

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

4 July 2017

Dear Colleague,

The **Annual Meeting** of the **North East Lincolnshire District Committee** will be held as follows:

Date: Thursday 20 July 2017
Time: 7.30pm
Venue: Wendover Hall, Humberston

The Annual Meeting will elect its Chairman and Vice-Chairman for the forthcoming year, in addition to electing two of its number to represent the member councils in North East Lincolnshire on the ERNLLCA Executive Committee.

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 meeting your representatives on the 20th.

Yours sincerely



Alan Barker
Executive Officer

AGENDA

- 1 To elect a Chairman for the year 2017/2018
- 2 Introductions and apologies
- 3 To elect a Chairman for the year 2017/2018
- 4 To elect a Vice-Chairman for the year 2017/2018
- 5 To consider the minutes of the meeting held on 20 April 2017
- 6 Matters arising from the minutes
- 7 To elect two members to the Association's Executive Committee, the 2016/2017 appointments were:

Councillor D. Hasthorpe	Healing Parish Council *
Councillor L Connolly	Waltham Parish Council *
Councillor M. Archer	Waltham Parish Council

(* denotes part-year membership of the Executive Committee)

In line with Association policy, the attendance of representatives at Executive Committee meetings is shown below:

	Possible attendance	Actual attendance
Councillor D. Hasthorpe	1	1
Councillor L. Connolly	2	2
Councillor M. Archer	3	3

- 8 To consider the items relating to the 2017 Annual General Meeting:
 - A Date and venue:
Thursday 14 September 2017 at The Ropewalk, Barton upon Humber
 - B Submission of resolutions from this District Committee
 - C Nomination of Officers: President *
Vice Presidents (1) **

* The current President is Councillor G. Thurston of Hedon Town Council

** The current Vice-President is Councillor T. Cooper of Driffield Town Council.

- 9 Executive Committee report
- 10 Matters referred from the previous meeting:
 - (A) Contact lists
 - (B) Granting of dispensations

- 11 ERNLLCA Annual Conference 17 November 2017
- 12 Quick Brief – Complaints by Clerks about Councillors
- 13 Open Forum (time permitting and at the Chairman’s discretion)
- 14 Agenda items for future meetings
- 15 Proposed dates for future meetings are:
 - 19 October 2017
 - 19 April 2018
 - 19 July 2018 (Annual Meeting)

Suggestions are invited for possible venues.

**East Riding and Northern Lincolnshire
Local Councils Association**

North East Lincolnshire District Committee

Minutes of the meeting held 20th April 2017 starting at 7.30pm at Stallingborough Village Hall.

Present: Cllr Martin Archer – Chairing Meeting

Cllr L Conolly	Waltham Parish Council
Cllr T Crofts	Stallingborough Parish Council
Cllr B Reynolds	Humberston Parish Council
Cllr J Baron	Humberston Parish Council
Cllr R Breed	New Waltham Parish Council
Cllr M Hodgins	Barnoldby le Beck Parish Council
Cllr J Bratton	Barnoldby le Beck Parish Council
Mrs L Leach	Clerk for Waltham Parish Council – Note taker.

Apologies:

Cllr C. Hall	Humberston Parish Council
Cllr H. Hall	Humberston Parish Council

I391 Introductions

Cllr Archer welcomed everyone to the meeting and thanked Stallingborough Parish Council for hosting the event. Cllr Archer explained the reason behind Alan Barker not being in attendance this evening and offered his apologies. No other apologies were received.

I392 Minutes of the meeting held on 27th October 2016

The Minutes of the meeting held on 27th October 2016 were circulated as not everyone had a copy and they were approved and signed as a true record subject to a matter of accuracy that Cllr Hodgins wished to point out that his name is spelt incorrectly from the previous minutes.

I393 Matters arising

Cllr Breed expected Engie to come back with proposals regarding Neighbourhood Services. It was pointed out that this matter was a matter raised at Town and Parish Liaison and not ERNLLCA. There is a special T&P meeting called for 27th April 2017 at Grimsby Town Hall and he was advised to contact Paul Windley at NELC to add to that agenda.

I394 Executive Committee report

Cllr Archer read through the Executive Committee Report. The following items were raised:

Councillors present were concerned that attendance will drop to the ERNLLCA meetings without the presence of Alan Barker as he is able to provide immediate feedback and has valuable knowledge which Councillors who attend seek.

