



**MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE**  
held at The Lion Hotel, Belper, on 24 January 2017 commencing at 0930

**Present:**

Jim Babbington RB Kensington & Chelsea Vice Chair  
Christine Christensen Ipswich Borough Council  
Penny Harrison Retired Civic Officer Secretary  
Mike Hollingworth Civic Officer Charnwood Borough Council  
Margaret Humphrey London Borough of Camden  
Hannah Marr Crewe Town Council  
Paul Millward Nottingham City Council Chair  
Phil O'Brien Macebearer, Erewash Borough Council  
Alison Orde St Albans City and District Council  
Pat Seager, Epping Forest District Council  
Beverley Wilson Retired Clerk to the Lieutenancy

**Apologies:**

Gill Allwright Retired Civic Officer Treasurer  
Malcolm Bartlett, Retired Civic Services Manager  
Jackie Cansick Stevenage Borough Council  
Fiona Garth Lewes Town Council  
Alex Kowalcuk Former Civic Officer  
Penny Frost, Chelmsford City Council  
Sandra Robinson Belfast City Council  
Alasdair Ross, Aberdeen City Council  
Irene Webster Retired Civic Officer

1	<b>Welcome</b>	
1.1	The Chair thanked all for coming, particularly Hannah Marr, who was attending her first meeting of the Executive. and said that during the day there would be an opportunity to visit Makeney Hall.	
2	<b>Apologies</b>	
2.1	Apologies for absence were as listed above.	

3.	<b>Minutes of last meeting held 11 October 2016 in Nottingham – accuracy and matters arising other than those listed separately on this Agenda</b>	
3.1	The minutes were approved as an accurate record.	
4	<b>Chair's Report</b>	
4.1	The Chair said he had little to report other than to update those present with personal news of members of the Association	
4.2	He said he had been delighted to hear from Malcolm that he had changed his mind and would now stand again for the Executive so that he could continue with the particular tasks which he had been undertaking and one off matters as appropriate.	
4.3	This news was warmly received	
5	<b>Treasurer's General Report</b>	
5.1	The Treasurer was unable to be present but had reported that the Association was in a good place financially	
5.2	She said she thought it might be useful if the Association had the ability to receive payment by credit card and she would investigate the cost	Gill
5.3	She said she would like to have some compliment slips printed. Alison and Secretary said they would organise for this to be done.	Secretary, Alison
5.4	It was agreed that Paul would speak to Gill about providing some temporary help	Paul
5.5	It was also agreed that the question of internet banking should be investigated	
6.	<b>Secretary's Report</b>	
6.1	The Secretary said that she had continued keeping the membership records and there were now 522 on the data base. She said she had doubts as to how many people were receiving the information sent out by mail chimp as many authorities appear to block emails via mail chimp. She felt that she might have to go back to sending out information in blocks.	Secretary
6.2	Paul said that he believed it might be possible to send emails now in blocks of 100. The Secretary said she would investigate.	Secretary
6.3	She also said that there had been a problem with her BT account which had meant she had to have a consultation with Purple Spider. She was authorised to reclaim the cost of this.	Secretary

