



Chelmsford City Council Overview and Scrutiny Committee

14 September 2026

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 2025/26.

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

- The following Councillors have provided updates with regards to the outside bodies that they were appointed for as per Annual Council on 14th May 2025:
- Councillor Richard Lee - Chelmer and Blackwater Navigation Advisory Board
- Councillor Ann Davidson - Chelmsford Age Concern
- Councillor Simon Goldman - Chelmsford Business Improvement District
- Councillor Hazel Clark - Chelmsford CAB Trustee Board
- Councillor Smita Rajesh - Chelmsford CAB Trustee Board
- Councillor Sue Young - Chelmsford Council for Voluntary Service
- Councillor Julia Frasca - Chelmsford Educational Foundation
- Councillor Sue Young - Chelmsford Educational Foundation
- Councillor Natacha Dudley - Chelmsford Fairtrade
- Councillor Richard Hyland - Danbury Lakes Country Park Forum
- Councillor Jannetta Sosin - Essex Countywide Traveller Unit Joint Committee
- Councillor Donna Eley - Essex Police, Fire and Crime Panel
- Councillor Donna Eley - Essex Waste Partnership Member Board
- Councillor Rose Moore - Flood Partnership Board
- Councillor Richard Hyland - Galleywood Heritage Centre
- Councillor Andrew Sosin - King Edward VI Grammar School Historic Foundation Governors
- Councillor Stephen Robinson - Local Government Association – Assembly and Conference
- Councillor Stephen Robinson - Local Government Association – District Councils Network
- Councillor Terry Sherlock - Marsh Farm Country Park Forum
- Councillor Ann Davidson - Mid and South Essex ICS – Mid Essex Locality representative
- Councillor Stephen Robinson - One Chelmsford Partnership Strategic Board
- Councillor Terry Sherlock - PATROL (Parking and Traffic Regulations Outside London) Adjudication joint Committee.
- Councillor Ian Fuller - Springfield United Charities
- Councillor Simon Goldman - Tech Ambassadors

Outstanding as of date of publication:

- Chelmsford Local Highways Panel
- Chelmsford YMCA

2.1.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 Representatives	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?
Richard Lee	Chelmer and Blackwater Navigation Advisory Board	Working with various waterway groups, maintaining a council connection to them - mainly the IWA & Essex Waterways Ltd to improve and promote our waterways	5	Yes	
Councillor Ann Davidson	Chelmsford 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 for useful income and is being used for additional offers to older residents such as chiropody and a weekly seated exercise class. They also arrange coach trips for residents such as to the pantomime or somewhere for afternoon tea.	I attend the trustee meetings which are held about 4 times a year. It's useful to catch up with the trustees, understand any issues and offer help where I can. I try to get to the centre every few weeks to meet with staff, volunteers and the residents attending. I also speak regularly with Freda Mountain who keeps me up to date with what's going on.	Yes, definitely. Age Concern has in the past applied 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.	
Simon Goldman	Chelmsford Business Improvement District	Organising events within the High St and surrounding area and working with local businesses.	15-20	Yes, it's an important role as the BID and CCC both have a major presence in the City both economically and culturally. Working collaboratively is more efficient both with time, money and resources.	No
Hazel Clark	Chelmsford CAB Trustee Board	To provide free, confidential and impartial advice on a range of issues to assist residents of Chelmsford.	All of them.	Yes. To assist in target setting and evaluating performance particularly in regard to Chelmsford residents. To monitor the budget to ensure the service has resources to continue to support Chelmsford residents.	No
Smita Rajesh	Chelmsford CAB Trustee Board	Citizens Advice	At least 12 meetings	Yes, the services provided to the residents by citizen advice bureau are closely linked with City Council and its a good idea to stay connected & be in the know of the facts about the resident's needs & demands.	None
Cllr Sue Young	Chelmsford Council for Voluntary Service	CCVS provides the infrastructure to support over 200 member organisations in Chelmsford. It also hosts a volunteer bureau matching volunteer skills with VS organisations. It is a strong partner with the City Council, NHS etc to deliver better outcomes for Chelmsford residents.	4	CCVS is a strategic partner for CCC helping support residents and VS organisations. As an observer on the Trustees Board, I see first hand how well grants to CCVS are used and CCC targets are delivered.	The Voluntary sector is struggling in the current economic climate. Without the continued support of CCVS many smaller charities would fail. Projects lead by CCVS are well managed and delivered providing good value for money.
Julia Frasca	Chelmsford Educational Foundation	To award grants to students who have lived or been educated in Chelmsford to enable them to continue with their studies.	4	Yes, as the Trust supports young people from Chelmsford and it's important that decisions made about awards and the running of the Trust has some input from Councillors.	As well as attending meetings, Trustees participate in interview panels for applicants on rotation.
Sue Young	Chelmsford Educational Foundation	CEF provides financial assistance to young people in education struggling with the costs of staying in education.	2	CEF welcomes the input from Councillors. Benefits to CCC are limited but as a councillor it gives a greater knowledge of funds that may be available to struggling students.	
Natacha Dudley	Chelmsford Fairtrade	Promoting Fairtrade principles and products	4	Chelmsford is a Fairtrade City so it is important to have a council representative on the Committee	
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: andrea.gabriel@essex.gov.uk ranger. Paul Clark, essex county council. Andrew Seaman and Danbury Parish/Town Council nobody seems to have any minutes or meeting dates. Very frustrating
Jannetta Sosin	Essex Countywide Traveller Unit Joint Committee	Monitor the work of the unit and to assess it's effect effectiveness.	None- I was Mayor and dates interfered my attendance	It is always beneficial to see how the unit operates and see how our financial contribution helps	The first meeting was postponed as it was due about the time of the County elections and was rescheduled. However it has been moved again to 17th September this year.
Donna Eley	Essex Police, Fire and Crime Panel	Overview and Scrutiny of the Essex Police Fire and Crime Commissioner and Essex Police & ECF&RS.	8	In my previous role as Ccbinet Member for a Safer Chelmsford it was beneficial as it enabled me to be kept updated on all current matters relevant to the safety of Chelmsford & Essex residents.	None
Donna Eley	Essex Waste Partnership Member Board	Networking and information sharing with partners and other Essex Councils on all matters regarding waste.	4 or 5	In my previous role as Cabinet Member for a Safer Chelmsford it was beneficial as Waste fell within that portfolio.	None