Discussions focused on other methods that he could be there such as Live Feed/technology and possibly a conference call method. It was proposed that this matter be researched by ERNLLCA.

Gatekeeping was discussed and it was suggested that ERNLLCA asks for details of all the nominated representatives for ERNLLCA as well as the Clerk and Chair's to have on file and then send out by email or post the agenda's and minutes for meetings. This will ensure that all nominated representatives receive information directly. Some members present at the meeting confirmed when asked that they had not received a copy of the agenda or accompanying papers. The Chairman will report back to Alan Barker additional concerns on this matter.

Cllr Bratton said that Councillors should be encouraged to provide apologies if they are not able to attend, this will give ERNLLCA ideas of the number of people attending a meeting in advance.

I395 Quick Brief

Cllr Archer read through the Quick Brief. Questions were raised by Cllr Breed over the running of the Bowling Pavilion in New Waltham and the In Bloom Competition that is run annually and clarification over the committee status of these council run bodies. It was suggested that he or his Council contact ERNLLCA direct for advice.

I396 Changes to the adoption of the Annual Return

Cllr Archer read out the letter on changes to the Annual Return. Waltham Parish Council's Clerk gave a brief overview after being in contact with Alan Barker. Councillors were encouraged to ask ERNLLCA if they have any queries or questions over the changes to the adoption of the Annual Return.

I397 Disclosable Pecuniary Interests

Cllr Archer read from the notes produced on Disclosable Pecuniary interest. Discussions over what Councillors thought did, and did no, form DPI's took place. It was yet again apparent that Councillors had not received copies of the briefing notes and Cllr Archer provided copies for members present. It was felt that if a Councillor has any doubt on declaring an interest before a meeting is to seek advice and if it is during a meeting and a doubt is raised to explain your dilemma and declare and leave. Dispensations were discussed and a question was asked about the Clerk's roll in this matter and the members requested clarification from Alan Barker.

I398 Open Forum

A: Barnoldby le Beck PC

Councillor Hodgins raised the issue of the 2% precept restriction that the Government wishes to revisit. He urged Councillors to oppose this as this will be a significant impact

for smaller authorities who wish to carry out projects in their villages. The Committee wished ERNLLCA to be aware of this districts concern.

B: New Waltham Parish Council

ERNLLCA are not able to use the New Waltham Pavilion at this time for a meeting as it is currently under repair and improvement.

C: General

A member raised the question of communication problems with monitoring officers and would like to ask if there is anywhere else a Councillor can go. As the Chair was not in a position to advise he offered to raise the matter with Alan Barker.

I399 Agenda items for future meetings

No agenda items raised for future meeting.

I400 Future meetings

The date of the next meeting was discussed and although the agenda states 19th July 2017 this is a Wednesday and felt that this should be Thursday 20th July 2017 at Wendover Hall, Humberston.

Signature	Date

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

Report title: Executive Committee report

Report prepared for: North East Lincolnshire District Committee

Agenda number: 12

Date: 20 July 2017

Status: Open

Report prepared by: Alan Barker

Recommendations: That the report is received

The most recent meeting was held on Saturday 6 May 2017 at which committee members were advised that West Butterwick Parish Council, Crowle & Ealand Town Council and Holmpton Parish Council had joined ERNLLCA.

The committee were also presented with the annual accounts for 2016/2017. A budget surplus of £1594 had been set for the year but it had been possible to return an actual surplus in excess of £7000. This had been made possible largely by fee-paying consultancy work being undertaken. Members of the Executive Committee were reminded that membership fees alone cover only 79% of the cost of running the office on a Monday to Friday basis. Without revenues generated from consultancy work, training and conferences, ERNLLCA could not survive.

It was confirmed that additional insurance had been taken out during 2016/2017 and that a single piece of advice issued by ERNLLCA has £1 million worth of indemnity cover. Additionally the organisation's Public Liability Insurance cover was substantially increased in light of our expanded level of training and conference provision.

The audited final accounts will be presented to the Annual General Meeting in September.

Reference was made to the trial being conducted whereby the Executive Officer would only attend one meeting of each of the district committees. This trial will end in October 2017 at which point member councils will be consulted before any final decision is taken.

