



Chelmsford City Council Overview and Scrutiny Committee

14th October 2024

Report on the Updates from Council Representatives on Outside Bodies

Report by:

Director of Connected Chelmsford

Officer Contact:

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Purpose

To inform the Overview and Scrutiny Committee about the activities of the Council's representatives on outside bodies within the last municipal year 2023/24.

Recommendations

That the updates be noted by the Committee.

1. Background and Introduction

- 1.1. The Outside Bodies Task & Finish Group was formed in 2022 to identify which outside bodies appointments continued to be beneficial or which ones might need a different number of representatives. The group's findings were presented to the Overview and Scrutiny Committee in February 2023 and their recommendations were considered ahead of the schedule of appointments made at the Annual Council in May 2023.

1.2. Two of the recommendations made were for the Overview and Scrutiny Committee to receive annual updates from each appointed representative and to review any outside bodies that did not meet before May 2024.

2. Reports from Councillor Representatives

2.1. The following Councillors have provided updates with regards to the outside bodies that they were appointed for as per Annual Council on 24th May 2023:

- Councillor Richard Lee for Chelmer & Blackwater Navigation Advisory Committee;
- Councillor Ann Davidson for Chelmsford Age Concern;
- Councillors Marie Goldman for Chelmsford Business Board;
- Councillor Simon Goldman for Chelmsford Business Improvement District
- Councillors Hazel Clark for Chelmsford Citizens Advice Bureau Trustee Board;
- Councillor Sue Young for Chelmsford Voluntary Service;
- Councillor Julia Frasca for Chelmsford Cultural Development Trust;
- Councillors Julia Frasca and Sue Young for Chelmsford Educational Foundation;
- Councillor Natacha Dudley for Chelmsford Fairtrade;
- Councillor Stephanie Scott for Chelmsford Local Highways Panel;
- Councillor Richard Hyland for Danbury Lakes Country Park Forum and Galleywood Heritage Centre;
- Councillor Jannetta Sosin for Essex Countrywide Traveller Unit Joint Committee;
- Councillor Donna Eley for Essex Police, Fire and Crime Panel;
- Councillor Rose Moore for Essex Waste Partnership Member Board and Essex Flood Partnership;
- Councillor Andrew Sosin for King Edward VI Grammar School Historic Foundation Governors
- Councillor Terry Sherlock for Marsh Farm Country Park Forum;
- Councillors Chloe Tron and Ian Fuller for Springfield United Charities;
- Councillor Marie Goldman for Success Essex;
- Councillors Marie Goldman and Nora Walsh for Tech Ambassadors.

2.2. Following the 15th May 2024 Full Council, it was decided that a city councillor would not continue to represent the following outside bodies:

- Chelmsford Business Board;
- Chelmsford United Charities;
- Youth Strategy Group;
- Success Essex.

2.3. A table of their responses is attached as **Appendix 1** of this report.

3. Conclusion

3.1. Members are asked to note the contents of the report.

List of appendices:

Appendix 1 –Updates from representatives on outside bodies.

Background papers:

Nil

Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees:

Council Representatives to Outside Bodies

Relevant Policies and Strategies:

Not Applicable

Outside Bodies	Councillor Representatives	What are the main functions or purpose of the outside body?	How many meetings of the body have you attended in the past 12 months?	Do you feel it has been beneficial for a Chelmsford City Councillor to be appointed to the outside body?	Any other comments?
Age Concern	Ann Davidson	To run a Day Centre (Mon-Fri) for residents aged 60 and over, provide them with a 2-course home-cooked hot lunch, give an opportunity for socialising and participating in activities and help combat loneliness. The first-floor extension (funded by CIL contributions) is a space that can be hired to outside groups and is being used for additional offers to older residents such as chiropody and a weekly seated exercise class. They have plans to offer other activities and services.	Meetings are not held regularly, but mainly when they have a range of issues to discuss, although I try to get to the centre every few weeks to discuss things with them and take the opportunity to chat to the residents attending. I speak regularly with Freda Mountain who keeps me up to date with what's going on. I recently attended their AGM – useful for me to catch up with the trustees, understand any issues and offer help where I could. Aside from meetings, the trustees will contact me if they think I can help with a particular issue.	Yes, definitely. Age Concern usually applies for an annual grant from CCC, and I feel it's important that someone takes an interest in how they use it. They rely heavily on volunteers but having sufficient funding to pay a few key members of staff is clearly beneficial to ensure continuity. They are providing a valuable service for the older members of our community who rate it highly. By talking to the regulars, it gives me the opportunity to understand other challenges facing our older residents and offer help where I can	Age Concern failed to secure a grant from CCC for 2024-25 – they forgot to submit an application. I have made a note of when to remind them to apply in future years!
The Business Improvement District	Simon Goldman	Promoting Chelmsford as a premier place to live, work & play. Represents approximately 450 businesses within the City centre.	Approximately 20	Yes	There is a good working relationship between the BID and the various departments of CCC. Hopefully the BID team will see the benefits of working closer with CCC, which I don't always feel they do!
Chelmer & Blackwater Navigation Advisory Committee	Richard Lee	Improve access and usage of the waterways in our district.	4	Yes	This has been shown to improve relations and communication between the council and waterways users.
Chelmsford Business Board	Marie Goldman	Bringing together businesses from across Chelmsford to discuss issues that are important to them.	0	No	Probably now defunct.
Chelmsford Centre for Voluntary Service	Sue Young	CCVS support, promotion and development of the Third Sector in Chelmsford District. This includes securing funding, working in partnership with arrange of agencies and providing a 'home' for the many charities within the Chelmsford area. CCVS also provides a volunteer bureau, matching the skills of volunteers to the charities who can benefit from those skills.	4	Yes CCVS plays a crucial role in ensuring Chelmsford has a vibrant and strong third sector. As an observer on the Board I am aware of the challenges facing the sector and CCVS and can sign post to support within the Council. It is important for the Council to show we value the work of CCVS not just by giving grants but by providing practical support when feasible to do so.	2024 is going to be a challenging year for CCVS. Uncertainty/delays in the funding from ECC is destabilising throughout Essex. This is a worrying time for CCVS and many of its member organisations in Chelmsford who rely on their support to continue the vital work they do in Chelmsford.ua
Chelmsford Citizens Advice	Hazel Clark	To provide a wide range of free independent, impartial and confidential advice to Chelmsford residents on request and improving policies and principles that impact on peoples lives.	7	Yes	I have not missed any meetings of the Board.
Chelmsford Educational Foundation	Sue Young and Julia Frascona	To provide financial assistance in the form of grants to help support students in need, thus enabling them to continue with their studies. Recipients must be from Chelmsford or have attended school here.	4	Yes. Two CC Councillors are Trustees. We actively contribute to discussions regarding individual applications to the Foundation. We are also able to advise the other Trustee of barriers to education faced by young people from our interaction with many residents. Supporting educational achievement is important.	In the calendar year 2023,The Foundation made 18 grants with an average of £1 286 per individual awarded.
Chelmsford Fairtrade Committee	Natacha Dudley	To promote Fairtrade products and events in Chelmsford.	4	Yes, because Chelmsford is a Fairtrade City.	Chelmsford's status as a Fairtrade City was renewed in August 2023. All Councillors have been invited to a Fairtrade Breakfast to be held on Saturday the 8th of June 2024.
Chelmsford Local Highways Panel	Stephanie Scott	The process fundamentally is to decide on funding for Local Highways projects within Chelmsford City.	4 CLHP meetings between May 2023 to date. 2 Sub Group Committee Meetings: Dec 2023 and April 2024	Yes. The Chelmsford Local Highways Panel is predominantly represented by Essex County Councillors. Therefore, to represent Chelmsford City Council gives a fair parallel within this excellent process.	Nothing further to be added.
Culture Chelmsford (Chelmsford Cultural Development Trust)	Julia Frascona	To Develop Cultural Opportunities and Networks in Chelmsford	6	Yes, I think it's vital; culture is central of improving the lives of the people of Chelmsford. The City Council has a responsibility to promote cultural development in Chelmsford.	CCDT is supported by CCC and enables funds to be raised independently in Chelmsford to promote cultural activities Trustees work to support this work through their own networks and contacts.
Danbury Lakes Country Park Forum	Richard Hyland	Unknown never met	None - never invited and failed to respond to my queries for past minutes and future meetings	I think it's a must that a a city councillor is appointed, oversees and contributes to this city asset	Contacted: andrea.gabriel@essex.gov.uk ranger , essex county council, Andrew Seaman and Danbury Parish/Town Council nobody seems to have any minutes or meeting dates. Very frustrating