Cllr Rose Moore	Flood Partnership Board	Presentations on strategy, operations, and capital projects, Nature Recovery Discussion of lessons learned from flood events and best practices	2	Yes. The Essex Flood Partnership Board brings together representatives from ECC, district and city councils, the Environment Agency, water companies, and emergency services. Its primary function is to coordinate flood risk management, share best practices, and oversee strategic planning and delivery of flood-related initiatives across Essex. Recently, we welcomed Officers from Suffolk County Council, whose insight into coastal erosion, case studies, and how best to support coastal communities has been valuable for us all. The Board sets objectives for the Local Flood Risk Management Strategy (LFRMS), ensuring alignment with county-wide priorities and statutory duties. It also reviews and updates on integrated water management, capital programmes, and emergency planning Collaboration and Partnership have been championed to date - cross-party representation contributing to robust and productive discussions. The Board facilitates multi-agency working, including with Essex Highways, the Met Office, and local parishes, to improve flood resilience and public awareness. More recently we have welcomed external partners (e.g. Suffolk County Council - learning from significant flood events and Storm Babet). We receive updates on flood investigations, including statutory Section 19 reports, and monitor follow-up actions and resouron challenges. In the past year, the board has reviewed and contributed to the Essex Flood Guide and related public information campaigns, and highlighted funding opportunities such as Anglian Water's Thriving Communities Fund for local community projects.	As Cabinet Member for a Greener Chelmsford I also represent CCC on the Essex Coastal Forum, a closely-related body that promotes RAMS, Bird Aware and wider restorative measures for the Essex Coastline, funded through Developer contributions. Lead RAMS officer, Leanne Brisland (CCC) regularly updates the Essex Flood Partnership Board on progress. Coastal Forum field trips also contribute to the connectedness of the Board's membership and the "Source To Sea" ethos - our next will take place on 15th September (Northey Island/Maldon DC)
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 2025 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 £72,671; income from hire of the facilities totaled £ 77,724 During the year trustees continued to improve the buildings and facilities. - Completed Marquee Flooring - Replaced Windows to reduce heating loss and reduce carbon footprint. - Purchased New Window Blinds - Purchased Horse Box/Bar Servery - Independent 3-Phase Power Supply installed The Trustees continue to face challenges in maintaining the buildings; the main building is now almost 100 years old, the shared car parking area and the shared sewerage system and standalone Common Room!
Andrew sosin	King Edward VI Grammar School Historic Foundation Governors	Support for the school especially financing new buildings and renovations	Three	It keeps the coicil informed on deveppments on yhe school infrastuture and othr matters	No
Stephen Robinson	Local Government Association – Assembly and Conference	The LGA's main role is to advocate to central Government for policy issues that matter to all 317 Councils across England.	It only has one meeting a year - the conference in the summer. This year Bournemouth, last year was Liverpool.	Yes. With the current Government more committed to devolution, the LGA Board has taken part in regular meetings with Govt ministers. Sharing of best practice from other councils is very helpful and (for both members and officers) it is a good source of advice if needed.	
Stephen Robinson	Local Government Association – District Councils Network	The DCN's main role is to advocate specifically on policy issues that matter to the 184 District Councils across England, and provide best practice advice.	It doesn't have regular meetings. It has an annual conference that I attended in March, runs regular webinars and has an annual reception in Parliament.	Yes. Their advice and guidance in particular on LGR is very useful.	
Terry Sherlock	Marsh Farm Country Park Forum	As they have never held a meeting over the last few years, I have no idea.	none	No	I have flagged this before, that they do not seem to hold any meetings. I said last time that I was happy to stay on this if meeting are going to be held in the future and this is still the case.
Ann Davidson	Mid and South Essex ICS – Mid Essex Locality representative	Monthly Teams meetings involving various partners working with the ICB to keep everyone informed.	These were held monthly until about May this year, when we heard that the meetings would, unfortunately, no longer be taking place.	Yes, the meetings were very useful for information-sharing and keeping up to date with changes being implemented by the ICB.	It's a pity these meetings have ceased. Our only connection with the ICB now is through Livewell.
Stephen Robinson	One Chelmsford Partnership Strategic Board	The statutory function is to be the Crime & Disorder Reduction Partnership - to agree the CDRP annual budget and hear regular reports on activity. The other function is to bring together Chelmsford's statutory and voluntary organisations to share ideas and updates.	Generally three or four a year and I attended them all.	Yes. Helpful to share information with key partners.	
Terry Sherlock	PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee.	Patrol is a statutory joint committee of over 300 local authorities in England (London is excluded from Patrol) They are concerned with Civil parking and traffic restrictions. It also provides resources for the independent legal adjudication charge appeals, through the Traffic Penalty Tribunal.	None, this was due to a diary clash. All other years I have attended the yearly AGM.	Yes it is helpful and the Traffic Penalty Tribunal servers a purpose for people wanting to challenge parking charge notices.	No
Ian Fuller	Springfield United Charities	To provide financial help for those in need, hardship or distress in the wider Springfield area.	Four	Yes, councillors act as trustees for the charity and are aware of needs in the area. Monies are held by the City Council and invested appropriately.	The charity continues to receive applications from individuals and when appropriate will provide funding for things like new carpets, white goods and school trips. The charity has also given grants to organisations such as St Francis Community Pop Up Food Store and Chelmsford Garden Community Trust for its Nourish Foods initiative.
Simon Goldman	Tech Ambassadors	None	0	N/A	