During 2016/2017 the Desktop Advisory Service (DAS) received one thousand four hundred and seventeen (1417) enquiries. The major topic areas during the year were Employment (16% of enquiries); Transparency Code (13% of enquiries); Financial (12% of enquiries); and Governance issues (11% of enquiries). This high level of activity has continued into 2017/2018.

Throughout the whole of 2016/2017 ERNLLCA operated a back-log of enquiries. Councils, in the main, were very patient and every effort was made to give a fast response to genuine emergencies. At times of annual leave, the back-log extended to three weeks. Member expectations of what services can be provided are both high and varied, which enables staff to engage in interesting and varied work. However managing rising expectations is, in itself, a challenge.

Turnover of Clerks was a problem throughout 2016/2017 and remains so in 2017/2018. ERNLLCA has provided induction sessions for new Clerks and another will be organised shortly. Anecdotal evidence cites ever-increasing workloads; hours worked being in excess of hours paid; salaries that are not reflective of responsibilities; and (most concerning of all) aggressive behaviour by councillors and members of the public, as reasons behind the turnover. There were new Clerks who did not attend our induction events because Barton is perceived as being too far to travel from their parish or their family commitments are such that they cannot attend during the day. The length of time required to deliver the existing induction programme, when added to travel time, is such that an evening session would not be practical.

Those attending the district committee meetings may be interested to see some of the suggestions that have been put forward by those attending our recent Planning Training Day about other training that is needed:

Training requested	Action
Chair/Vice roles; conducting PC meetings; finance	ERNLLCA did provide the Advanced Chairmanship course just over a year ago. The basic role of Chair is included Being a Good Councillor course being delivered in June and July. Additionally basic council financial management is also included. ERNLLCA has, in the past, run finance training days but there is a substantial cost to these events because of the fees charged by speakers.
Social Media/Relationship with and role of ward councillors/communicating with Unitary Authorities.	<p>We did provide a session on social media at the previous year's conference and a similar event was organised by SLCC. This is something which could be built into a practical work-shop for the 2017 Conference but councils have also been advised of a forthcoming NALC event to be held in may on this very topic.</p> <p>As regards the role of ward councillors, perhaps this is something our member councils could ask their own ward councillors to explain when they attend the various local meetings.</p> <p>It is very difficult to provide something around relationships with the principal authorities because each has its own identity and agenda.</p>
General Cllr introduction	Hopefully the Being a Good Councillor course will address this.
Good Cllr Training.	Hopefully the Being a Good Councillor course will address this.
LCAS/Role of NALC/DCLG/Devolved opportunities for TC and PCs.	<p>Briefing sessions on the LCAS scheme have been delivered at district committee meetings and NALC's Head of Policy gave a presentation on the subject at the November conference. NALC's role was explained by the Chief Executive at the 2015 Annual General Meeting. Perhaps this could be a briefing session at future district committee meetings?</p> <p>As regards DCLG, we have for some time been trying to</p>

	<p>persuade DCLG to visit an ERNLLCA event to explain their engagement with parish and town councils but, as yet, have been unable to persuade an official to make the journey.</p> <p>It is unclear how much more can be done to promote devolution opportunities to the 1st tier. The simple fact is that it is for parish and town councils to persuade principal authorities that they can run services better....and cheaper!</p>
Emergency planning.	We have arranged for the Humber Emergency Planning Manager to attend our 2017 Conference
Local council finance.	ERNLLCA has, in the past, offered financial management courses but (as shown above) these are expensive events to put on. Finance is built into the Being a Good Councillor course.
New councillors.	Hopefully the Being a Good Councillor course will address this.
Getting younger people involved.	This is a potential workshop for a future conference.
Grant funding,	Councils are informed via the monthly newsletter of any national funding available to parish and town councils.
How to manage disruptive councillors.	This is a question of strong chairmanship and the chairman being supported by the other members. In extreme cases there may be Code of Conduct considerations. Possibly a workshop for a future conference?
Information governance (DPA), risk management.	<p>We have asked the Information Commissioner to attend past events but they pulled out of attending. Additionally, the IC's office charge for their time and travel.</p> <p>We provided a plenary session on risk management at the last conference.</p>

The next meeting of the Executive Committee will be held on Saturday 29 July. This will be the annual meeting of the committee at which a new Chairman and Vice-Chairman will be appointed. Additionally members of the committee will be appointed to the various external roles which have to be undertaken.