7	<b>Website</b>	
	<b>General</b>	
7.1	Some people had been finding that when they emailed <a href="mailto:info@naco.uk.com">info@naco.uk.com</a> emails were bouncing back. She said she had asked Purple Spider to investigate. Subsequent, to the meeting it was discovered that this appeared to be a BT fault but Purple Spider had asked webmail to see if there was a solution.	Secretary
7.2	She said she had also discovered that some emails being sent to this same email address were getting as far as the webmail daily account but were not being received by her. Again, she said she would investigate and ask Purple Spider for help.	Secretary
7.3	Information about the advertisers' page had been sent out to the members. Phil said he would provide information for the delegates' pack regarding this.	Phil
	<b>Members Only Area</b>	
7.4	A user friendly message board had been designed by Purple Spider and tested by Paul, Phil, Jim, (the 3 moderators), Beverley and the Secretary, all of whom were happy with it.	
7.5	It was agreed it should be made live and then launched formally at the Training Event.	
7.6	Beverley was asked to contact Purple Spider with this information	Beverley
8.	<b>Training Event to be held in Belper 30 and 31 March 2017</b>	
8.1	The Secretary reported that there were 73 delegates. It was thought that by the end of March there would be around 100.	
8.2	It was agreed that the Secretary would send out a further mailing reminding members of the Event towards the end of January. She would liaise with Hannah so that she could ask the NALC to publish information about the Event.	Secretary, Hannah
8.3	Both Makeney Hall and The Lion Hotels were now full and Phil said he would investigate other accommodation which could be publicised both on the website and with the information sent out by the Secretary.	Phil, Secretary
8.4	The Secretary said that admin prior to Training Day was under control	Secretary
8.5	The Mayor of Amber Valley had agreed to open the event and he and the Mayoress would attend the dinner.	
8.6	The two keynote speakers are Duncan Bhaskaran Brown, the Civic Coach, and the Mayor of Warrington, the Digital Mayor. Both wished to stay overnight on 30 March and it was agreed that they should be accommodated at Makeney Hall.	
8.7	It was agreed that Paul would host Duncan and Hannah would host the Mayor of Warrington. Both would be attending the dinner on the Thursday evening.	Paul, Hannah
8.8	Duncan wished to attend the whole Training Event but the Mayor of Warrington would be arriving Thursday evening and leaving after he had spoken on Friday morning.	

8.9	Graham Bartram and Michael Cleere would both be facilitating workshops and would be staying overnight on Thursday and attending the dinner. The same would apply to a facilitator of the workshop relating to the centenary of the Armistice.	
8.10	Michael Cleere would not require hosting but Beverley said she would host Graham	Beverley
8.11	Phil would liaise with the hotels over the rooms for the speakers	Phil
8.12	The Secretary and Phil would liaise over the numbers for dinner and the production of a menu	Secretary, Phil
8.13	It was agreed that a small fee would be paid to Graham Bartram	
8.14	The Secretary said that she had had replies from about 30 people as to their workshop choices and it was clear that the workshop on the Death of as National Figure and the Centenary of the Armistice were far and away the most popular	
8.15	Alison reminded the Committee about some of the pointers deriving from the results of Survey Monkey after the last Training Event. Most of these had already been met or would be met as the event was being held in a hotel. It was noted that signage was important	
8.16	Phil agreed to provide a plan showing the various rooms at Makeney Hall	Phil
8.17	Hannah Marr agreed to facilitate the New in Post workshop	Hannah
8.18	Irene had offered to help with the Speed networking workshop as did Mike and it was thought that if Sandra was available she might also be prepared to help. It was agreed to reconsider this nearer the time when the number of workshops were known.	
8.19	A discussion was held as to the format of the Themed Council Groupings workshops and it was agreed that the most likely groups would be. Suggested facilitators are indicated  District/Boroughs/ One officer and a dog – facilitators, Hannah, Pat and Mike  Cities Metropolitan and Unitaries – facilitators, Beverley and Phil  Major Cities and London Boroughs – facilitator, Margaret  County Councils – facilitator, Penny	
8.20	All the workshops, other than the speed networking and the Themed Council Groupings, would require full IT equipment provision with screens and flip charts.	
8.21	Phil had made enquiries about as PA system for the Milford Suite at Makeney Hall and this would probably be relatively inexpensive. The hotel also had a contact and was investigating the provision of IT. They would report to Phil	Phil
8.22	After visiting Makeney Hall it was agreed to go for Package 2 in terms of catering for delegates	
8.23	During the visit to Makeney Hall a site for the Registration Desk and the “pop up” banner was established	
8.24	The Secretary said she would organise for the banner and the NACO logocloth to be retrieved from Southwark.	Secretary

