

# ERNLLCA

East Riding and Northern Lincolnshire  
Local Councils Association

4 July 2017

Dear Colleague,

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

**Date:** Tuesday 18 July 2017  
**Time:** 7.30pm  
**Venue:** Preston Community Hall

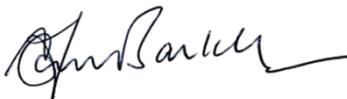
The Hall is located on Main St, Preston, HU12 8SA there is some parking available on-site.

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 the Central District 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 18<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 Vice-Chairman for the year 2017/2018
- 4 To consider the minutes of the meeting held on 18 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 G Thurston  
Councillor D. Edwards

Hedon Town Council  
Rimswell Parish Council

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

	Possible attendance	Actual attendance
Councillor G Thurston	3	3
Councillor D. Edwards	3	1

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

Councillor G Thurston  
Councillor D. Edwards

Hedon Town Council  
Rimswell Parish Council

- 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 D. Edwards of Rimswell Parish Council.

- 9 Executive Committee report
- 10 Matters referred from the previous meeting:
  - A: Code of Conduct issues
  - B: Feedback from the next round of the Planning Liaison Group.

- 11 ERNLLCA Annual Conference 18 November 2016
- 12 Quick Brief – Officer/Councillor protocol
- 13 Open Forum (time permitting and at the Chairman’s discretion)
- 14 Agenda items for future meetings
- 15 Proposed dates of future meetings:
  - 17 October 2017
  - 17 April 2018
  - 17 July 2018 (Annual Meeting)

## **Minutes from the East Riding (Holderness) District Committee**

Tuesday 18<sup>th</sup> April 2017

Present: Cllr Thurston (Chair) Hedon, Cllr Hill Bilton, Cllr G Catterick Preston, Cllr P Wilkinson Withernsea and Clerk Stephen Dale Bilton.

Apologies: Cllr Keith Hardcastle Withernsea Town Council.

The meeting commenced at 7.30 pm

### **D297 Minutes of the meeting held 24 October 2017**

The Minutes were discussed and Proposed by Cllr Thurston, Seconded by Cllr P Wilkinson that they were a true record.

### **D298 Matters Arising**

Cllr Thurston made reference to item D290, but said that he would make further reference during the meeting.

D294 Open Forum – Again discussion took place on the protocol around planning and the flow of information now that it is computerised presentations. It was suggested that this could be followed up at the Local Planning Forum meetings in the area.

### **D299 Executive Committee report**

The date in the first line of the report should have been 12 December 2016 not 2017. Cllr Catterick queried the final comment on non-member councils being target by ERNLLCA funding under the transparency code funding. Noted that no funding is available in 2017/18. Surprise was expressed that some thought the speakers and topics were negatively received.

### **D300 Committees**

Discussion took place on the Committee structure for the Councils present, with the larger Town Councils having sub-committees to look at specific areas like Planning, Finance, Personnel. The smaller councils said it was normally for all Councillors to approve decisions. Some debate took place as to when minutes and agendas should be circulated so late agenda items could be included.

### **D301 Open Forum:**

Cllr Thurston presented his thoughts on the Code of Conduct. He was concerned that the new NALC guidance seeking views should have an amendment to include the following recommendation: That meaningful sanctions be imposed and included in the Code of Conduct to restore public confidence

Cllr Catterick asked how the constitution of the Standards Committee was formed by the Principal Authority, how many sat on the committee and how was it made up (politically) Cllr Wilkinson raised an issue under the ability to record Council meetings. They had a reporter from the Holderness Gazette (new to the paper). Details given of the health of a Councillor who had been absent for 6 months due to mental health issues. The

newspaper then ran a story which had the effect of damaging the fragile improvement the Councillor had made. A warning was being issued to other local Councils to be aware of Mr Speight.

Cllr Wilkinson also expressed concerns over the non attendance by Councillors booked onto courses and meetings without giving any apologies for non-attendance. Should repeat offenders be charged for the course directly.

Cllr Catterick voiced his opinion of planning matters including what are classed as Material Considerations. How much notice is taken of these considerations when making decision of planning. He also reminded everyone of the new clerk and Preston and the revised opening hours of the office.

**D301 Agenda items for next meeting:**

Code of Conduct issues  
Feedback from the next round of the Planning Liaison Group.

Meeting finished at 9 pm.

Chairman	Date

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

**Report title:** Executive Committee report

**Report prepared for:** East Riding (Holderness) District Committee

**Agenda number:** 9

**Date:** 18 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 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.