



MINUTES OF THE MEETING OF THE NACO EXECUTIVE COMMITTEE
Warrington, Friday 31 January 2014, commencing at 0915

Present:

Karen Alexakis	Retired Member	
Jim Babbington	Royal Borough of Kensington & Chelsea	
Malcolm Bartlett	Retired Member	
Christine Christensen	Ipswich Borough Council	
Michael Cleere	London Borough of Southwark	
Penny Harrison	Retired Member	Secretary
Margaret Humphrey	London Borough of Camden	
Alex Kowalczyk	Retired Member	
Brian Magan	Warrington Borough Council	
Paul Millward	Nottingham City Council	Chairman
Phil O'Brien	Derby City Council	Vice Chairman
Alison Orde	St Albans City & District Council	
Sandra Robinson	Belfast City Council	
Pat Seager	Epping Forest District Council	
Ann Tipper	Bath Charter trustees	
Irene Webster	Scarborough Borough Council	
Beverley Wilson	Retired Member	

Apologies:

Gill Allwright	London Borough of Southwark
Kate Foxtton	Guildford Borough Council
Alasdair Ross	Aberdeen Council
Adriana Stapleton	Waveney District Council
Sonia Sutton	London Borough of Southwark
Charles Talbot	Kidderminster Charter Trustees
Catherine Wilkinson	Norwich County Council

For Action by:

1.

1		Welcome	
1.1		The Chairman welcome everyone to the meeting at Warrington Borough Council and thanked them for attending	

2		Apologies	
2.1		Apologies for absence were recorded as above	
3		Minutes of last meeting held 29 October in Hertford – accuracy and matters arising other than those listed separately on this Agenda	
	3.7.2	The Treasurer was not present and it was not known if she had yet been able to put £5,000 in a suitable deposit account. It was agreed Paul would contact Gill about this	Paul
	3.11.1	Phil reported that Derby had yet to be paid its share of the profit and it was not known if all outstanding invoices had been settled from the 2013 event. Michael said he would check with Gill. Later in the meeting he reported that she had said that Derby would be paid soon	Michael, Gill
	3.12.1	Phil reported that Mark Axler was trying to get funding through the Armed Forces to create an Armed Forces Covenant Toolkit. Phil did have the toolkit created from the 2013 Training Event but was unable to circulate it because of its size. It was agreed it should be put on the Website and Phil would probably have to send it to Alasdair on a disc. Phil also reported that Mark Axler was working on a Mark 2 version of the Armed Forces Covenant	Phil, Alasdair
	4.1	The Chairman said that Adriana Stapleton had now formally taken over from Carol George on the Executive as had been agreed at the last meeting.	
	7.2	Because of pressure of work and his impending nuptials Alasdair had not been able to be as attentive to the website as would have been liked. Christine suggested that it might be useful if someone else could also operate the website. It was agreed this should be discussed at the next meeting of the Executive	
	10.9	Christine did not believe that past winning entries of Civic Office of the Year were yet on the website but she would check again and speak to Alasdair. Paul was reminded he was going to look for some of the early entries	Christine, Alasdair, Paul
4.		Resignation of Members from Executive	
4.1		Penny read out resignations from both Debbie and Tom. Tom had said in his resignation email that he would be replaced by the person taking over his post. However, under the constitution this is not possible although membership of NACO itself can be transferred to a replacement in the Civic Office.	
4.2		Paul asked to placed on record his thanks for the work undertaken by both Debbie and Tom and this was endorsed by the Executive	
5.		Treasurer's Report	
5.1		No Treasurer's Report had been received. Malcolm raised the question of cheque signatories. It was agreed that at the next meeting this would be discussed. It was agreed that the signatories must be members of NACO and there must not be more than 1 from any council.	

