

# ERNLLCA

East Riding and Northern Lincolnshire  
Local Councils Association

13 July 2017

Dear Colleague,

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

**Date:** Thursday 27 July 2017  
**Time:** 6.00pm  
**Venue:** Civic Centre, Scunthorpe

This meeting will be held one hour before the commencement of the North Lincolnshire Council Parish Liaison meeting.

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 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 27<sup>th</sup>.

Yours sincerely



Alan Barker  
**Executive Officer**

## AGENDA

- 1 To elect a Chairman for the year to 2017/2018
- 2 Welcome, introductions and apologies
- 3 To elect a Chairman for the year to 2017/2018
- 4 To elect a Vice-Chairman for the year 2017/2018
- 5 To consider the minutes of the meeting held on 26 April 2017
- 6 Matters arising from the minutes
- 7 To elect four members to the Association's Executive Committee, the 2017/2018 appointments were:

Councillor B. Brooks	Hibaldstow Parish Council
Councillor D. Knowles	Haxey Parish Council
Councillor D. Wells	Kirmington & Croxton Parish Council
Councillor D Whiteley	Bottesford Town Council

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

	Possible	Actual
Cllr B Brooks	3	2
Cllr D Knowles	3	3
Cllr D Wells	3	3
Cllr D Whiteley	3	3

- 8 To consider items relating to the 2017 Annual General Meeting:
  - A date and venue: Thursday 14 September 2017 at The Ropewalk, Barton upon Humber commencing at 7.00pm
  - 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 ERNLLCA Annual Conference Friday 17 November 2017

- 11 Quick Brief – Complaints by Clerks about Councillors and vice-versa
- 12 Open Forum (time permitting and at the Chairman’s discretion)
- 13 Agenda items for future meetings
- 14 Proposed dates for future meetings. Meetings are currently scheduled to start one hour before the commencement of the North Lincolnshire Parish Liaison meetings. The known dates for those meetings are:
  - Thursday 12 October 2017
  - Wednesday 25 April 2018.

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

**NORTH LINCOLNSHIRE DISTRICT COMMITTEE**

**Minutes of the meeting held on 26 April 2017  
at the Civic Centre Scunthorpe**

**Present:** Councillor D W Knowles (Haxey PC) in the Chair  
Councillors: B Brookes (Hibaldstow PC/Horkstow PM/Cadney cum Howsham PC), W Foord (Winteringham PC), S Foston (Winteringham PC), C Hodge (Roxby PC), T Jackson (Roxby PC), N Poole (Messingham PC/NLC), D Wells (Kirmington and Croxton PC), D Whiteley (Bottesford Town Council).

Clerks: Tracey Black (Messingham PC).

**Apologies:** Councillor T Cave (Worlaby PC); L Pennington

Clerks: L. Liddle (Bottesford TC) and S. Richards (Barton TC)

**H271 Welcome**

The Chairman welcomed all present and asked that they introduce themselves in turn. He then went on to remark on the current trial by ERNLLCA for attendance by the Executive Officer at only one meeting per year in order to maximise efficient use of Officer time and that the trial would be concluded in October.

**H272 Minutes of the meeting held on 13 October 2016**

The minutes of the last meeting were considered by the Committee.

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

**H273 Matters arising**

There were no matters arising.

**H274 Executive Committee Report**

The Chairman summarised the report that had been circulated with the agenda and , raised the following points: membership fees to rise by 2%; NALC's increase of 1.97% had produced some anomalies; no increase in larger council training fees and a small increase in smaller council fees; conference fees held at £85 plus VAT which was considered to be extremely competitive when compared with other organisations; progress with the Transparency Code and the future of the project; a summary of training events and the Annual Conference which although producing some problems for ERNLLCA Staff was considered successful, although the Executive Committee was disappointed at comments from delegates concerning the "forming" of District

Committees which again showed up the poor communication between Clerks and Councillors in some areas.

**RESOLVED:** That the report is noted.

**H275 Quick Briefs on Committees of the Council and Changes to the Annual Return**

The Chairman acknowledged that meeting participants had had time to read the briefs and the meeting then went on to discuss various issues raised and the importance of adhering to the rules for Committees and regulations set out in legislation for Town and Parish Councils. The meeting then discussed details of the changes to the Annual Return and the responsibilities placed on Councillors. Following the quick Brief discussions, comment was made that this meeting provided opportunities for exchange of views and normally provided some new information that was useful to Councillors and Clerks.

**RESOLVED:** That the Quick Briefs provided by the Executive Officer are noted.

**H276 Open Forum**

The Chairman opened the meeting to Open Forum and a wide range of subjects including how ERNLLCA can help with the hiring of a new Clerk and the responsibility on Councils to make the position of Clerk to the Council a worthwhile employment opportunity that is adequately paid. Cllr Wells brought up the launching of the "Lincs Lotto" on 23 May and the meeting went on to discuss this new initiative which was being led by North Lincolnshire Council (NLC) and how it was modelled on a successful project by Melton Mowbray. Coupled with the NLC Community Fund, it was hoped that the "Lincs Lotto" would provide a further funding stream for Town and Parish Council projects.

**H277 Agenda items for future meetings**

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

**H278 Date of future meeting**

**RESOLVED:** Next meeting would be advertised at a later date to coincide again with the NLC Town and Parish Council Liaison Meeting in Jul 17 and would be supported by ERNLLCA Staff.

Signature	Date

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

**Report title:** Executive Committee report

**Report prepared for:** North Lincolnshire District Committee

**Agenda number:** 8

**Date:** 27 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.	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

	<p>session at future district committee meetings?</p> <p>As regards DCLG, we have for some time been trying to 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 1<sup>st</sup> 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.