8.25	It was agreed that ideally no more than 4 workshops should be run at the same time	
8.26	A list of the contents of the delegates packs is attached at Appendix A. Most of the contents would be sent by the Secretary in advance to Paul and would be collected by Phil by lunch time on 29 March for delivery to Makeney Hall	Secretary
8.27	The Secretary, Beverley and Pat would be available at Makeney Hall during the afternoon of 29 March to put the packs together and the following morning to set up and run the Registration Desk	Secretary, Beverley, Pat
8.28	It was agreed that Survey Monkey should be used again and the Secretary would let Alison have the list of email addresses of delegates so she could distribute it.	Secretary, Alison
8.29	Both Pat and Alison would be responsible for taking photographs of the Event	Pat, Alison
8.30	After discussion it was agreed that there should be no gift this year, particularly as it was likely that the hotel would be providing pens and paper for delegates and that Package 2 had been selected	
8.31	The Risk Assessment for the event was made and it was agreed that the Association had enough funds should a cancellation of the event unfortunately take place	
8.32	It was agreed that delegates would be asked to come direct to Makeney Hall and those driving would be asked to help with transporting others to the Lion or other accommodation to enable delegates to check in and prepare for dinner. The Secretary would let all delegates know this and delegates would be asked to indicate how many spaces they had available in their cars during the afternoon of 30 March. This would be mentioned by Paul during his "housekeeping" speech	Secretary, Paul
8.33	Phil would sort out transport from and to The Lion and any other hotel to Makeney Hall for the dinner	Phil
8.34	Delegation to make urgent decisions was made to any two of Paul, Jim, the Secretary and the Treasurer	
8.35	It was agreed that there would be an informal meeting of the Executive at 1100 on 30 March in the lounge at Makeney Hall. It was hoped this meeting would last about 20 minutes.	All available
8.36	It was agreed that the Draft Budget to date was acceptable	
8.37	The layout of the dinner would be round tables of 8 people, there would be no long table and no seating plan but the Secretary and Phil would look at those attending nearer the time and allocate members of the Executive to each table to ensure all are hosted.	Phil, Secretary
8.38	Phil agreed to host the Mayor of Amber Valley at the dinner	Phil
8.39	Phil agreed to create text for menus and the Secretary said she had some precedents which could be used to help with the layout. They would then be sent to Paul who would organise the printing.	Phil, Secretary
8.40	The Executive confirmed it would like Paul to speak after the dinner and entertain the guests.	Paul

<b>9.</b>	<b>AGM arrangements</b>	
9.1	The top table would be situated in front of the bay window in the Milford Suite at the hotel and would consist of Paul, Jim, Gill and the Secretary. The PA system would be required	Paul, Jim, Gill, Secretary
9.2	The draft Agenda for the AGM and the Notice of the AGM are attached at Appendix B and C. The Secretary would arrange for them to be available on the website	Secretary
9.3	The Chairman's, Treasurer's and Secretary's Reports would be available for the meeting and the Chairman's and Secretary's Reports published on the website. A note would be added that the Treasurer's Report available for members if they contacted the Secretary	Secretary
9.4	The Secretary would arrange for the nomination form to the Executive to be available on the website and a copy would be in the Delegates Packs.	Secretary
9.5	Paul would provide a ballot box for the nomination forms.	Paul
9.6	It was agreed that the recommendation for membership fee should once again be nil. Consideration was given as to asking at the AGM what members would say if asked to pay a moderate fee.	
<b>10</b>	<b>Judges Report for COYA 2016 and arrangements for Presentation Ceremony</b>	
10.1	Christine reported that judging was about to commence for the COYAS 2016	Paul
10.2	The Secretary said that last year's winners, Cornwall, were sending delegates and it was agreed that they should be asked to present the awards following the report by Christine	Christine
<b>11</b>	<b>Training Report</b>	
11.1	Christine said that Councillor Skills had 7 seminars arranged for 2017 which are listed at Appendix D.	
11.2	It had been agreed that each of these seminars should be attended by a member of the Executive and the suggested names are shown on Appendix D. After the first seminar which it was proposed Phil would attend he would draw up a list of points for other members of the Executive to note	Phil
<b>12</b>	<b>Centenary of Women's Suffrage</b>	
	Christine had not been able to go to the last meetings. She said that information about NACO was now on their partnership list. We would really act as a conduit for information they wished to disperse.	
<b>13</b>	<b>Business Plan 2016-2019</b>	
	This had to be deferred until the first meeting of the new Executive, probably in June	.

