

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

28 March 2018

Dear Colleague,

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

Date: Wednesday 11 April 2018
Time: 7.00pm
Venue: Arlington Hall, Cottingham

The hall can be accessed from Hallgate and is located just behind St Mary's Church.

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 11 October 2017
- 3 Matters arising from the minutes
A: H322 Agenda items for future meetings - Procedure for a successful recruitment of a Clerk.

This item will be used as the subject for the “Quick Brief” at the July round of meetings when the Executive Officer will be present.

- 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:
 - 11 July 2018 (Annual Meeting)

Venues are currently being booked.

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

EAST RIDING (CENTRAL) DISTRICT COMMITTEE

**Minutes of the meeting held on 11th October 2017
at Beverley Town Council offices**

Present: Councillor T. Galbraith (Elloughton cum Brough TC) in the Chair
Councillors - P. Astell (Beverley TC), R. Munby (South Cave PC);
W. Knight (Cottingham PC) and A. Wright (Cottingham PC).
Clerks - H. Watson (Beverley TC).

Apologies: Councillors – K. Galbraith (Elloughton cum Brough TC);
J. Gill (Welton PC), T. Kelly (South Cave PC) and D. Prattley
(Hessle TC).
Clerks – K. Cooper (Hessle TC).

H315 Welcome

The Chair welcomed everyone to the meeting and thanked Beverley Town Council for their hospitality. He explained that this was one of the meetings at which the Executive Officer would not be present under the terms of a trial period (see minute H319 below).

H316 Minutes of the meeting held on 12th July 2017

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

H317 Matters arising

The two motions proposed by the District Committee (on Community Foundation funding and on Code of Conduct reform) had been agreed at the ERNLLCA AGM and so would pass up to the NALC level for further consideration.

The high rate of turn over of Clerks seemed to be continuing. It was thought that training for personnel Committees and Grievance Committees might help.

H318 Executive Committee Report

It was noted firstly that Cllr. David Knowles is NOT of Beverley Town Council and, secondly, that the Executive Committee is also trying to find ways of smoothing the process on resolving disputes/grievances before formal stages are reached.

H319 ERNLLCA Officer attendance at District Committee meetings

The Chairman and Vice-Chairman of the District Committee both supported the proposal that an ERNLLCA Officer should only attend District Committee meetings once per year, in order to allow more time to deal with desktop enquiries during office hours. Other members, however, decided to reserve their comments until the matter was considered by the individual Parish and Town Councils.

H320 ERNLLCA Annual Conference 2017

The one-day conference was to be held on Friday 17th November 2017 at the Village Hotel, Hull. The Chairman said that the programme showed that attending would be very worthwhile, including for Clerks.

H321 Open Forum

Cottingham Parish Council The East Riding of Yorkshire Council had put the Civic Hall on the market. A local Trust had been formed to try to preserve the Hall for community use, and negotiations continue. It was suggested that in the event of ERYC wishing to dispose of an asset, the Town or Parish Council concerned should be offered first refusal.

Elloughton cum Brough Town Council A local partnership, of which the Town Council is the lead 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 partnership is on the point of applying to the Heritage Lottery Fund for a grant of £100,000 to part finance a project entitled “Petuaria Revisited – bringing to life a lost Roman town”.

Beverley Town Council The Town Council was pleased to have made the long list for the NALC Star Council award.

H322 Agenda items for future meetings

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

- (a) Procedure for a successful recruitment of a Clerk.

H323 Date of the next meeting

Wednesday 11th April 2018 - venue to be announced.

Wednesday 11th July 2018 – Annual General Meeting

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: 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.