

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

27 June 2017

Dear Colleague,

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

Date: Tuesday 11 July 2017
Time: 7.30pm
Venue: Bempton and Buckton Community Village Hall

The village hall is located on the B1229 between the two villages.

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 11th.

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 11 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 T. Cooper
Councillor N. Noble

Driffield Town Council
Langtoft Parish Council

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

	Possible attendance	Actual attendance
Councillor T. Cooper	3	3
Councillor N. Noble	3	3

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

Councillor T Cooper
Councillor N. Noble

Driffield Town Council
Langtoft Parish 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 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) E267 ERNLLCA website
- 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:
 - 10 October 2017
 - 10 April 2018
 - 10 July 2018 (Annual Meeting)

Suggestions are invited for possible venues.

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

East Riding (North East) District Committee

**Minutes of the meeting held on 11 April 2017
at Methodist Chapel Hall, Main Street, Hutton Cranswick**

Present: Councillor T Cooper (Driffield TC) in the chair,
Councillor N Noble (Langtoft PC),
Councillor J Cooper (Driffield TC),
Councillor L Dealtry (Bridlington TC),
Councillor A Frost (Thwing & Octon PC),
Councillor S Richardson (Hutton Cranswick PC),
A Wilson (Hutton Cranswick PC),
S Poesl (Garton on the Wolds PC & Driffield TC)
J Swift (Barmston & Fraisthorpe PC)

Clerks – S Morrison & P King

Apologies: R Swift (Barmston & Fraisthorpe PC Clerk)

E250 Welcome and Apologies

Councillor T Cooper welcomed delegates to the meeting and apologies were accepted and received.

E251 Minutes of the meeting held on 11 October 2016

RESOLVED: The minutes were agreed and accepted as a true record subject to a matter of accuracy that Councillor T Copper's name had been miss-spelt

E252 Matters Arising:

There were no matters arising.

E253 Executive Committee Report

The Chairman & Vice-Chairman read through and briefed the meeting of the contents. The Chairman brought to the attention of the meeting that checks had commenced on those councils in receipt of Transparency Code funding, which had resulted in one council receiving a warning.

E254 Quick Brief – Committees:

Councillor J Cooper commented that the information contained within the brief was very good and that it could be helpful to potentially pass to new councillors. Councillor Swift enquired what guidance is available and the Chairman informed that all useful information is available on the ERNLLCA website. Councillor Dealtry also highly recommended councillors undertook the Chairmanship course and the meeting agreed that ERNLLCA delivered exceptional training to Councils. Councillor Frost reported that some of their Council meetings were not potentially run as they should be and several councillors assured that it can soon be changed especially with councillor training.

E255 Local Councils Awards Scheme:

The Chairman reported that the panel for this region was now in place. Councillor Noble reported that he considered that Councils were being expected a voluntary organisation to be better than a professional organisation. The Chairman conveyed that the Local Councils Awards Scheme had shifted from being purely an administrative venture by the Clerk to one that now involves the Council to be on board with pretty much all elements of the Council and how it is run.

E265 New Annual Return “sign off” requirements:

The meeting agreed that the paperwork now involved with the end of year accounting has meant a lot of time is concentrated on paperwork and procedures than parish work due to the increased financial workload. P King reported that a recent email from ERNLLCA outlined the specifics and helped with the end of year accounts and the particular “signng off” requirements.

E266 Open Forum

A: Driffield Town Council

Councillor Poesl & Councillor J Cooper reported that a recent Tour de Yorkshire sign that had been erected in Driffield had made the national news and that there was much discussion as to the accuracy of the wording on the sign.

B: Garton on the Wolds Parish Council

Councillor Poesl reported that the Parish Council had been busy with many things recently and undertaken a public consultation which created the following list of things to be addressed to the local authority but were sadly all refused:

- i. An overgrown path to be made appropriate to cycle on,
- ii. Expansion of the school car park to better accommodate demand, and
- iii. Reduction of the speed limit from 40 to 30 in the village.

Councillor Poesl did report a positive from the Tesco “Bags for Life” and £2,000 had been secured to address the village pond issues and effectively changing the bus shelter into a gallery.

C: Barmston & Fraisthorpe PC

Councillor Swift reported that the Parish Council was having difficulty effectively engaging with the local authority and that their many requests for an officer to contact the Council never seemed to happen and it was very frustrating. The Chairman advised that approaching a local authority Councillor could be a positive way forward for the Parish Council.

D: Langtoft Parish Council

Councillor Noble reported that the Council had effectively negotiated particular concessions with the local authority when the local school closed and almost all elements were successfully completed within a reasonable timescale with the exception of the placement of a dog waste bin. Councillor Noble was happy to report that the requested bin, after three years, is now in place after much ado and threatened enforcement action.

E267 Agenda Items for Future Meetings:

Members suggested that what information and services ERNLLCA provide on the website in a list format would potentially be very helpful to councils. The meeting discussed what legal help can be provided by ERNLLCA to member councils by Councillor Noble.

E268 Future Meeting date:

11 July 2017.

Chairman	
Date	

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

Report title: Executive Committee report

Report prepared for: East Riding (North East) District Committee

Agenda number: 9

Date: 11 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 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.