14	<b>Business Case Model</b>	
	This was deferred until Bryan was present.	
15	<b>NACO Scottish Training Event Autumn 2017</b>	
15.1	Beverley reported that she had visited the offices of Perth and Kinross who were keen to run a Training Day for Scottish Civic Officers and Clerks to Lieutenancies. She said they had excellent facilities and would do much of the organisation of the event.	
15.2	NACO would need to form the programme for such an event which it was proposed to run during the 2 weeks commencing 9 October 2017. A date would be agreed and further discussion held with Michelle Glencorse when she is at the Training Event in March.	
15.3	Perth and Kinross would pay for catering but would not be charging for the event.	
15.4	NACO would cover any expenses incurred by a member of the Executive who had to attend this event representing NACO.	
16	<b>Bids for 2018 Training Event</b>	
16.1	Jim said he hoped to make a bid for this event	Jim
17	<b>Newsletter</b>	
17.1	It was agreed that a Newsletter should be published as soon as possible after the Training Event	Jim, Secretary
18	<b>Single Commemorative Act</b>	
18.1	Beverley said she had updated the notes on this and the Secretary said she would ensure they were on the website	Secretary
19	<b>Date of Next Meeting</b>	
19.1	Jim offered to host the first meeting of the new Executive in Kensington & Chelsea and would suggest some dates to the Chairman and Secretary	Jim
20	<b>Thanks to Organiser</b>	Paul
20.1	Paul thanked in particular Phil and the Secretary for organising the meeting.	
	Phil was authorised to pay for the working lunch and to reclaim the expense from the Gill	
21	<b>Any Other Business</b>	
21.1	There was no other business	

The meeting concluded at 1527 – Penny Harrison, Secretary, NACO

**APPENDIX A**

<b>Contents of Delegates' Packs</b>	<b>Executive Member Responsible</b>
List of Delegates	Penny
Timetable	Penny
Workshop Lists including venues for each workshop	Penny
Any agreed advertising literature or others	Malcolm
2017 AGM Agenda	Penny
2016 AGM Minutes	Penny
Chair's Report	Paul
Treasurer's Report and Accounts	Gill
Secretary's Report	Penny.
Nomination Form	Penny
List showing venues for Councillor Skills training events	Christine/Penny
Criteria for 2 day event	Penny
Picture of website	Penny
Screenshot of Members Board	Penny
Plan showing layout of Makeney Hall	Phil
Letter about advertising on the website	Phil

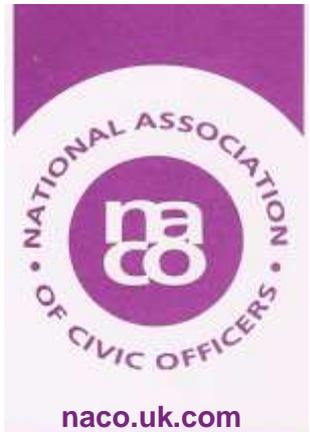
**Please note all required information to be sent to Penny by Monday 27 March at the latest who will let Paul have it for copying by Tuesday 28 March. Agree where Malcolm should have advertising literature – Penny will try to let Paul have as much information as possible early**

