

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

27 March 2018

Dear Colleague,

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

Date: Tuesday 10 April 2018
Time: 7.30pm
Venue: Nafferton Recreation Club
Recreation Grounds, Eastlands
YO25 4LA Nafferton

The hall is located on Eastlands.

You will recall that the Executive Committee resolved to run a trial during 2017 whereby the Executive Officer would only attend one meeting during the year. Attendance at the majority of district committee meetings had been very low whereas the demand placed on the services such as the Desktop Advisory Service continued to grow. In order to make the optimum use of staff time, it was been agreed that the Executive Officer would not attend the April or October round of meetings.

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.

Yours sincerely



Alan Barker
Executive Officer

AGENDA

- 1 Introductions and apologies
- 2 To consider the minutes of the meeting held on 10 October 2017
- 3 Matters arising from the minutes
- 4 Executive Committee report
- 5 To note ERNLLCA Annual Conference 16 November 2018 – further details will be issued in due course
- 6 General Data Protection Regulation – opportunity to discuss the forthcoming changes which have been communicated to member councils by ERNLLCA and to be updated by the Chair on the Government influencing work being carried out by NALC.
- 7 Open Forum (time permitting and at the Chairman's discretion)
- 8 Agenda items for future meetings
- 9 Dates agreed for future meetings:
 - 10 July 2018 (Annual Meeting)

Venues are currently being booked.

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

EAST RIDING (NORTH EAST) DISTRICT COMMITTEE

**Minutes of the meeting held on 10 October 2017
at the WI Hall, Flamborough**

Present: Councillor T. Cooper (Driffield TC) in the Chair
Councillors J. Swift (Barmston & Fraisthorpe PC); C Croft (Bridlington TC);
J. Cooper, J Fletcher, M Steward and H Venter (Driffield TC); S. Poessl (Garton
on the Wolds PC).

Clerks – R. Swift (Barmston & Fraisthorpe PC)

Apologies: Councillors C Marsburg (Bridlington TC); M Rogers (Driffield TC); E Biggins and
K. Duncan (Garton on the Wolds PC); S Richardson (Hutton Cranswick PC); N
Noble (Langtoft PC)

Clerks P King (Bridlington TC)

E284 Welcome and apologies

The Chairman welcomed everyone to the meeting and asked that they introduce themselves in turn.

E285 Minutes of the meeting held 11 July 2017

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

E286 Matters arising

E281 Driffield Town Council - Councillor J Cooper reported that the CCTV had been upgraded and councillors will be going to view it in operation later this month

E287 Executive Committee report

The Chairman presented the Executive Committee report item by item

The proposals to alleviate the pressure on the Advisory Service were highlighted and the measures being considered by the Executive Committee to achieve this.

The appointment of a Local Councils' Development Officer was announced in the September newsletter. Steve Shaw-Wright took up the post yesterday

E288 ERNLLCA Officer attendance at district committee meetings

The Chairman reported that a year ago the decision was taken that the Executive Officer would not attend the April and October meetings of the six District Committees. He drew attention to the short survey just circulated to clerks in which all parish and town councils are asked for their views on the attendance of the Executive Officer at District Committee Meetings. It is important that the survey reflects the views of the councils, not individual councillors or clerks. No views were expressed about the issue at this time.

E289 To note ERNLLCA Annual Conference 17 November 2017 – Invitations have been sent to councils and booking forms are available on the ERNLLCA website

The Chairman reported that the key-note speaker will be Councillor Sue Baxter, the Chair of the National Association of Local Councils. He asked councillors to complete the booking forms to ensure their places at the conference

E290 Open Forum

A: Driffield TC

Councillor Fletcher reported on:

- the question of civic functions will be discussed at the next council meeting
- the actions being taken re the withdrawal of services at Alfred Bean Hospital - Radio Humberside's forthcoming involvement, the petition being taken to London which will be delivered to Sir Greg Knight MP, etc
- Bonfire Night preparations are well under way
- Late Night Shopping will be moved to Fridays instead of Thursdays this year
- the question of what happens to proposals put forward at the AGM. The Chairman said that if they were not resolved at the AGM they are escalated up to the National Association of Councils and further as appropriate

B: Barmston PC

Councillor Swift reported on:

- the success of the campaign to utilize the HART bus service with more residents now enjoying the Beverley Shopper on alternate Mondays.
- the deplorable situation with the unreliability of the weekly Post Office Outreach Service

C: Bridlington TC

Councillor Croft commented that the Executive Officer's talk at the last meeting had been excellent and that it would be good if he could give the same talk to Town and Parish Council Meetings

D: Garton on the Wolds PC

Councillor Poesl reported on:

- resolutions were not put forward in time for this year's AGM due to internal problems
- the continuing problems with 4x4's ruining country lanes – they were now going to write to Sir Greg Knight MP about this
- the possibility of doing something for Christmas this year, maybe a Christmas tree using renewable energy for lighting
- speed camera visits to the village having increased lately

