

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

4 October 2016

Dear Colleague,

The next meeting of the **North Lincolnshire District Committee** will be held as follows:

Date: Thursday 13 October 2016
Time: 6.00pm
Venue: Civic Centre, Scunthorpe

There is parking available at the Civic Centre, Ashby Road, Scunthorpe.

All Councillors and Clerks are welcome to attend, although only two representatives per Council are invited to vote. The Clerk may be a voting delegate. Please be kind enough to forward the enclosed agenda papers to your Council's delegates and any other members who may wish to attend. Additional copies of the documentation can be downloaded from the ERNLLCA website.

I look forward to seeing you at the meeting.

Yours sincerely



Alan Barker
Executive Officer

AGENDA

- 1 Welcome, introductions and apologies
- 2 To consider the minutes of the meeting held on 28 July 2016
- 3 Matters arising from the minutes
- 4 Executive Committee report (attached)
- 5 Quick Brief - Government consultation on controlling excessive parish & town council precept increases
- 6 ERNLLCA events being offered to member councils:
 - 2016 Annual Conference - Friday 18 November 2016, Village Hotel, Hull
 - Training sessions on handling Grievance/Disciplinary matters – November 2016
- 7 Feedback from the 2016 Annual General Meeting
- 8 National Improvement Strategy for parish and town councils
- 9 Open Forum (time permitting and at the Chairman's discretion)
- 10 Agenda items for future meetings
- 11 Agreed date of next meeting:
 - 26 April 2017 to coincide with the NLC Parish Liaison Meeting

**EAST RIDING AND NORTHERN LINCOLNSHIRE
LOCAL COUNCILS ASSOCIATION**

NORTH LINCOLNSHIRE DISTRICT COMMITTEE

**Minutes of the meeting held on 28 July 2016
at Scawby Village Hall**

Present: Councillor D W Knowles (Haxey PC) in the Chair
Councillors: J Startin (Kirton in Lindsey Town Council); D Wells (Kirmington and Croxton PC); and D Whiteley (Bottesford Town Council).

Clerks: J Curtis (Roxby PC); S. Richards (Barton TC); D. Hotson (Worlaby PC, Elsham PC, New Holland PC, Redbourne PC & Haxey PC)

Mr T. Glossop (President)

Apologies: Councillors B. Brooks (Hibaldstow PC); T. Cave (Worlaby PC); T. Jackson and C. Hodge (Roxby PC); K. Cooper (Kirton in Lindsey TC)

Clerks – L. Liddle (Bottesford TC)

Officers: Mr Alan Barker (Executive Officer)

H245 Welcome

The Chairman welcomed all present and asked that they introduce themselves in turn.

H246 Election of Chairman for 2016/2017

RESOLVED: That Councillor Knowles is elected

H247 Election of Vice-Chairman for 2016/2017

RESOLVED: That Councillor Wells is elected

H248 Minutes of the meeting held 28 April 2016

RESOLVED: That the minutes be agreed and accepted as a true record.

H249 Matters arising

There were no matters arising

H250 Appointment of delegates to the Executive Committee for the year 2016/2107

RESOLVED: That Councillors Brooks, Knowles, Wells and Whiteley are elected.

H251 2016 Annual General Meeting

- RESOLVED:**
- A That the date of the Annual General Meeting is noted
 - B None
 - C That Councillor G. Thurston is nominated
 - D That Councillor T. Cooper is re-nominated
 - E That AJAC's is proposed as Auditor

H252 Executive Committee report

The Chairman summarized the business transacted at the last meeting of the Executive Committee and reiterated the concerns which exist about low attendances at many of the district committee meetings. The pre-audit accounts for 2015/2016 had been reviewed which showed a surplus in excess of that budgeted for.

2015/2016 had been a record year in terms of the number of enquiries handled by the Desktop Advisory Service. A contributing factor was the high turnover of Clerks which has led to the worrying development of some councils being in a state of constant flux.

Members present discussed the issue of councillors having training places booked and paid for by their councils and then not attending.

H253 Transparency Code for small parish councils

The district committee was reminded about the funding that is available to help small parish councils set up websites to meet the requirements of the Code. ERNLLCA has been one of the most successful local associations in processing successful applications but councillors and clerks were asked to encourage any eligible councils they know of to apply.

H254 2016 ERNLLCA Conference

The date of the conference was given as being Friday 18 November 2016.

H255 Quick Brief – Member/Officer Protocol

The Executive Officer referred back to the high level of turnover of Clerks in the ERNLLCA area and spoke about the growing number of councils which needed advice to help overcome internal relationship problems.

All member councils had been issued with a model Member/Officer protocol some time ago and those present were encouraged to ensure their councils had adopted such a document. Reference was made to the many occasions when break-downs in working relationships were caused simply by members of officers or both misunderstanding their respective roles.

It was reported that the document can be down-loaded from the ERNLLCA website.

Members of the committee expressed the view that recruiting there is a shortage of good candidates for the post of Clerk and good clerks should be retained.

The meeting also heard from those present about the challenges presented by the party politics which is now common-place in many councils.

H256 Open Forum

A: Kirmington & Croxton Parish Council:

Councillor Wells referred to DNA tracing which is now possible for dogs and the assistance this may provide in prosecuting irresponsible dog owners. It was not known what use parish and town councils could make of this development and the Executive Officer will explore this and report back at some point in the future.

H257 Agenda items for future meetings

The Chairman asked that any other suggestions are forwarded to the ERNLLCA office.