**NATIONAL ASSOCIATION OF  
CIVIC OFFICERS**

**ANNUAL GENERAL MEETING**  
to be held Makeney Hall, Belper, DE56 0RS  
Friday 31 March 2017

**AGENDA**

1. Apologies
2. Minutes of the AGM 2016
3. Chairman's Report
4. Secretary's Report
5. Treasurer's Report
6. Co-option of Members to the Executive Committee 2016-2017
7. Amendments to Constitution
8. Membership Fee 2017-2018
9. Election of Executive Committee 2017-2018
10. Any Other Business



[naco.uk.com](http://naco.uk.com)

APPENDIX C

**Notice of Annual General Meeting of  
NACO to be held Friday 31 March 2017  
at 1200 hours at Makeney Hall Hotel,  
near Belper, Derbyshire, DE56 0RS**

**Nomination Forms for Membership of the Executive  
of NACO should be emailed to the NACO Secretary,  
Penny Harrison, on [secretary@naco.uk.com](mailto:secretary@naco.uk.com)  
by 1800 on Thursday 30 March 2017  
or placed in the designated Ballot Box  
at Makeney Hall Hotel  
by 1030 on Friday 31 March 2017**



## APPENDIX D



## COUNCILLOR SKILLS



Councillor Skills runs one-day seminars, on a regional basis, on behalf of the National Association of Civic Officers. The seminars are aimed at prospective Civic Heads and their Consorts, their Deputies and all Civic Support Officers. It includes discussion on the role of all of the above and will identify any concerns and further needs required in carrying out the role.

Councillor Skills is a Local Government Training & Development partnership which provide seminars designed and delivered by a former Council Leader and a Local Government Training & Development Officer.

NACO members might wish to consider running one such seminar as profit is split between Councillor Skills and the hosting authority and NACO guarantees to cover any loss. The dates and venues of the 2017 seminars are set out below. Further information may be obtained from the NACO Training Officer, Christine Christensen, [christine.christensen@ipswich.gov.uk](mailto:christine.christensen@ipswich.gov.uk), telephone 01473 432641 or from the contacts shown against each of the 2017 Seminars.

<b>Date</b>	<b>Authority/Venue</b>	<b>Contact</b>
<b><u>2017</u></b>		
16 March	City of Bradford Metropolitan District Council Bradford  (Suggested NACO rep – Phil)	<a href="mailto:Richard.daele@bradford.gov.uk">Richard.daele@bradford.gov.uk</a> 01274 432283 Phil
17 March	Blackburn with Darwen Borough Council Blackburn (Suggested NACO rep – Bryan)	<a href="mailto:mayorsparlour@blackburn.gov.uk">mayorsparlour@blackburn.gov.uk</a> 01254 585434
24 May	East Midlands Councils Melton Mowbray (Suggested NACO rep - Mike)	<a href="mailto:lisa.bushell@emcouncils.gov.uk">lisa.bushell@emcouncils.gov.uk</a> 01665 502640
2 June	Broadland District Council Thorpe St Andrew, Norwich (Suggested NACO rep – Christine)	<a href="mailto:sara.utting@broadland.gov.uk">sara.utting@broadland.gov.uk</a> 01603 430428
5 June	North East Regional Employers Organisation Newcastle upon Tyne (Suggested NAC rep Hannah)	<a href="mailto:mokeefe@nereo.gov.uk">mokeefe@nereo.gov.uk</a> 01912 613970
7 June	Warwickshire County Council Warwick (Suggested NACO rep Phil)	<a href="mailto:dawnmardle@warwickshire.gov.uk">dawnmardle@warwickshire.gov.uk</a> 01926 476878

14 June

Welwyn Hatfield Borough Council  
Welwyn Garden City  
(Suggested NACO rep Alison)

[mayors.office@welhat.gov.uk](mailto:mayors.office@welhat.gov.uk)  
01707 357444

