



Chelmsford City Council Overview and Scrutiny Committee

10 March 2025

Report on the Updates from Council Representatives on Outside Bodies

Report by:

Director of Connected Chelmsford

Officer Contact:

Freddey Banks-Ayres, Democratic Services Officer, email: Freddey.banks-ayres@chelmsford.gov.uk, tel: 01245 606621

Purpose

To inform the Overview and Scrutiny Committee about the activities of the Council's representatives on outside bodies within the last municipal year 2024/25.

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 15th May 2024:

- Councillor Hazel Clark for Citizens Advice Bureau
- Councillor Smita Rajesh for Citizen Advice Bureau
- Councillor Jude Deakin for YMCA Essex
- Councillor Jannetta Sosin for Essex Countywide Traveller Unit
- Councillor Ian Fuller for Springfield United Charities
- Councillor Julia Frascona for Chelmsford Educational Foundation
- Councillor Julia Frascona for Culture Chelmsford
- Councillor Sue Young for Chelmsford Centre for Volunteer Support (CCVS)
- Councillor Sue Young for Chelmsford Education Foundation (CEF)
- Councillor Terry Sherlock for Marsh Farm Group
- Councillor Terry Sherlock for PATROL
- Councillor Natacha Dudley for Chelmsford City Fairtrade Committee
- Councillor Simon Goldman for Business Improvement District
- Councillor Richard Hyland for Galleywood Heritage Centre
- Councillor Richard Hyland for Danbury Lakes Country Park Forum
- Councillor Donna Eley for One Chelmsford Partnership Strategic Board
- Councillor Donna Eley for Essex Waste Partnership
- Councillor Andrew Sosin for KEGS Foundation Governors
- Councillor Rose Moore for Essex Flood Partnership Board
- Councillor Richard Lee for Chelmer and Blackwater Navigation Advisory Board
- Councillor Ann Davidson for Age Concern
- Councillor Kieron Franks for Chelmsford Local Highways Panel