5.2		Penny mentioned that we had been asked for a unique tax reference. She had forwarded the request to Gill. It was agreed that the coming year would be one when we sort out our financial arrangements regarding possible tax, banking arrangements and online payments.	
5.3		Alex mentioned EventBright which is an internet company that arranges for information and payment on line when booking events. Again this would be considered at the next meeting	
5.4		Later in the meeting Michael reported that he had received a message from Gill in which she said that NACO was financially healthy and that money was coming in thick and fast for the Training Event. She said that after payment to Derby and taking out income receiving for the Training Event there was of the order of £10500 in the bank	
6.		Membership Secretary's Report	
6.1		Penny read out the report that Catherine had sent which said that NACO now had 403 members (as of 29 January 2014) – reaching what she had considered a somewhat optimistic personal goal of 400 members! Many had signed up in response to the NACO training day information sent out from mid-November. Of the members, 155 have identified as new members. The spread of membership across the country remains roughly the same, and the majority of the members are front line/office manager/supervisor so a good target audience is being achieved. At the last meeting there were 34 new town councils that had joined following a targeted recruitment drive, this has now increased to 69. She said she thought that they may have seen the quality of the training day on offer and decided to join up. In total there were nearly 300 authorities at all levels represented.	
6.2		Catherine is working through the delegates' spreadsheet to try to ensure all are signed up who have booked for Camden. They are receiving an email asking them to apply for membership after they have been signed onto the training day.	
6.3		She went on to say that she was still looking to target Wales, and if Alasdair has access to/can point her in the direction for information on Scotland she would be grateful. Beverley said she was happy to help Catherine with information about Councils in Scotland and Phil and Karen said they would help regarding Wales and Sandra would do the same regarding Northern Ireland. These areas could be targeted in the coming year.	Catherine, Beverley, Phil, Karen, Sandra
6.4		It was felt that purely for resilience and business continuity there should be someone else with access to the data base of members. It was agreed to ask Catherine to forward the list to the Chairman once a quarter.	Catherine
6.5		Catherine mentioned that 2 members of the Executive had yet to renew their membership.	

6.6		The Executive put on record its sincere thanks to Catherine for all her hard work.	
7.		NACO Training Event and AGM 2014	
7.1	A	There were 119 delegates registered so far which was excellent	
	B	A further mail shot about the Training Event would be sent out by Margaret as soon as possible. Penny and Margaret would make the decision if they felt that bookings would have to be refused because of lack of space	Margaret, Penny
	C	Workshops – update Absolute Beginners, Irene said that as Alasdair had been preoccupied she had asked Pat for assistance which Pat was happy to give. The Audience - Christine said she was happy to help Penny with this National Mourning – Beverley and Jim reported that this was on track Multi Faith – Phil reported that Dr Phil Henry had this in hand Induction - Alex agreed to help Jules. Penny reported that a power point presentation had been prepared. Pascoe Sawyer – no further information had been received. It was felt it was unsatisfactory to have such little information to describe his Workshop and Paul said he would try to amend it by referring to his past efforts. Margaret and Michael said they would speak to Gill	Margaret, Michael, Paul
	D	Speaker Hosting – Phil would host Claudia Kenyatta and Dr Phil Henry would be hosted by Michael. Later in the meeting Michael reported that Gill had said she was happy to host Pascoe.	Phil, Michael, Gill
	E i	Workshop choices – current state Absolute Beginners Session 1 – 10 Session 2 – 10 The Audience Session 1 – 7 Session 2 – 9 National Mourning Session 1 – 8 Session 2 – 14 Session 3 – 25 Multi Faith Session 1 – 5 Session 2 – 8 Session 3 – 12 Induction Session 1 – 8 Session 2 – 22 Session 3 – 24 Pascoe Session 1 - 26	Penny, Margaret

