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**Minutes of the meeting of the Essex Countywide Traveller Unit Joint Committee, held in Committee Room 1 County Hall, Chelmsford, CM1 1QH on Thursday, 15 June 2017****Present:**

Cllr Sue Lissimore (Chairman)	Essex County Council
Cllr Ricki Gadsby	Essex County Council
Cllr Mark Durham	Maldon District Council
Cllr Wendy Schmitt	Braintree District Council
Cllr Godfrey Isaacs	Castle Point Borough Council
Cllr Mike Webb	Rochford District Council
Cllr Alan Ball	Basildon Borough Council
Cllr Susan Sullivan	Chelmsford City Council
Cllr Susan Barker	Uttlesford District Council
Paul Downes	Essex Police

**Also present:**

Steve Andrews	Essex County Council
Sarah Broadley	Essex County Council
James Cook	Essex County Council
Ian Myers	Essex County Council
Roger Hirst (part of meeting)	Police and Crime Commissioner
	Essex County Council
Colin Batchelor	Braintree District Council

**1 Welcome and Apologies for Absence**

The Committee Officer welcomed everyone to the meeting and reported apologies had been received from Cllr Paul Honeywood, Cllr Sue MacPherson and Asst Chief Fire Officer Dave Bill.

**2 Election of Chairman**

Cllr Sue Lissimore was proposed and seconded as Chairman

**3 Appointment of Vice-Chairman**

Cllr Ricki Gadsby was proposed and seconded as Vice-Chairman.

**4 Minutes and Matters Arising**

The minutes of the meeting held on 28 November 2016 were approved as a correct record and signed by the Chairman.

**5 Declarations of Interest**

The Chairman reported she is a Member of Colchester Borough Council

and the Vice-Chairman reported she is a Member of Epping Forest District Council.

## **6 Finance and Audit Report**

The Committee received a financial report from Sarah Broadley, Finance Business Partner, ECC.

The purpose of the report was to present to Members the 2016/17 outturn position and detail the causes resulting in an £98,498 overspend:

- £19,561 overspend on employees mainly due to Apprenticeship costs.
- Supplies and Services have overspent by £57,278. This is due to Legal Costs which totalled £62,678 and Bailiff Costs and £44,187 which were partially offset by an East of England Grant reimbursement of £24,797 for the ECTU database. £3,867 of injunction costs have been incorrectly charged to ECTU and discussions are taking place to remove these from the ECTU budget. Also, a £4,205 waste disposal charge has gone through ECTU incorrectly, which we are currently resolving.
- The adjustments required for staff correction of £2,321, the injunction charges of £3,867 and the Waste disposal charge of £4,205 will reduce the overspend by £10,393
- Income shortfall of £16,283. This has been identified and corrected.
- The above corrections will reduce the overspend from £98,498 to £71,822

Members were informed the year-end overspend position has reduced the reserve position from a surplus of £66,798 to a deficit of £31,700. These corrections will reduce the deficit from £31,700 to £5,204

As a result of the overspend Members were presented with a series of options for their consideration.

1. Retain the already agreed 5% increase (£323)
2. Agree to a £646 increase
3. Agree to a £969 increase
4. Agree to a 1,293 increase (recommended option)

The Chairman informed Members that option 4 was the preferred option. It was requested District Members seek confirmation from their own Authority that this recommendation is acceptable and confirm this by the end of September 2017.

## **7 ECTU Membership Status**

Cllr Susan Sullivan from Chelmsford City Council was welcomed to the partnership.

Members noted that three local Councils (Harlow, Epping and

Southend) are not involved with the Joint Committee at this stage.

**8 High Level Risk Assessment**

The report was noted.

**9 Operations Performance Update - Key Issues**

Members received an update report from Stephen Andrews and Paul Ashworth and were also joined by the Essex Police and Crime Commissioner, Roger Hirst, for this item.

Members noted and discussed key issues relating to:

- Unauthorised Encampments
- Transit Sites
- Fly tipping
- Injunctions
- Fire Safety/Health and Education

**10 Date of Next Meeting**

The Chairman requested that Members respond as soon as possible, and by the end of September latest, to the proposed increase to membership subscriptions.

It was proposed to retain the meeting on 15 November 2017 with a further meeting to be arranged for early April 2018.

**11 Urgent Business**

Members agreed the present format of meetings is appropriate.

There being no further business the meeting closed at 11.45am

**Chairman**