- 2.2. 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

Councillor Representative Outside Bodies		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?
Cllr Ann Davidson	Age Concern	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 are working 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 --- who keeps me up to date with what's going on. I do attend their AGM – useful for me to catch up with the trustees, understand any issues and offer help where I can. 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 (as do their families). By talking to the regulars, it gives me the opportunity to understand other challenges facing our older residents and offer help where I can.	
Simon Goldman	Business Improvement District	A Business Improvement District is a defined area in which a levy is charged on all eligible business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the local area.	14	Yes, there is a lot of partnering on many projects.	
Richard Lee	Chelmer and Blackwater Navigation Advisory Board	To form a working relationship with the body that runs the Chelmer & Blackwater Navigation and Chelmsford City Council with the mission to improve the facility for all.	3	Yes. For example the design of the 'Bow Bridge' allowing the possibility for canal boats to navigate underneath in future.	
Hazel Clark	Chelmsford CAB Trustee Board	To provide independent and impartial debt, legal and consumer advice to residents of Chelmsford.	All meetings (9).	Yes. As a Trustee I am able to review policies to ensure that they consider all groups. I have particular responsibility to ensure that the board pulls together evidence of delivering good outcomes for clients via regular assessment.	
Smita Rajesh	Chelmsford CAB Trustee Board	To help, support and advise residents on various issues	One every month	yes as the Bureau supports residents with many government run initiatives and a councillor is able to report back on the effectiveness of it. This in turn helps the Council support the residents better.	no
Sue Young	Chelmsford Centre for Volunteer Support (CCVS)	CCVS supports Charities and Community Interest Companies in the Chelmsford Area this includes a volunteer bureau matching volunteer skills to charities, seeking and administering funding on behalf of the voluntary sector as well as delivering projects in their own right.	Four meetings of the Trustees	As an observer on to the Board, I am able to see how the work of CCVS supports the delivery of OCOP. Without an effective third sector our local economy would be poorer. This small organisation provides amazing support and expertise. It is a key partner and understands what makes a good partnership	
Cllr Natacha Dudley	Chelmsford City Fairtrade Committee	Overall it exists to promote awareness of the value of the Fairtrade campaign and associated products	Four meetings were held. I was able to attend three.	Yes, because I have been able to encourage attendance at Fairtrade events held in the city like the breakfast on the 8th of June. Also, because Chelmsford is itself a Fairtrade City.	
Julia Frasca	Chelmsford Cultural Development Trust	Culture Chelmsford is an independent charity which aims to support and enable the development of culture in Chelmsford through fundraising and advocacy. The Trust commissioned research to help create a Cultural Strategy for Chelmsford, an essential step in order to navigate the future direction of cultural activities and to access grants from outside bodies such as the Arts Council. Following on from further research it was decided that the best model to ensure future success for the Trust was to set up a Cultural Compact drawing in members from representative community organisations such as CC, health, education, local businesses and others.. The Trust would remain to set strategic priorities	Six meetings.	CC helped to set up Culture Chelmsford and supports its aims. It has been very useful to have a Councillor on the board of Trustees as important decisions were made about the future of the organisation and how it could contribute to enriching the cultural life of our city. However, with recent changes to the structure of the charity which involve working with partner organisations within the city, the new constitution means that I cannot remain a Trustee as this would constitute a conflict of interests, as CC is one of the members of the Cultural Compact set up to financially support Culture Chelmsford's strategic objectives.	Culture Chelmsford is fulfilling a vital role within our city and I hope that CC will continue to remain closely involved and supportive of the Trust.
Sue Young	Chelmsford Education Foundation (CEF)	CEF provides financial support to Chelmsford residents struggling with the costs associated with education.	2	CEF appreciate the appointment of two City councillors as trustees in accordance with their constitution. I was unaware of this organisation until appointed. However reducing financial barriers to success in education should be supported and can help with health and well being.	
Julia Frasca	Chelmsford Educational Foundation	To offer financial support to students who were educated or live in Chelmsford to help them to continue with their studies. Evidence must be provided of financial hardship. The Foundation uses income from a capital legacy fund that was set up for this purpose by a private individual about 60 years ago.	Three meetings.	I do feel it's beneficial as CEF provides vital support for many Chelmsford residents who would not otherwise be able to continue their education. As CCC is very much in favour of individuals achieving their maximum potential and this will be of benefit to the whole community the aims of CEF and CCC are in alignment. As a trustee I can encourage the Foundation to widen its scope and consider unorthodox applications which is to the benefit of Chelmsford residents. It is a condition of the Foundation that one of the Trustees is a Councillor.	CEF does a lot of excellent work which is not very well known. Trustees have worked together to publicise the grants available, for example by contacting schools & setting up a FB page, but there is more work to be done here.