H258 Date of future meeting

RESOLVED: The next meetings will be held one hour before the North Lincolnshire Council Town and Parish Council Liaison meetings on Thursday 13 October 2016 and Wednesday 26 April 2017.

H259 Valedictory

Before the meeting closed, S. Richards proposed that the committee should formally express its sincere thanks to the President, Mr T. Glossop, for all his work in supporting and leading the committee over many years. All present concurred with this view.

Signature	Date

**EAST RIDING AND NORTHERN LINCOLNSHIRE
LOCAL COUNCILS ASSOCIATION**

Report title: Executive Committee report

Report prepared for: North Lincolnshire District Committee

Agenda number: 4

Date: 13 October 2016

Status: Open

Report prepared by: Alan Barker

Recommendations: That the report is received

The most recent meeting, that is the Annual Meeting, of the Executive Committee was held on Saturday 30 July 2016 at The Ropewalk, Barton upon Humber. At the opening of the meeting, the outgoing Chairman referred to the unexpected death of Gordon Hodgson, formerly of Withernsea Town Council, who for many years was a stalwart member of the Executive Committee. ERNLLCA was represented at the funeral by the President and the Executive Officer and were joined by the Vice-Chairman, Councillor Cooper.

A range of constitutional business was dealt with during which Councillor Knowles, of Haxey Parish Council, was re-elected as Chairman. Councillor Cooper, of Driffield Town Council, was re-elected as Vice-Chairman.

Councillors Archer (Waltham Parish Council); Brooks (Hibaldstow Parish Council); Cooper (Driffield Town Council); Knowles (Haxey Parish Council); Thurston (Hedon Town Council); and Wells (Kirmington & Croxton Parish Council) were elected to service on the Resources Sub-Committee.

Councillor Thurston was appointed as delegate to the National Association of Local Councils with Councillor Cooper as deputy. Both will be joined by Councillor Astell (Beverley Town Council) as ERNLLCA's delegates to the NALC Annual General Meeting. Councillors Astell and Thurston were appointed to the Northern Group of Local Councils Associations, with Councillors Whiteley and Cooper as deputies. Councillor Cooper was re-appointed to the Yorkshire and Humber Regional Training Partnership.

Councillor Thurston summarised his report on the business currently being dealt with by NALC and highlighted the long-standing issue of defining "who are the members of NALC?". The matter will be resolved at the NALC Annual General Meeting.

Reference was made to the creation of a trade union for Clerks and the fact that the Society of Local Council Clerks (SLCC) would now act only as a professional body with its trade union service becoming a separate body. Members discussed the potential viability of such a change and reference was made to the support Clerks can receive from other trade unions. Members sought an explanation as to the role of SLCC in advising councils and councillors. The Executive Officer explained that Clerks, and other officers, are the members of SLCC and albeit councils benefit from the advice issued by SLCC to its members. The meeting considered the

question of whether or not councils should pay their Clerk's SLCC membership fee. The Executive Officer confirmed that ERNLLCA does not pay its staff's professional fees. The Executive Officer was asked to prepare a report regarding the payment of employees' membership fees by councils.

The Executive Officer presented a report on the work ERNLLCA had undertaken in helping councils to both engage with the Transparency Code and access funding. ERNLLCA councils had obtained a high level of funding but this was explained against the impact this had on day-to-day services. The Executive Committee confirmed its support for the Code but reaffirmed their view that the needs of member councils must be given priority. The Executive Officer was instructed to write to NALC advising that ERNLLCA has no spare capacity to provide time to encourage non-member councils to access funding. All applications received will be treated equally.

A verbal report was given on a meeting in York with NALC. There was general consensus that although NALC's presence in York was to be welcomed and both its Chairman and Chief Executive spoke passionately about the work of NALC, the meeting achieved very little for ERNLLCA.

Members were advised on councils which have joined ERNLLCA. Decisions were taken to improve the professional indemnity and public liability insurance held by ERNLLCA. The accounts to 30 June 2016 were presented and members informed that there were no issues to be raised. The committee considered a report regarding the continued upward trend in applications for advice to the Desktop Advisory Service and the consequent pressures created.

The Executive Officer informed the committee that a further induction event for new Clerks would be offered and that the planned "Being a Good Councillor" course will not take place until after January 2017 because of a national revision of the course. A number of councils had asked for in-house events and these have been scheduled. Members discussed the bad practice of some councils asking for in-house training, being provided with a date and then cancelling – sometimes at short notice. The committee was of the view that this cannot continue and that a cancellation charge will be introduced.

Members of the committee discussed false allegations made about ERNLLCA and the Executive Officer to another county association. The Executive Officer was instructed to write to the council in question offering a refund of membership fees if it is not satisfied with the services it receives.

The Executive Officer's report on future training delivery was discussed by the committee and he was authorised to explore what additional training resources might be made available to ERNLLCA and to report back to a future meeting of the Resources Sub-Committee for examination of the options that may be available.

The committee agreed a raft of constitutional changes to be recommended to the membership arising out of the recent Governance Review and to reflect best practice. A number of matters relating to employment were agreed and the Executive Officer was instructed to implement the changes.

Before the conclusion of business the Chairman reminded everyone that this would be the President's last meeting as a member of the Executive Committee as he would stand down from office at the Annual General Meeting. The Chairman referred to the President as being the "life-blood" of the organisation and then led the meeting in a hearty round of applause.