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MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE

held at Tower House, Canterbury on Thursday 5 October 2017
commencing at 0930 hours

Present:

Gill Allwright Retired Civic Officer Treasurer
Jim Babbington RB Kensington & Chelsea Vice Chair
Jaqui Brazil London Borough of Southwark
Sue Dunkley Erewash Borough Council
Fiona Garth Lewes Town Council
Penny Harrison Retired Civic Officer Secretary
Mike Hollingworth Civic Officer Charnwood Borough Council
Margaret Humphrey London Borough of Camden
Alex Kowalcuk Former Civic Officer
Paul Millward Nottingham City Council Chair
Phil O'Brien, Erewash Borough Council
Alison Orde St Albans City and District Council
Clare Richardson North Kesteven District Council
Sandra Robinson Belfast City Council
Pat Seager, Epping Forest District Council
Marsha Whiteway Canterbury City Council

Apologies:

Malcolm Bartlett, Retired Civic Services Manager
Jackie Cansick Stevenage Borough Council
Christine Christensen Ipswich Borough Council
Anita Cund City of Wolverhampton Council
Tracy Frisby N E Lincolnshire Council
Bryan Magan Warrington Borough Council
Hannah Marr Crewe Town Council
Irene Webster Retired Civic Officer
Beverley Wilson Retired Clerk to the Lieutenancy

1	Welcome	
1.1	The Chair thanked all for coming and welcomed, in particular, Sue Dunkley, who was attending her first meeting as a member of the Executive.	
2	Apologies	
2.1	Apologies for absence were as listed above.	
3.	Minutes of last meeting, 22 June 2017, held in Camden – accuracy and matters arising	
	Accuracy:	
3.1	The minutes were approved as an accurate record	
	Matters Arising:	
	6.1 The Treasurer confirmed that Craig Muttitt had agreed to audit the annual accounts	
	17.1 Phil was thanked for the work he had done on the Summer Newsletter	
	28.1 The Secretary confirmed that membership had been given to Stephen Rickitt of the Northumberland Association of Local Councils. He had informed his members about NACO and some had joined as a result.	
4	Chair's Report	
4.1	The Chair said that through his Resilience involvement he attended a Cabinet Office meeting in Manchester Town Hall, on London Bridge. However, his Chairmanship of NACO was very relevant to the meeting and useful to others attending. It was agreed that it was essential that some of the information from this meeting be circulated to members at the earliest opportunity. The Chair agreed to write an article in the next newsletter.	Paul
	Treasurer's Report	
5.1	The Treasurer's Report is at Appendix A	
5.2	There were still a few unpaid delegate fees from the 2017 Training Event but the Treasurer was chasing payment.	Gill
5.3	The Treasurer had investigated the possibility of acceptance of debit and credit cards and after she reported on the costs it was agreed that this was not viable for NACO.	
5.4	Margaret mentioned Eventbrite through which it might be possible for delegates to pay by debit or credit card for a very small extra fee. It was agreed that this should be investigated further and the Chair, Gill and Margaret would make a decision as to whether or not this is suitable for NACO.	Paul, Margaret, Gill

5.5	The Treasurer had also made enquiries about the use of Internet banking by NACO. This was possible with up to 3 different log ins. It was agreed that the Chair and the Secretary, in addition to the Treasurer, should hold the log in details.	
5.6	The Treasurer would be able to make internet payments up to the value of £300.	
5.7	The Chair, Secretary and Treasurer signed the necessary forms for the bank.	
6	Secretary's Report	
6.1	The Secretary reported that membership now stood at nearly 560.	
6.2	The Secretary said it was difficult to get the newsletter sent out by anyone else as she needed the information received through automatic replies which indicated members who were no longer in post.	
6.3	She was continuing to reply to members queries and pass them on as appropriate but also directed them to the Message Board.	
7	Training Report	
7.1	General – Christine was not present but the Secretary said that Councillor Skills Training Events schedule for 2018 had been put on the Website.	
7.2	Phil reported that he had discussed with Dave McGrath whether his running Performance Management courses independently would be a conflict of interest with their working relationship and Dave had been happy for Phil to run such courses.	
7.3	Phil withdrew from the meeting and the Executive agreed that Phil O'Brien Inc would be a Partner Trainer with no fee being paid to NACO.	
7.4	It was agreed that from time to time, as with Councillor Skills, a member of the Executive would attend one of Phil's courses.	
7.5	Phil said he would write a piece about the course for the next newsletter.	Phil
8	Website	
8.1	The website was being kept up to date and the Secretary said that Tracy Frisby had looked at it since being appointed to the WSG and found it simple to operate and had used it.	
8.2	The Message Board was being used more though there were some items which had not received replies.	
8.3	Mike suggested that all members of the Executive should receive a prompt when a message was received and Phil agreed to discuss with James whether this was possible.	Phil