E ii	Penny explained that this represented 53 people who had returned their selection. She was receiving the selections all the time and there were a further 6 she had received whilst she had been Warrington which had not been processed. She would chase people nearer the time if it was necessary. She explained that the fact that Pascoe was only giving one session caused great difficulty with the spread and fitting the numbers into appropriate rooms. However, she would endeavour to give people their first choices and would liaise continually with Margaret as usual	
E iii	The following would be required for the Keynote Speaker and the Workshop Facilitators Keynote Speaker – unknown but as she would be in the Council Chamber all facilities were available. Phil said he would check with her All the other workshops with the exception of The Audience would require lap top facilities for power point presentations and a flip chart and The Audience would merely require a flip chart	Phil Margaret
E iv	Margaret confirmed that Arturo was booked and would be on hand to help with IT requirements. Paul said he would write to him following the event to thank him	Paul
F	Catering – Margaret said that she had this in hand	
G	The Registration Desk would be situated at the top of the stairs as usual and would be staffed by Pat, Karen, Ann and Malcolm	Pat, Karen, Ann, Malcolm
H i	Delegates' Packs – The Delegates Packs would contain: List of Delegates Timetable Workshop Lists including venues for each workshop 2014 AGM Agenda and 2013 AGM Minutes Nomination Form for the Executive All the above to be prepared or provided by Penny Chairman's Report A note from the Chairman directing members to the website Both the above to be provided by Paul Treasurer's Report and Audited Accounts to be provided by Gill Membership Report to be provided by Catherine Any agreed advertising literature from exhibitors or others including our Training Partners, Councillor Skills, under the control of Malcolm.	Penny, Paul, Gill, Catherine, Margaret
H ii	All the above information to be sent to Margaret no later than Thursday 27 February	

I	Evaluation – It had previously been agreed to use a Survey Monkey questionnaire following the event. Alison said she was happy to set this up and Phil said he would let her have previous feedback forms. Penny said she would provide Alison with the email addresses of delegates who attend.	Alison, Penny,Phil
J	Photographer – Pat said she would bring a camera so that the presentation of Civic Office of the Year would be photographed	Pat
K i	Request from Exhibitor - Tom Macdonald had made a request that he be allowed a small stand from which to exhibit. It had already been agreed, because of the lack of space, that there should be no exhibitors and it was agreed that no exception should be made. Malcolm said he would communicate the decision to Tom	Malcolm
K ii	Both Alex and Karen had made requests that they be allowed to have leaflets distributed in the delegate packs. They both left the meeting whilst this was discussed. A healthy debate followed and it was agreed (Bryan abstained) that for this year they would be allowed to do this provided the literature either was relevant or of use to civic life or provided benefit to the members. A fee of £50 for each item for distribution would be charged. Alex and Karen returned to the room and were informed of the decision	
K iii	Malcolm would contact NACO's usual exhibitors and advertisers and invite them to put literature in the pack if they so wished at the agreed rate. The literature would have to be an A4 or A5 flyer and not in book form.	Malcolm
K iv	The whole subject of member rewards and links to advertisers would be re-examined at the next meeting including what should be put on the website and whether members generally should be invited to advertise through NACO	
L	Risk Assessment – the risk to NACO'S finance and reputation is quite low. There is enough money to fund any costs incurred if the event had to be cancelled in an emergency	
M	Delegation to make urgent decisions – Any such decisions could be made by 2 out of Chairman, Vice Chairman and Margaret	Paul, Phil, Margaret
N	Training Day contract – the contract between NACO and Camden had not yet been signed. Paul said the one used in the past needed some updating and he undertook to do this. It was agreed that Paul should be the representative of NACO who entered into the contract.	Paul, Margaret

O	There would be Executive Pre-meeting for the Committee in Room 3A, at Camden Council at 6.00 pm on Monday 3 March. This would be chaired by Phil in the absence of Paul who would be unable to attend. Margaret would organise a meal afterwards and anyone wishing to attend this should inform her by Thursday 27 February. Margaret would pay the bill herself and reclaim her money from the Treasurer and others as appropriate	All
P i	Draft Budget to date - It was agreed that members of the executive who were acting as facilitators or who had specific roles, such as Malcolm, (Exhibitor/Flyer Supremo) would be paid up to £20 for their food bill on the evening before the Training Day along with their travel and hotel expenses. Alex's expenses as a facilitator would be covered like any one else's, subject to her only receiving the amount the travelodge would have cost as she was staying in a different hotel.	
P ii	After some calculation of the income and expenditure which had been done by Paul, on a very conservative basis, he said there should be in the region of £2750 for each of NACO and Camden Council	
Q	AGM – Penny confirmed that Notice of the AGM had been sent out.	
R	AGM Top Table Paul Phil, Penny, Gill and Catherine	Paul, Phil, Penny, Gill, Catherine
S	AGM Agenda - Penny said she would send the Agenda for Alasdair to publish on website	Penny
T	Chairman's Report – Paul would write this	Paul
U	Treasurer's Report – Michael said he would remind Gill she needed to prepare this along with the accounts and also ask her to enquire whether Southwark was happy to continue to audit	Gill, Michael
V	Membership Secretary's Report – Catherine would write this and Penny promised to contact her	Catherine, Penny
W	Executive Committee Membership – a Ballot Box would be required and Margaret said this would be done. The exact form the Nomination Paper would take would be discussed at the next meeting to allow both for email and written nomination papers to be made satisfactorily. It was felt that more current working members and members representing town councils were needed. Michael thought some of the meetings were going into too much detail and they could be shorter	Margaret
X	Recommendation on annual membership fee – it was agreed that the recommendation should be that the subscription remain at £0.	

