



MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE
held on Tuesday 11 June 2019 in the Bremerhaven Room, Grimsby Town Hall Square,
Grimsby, DN31 1HX

Present:

Jim Babbington Retired Lord Mayor's Secretary, Vice Chair
Jacqui Brazil London Borough of Southwark
Ruth Darby, Sandwell Council
Tracy Frisby N E Lincolnshire Council
Penny Harrison Retired Civic Officer, Secretary
Paul Millward Nottingham City Council, Chair
Phil O'Brien, Erewash Borough Council
Clare Richardson North Kesteven District Council

Apologies:

Gill Allwright Retired Civic Officer Treasurer
Jane Barlow Coventry City Council
Jackie Cansick Stevenage Borough Council
Christine Christensen, Ipswich Borough Council
Anita Cund City of Wolverhampton Council
Gary Clift, Cambridge City Council
Deborah Donovan, Peacehaven Town Council
Sue Dunkley Erewash Borough Council
Darren Ellis, Canterbury City Council
Vanessa Etheridge Sevenoaks District Council
Fiona Garth Lewes Town Council
Margret Humphrey, London Borough of Camden
Alex Kowalcuk Former Civic Officer
Margaret Lobo London Borough of Bromley
Paul Mayhew Brentwood Borough Council
Liz McCarthy, Adur and Worthing Councils
Lynda McElligott, North Norfolk District Council
Alison Orde St Albans City and District Council
Sandra Robinson Belfast City Council
Pat Seager, Epping Forest District Council Vice Chair
Derek Scott, London Borough of Havering
Irene Webster Retired Civic Officer
Beverley Wilson Retired Clerk to the Lieutenancy

1	Welcome	
1.1	The Chair thanked all for coming, particularly Ruth Darby, who was attending her first meeting.	
2	Apologies	
2.1	Apologies for absence were as listed above.	
3.	Election of Officers	
3.1	The Chair handed the meeting to the Secretary who said the first officer to be elected would be a new Chair. She proposed that Paul Millward be re-elected to the post and this proposal was seconded by Jim Babbington and carried unanimously.	
3.2	The Chair resumed control of the meeting and said he felt strongly that this should be his last year as Chair as we were now marking the 20 th anniversary of the first meeting of the Executive and asked the members of the Executive to plan for the future.	
3.3	The Chair suggested that although the convention was that the Chair and Vice Chairs should not be retired might it not be sensible now that there were 2 vice chairs to allow one to be a retired member. This was discussed and agreed.	
3.4	The following nominations were received: Vice Chair, Jim Babbington, nominated by Paul Millward and seconded by Penny Harrison Vice Chair, Pat Seager, nominated by Paul Millward and seconded by Phil O'Brien Secretary, Penny Harrison, nominated by Paul Millward and seconded by Jacqui Brazil	
3.5	The Chair suggested that in future there should be a Treasurer and a Deputy Treasurer. This was agreed.	
3.6	Phil O'Brien proposed that Gill Allwright be the Treasurer and Tracy Frisby the Deputy Treasurer and this nomination was seconded by Jacqui Brazil.	
3.7	All the above nominations were carried unanimously.	
4.	Appointment of Other Officers	
	It was agreed that the following officers should be appointed:	
	(a) Communications Officer, Phil O'Brien (b) Web Support Group, Penny Harrison, Phil O'Brien, Tracy Frisby, and Lynda McElligott (c) Training Officer, Christine Christensen (d) Data Protection Compliance Officer, Lynda McElligott	

5.	Appointment of Auditors	
5.1	It was proposed by the Chair, and seconded by Phil, that Craig Muttitt, BA, CGMA, AMCT be re-appointed as Auditor. This was agreed and Gill would be asked to contact him to confirm this.	Gill
6.	Minutes of last meeting, 17 January 2019, held in Epping – accuracy and matters arising	
	Accuracy:	
6.1	The minutes were approved.	
6.2	Matters Arising:	
6.3	3.1 The Secretary said NACO now had a member from Birmingham. Of the big cities this just left Sheffield and Phil undertook to contact that authority.	Phil
6.4	3.2 The Chair said he and Phil had still not yet been able to update the fact sheets but would do so as soon as time allowed.	Paul. Phil
6.5	10.3 Pat and Alison had agreed to take photographs of the NACO Executive to go on the website. This needs to be followed up.	Pat. Alison
6.6	19.3 The Chair was reminded that he had to write to the Chair of ADSO regarding a partnership between NACO and ADSO	Paul
7	Chair's Report	
7.1	The Chair reported that he had had a particularly busy few months but that he had been in discussion with several outside bodies concerning joint working on certain matters.	
8	Secretary's Report	
8.1	The Secretary reported that membership now stood at around 715, once again an increase though she had yet to go through the auto replies received from the last newsletter which sometimes means there are names to be deleted. She was pleased to say that since travelling to Grimsby she had received a further 4 applications for membership.	
8.2	She said that she had spent some time after the Training Event tidying up everything from that and updating the NACO Website.	
8.3	She had been able to distribute a newsletter to all members, though this had to be distributed twice through a problem which occurred at Purple Spider.	
8.4	Requests for NACO buddies are now beginning to come in and the Secretary said she tries to find appropriate "partners".	
8.5	Generally speaking, she said, this is the quietest time of the year for the NACO Secretary but she does continue to deal with all queries in the best way possible.	