8.4	There had been a piece about the Directory of Suppliers in the last newsletter and the response to this had been quite good and the page had now got more advertisers, with one or two more names about to be added	
8.5	It was agreed that the specific advertisements on the home page of the website should be removed. Vaughtons and Logocloth should appear on the page about Civic Office of the Year as they sponsor the award. Phil said he would organise this.	Phil
8.6	The Vacancies Page was working and Phil said he would speak to James to see if there was a way an alert could go to all members whenever a vacancy is put on the page.	Phil
8.7	Although the Executive would like to see more photographs on the Website, Phil said many of the sections did not lend themselves to photos.	
9	NACO Scottish Training Event Autumn 2017	
9.1	This event would take place on 19 October, with Jim speaking about London Bridge and Phil delivering a short version of his Training Module about Performance Management. There would also be a speed networking session organised by Beverley.	Jim, Phil, Beverley
9.2	The costs to NACO for this event were relatively low, particularly as Beverley had kindly agreed to host Phil.	Beverley, Phil
10	NACO Training Event and AGM 2018	
10.1	It was confirmed that this would be held on 6 March 2018 in the Judd Street offices of the London Borough of Camden.	
10.2	Margaret had updated the 2014 Brochure so far as she was able and it was agreed that she and Penny would produce a final version to be agreed with Paul.	Margaret, Penny, Paul
10.3	The brochure should be ready to go on the website in early/mid November to coincide with the Autumn Newsletter which would be sent out at this time.	
10.4	Margaret had discussed the cost of the catering for the day with her supplier and the Executive was happy with the proposed figure.	
10.5	It was agreed that the Delegate Rate for this event would be £125.	
10.6	Following the launch of the Training Event brochure in mid November, a reminder would be sent out during January and if necessary again during February.	Penny
10.7	It was agreed that NACO would guarantee any losses but that the profits would be shared 50/50 between Camden and NACO.	
10.8	Margaret would advise on the information to be contained in the brochure regarding accommodation.	Margaret
10.9	The Secretary would be responsible, in conjunction with Margaret, for the administration prior to event.	Penny, Margaret

10.10	It was agreed to look at the possibility of an App being created which delegates could access some of the information usually contained in delegate packs. This would be considered at the January meeting	
10.11	The programme timing would be slightly different from recent one day events if there were two keynote speakers.	
10.12	It was agreed to ask Jonathan Spencer and/or the Cabinet Office to talk about developments on London Bridge. Jim would approach Jonathan Spencer and the Chair would speak to the Cabinet Office	Jim, Paul
10.13	Phil had been in touch with Bob Lee from the Royal British Legion and he understood that there should be much more information available about Armistice 100 by March 2018 and agree to speak with him. It was hoped that it might be possible for an information release from the RBL to coincide with the Training Events.	Phil
10.14	Having both these subjects on offer to all delegates would answer some of the feedback received that these topics were of interest to all.	
10.15	On the basis that there would be two Keynote Speakers there would be time for delegates to attend 2 workshops from a choice of 4.	
10.16	The following workshops would be offered A Civic Response to Tragedy (Jim and Jacqui) A Beginners Guide to Protocol (Paul) A Workshop by Duncan Bhaskaran Brown The Modern Office (Alison, Marsha and Clare)	Jim, Jacqui, Paul, Alison, Marsha, Clare
10.17	Paul would approach Duncan about running a workshop.	Paul
10.18	The Secretary would send out all the necessary information about the AGM arrangements.	Penny
10.19	Alison commented that the feedback she had received included requests for more healthy options and more time between workshops. It was agreed that more healthy options might be governed by price and to look at the timings when drawing up the programme.	
10.20	As the brochure about the Training Event was due to be launched in early November the Secretary would need detailed information about each workshop by about 3 rd week in October so a shortened version could be included in the brochure and the more detailed information available to send out to anyone who books as soon as the brochure is available.	Jim, Jacqui, Paul, Alison, Marsha, Clare
10.21	Paul would ensure that information about Duncan's workshop as described in 10.17 was with the Secretary as above.	Paul
11	Civic Office of the Year Awards 2017	
11.1	Christine and Hannah had been asked to rewrite the criteria and this should be available for the newsletter which would be going out in November.	Christine, Hannah
11.2	The Award would be launched with the newsletter in mid November with a reminder in early January. The closing date would be 15 January 2018	

