Newsletter should be published in the next couple of weeks.	
14.2		Information about the following topics would be included in the newsletter: New Committee and officers Quotes from the Camden Survey Monkey returns Website Suffrage Need for new workshop topics Date of next year's Training Day Civic Office of the Year Mark Axler film about Armed Forces Day Covenant The possibility of being asked to mark VJ day	
15.		Civic Office of the Year 2015	
15.1		It was agreed to continue with this and make all the decisions at the October meeting	
16.		Formal congratulations from NACO to The Queen in September 2015	
16.1		It was agreed that NACO should send a telemessage to Her Majesty in September when she becomes the longest reigning Head of State. Penny would agree the wording with Paul and Jim and organise the message	

17.		Proclamation of a new Sovereign	
17.1		Jim said he had been in touch with the High Sheriff' Association as the High Sheriffs were responsible for making sure the proclamation was read out throughout the country. He would be having further discussions with them and guidance notes on this would be drawn up to issue to members.	Jim
17.2		The draft guidance notes on the Proclamation of a new Sovereign would be reviewed at the October meeting.	
18.		List of NACO'S assets and their whereabouts	
18.1		Penny said she felt it appropriate to keep a list of the whereabouts of NACO's assets and that this should be reviewed annually at the first meeting after the Training Event.	
18.2		At present it was known that the NACO Logocloth was with Margaret, who also had a few of the mugs which had been purchased for gifts at the last Training Event. The NACO Executive Member badges could not be traced but when new ones are purchased Penny should be informed of their whereabouts. If any members of the Executive are aware of other assets then they should inform Penny	All
19.		Date of next meeting	
19.1		Michelle offered to host the next meeting in the London Borough of Richmond. She would send suggested dates in October to Paul, Jim and Penny and a decision as to the exact date made as soon as possible.	Paul, Jim, Michelle, Penny
20.		Thanks to Host	
20.1		Paul thanked Michael for his hospitality in hosting the meeting in Southwark	
21.		Any Other Business	
21.1	i	During the course of the meeting a talk was given by Anne Baldwin of the Women's Local Government Society about their aim to promote the centenary of Women's Suffrage in 1918. She explained that the Society is hoping to find the names of 100 women through whose efforts full citizenship for women came into being. The working title of this is "From suffrage campaigns to citizenship". She asked whether NACO would be prepared to support the campaign.	
.	ii	Following this talk the Executive agreed it would endorse the scheme and Phil agreed to contact the Society sending them the logo which Penny will let him have	Phil, Penny
	iii	Michelle said she was happy to undertake the role of liaison with the WLGS on behalf of NACO. Phil would inform the WLGS of this	Phil, Michelle

21.2		Jackie Cansick queried whether anyone was making plans to mark the 70 th anniversary of VJ day. No one was at present but it was thought that there might be a request from the Government to do so.	
21.3		Michelle asked about training for London Mayors in addition to that available from the LMA	
21.4	i	Phil said that one of the packages being offered by Link Support Services (UK) Ltd was a tailor made package, particularly for Mayors who had unexpectedly taken up the role following the recent election which he would deliver.	
	ii	It was agreed that in this instance Phil would be allowed to approach the members with his training suggestion. However, the wording of such an approach would have to be approved by Paul and Jim	Phil, Paul, Jim
21.5	i	Paul mentioned that the Lord Lieutenants throughout the country are making use of NACO's Guidance Notes on the Death of a National Figure	
	ii	Paul also mentioned that the BBC had been in touch regarding these Guidance Notes and would use them when reporting what local authorities were doing when such a situation arises	
21.6		During the meeting Paul reminded the Executive that Phil had been Vice Chairman since NACO was established in 1997. Phil had now retired from Derby City Council and as a result had not been prepared to stand again as Vice Chairman. Paul thanked Phil for all his extraordinarily hard work over the past 16 years and asked him to accept a gift on behalf of the members of the Executive both past and present. Phil thanked everyone for their kindness and said he looked forward to working with them in the future.	

The meeting concluded at 1515

Penny Harrison

Secretary

NACO