9	Treasurer's General Report	
9.1	The Treasurer was not present and had not sent a general report. However, the Chair said he had looked at the bank account and felt the Association was financially sound.	
9.2	Forms had been signed at the Epping meeting and returned to the Treasurer to give Vice Chair, Pat Seager, access to the bank account. Pat had not heard from the Bank with the necessary information and the Treasurer was asked to check this.	Gill
9.3	As Tracy had now been appointed as Deputy Treasurer, she would also need access to the Bank Account and it was agreed that Gill should obtain the necessary forms for signature authorising the Bank to provide this and send them to the Chair for signature as soon as possible.	Gill
10	Review of Training Event held in Wolverhampton	
10.1	It was agreed that this event had been a success and went well.	
10.2	The venue had proved to be excellent and the treatment given to NACO by the staff at the City of Wolverhampton Council outstanding.	
10.3	Ruth Darby who had attended a NACO Training Event for the first time said for her it was a really positive experience and she learned a great deal.	
10.4	The Treasurer's statement regarding the Training Event is shown at Appendix 1	
10.5	The Chair said that Wolverhampton's expenses had already been paid to them.	
10.6	He said that there were still some outstanding fees to be received but suggested that an interim payment 50% of the current profit be paid immediately to Wolverhampton and the balance when the outstanding fees were received. This was agreed.	Gill
10.7	It was understood that the Treasurer was in the process of chasing outstanding fees.	
10.8	Feedback on the event had been received through a Survey Monkey enquiry but Alison who had sent this out was on holiday. She had sent a link which unfortunately would not work. The Secretary had managed to open it once with Alison's help but this had only lasted so long. However, from what she had been able to see there were some positive comments. It was hoped to look at this further at the next meeting.	
10.9	Income had been received from advertisers who had had literature distributed at the Training Event	
11.	NACO 1-day Training Event Autumn 2019	
11.1	Many people who attended the Workshop earlier in the year run by Jim Babbington entitled "A Workshop to test out your plans" felt there was not enough time allowed for this and it was suggested then that a one day event be held in the Autumn on the subject. This was agreed.	
11.2	The Secretary said she had been in touch with Anne Kennedy in Birmingham who had said she would very much like to host such an event and was currently looking at suitable dates for this event.	Penny
11.3	The Chair agreed to write a suitable introduction to this event and as soon as a date was agreed this information would be circulated to members.	Paul

11.4	The Chair and Vice Chair had been in touch with representatives from various Government Departments and it was hoped they would be able to attend and it might be possible to obtain speakers through this. It was agreed that the Paul and Jim would follow this up and find the speakers	Paul, Jim
11.5	It was agreed that the format of the day would include a table top exercise entitled Exercise National Velvet and the Chair said this could be run by his Emergency Planning Staff	Paul
11.6	As soon as a date was fixed the Secretary would distribute the information to members and invite them to complete a booking form.	Penny
11.7	It was hoped that the cost to delegates could be under £100	
12	NACO Training Event 2020	
12.2	Pat was not present so it was assumed she had no interested parties. Jacqui said that Southwark would be interested in hosting the event again.	
12.3	Jacqui was reminded of the terms agreed at the last one day event and it was hoped that these could be followed again.	
12.4	It was agreed that she would speak with staff in Southwark and send suggested dates to the Secretary.	Jacqui, Penny
12.5	If it did not prove possible for Southwark to host the one day event in March 2020 delegated powers were given to Paul, Pat and Penny to source a date and venue.	Paul, Pat, Penny
12.6	It was agreed that there might be two keynote speakers at this event.	
12.7	The two suggested were a representative of the RBL to talk about the plans to mark the 75 th anniversary of VE and VJ days in 2020 and a representative of the College of Arms who would be able to talk about the use of Council Coats of Arms.	
12.8	Phil said he would speak with the RBL and Jacqui said she would contact the College of Arms.	Phil, Jacqui
12.9	The following subjects were suggested as possible workshops: Civic Involvement on Remembrance Day following up the request from the LAEOG Update if necessary from the 1 day event along with planning for a Royal Visit Promoting your Mayor or Chair Performance Management Training (Many people who have become involved with civics over the past few years do not know about the points scoring system) Administration of Social Media Managing Security Diversity Challenging the Traditional Mayoral role Taxation and Mechanics of the Civic Allowance	
12.10	It was agreed to try and keep the cost to delegates to £135	

