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**MINUTES OF THE NATIONAL ASSOCIATION OF CIVIC OFFICERS
ANNUAL GENERAL MEETING
HELD TUESDAY 6 MARCH 2018
at the offices of the London Borough of Camden,
Judd Street, London, WC1H 9JE**

Present: 170 Members of the Association

1. Apologies for Absence

Apologies were received from: Alex Kowalczyk, Sandra Robinson, Gill Allwright, Marsha Whiteway, Anita Cund. Ann Hodson, Sarah Cooper, Rodney Duggua, Sally Greenwood, Alison Payne, Hannah Marr, John Street, Julia Leavey, Jerry Edey, Julie Wilkes, Ann White, Donna Langfield, Jodee White, Scott Taylor, Jacqui Cooke, Amy Evans

2. Minutes of the AGM 2017

2.1 The minutes of the Association's AGM held Friday 31 March 2017 at Makeney Hall, Belper, Derbyshire were approved as a correct record.

3. Chair's Report

3.1 The Chair presented his Report which had been previously circulated to those present and which is attached to these Minutes at Appendix A

3.2 There were no questions and the meeting agreed to note the Chair's Report

4. Secretary's Report

4.1 The Secretary's Report had been circulated to those present and is attached to these Minutes at Appendix B

4.2 There were no questions and the meeting agreed to note the Secretary's Report

5. Treasurer's Report

- 5.1 The Association's Balance Sheet for the accounting year ending 31 December 2017 had been circulated to those present. A note would be placed on the website stating that if other members wished to view this they should contact the Secretary.
- 5.2 The accounts showed that the Association was financially stable.
- 5.3 It was anticipated that the Training Event would make a profit which would ensure that the Association would continue to be financially stable.

6. Co-option of Members to the Executive Committee 2017-2018

- 6.1 The Chair reported that Tracy Frisby from NE Lincolnshire Council had been co-opted to the Committee at the June meeting of the Executive Committee.

7. Amendments to the Constitution 2017-2018

- 7.1 The Chair reported that one minor change to the Constitution had been made to enable internet banking to be used. The details of this were contained in his report. The amendment was agreed by the members.

8. Membership Fee 2018-2019

- 8.1 It was proposed by the Chair, and seconded by the Secretary, that the Membership Fee for the ensuing year should again be nil.
- 8.2 The proposal was agreed unanimously.

9. Election of Executive Committee 2018-2019

- 9.1 The following 29 nominations had been received:-

Gillian Allwright	Retired Civic Officer
Jim Babbington	Royal Borough of Kensington & Chelsea
Jane Barlow	Coventry City Council
Malcolm Bartlett	Retired Civic Services Manager
Jacqui Brazil	London Borough of Southwark
Jackie Cansick	Stevenage Borough Council
Christine Christensen	Ipswich Borough Council
Anita Cund	City of Wolverhampton Council
Sue Dunkley	Erewash Borough Council
Tracy Frisby	NE Lincolnshire Council
Fiona Garth	Lewes Town Council
Penny Harrison	Retired Civic Officer
Mike Hollingworth	Charnwood Borough Council

Margaret Humphrey	London Borough of Camden
Alexandra Kowalczyk	Former Civic Officer
Margaret Lobo	London Borough of Bromley
Lynda McElligott	North Norfolk District Council
Hannah Marr	Crewe Town Council
Paul Mayhew	Brentwood Borough Council
Paul Millward	Nottingham City Council
Phil O'Brien	Erewash Borough Council
Alison Orde	St Albans City & District Council
Clare Richardson	North Kesteven District Council
Sandra Robinson	Belfast City Council
Pat Seager	Epping Forest District Council
Andrea Thwaite	Cheshire West and Chester Council
Irene Webster	Retired Civic Officer
Marsha Whiteway	Canterbury City Council
Beverley Wilson	Retired Clerk to the Lieutenancy

- 9.2 The Chair proposed that the nominations be approved en masse and this was agreed.
- 9.3 The meeting agreed that the 29 nominations should be appointed as members of the Executive Committee 2018-2019.

10. Any Other Business

- 10.1 There were no items of business received within the prescribed 14 day period of notice.

Penny Harrison
Secretary
NACO
secretary@naco.uk.com
01553 760961
March 2018

APPENDIX A

NATIONAL ASSOCIATION OF CIVIC OFFICERS

ANNUAL GENERAL MEETING

6 March 2018

Chair's Report

In my report to the Annual Meeting twelve months ago I said that it had been a year of slow but continuous achievement for the Association. I am very pleased to report that I believe we have continued in the same vein though perhaps at a slightly faster pace.

Your Executive Committee met three times, in Camden in June, Canterbury in October and Lewes in January. Several members of the Committee have faced very difficult times, either personally or in their working lives, but have still continued to support and contribute to the work of the Executive.

At the meeting in Camden the Executive was able to consider the feedback received following the Training Event which had been held at Makeney Hall in March 2017. I am pleased to say that overall the Event was well received by delegates. We do go through the comments carefully and if we do not always take up suggestions there is usually a practical reason why not. However, some suggestions we agree with have yet to be implemented. We also started planning for this year's Training Event at that meeting and for the first regional Training Event which was to be held in the Autumn in Scotland.

At the Camden meeting we discussed a draft Business Plan for the next three years and agreed this. We also agreed that the 2018 Training Event would be held in Camden Town Hall. Our one day events have been held there several times and have always been successful and, of course, it is situated very conveniently for transport links.