11.3	The prizes would be £500 from NACO, and it was hoped that the Vaughtons and Logocloth would sponsor their trophies as before. Malcolm would be asked to confirm with them.	Malcolm
11.4	The judges would be Christine, Mike, Anita and Sue and Malcolm would be asked to co-ordinate with the sponsors.	Christine, Mike, Anita, Sue, Malcolm
12	Newsletter(s)	
12.1	A Newsletter containing information about the following would be sent out in early November The Performance Management course being run by Phil O'Brien Inc Supplier and Vacancy pages Article about developments on London Bridge by the Chair Training Event Civic Office of the Year 2017 Single Commemorative Event	Jim, Penny, Paul, Phil, Christine, Beverley
12.2	Jim said he was hoping to have an article about the protocols concerning official Royal Photographs which was being written in conjunction with Mike O'Keefe, but was not sure when this would be forthcoming.	Jim
13	Business Plan	
13.1	It was agreed to revisit this in January with all members of the Executive asked to consider the Plan before the January meeting to consider what needs to be done.	All
13.2	Consideration would be given in January as to the viability of running regional events, particularly after the SNACO event.	
13.3	At the Summer 2018 meeting the following would be considered: Membership levels The monitoring of consultation documents and other related initiatives. Relationship with local government press, 2018-19, Practical guidance notes on roles and responsibilities of Executive Committee. A Report of the annual Review of the Constitution undertaken by the Secretary New Income Streams	
14	Bids for 2019 Training Event	
14.1	Offers were on the table from Leeds, (the Chair said he would contact Leeds and explain their offer for 2018 was being held over	Paul

	for 2019) Wolverhampton and Cheshire West and Chester and one from the Nottingham Business Centre would also be forthcoming.	
14.2	These offers would be considered in January when a decision was made as to whether one or two events would be run in 2019.	
15	Single Commemorative Act	
15.1	Beverley and Penny would liaise and up date and a reminder sent to members in the next newsletters.	Beverley, Penny
16	Proclamation of a new Sovereign	
16.1	Jim said there was nothing to add on this point	
17	Suffragettes Project 2018	
17.1	Christine was not present but there had been considerable information distributed to members in the Summer Newsletter sent out recently.	
18	Date and Venue of next meeting	
18.1	The next meeting would be held in Lewes Town Hall and Fiona, Paul and Penny would liaise over the date.	Fiona, Paul, Penny
19	Thanks to Host	
19.1	The Chair thanked Marsha very much for hosting the meeting in difficult circumstances and for letting the NACO Executive meet in such a fabulous setting.	
20	Any Other Business	
20.1	The Chair mentioned National Network for Civic Leaders Conference which was being organised shortly by Duncan Bhaskarn Brown. He had asked for contributions from NACO and it was agreed that the Chair would represent NACO as a facilitator.	Paul
20.2	Jacqui informed the Executive that Michael Cleere is very seriously ill. It was agreed that the Chair should write to his family on behalf of NACO	Paul

The meeting concluded at 1420

Penny Harrison,
Secretary,
NACO