8.		Training Report	
8.1		Phil reported that he had taken this back on Debbie's resignation on a temporary basis. He reported that Ronnie and Marilyn had 11 dates for 2014 already and it had now been agreed that they could promote their course at the Training Event through the delegates pack.	
8.2		It was agreed that they be asked to improve the quality of their flyer for future years	
8.3		Phil reminded all that a new Training Officer would be required after the AGM	
9		Civic Office of the Year Awards 2013	
9.1		Christine said that she expected there would be a total of 6 nominations and the judging panel would be; 2 from Broxtowe who won the 2012 award, Ann and herself.	
9.2		The trophy was on its way back for Vaughtons and Logocloth was happy to continue supplying the certificate.	
9.3		Christine would speak at the presentation and then invite last year's winners to hand over the prizes	Christine
10.		Website/facebook/linkedin/knowledge hub	
10.1		It was agreed that the Website needed considerable development	
10.2		Alasdair was asked to up date it as soon as possible.	Alasdair
10.3		Paul said he would look into what needs to go on and it was agreed that this would be one of the projects for the coming year	Paul
11		Newsletters	
11.1		It was agreed that no newsletter was required prior to the Training Event	
12.		NACO involvement with 100th anniversary of 1st World War	
12.1		Penny suggested that NACO should look to creating something which could be done by all civic heads which would not be expensive but which would be NACO inspired to mark the 100 th anniversary of 1 st World War. It was not necessary for this to coincide with the start of the War and indeed might not happen until 2019/2020.	
12.2		Phil said he liked Penny's idea and felt it was something we should look into at the next meeting. He would also speak to Claudia Kenyatta about it. Michael felt there was an opportunity for NACO to do something.	Phil
12.3		Many members already had plans both for events marking the beginning of the War and some had 4 and 5 year plans. It was agreed that if they did they would bring them to the next meeting, email them around the Executive and Penny said she would see if she could make a generic list of events which could go on the website	All, Penny

13		Date and Venue of Next Meeting	
13.1		Ann offered to host in the next meeting in Bath, around mid June. She would suggest some dates and send them to Paul and Penny. Paul reminded the Executive it would need to make a decision as to where the next AGM would be held and whether it was to be a one or two day event. Michael said Southwark might be interested in hosting it.	Ann, Paul, Penny
14.		Thanks to Host	
14.1		Paul thanked Bryan for his hospitality in such a splendid venue	
15.		Any Other Business	
15.1		The Chairman reminded everyone that they should state in advance if they have Any Other Business.	
15.2		Alex suggested that a Communications Strategy should be on the Agenda for the next meeting and just after the meeting the Chairman asked that Procurement also be added	
15.3		Christine raised the question of flying the special Commonwealth Day Flag on 10 March which was also the birthday of the Earl of Wessex when only one flagpole was available. Paul said that in no circumstances should any flag take precedence over the Union Flag. This is the sort of information which should go on the website so that members are aware of NACO's advice.	
15.4		Ann asked for help over her Financial Statement. Phil suggested she looked at other council sites and follow their precedents	
15.5		Karen suggested that a Civic Calendar should go on the Website	
15.6		Penny reported that Kings Lynn was having problems with a corporate gift company and it was agreed that the business was not now as efficient as previously	

The meeting closed at 1400

Penny Harrison
Secretary
NACO
February 2014