- a full complement of eight councillors now in office including a solicitor, an IT consultant, etc.
- problems with finding a suitable venue for parish council meetings. They are currently using the school but this is not ideal as the furnishings are designed for children – the additional room built which they had been told they would be able to use was now equipped as a classroom. ERYC had now told them that they were considering charging for the use of the school. The only other available venue was the church which is very cold and they had to postpone a meeting for a week due to the conditions. They have looked into the possibility of building a new purpose built hall but at the moment funding the land and building costs is too big a task

E291 Agenda items for future meetings

The Chairman asked that any ideas for future agenda items be sent to the ERNLLCA office

E292 Dates agreed for future meetings

RESOLVED: 10th April 2018
 10th July 2018 (annual Meeting)

Venues to be notified when booked

Signature	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: 4

Date: 10 April 2018

Status: Open

Report prepared by: Alan Barker

Recommendations: That the report is received

The major item of business discussed at the last meeting was the Budget for 2018/2019. The Executive Officer reported that 2018/2019 will be the final year of the four-yearly council cycle, with elections due in May 2019, and he suggested that there will not be a high demand for training. In order not to further discourage participation, it proposed and agreed that training fees be left at the 2017/2018 level, i.e. -

- a fee for larger councils of £37.50+VAT which is in line with that charged by other county associations;
- a fee of £18.75+VAT for councils with an electorate of 2000 or under, which is more generous than that charged by many other county associations.

The Executive Committee was advised that these fees will have to be re-visited for 2019/2020 as there is clear evidence that venue costs are rising.

It was further reported that ERNLLCA conferences were now very popular and that fees had been held at the same level since 2015. Venue and speaker costs continue to increase. It was proposed and agreed that the fees are increased to £90+VAT and that an increased offer, from ten (10) to fifteen (15) places for small councils, is made and offered at £45+VAT. The Committee was informed that NALC charges in excess of £200+VAT for a day conference and, more locally, the Yorkshire Local Councils Association charges £130.

2017/2018 had seen the highest level of late payment of membership fees. Whilst all of the fees were been gathered in, late payments had an adverse affect on our ability to reclaim the full entitlement of VAT claimable under the Partial Exemption rules. The net result is that late payers cause this Association to have less money to spend on member services. Officers intend to try and, once again, get across to member councils that late payment hurts the organisation.

It was agreed that membership fees be increased by 2% for the year 2018/2019.

A resolution was agreed at the 2017 Annual General Meeting that ERNLLCA should be provide a Desktop Advisory Service that “That the Executive Committee be instructed to explore the provision of a Desktop Advisory Service during all office hours and present costed options to the membership”. This resolution has its origins in concerns raised by a parish council that it is not able to contact ERNLLCA for advice on a five day a week, fifty-two week of the year basis, albeit that the council concerned has now accepted that closure over the Christmas period was to be expected.

Two options were examined, firstly to employ additional staff to maintain fifty-one weeks of cover. If “desk-sharing” were to be assumed and hours worked to cover the time for which the present Local Councils Development Officer is not employed, and for his annual leave, the value of staff time (including employment overheads) would equate to an increase in membership fees of 18.5%. There would be additional recruitment costs which would bring the first year cost increase up to 20.5%. It was pointed out that the ERNLLCA office is now very tight for space, indeed there is no storage space left. If additional office space can be found within our existing premises, that would increase membership fees by 28%. Again there would first-year costs bringing the increase up to just over 30%.

The second option was to purchase required cover from another county association. All county associations are busy with very little spare capacity. An open-ended contract with another county association to purchase the required time would increase ERNLLCA membership fees by 37%. There was a sub-option within this heading whereby it may be possible to obtain advice on a case by case basis. This is likely to cost between £40 and £50 per piece of advice and a similar hourly rate for anything beyond an hour. It will be very difficult to budget for such additional costs until such time as a few years of use had passed.

The findings will be put to the 2018 Annual General Meeting.

During period April to October, the Desktop Advisory Service (DAS) received nine hundred and forty three (943) enquiries, an increase of 9.9% over the same period last year. The major topic areas during the year to date were:

- Governance issues (22% of enquiries)
- Employment (16% of enquiries)
- Financial (14% of enquiries)
- Transparency Code (9% of enquiries)

The Committee was informed that turnover of Clerks remained a problem. Induction events for new Clerks were held during the year.

The Being a Good Councillor course was concluded in September. In all, two hundred and thirty single sessions were booked for the course which was delivered at five different venues. Some councillors attended single sessions but overall seventy-seven councillors completed the whole course.

Up to 31 October 2017 sixty-eight applied for funding and £54,441.48 was allocated. ERNLLCA continued to perform very well, if measurement is to be made by the amount of funding allocated.

There was growing evidence that NALC is carrying out an audit of councils which have received funding to ensure that their websites are up and running. It remained unclear how the Code will be policed in future but ERNLLCA Officers continued to advise councils that if they do not comply with the Code, their internal auditors will not be able to “sign off” on their report which will

then place those councils in the difficult position of not being able to publish a completed Annual Return.