



**MINUTES OF THE NATIONAL ASSOCIATION OF CIVIC OFFICERS
ANNUAL GENERAL MEETING
HELD FRIDAY 8 MARCH 2019
AT THE CITY OF WOLVERHAMPTON COUNCIL, CIVIC CENTRE,
ST PETER'S SQUARE, WOLVERHAMPTON, WV1 1SH**

Present: 90 Members of the Association

1. Apologies for Absence

- 1.1 Gill Allwright, Malcolm Bartlett, Jackie Cansick, Paul Edwards, Laura Forster, Tracy Frisby, Alex Kowalczyk, Suzanne Morson, Sharon Stone, Sandra Robinson, Jules Stutchbury, Scott Taylor, Andrea Thwaite

2. Minutes of the AGM 2018

- 2.1 The minutes of the Association's AGM held 6 March 2018 at Camden Town Hall, London WC1H 9JE 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 2018 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 2018-2019

The Chair reported that at the first meeting of the Executive following the AGM Bryan Magan, Ita Hartzberg and Liz McCarthy had been co-opted as members.

7. Amendments to the Constitution 2018-2019

- 7.1 There had been no amendments during the past year.

8. Membership Fee 2019-2020

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

9. Election of Executive Committee 2019-2020

- 9.1 The Chair proposed that there be an amendment to the Constitution that the total number of members of the Executive be increased from 29 to 32 but that this amendment should only remain in place until the Annual General Meeting due to be held in March 2020.
- 9.2 This proposal was seconded by Beverley Wilson and agreed unanimously.
- 9.3 The Secretary reported that the following nominations had been received:

Gill Allwright, Retired Civic Officer
Jim Babbington, London Borough of Kensington & Chelsea
Jane Barlow, Coventry City Council
Jacqui Brazil, London Borough of Southwark
Jackie Cansick, Stevenage Borough Council
Christine Christensen, Ipswich Borough Council
Gary Clift, Cambridge City Council
Anita Cund, City of Wolverhampton Council
Ruth Darby, Sandwell Council
Deborah Donovan, Peacehaven Town Council

Sue Dunkley, Erewash District Council
Darren Ellis, Canterbury City Council
Vanessa Etheridge, Sevenoaks District Council
Tracy Frisby, North East Lincolnshire District Council
Fiona Garth, Lewes Town Council
Penny Harrison, Retired Civic Officer
Margaret Humphrey, London Borough of Camden
Alex Kowalczyk, Former Civic Officer
Margaret Lobo, London Borough of Bromley
Linda McElligott, North Norfolk District Council
Liz McCarthy, Adur & Worthing Councils
Paul Mayhew, Brentwood Borough Council
Paul Millward, Nottingham City Council
Phil O'Brien, Erewash District Council
Alison Orde, St Albans City & District Council
Clare Richardson, North Kesteven District Council
Sandra Robinson, Belfast City Council
Derek Scott, London Borough of Havering
Pat Seager, Epping District Council
Andrea Thwaite, Cheshire West & Chester Council
Irene Webster, Retired Civic Officer
Beverley Wilson, Retired Clerk to the Lieutenancy

- 9.4 The Chair proposed that the nominations be approved en masse and this was agreed.
- 9.5 The meeting agreed that the 32 nominations should be appointed as members of the Executive Committee 2019-2020.

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 2019

APPENDIX 1



NATIONAL ASSOCIATION OF CIVIC OFFICERS

ANNUAL GENERAL MEETING

8 March 2019

Chair's Report

For the last two years I have started my report by saying that it has been a year of continuous achievement for the Association but comment that it was at a slow pace. I am delighted to say I believe this year we have been able to continue in the same vein but at a much faster pace.

Your Executive Committee met three times, in Wolverhampton in July, Southwark in September and at North Weald Airfield in January. It was nice to see planes taking off just outside the window!

At the meeting in Wolverhampton, the Executive took a moment to remember Michael Cleere who had been a valuable member of the Committee until quite recently but who had sadly died at a comparatively young age.

This meeting, which was the first since the one day Training Event held in Camden in March 2018, gave the Executive a chance to look at the feedback on this. Overall, the feedback was very positive but, as I have said before, we do go through the feedback very carefully and try to deal with any negative comments. The Executive agreed the Training Event had been highly successful and had attracted far more delegates than had originally been envisaged. I believe that this was partly due to the subject matter but also to the venue. Camden is a very good location both because it is in London and because it is so close to three main line stations. Sadly, however, this venue will not be available for next year, so one of the first decisions the new Committee will have to make is where the 2020 Training Event will be held. We will also be considering the 2021 two-day event and although I know a lot of delegates would find it convenient in transport terms for it to be held in London the additional costs of hotel accommodation make this difficult and, for many members, prohibitive. If you feel your authority would be in a position to host a Training Event, do get in touch with a member of the Executive.