Kieron Franks	Chelmsford Local Highways Panel	Deciding how to spend the Local Highways Panel Budget for Chelmsford	2	Yes - it is important that city councillors have a voice in ensuring that highways projects are properly prioritised, especially given LGR on the horizon	
Jude Deakin	Chelmsford YMCA	Referring larger highways projects for consideration by the Highways Chairman's Panel To oversee all aspects of the charity in the area.	2 both online.	The representative is not a voting member of the board however it is useful to understand to aims and difficulties of the charity.	I will be standing down in May as I have found it difficult to attend the meetings which is unfair to all concerned.
Richard Hyland	Danbury Lakes Country Park Forum	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 city councillor is appointed, oversees and contributes to this city asset	Contacted: ---@essex.gov.uk ranger , Essex county council. --- and Danbury Parish/Town Council nobody seems to have any minutes or meeting dates. Very frustrating and concerning needs further investigation
Jannetta Sosin	Essex Countywide Traveller Unit Joint Committee	I review the finance position, plus the work of the rural engagement team and the outreach work with gypsy and travellers on behalf of Chelmsford City Council who contribute a portion of the funds.	2	It helps us understand how valuable our contribution makes to the work of ECTU.	Gypsies and travellers who come into Essex, especially in the summer, sometimes take over unauthorised areas and may need to be moved on by the rural engagement team. The outreach team provides ongoing help and support to traveller families including access to health and education.
Cllr Rose Moore	Essex Flood Partnership Board	The Essex Flood Partnership Board plays a crucial role in managing flood risk and enhancing flood resilience in Essex. The board oversees flood risk management for surface water flooding and sustainable drainage systems (SuDS). They deliver property flood resilience initiatives to protect homes and businesses from flooding. The board also promotes nature-based solutions, aligning with the Green Infrastructure Strategy and the Essex Forest Initiative to enhance the natural environment and mitigate flood risks. They manage funding for flood-related projects and oversee asset management to ensure effective use of resources. The board collaborates with various stakeholders, including local councils, the Environment Agency and other partners to coordinate flood management efforts.	4	Yes. The quarterly meetings are held in a hybrid format and enable open discussion of issues affecting our residents, future planning and investment, Local Plans and flood mitigation strategies that span several districts (Source To Sea), promoting more collaborative practices. We have also taken field trips, e.g. to Canvey Island and Basildon Hospital, to see the positive impact of nature-based flood resilience schemes.	I have found this forum particularly helpful in forging stronger relationships with the Environment Agency, and learning about district-wide opportunities for nature-based flood resilience in new development, e.g. rain gardens, also public awareness campaigns, accessing and promoting grant-funding for infrastructure and properties at risk of flooding.
Donna Eley	Essex Police Fire & Crime Panel	Scrutiny of the Police Fire & Crime Commissioner incl Member of the Integrity & Ethics Sub-Committee	8 full meetings plus 5 pre-meetings on-line.	Yes it is useful to be kept abreast of all the developments of policy relating to PFCC, Essex Police & Essex County Fire & Rescue - and hold them to account.	None
Donna Eley	Essex Waste Partnership	Partnership working with ECC & other Essex authorities re refuse & recycling	3	Yes, exchange of information	
Richard Hyland	Galleywood Heritage Centre	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 2024 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 £ 46,506; income from hire of the facilities totalled £ 62,406 During the year trustees continued to improve the buildings and facilities. -Trustees initiated a 10 Year plan to document forward looking future for the centre -Trustees employed a staff member to support Tea room growth -Completed Electricity 3phase now independently secured sourced -Completed Windows replacement in 2025 planned to reduce carbon footprint The Trustees continue to face challenges in maintaining the buildings; the main building is now almost 100 years old. Currently have works to improve our electricity supply to 3 phase and in 2025 our heating retention in the main building by replacing 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.
Andrew Sosin	KEGS Foundation Governors	The City Council submits two positions to be trustees of the Foundation Governors. A new charitable trust is being set up. It is responsible for significant charitable funds. It owns the land and buildings of KEGS school, but these are assigned to the school academy over the longer term. The trustees are involved with agreeing funding for new school projects and the impact these might have in Chelmsford	two or three	the city councillor is aware of planned developments on the school site and the wider impact that could have on Chelmsford	no
Councillor Steph Scott	Little Baddow Carers Club	A Club for unpaid Carers to Meet in Little Baddow and surrounding villages. I am the Founder/Chair.	12	It is a Community project and has been founded for the residents. The project is to promote friendship and alleviate any form of loneliness as an unpaid carer.	The Little Baddow Carers Club is a positive example of what can be achieved by a Chelmsford City Councillor for their Ward.
Cllr Terry Sherlock	Marsh Farm Country Park Forum	I do not know	0	No	Last year I asked to stay on this in the hope that they would meet, but it seems not to be the case
Donna Eley	One Chelmsford	Partnership liaison	3	Yes, liaison and knowledge	
Cllr Terry Sherlock	PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee.	To lobby government on all things parking related.	1	Yes it is helpful to remain a member	No
Ian Fuller	Springfield United Charities	To give help to those, receiving benefits, who are in need and require financial support for a specific item or service.	Three	Yes. The Council provides accounting services. The appointees are able to ensure that the money held in the accounts is used for suitable purposes.	