

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

27 June 2017

Dear Colleague,

The **Annual Meeting of the East Riding (Central) District Committee** will be held as follows:

Date: Wednesday 12 July 2017
Time: 7.00pm
Venue: Bishop Burton Village Hall

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 12th.

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 Vice-Chairman for the year 2017/2018
- 4 To consider the minutes of the meeting held on 12 April 2017
- 5 Matters arising from the minutes
- 6 To elect two members to the Association's Executive Committee, the 2016/2017 appointments were:

Councillor P. Astell
Councillor T. Galbraith

Beverley Town Council
Elloughton cum Brough Town Council

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

	Possible attendance	Actual attendance
Councillor P. Astell	3	2
Councillor T. Galbraith	3	2

- 7 To elect two members to the Association's East Riding Committee, the current holders are:

Councillor P. Astell
Councillor T. Galbraith

Beverley Town Council
Elloughton cum Brough Town Council

There were no meetings of this committee held during 2016/2017.

- 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 President (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:
- 11 ERNLLCA Annual Conference 17 November 2017

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

Suggestions are invited for possible venues.

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

EAST RIDING (CENTRAL) DISTRICT COMMITTEE

**Minutes of the meeting held on 12th April 2017
at Ellerker Village Hall**

Present: Councillor T. Galbraith (Elloughton cum Brough TC) in the Chair
Councillors - T. Kelly (South Cave PC); W. Knight (Cottingham PC)
and A. Wright (Cottingham PC)

Clerks - A. Barker (Ellerker PC)

Apologies: Councillors – K. Galbraith (Elloughton cum Brough TC);
J. Gill (Welton PC) and C. Wood (Ellerker PC); Councillor D. Prattley (Hessle TC).
Clerks – L. Fielding (South Cave PC) and K. Cooper (Hessle TC)

G292 Welcome

The Chair welcomed everyone to the meeting. He explained that, following a resolution passed at the last Executive Committee meeting, on a trial basis and in order to make the best use of the Executive Officer's time, he would not attend our April or October meetings in 2017 but would attend the July meeting.

G293 Minutes of the meeting held on 12th October 2016

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

G294 Matters arising

The meeting noted that the proposal to cap at 2% the allowed increase in the precept for a local council had not gone ahead but could be brought forward in the future.

G295 Executive Committee Report

The Executive Officer had forwarded a report on the Executive Committee meeting of 12th December 2016.

It was noted that the membership fee for ERNLLCA had increased by an average of 2%. Additionally, it was noted that training and conference delegate fees had been frozen at the current levels, other than slight increases in the lower fees available to small councils as concessions.

G296 Quick Brief – Council Committees

The meeting reviewed the briefing notes forwarded by the Executive Officer on Council Committees.

The general practice in our District was that the larger councils found it convenient to have committees but the smaller ones did not.

G297 Changes to the Adoption of the Annual Return

The meeting reviewed a paper on the above topic which had been forwarded by the Executive Officer. It was noted in particular that councillors individually must now take steps to satisfy themselves that the council's governance arrangements for the control of finances were all that they should be.

To this end, ERNLLCA had previously circulated to all member councils a checklist to help ensure that the legal requirements were being met. The meeting noted that further copies of this document and further information could be accessed via the ERNLLCA website.

G298 Open Forum

A: General

There seemed to have been a "changing of the guard" as far as clerks are concerned in the District. Several councils have new clerks or currently have vacancies. The difficulty in retaining clerks was felt to be due to the increasing responsibilities put upon them and an "underselling" of the job on interview. In the case of small councils, it may be necessary to look at increasing hours to a more realistic level.

Alan Barker, new clerk of Ellerker Parish Council, made the point that a clerk to a small parish receives almost as many e-mails to deal with from general sources as a clerk to a large council.

B: South Cave Parish Council

A meeting was being held on the same evening to try to combat the long-standing problem of the misuse of Swinescaife Quarry by motorbike scramblers.

C: Cottingham Parish Council

The East Riding of Yorkshire Council had put the Civic Hall on the market. A local campaigning group had been formed to try to preserve the Hall for community use. The Parish Council were not part of the group but some councillors were amongst its leaders and the Parish Council was paying for a structural survey of the Hall, having no confidence in the official survey.

D: Elloughton cum Brough Town Council

A local partnership, of which the Town Council is a member, is trying to create a tourist attraction in the form of Roman remains. It has been known for many years that the remains of the Roman town of Petuaria are located underground at various sites – particularly at the Burrs Playing Field. Recent hi-tec radar surveys suggest that the remains may be much more extensive than previously thought and the Heritage Lottery Fund has hinted that it might be prepared to grant up to £100,000 to finance an extensive dig.

G299 Agenda items for future meetings

Any suggestions should be sent to the Executive Officer at the Barton offices.

G300 Date of the next meeting

Wednesday 12th July 2017 (7pm) at Bishops Burton Village Hall.

Signature	Date

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

Report title: Executive Committee report

Report prepared for: East Riding (Central) District Committee

Agenda number: 9

Date: 12 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

	<p>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 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.