The first role of a new Executive is to appoint its officers and at the Wolverhampton meeting it was agreed to revert to the original idea of having two Vice Chairs. Pat Seager was unanimously appointed along with Jim Babbington who had been Vice Chair for several years. This has proved to be a very successful appointment. We also felt it necessary to appoint an officer to be responsible for GDPR within the Association. Lynda McElligott, who was attending her first meeting of the Executive, kindly took on the role.

In Wolverhampton we were able to inspect the facilities offered to us for the Training Event in March 2019 and the Executive, after some discussion, agreed to hold the Event there. We started planning the content of the event at that meeting. We went through our Business Plan to ensure we were doing what we said we would do.

In Southwark, our principal business was to implement plans for the Training Event in Wolverhampton. Many of the Executive were sent away with a considerable amount of work to do to get the show on the road.

We also discussed the Civic Office of the Year Award and it was agreed at this meeting that consideration should be given to the event running every other year so that the Awards can be presented after the dinner during the two-day Training Event which, we believe, is more pleasurable for the winners. Wolverhampton won the 2016 Award and their representative on the Executive, Anita

Cund, said that she had deliberately held off her entry until that year so that if she won it would be presented at the dinner rather than just after the AGM.

Our final meeting of the NACO year was held in Epping and Executive Members were able to report on the efforts they had made since the last meeting to launch the 2019 Training Event. The Executive was pleased with the numbers that had already committed to attending and the Secretary said she was delighted with the new system whereby booking forms were completed online with the choice of workshops made at the same time.

We had deliberately not appointed a second keynote speaker until this meeting because we felt there might be an overwhelming number who wished to attend one of the workshops. It turned out that we were right, and as a result it was decided that David McGrath's workshop should become a keynote speech.

During the past 12 months we have gradually been making use of a new system of sending out information to members and this has meant that recently we have been able to get information to you much more easily and indeed you might feel we have been bombarding you with information. I make no apologies for that. My thanks go to those responsible for getting information to you, very rarely is it me!

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. I believe that the Members' Forum is also increasingly being used but as always if there is something you feel too sensitive to put on this do send your query to the Secretary who will do her best to get answers.

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. It is for just this reason that we decided to hold a workshop especially aimed at those who had suddenly found themselves looking after the Civic Head, a role they never expected to be in.

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.

We continue our work on Operation London Bridge and members seem to feel this is useful.

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, including Malcolm Bartlett, who has just stepped down and I would like to record my thanks to his wise counsel over the past years. The small number of founder members left, along with the others who have joined at various times, have contributed greatly to what I know is now a very respected organisation, which is now approached by many outside bodies for advice.

For us to continue we need to provide the members with the assistance they need. Please always feel free to approach members of the Executive telling them what is required or what the problems you have are. We will always try and help.

Paul Millward
Chair, NACO
March 2019

APPENDIX B



NATIONAL ASSOCIATION OF CIVIC OFFICERS ANNUAL GENERAL MEETING 8 March 2019 Secretary's Report

Last year I was pleased to report that membership stood at just over 600. I am very pleased to say that we are continuing to increase our numbers and we are now have over 700 members. This is very pleasing indeed. I remember only too well when we started out and were very excited when we reached 200!

I said last year that we would be trialling a new method of disseminating information to our members during the coming year. This we did and I believe it is now working well. The fact that over the past few months we have been able to send out information at short notice has, I hope, been helpful to you as well as to me. If anyone has not been receiving our news items do please check that you are whitelisting info@naco.uk.com or get in touch with me.

Quite recently we established a "buddy system" which we hope will be of particular use to members who have suddenly found themselves looking after civic matters. If anyone needs a "buddy" in their area, do please contact me and I will see what I can do.

I do enjoy keeping in touch with our members throughout the country and if at any time you need something which you think NACO can help you with do email me.

Once again, I am making a plea for new people to join the Executive. New members are always made very welcome. We had several new members last year and they have contributed very positively to the Executive and to the running of this year's Training Event.

Penny Harrison
Secretary
NACO
March 2019

NACO AUDITED ACCOUNTS FOR THE YEAR JANUARY 2018- DECEMBER 2018

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

secretary@naco.uk.com