Essex Countrywide Traveller Unit	Jannetta Sosin	The ECTU is set up to deal with unauthorised encampments by gypsies and travellers. We are one of the many councils who contribute in the Essex area. Therefore it is important to monitor how our contribution is spent. The committee meets twice per year. The committee is briefed on the financial aspects of running the unit.	2	Yes	We also hear about how the county officers help the travelling community with their health and wellbeing. The officers encourage more parents to allow their young children to access education and if possible help older children access higher education. It is a delicate balance which depends on trust built up between officers and the community and which takes time and resources. The unit has dedicated team of police officers who attend encampments, maintain order and deal with problems which may arise while an unauthorised encampment is underway. Their careful handling of the situation is so important. Unfortunately the team also has other responsibilities in the countryside related to tackling hare coursing and illegal hunting so can be spread thinly at times. As always the whole team could do with more resources including more officers.
Essex Flood Partnership Board	Rose Moore	To establish transparent process, priorities and partnerships between Flood Risk Management Authorities and other interested groups across the county of Essex. 2. Achieve multiple outcomes for residents at risk of flooding in line with the Local Flood Risk Management Strategy and other duties under the Flood and Water Management Act 2010 and Flood Risk Regulations 2009. The aim is for all partners to lead and develop a coordinated approach to flood risk management within the county of Essex.	4	Yes	I have been a member of the Board since 2023, when the Terms of Reference were reviewed and agreed to 2025. Meetings provide a valuable opportunity for elected members to gain an insight into the challenges faced by Local Authorities across Essex due to Climate Change, particularly pertinent to our own current Local Plan review. The Executive Flood Officer Group oversees cross-boundary projects, seeking to achieve joined-up delivery and reduce duplication of effort. Given the range of waterways, flood plain, and estuarial landscapes within the City Council area, representation is also of benefit to our residents and businesses.
Essex Police, Fire and Crime Panel (sub)	Donna Eley	Scrutiny of Essex Police & Essex Fire & Rescue Service and the role of Essex Police and Fire Commission	18 (7 in person, 11 on-line)	Yes, especially in my role as Cabinet Deputy for Community Safety	I have found this to be a useful and interesting role. I have also sat on the Budget Setting Panel in this role which I found very useful as a Panel Member and to give me insight into the processes of the Police and Fire Services and the role of the EPFC Commissioner
Essex Waste Partnership Board	Rose Moore	Principally established to ensure cost-efficient and sustainable Waste Management services across Essex, the focus is now on Waste Reduction, and the implementation of the Essex Waste Strategy, towards the goal of a Circular Economy. It also serves as a forum for discussion of challenges/ new legislation, and sharing best practice.	3	Yes	Chelmsford City Council's Member and Officer representation on the Board has contributed to a more robust Waste Strategy for Essex (to 2050).
Galleywood Heritage Centre	Richard Hyland	Heritage and Social well-being are at the centre of operations at Galleywood Heritage Centre. The property and the trust fund and its income shall be applied for the benefit of the inhabitants of Galleywood and the surrounding areas without distinction of sex or of political, religious or other opinions by associating together inhabitants, local authorities, voluntary and other organisations in a common effort to advance education, in particular in the heritage of the local area and to provide facilities in the interest of social welfare for the recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants, which shall include the maintenance and management of a heritage and community centre in Galleywood for the benefit of the public.	