Our next meeting was held in Canterbury and I was able to report that I had attended a Cabinet Office meeting in Manchester on London Bridge and was pleased to find that NACO's work on this is being used in various Government Departments.

Much of this meeting involved the planning of this year's Training Event and its launch during the coming few weeks. This all went to plan and I was delighted that we were able to launch the Training Event brochure much earlier than usual and even more delighted by the response of our members.

I was not able at the last minute to attend the January meeting in Lewes which was chaired by the Vice Chair, Jim Babbington, and I know that the Executive were all overwhelmed by the numbers wishing to attend the 2018 Training Event. By some hard work and revision of the programme it was possible for more delegates to be accommodated.

There has been one amendment to the Constitution which requires approval by the membership, later in the agenda. The amendment related to the use of electronic banking. Previously, any two of the Chair, Vice Chair, Treasurer, and Secretary were authorised to sign on behalf of NACO. As the authority at the bank is currently for the previous Vice Chair, rather than the present one, it was proposed and agreed that a further small change should be made to avoid having to alter the mandate at the bank.

The new wording, subject to confirmation, for item 9.2 in the constitution is:

"Any two of the Chair, Treasurer, Secretary and any other member of the Executive Committee authorised by the Committee to do so, must sign all necessary documents, subject to the Treasurer being authorised to transfer money electronically up to and including the sum of £300."

The meeting discussed the use of the Members Forum which is growing and also bids for the 2019 Training Event. At both that meeting and the previous meeting in Canterbury discussions were held concerning future regional meetings.

The Executive Committee is recommending, later in the agenda, that the membership fee should remain, once again, free. The Association's finances remain healthy and the current executive Committee are focused on ways of engaging and supporting those working in civic office, rather than charging membership fees. The events we hold are, in my view, very good value for money, especially in comparison with similar events.

The website, I'm pleased to note, continues to be well maintained and increasingly used by members. The Members' Forum is developing nicely, and whilst not everyone gets the replies they want, I hope it's beginning to be of use.

The Executive is aware of the immense pressure put on civic budgets as the squeeze on local government finance continues. I am conscious that many staff are asked to 'look after the civic office' as well as doing other work. I hope that NACO can provide the 'technical support' on civic matters that may have been lost in councils as those who had previously worked in civic office have left.

In addition to Training days and Conferences we hold, we have a small suite of approved trainers who can be accessed through the website. These trainers have been vetted by NACO as to the message they give about civic work, and whilst we do not 'recommend' them we do suggest you consider them if you are looking for additional training for your civic heads.

Those of you who have been members for a while will, I believe, think that during this past year NACO has been much better at keeping its members up to date with information affecting those working in civic office. My thanks go to Jim Babbington for his editorship of our newsletters which so often bring smiles to the faces of the members when they read it and help to lighten the day in the Civic Office.

As I have said we have been overwhelmed by the response to this year's Training Event and it is pleasing to report that nearly a third of our membership are attending Camden this year.

Sadly, in 2020 when we next anticipate holding a one day training event, we will not be able to come to Camden as the building will not be available. One of the priorities of the Executive for the coming year will be to find a suitable alternative which is easily accessible for as many members as possible. Any suggestions will be welcomed.

Finally, I do want to thank all the members of the Executive Committee for their time, hard work and contribution to the successful running of NACO. I am sure that, when I proposed in 1997, that we set up NACO, I had absolutely no idea of how far we would come in the intervening years. Like me, some of the Executive were founder members, whilst others have joined at various times, but all have contributed greatly to what I know is now a very respected organisation.

Paul Millward
Chair, NACO
March 2018

APPENDIX B

NATIONAL ASSOCIATION OF CIVIC OFFICERS ANNUAL GENERAL MEETING 6 March 2018

Secretary's Report

It hardly seems possible that another 12 months have passed since I last wrote a report to NACO members. I do feel we have been much more proactive in getting information out to our members during this time. Last year I told you that we had abandoned the use of Mail Chimp because it was blocked by so many authorities. Our IT expert may have found another solution so that I can send out information in one go rather than having to do it around 20 times as at present. I shall be trying this later in the year.

In last year's report I said the membership was 513; it is now around 100 more than that and, of course, people retire or leave their jobs so many more than 100 have joined during the past 12 months. One thing I would ask is that if you know of anyone who leaves working in civic life and is a member please either tell me or remind them to let me know.

I have been pleased that during the past year we have set up a Members' Board on the website. I do direct people to this frequently but if you have a question please do not hesitate to send it to me and I will try and pass it to the most appropriate person. I am aware that there are some questions members do not want to go on the webpage and I can assure you that if you send them to me, if necessary, they will be treated in confidence and not distributed widely.

Our Situations Vacant Page which we started last year has been quiet for the past few months. I am not sure if this is because people have forgotten about it or because so many authorities are amalgamating civic posts with existing roles.

Finally, as last year, I am making a plea for new people to join the Executive. New members are always made very welcome and I know from experience that everyone who has joined has brought something positive to the Association but I also believe that they have gained from the experience.

Penny Harrison
Secretary
NACO
March 2018

NACO AUDITED ACCOUNTS FOR THE YEAR 2017

Would members wishing to see a copy of the audited accounts please contact the Secretary at

secretary@naco.uk.com