13	Bids for 2021 Training Event	
13.1	As Pat was not present it was agreed to defer this item to the Autumn meeting	
14	Website	
14.1	Generally this was still working well and was being kept up to date	
14.2	Vacancies Page – it was agreed that potential advertisers should be asked merely to provide the title of their vacancy and a link to their own advertisement. The Secretary would put a note to this effect on the webpage	Penny
14.3	Suppliers Page - Phil said there had been a high update on renewals on this. It was agreed that as there is a heading on the page which states that "NACO does seek feedback from members before renewing on an annual basis" then in the next newsletter feedback should be requested.	Phil
14.4	Message Board – It was noted that most queries had received at least one reply.	
15	Training Report	
15.1	Christine had sent a report showing the numbers attending Councillor Skills Training Events which was discussed. A total of 48 councils had been represented at these events.	
15.2	Most of these events had been supported by a member of the NACO Executive and generally their reports were positive.	
15.3	There had been a request from Councillor Skills about the covering of costs involved in sending NACO Executive members to these events and it was agreed that Phil should discuss this with them. It was felt that the support being provided by NACO was to their advantage.	Phil
15.4	Phil took the details of all members from Wales and said he was now in a position to approach these members and to set up a WACO event.	Phil
15.5	It was hoped that Beverley would be able to find out how matters had progressed after the SNACO event.	Beverley
15.6	Phil reported that he was doing a considerable amount of civic head coaching	
16	Business Plan as updated January 2019	
16.1	Phil and Penny would have a further look at this and include reference to the proposed 1 day event in the Autumn	Phil, Penny
17	Newsletter	
17.1	It was agreed that a newsflash with information regarding 8 May 2020 be sent out as soon as possible and if a firm date is fixed for the 1 day event in advance of the next newsletter being ready then this could go out as a separate newsflash	Penny

17.2	Suggested items for the next newsletter included: 1 day event – Exercise National Velvet Feedback on Suppliers Date for Training Event in March, Possible WACO event Shaws Civic Office of the Year now biennial	Phil
18	Civic Office of the Year	
18.1	It had been agreed that this should now run every other year to coincide with the 2-day Training Event and the first such Award would be made in 2021 and would be the Civic Office of the Year Award 2020	
18.2	It was agreed that Christine Christensen, Pat Seager, Sue Dunkley should be asked to look at the various options for criteria and who can apply and report back to the next Executive Meeting.	
19	Generic speeches	
19.1	There had been some requests for NACO to provide generic speeches and it was agreed that when appropriate nationally generic messages would be offered.	
20	Operation London Bridge update and Transitional Arrangements	
20.1	This had been updated	
21	VE Day 75 – 8 May 2020	
21.1	It was hoped to cover this in more detail at the Training Event in March.	
21.2	The information sent out by Bruno Peek would be distributed to all members by the Secretary.	Penny
22	NACO Generic programmes for Royal visits	
22.1	It was hoped that this would be included in a workshop at the 2020 Training Event	
23	List of NACO's assets and their whereabouts	
23.1	Logocloth and Pull Up Banner, Plastic Banner at Nottingham London Road Fire Service (The Chair's Office)	
23.2	Spare Conference badge holders with Secretary (approx. 200) and 200 plus inserts	
23.3	Spare Executive badge holders with Secretary (approx. 40)	
23.4	Spare Purple Folders with Secretary (20)	
23.6	Civic Office of the Year Shield with Tunbridge Wells Borough Council	

23.7	Cheque Book with the Treasurer	
23.8	The Secretary said she would contact Anita to see if there was anything belong to NACO which had been left in Wolverhampton	Penny, Anita
24	Date and Venue of next meeting	
24.1	It was agreed that it would be sensible to try and co-ordinate the next meeting with the date of the 1 day Training Event. It might be possible to hold it in Sandwell on the day before the Training Event as the transport links are very suitable. The Chair, Secretary and Ruth would discuss this once the date of the Training Event is known.	Paul, Penny, Ruth
24.2	If this is not possible then the Chair, Vice Chairs and Secretary would liaise over the date of the summer meeting.	Paul, Jim, Pat, Penny
25	Thanks to Host	
25.1	The Chair expressed his and everyone present thanks to Tracy for her hospitality.	
26	Any Other Business	
26.1	The Secretary said she was looking for a buddy for a new member and several names were suggested.	

The meeting concluded at 1505

Penny Harrison,
Secretary,
NACO

June 2019