14	I do believe it was beneficial to have a Chelmsford City councillor appointed to this outside body. The trustees continued to elect me as Chairman showing confidence in previous years actions and future plans put in place.	In 2023 the Heritage Centre continued holding regular exhibitions, talks, guided walks, family fun days, and other fund-raising activities on top of our hiring. The Centre has recovered entirely from previous significantly impacted trading years to return a surplus. Fund-raising including the Galleywood Heritage Centre tea-room income plays a key role in supporting the centre. This year the fundraising income net of expenses amounted to £ 21,925.04 ; income from hire of the facilities totalled £ 62,501 During the year trustees continued to improve the buildings and facilities. - Completed Marquee Flooring - Replace Office Manager Computer (aged) - Additional furniture for community use - Introduction of Lecturn and Microphone for talks - Additional Heating Controls to reduce carbon footprint The Trustees continue to face challenges in maintaining the buildings; the main building is now almost 100 years old. Currently we continue to have electrical phasing concerns under investigation, and we are seeking advice on improving our heating retention in the main building by improving the windows. Trustees will continue to seek income opportunities, grant funding and development of more community events to provide the funding for the sustainability of the trust, for improvements and for on-going maintenance works and restoration, to support heritage and community purposes. Signed Richard Hyland Chairman of Trustees – 20th February 2024 Trustees: Richard Hyland(Chairman), Neville Paul(Vice-Chair), Graham Mundy(Treasurer), Jean Blake, John Turkentine, Bob Villa, Stephanie Troop, Bill Woolward, Janette Potter Marie Hyland (Centre Manager) ☎01245 357700 ✉ mail@galleywoodheritagecentre.org.uk 🌐 www.galleywoodheritagecentre.org.u
KEGS Foundation Governors	Andrew Sosin	Hold and look after the assets of school	3	Yes, the school is significant to the city's well being	a constitution for revised body has been submitted to the Charities Commission and agreed
Marsh Farm Country Park Forum	Terry Sherlock	As we have never had a meeting I am not sure.	0	No	I think we should check if they are going to hold any meetings in the coming year before leaving.
Springfield United Charities	Ian Fuller	To provide assistance for individuals and families living in the wider Springfield area who are in need. This may involve buying furniture or appliances, helping to pay for school trips or other grants.	Every three months but can vary according to demand.	Yes. There are three city council appointments as well as officer support for the finances.	This past year new information leaflets and posters have been produced and distributed to schools and other organisations in the wider Springfield area. Better links have been established with Citizens Advice and SVP (the Society of St Vincent de Paul). This had led to an increase in applications and more people have been helped.

	Chloe Tron	To provide grants to those in need in the Springfield Parish area	There are 4-6 each year	Yes	As a local ward councillor, I feel well placed to serve on this trustee board. Without the councillor representation, I expect the charity would struggle to have sufficient trustees.
Success Essex	Marie Goldman	Federated Board of the now-defunct South East Local Enterprise Partnership (SELEP).	0	Not now (although it was when it was meeting).	SELEP no longer exists.
Tech Ambassadors	Marie Goldman	To bring together businesses in the technology sector across Chelmsford.	0	Yes	Will hopefully start meeting again.
	Nora Walsh	There have not been any meetings in the past 12 months.	0	There haven't been any meetings since I was appointed. However having an awareness of the body I think that it would be beneficial for a councillor to stay appointed. Hopefully there will be a meeting of the body at some stage in the future	Hopefully there will be a meeting in the future which I can attend