

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

27 June 2018

Dear Colleague,

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

Date: Wednesday 11 July 2018
Time: 7.00pm
Venue: Beverley Town Council offices, Well Lane, Beverley

Unfortunately there are no parking facilities at the office and attendees should use the Market Place or the car park by the East Riding Theatre. Well Lane is accessed from the pedestrian shopping area and is just opposite Marks and Spencers.

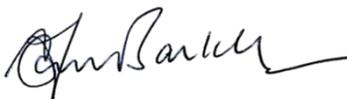
The Annual Meeting will elect its Chairman and Vice-Chairman for the forthcoming year, in addition to electing two of its number to represent the member councils in this district on the ERNLLCA Executive Committee. Please note that those persons nominated will be asked to sign GDPR consent forms to enable ERNLLCA to communicate with them. Nominations can be accepted "from the floor" but from next year onwards, because of a change made to the constitution at the ERNLLCA 2017 Annual General Meeting, any nominations will have to be of persons who have been formally appointed by their council to be ERNLLCA delegates and that information communicated to this office in writing. In other words the Executive Committee, from July 2019, will consist only of persons appointed as ERNLLCA delegates by their member councils.

That having been said, all Councillors and Clerks are (and will continue to be) welcome to attend, although only two representatives per Council are allowed to vote.

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 2018/2019
- 2 Introductions and apologies
- 3 To elect a Vice-Chairman for the year 2018/2019
- 4 To consider the minutes of the meeting held on 11 April 2018.
- 5 Matters arising from the minutes
- 6 To elect two members to the Association's Executive Committee to hold office for a twelve month period. In line with Association policy, the attendances of this committee's 2017/2018 representatives at Executive Committee meetings are shown below:

	Possible attendance	Actual attendance
Councillor P. Astell	3	1
Councillor T. Galbraith	3	2

- 7 To elect two members to the Association's East Riding Committee to hold office for a twelve month period, the current post-holders are:

Councillor P. Astell	Beverley Town Council
Councillor T. Galbraith	Elloughton cum Brough Town Council

There were no meetings of this committee held during 2017/2018

- 8 To consider the items relating to the 2018 Annual General Meeting:

- A Date and venue:
Thursday 13 September 2017 at the Hallmark Hotel, North Ferriby
- 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 – attached

- 10 Matters referred from the previous meeting:
(A) None notified to ERNLLCA
- 11 ERNLLCA Annual Conference 23 November 2018
- 12 Quick Brief – Good recruitment practice
- 13 GDPR - discussion on progress being made by councils
- 14 Explanation of the change to Executive Committee nominations to take effect for 2019.
- 15 Open Forum (time permitting and at the Chairman's discretion)
- 16 Agenda items for future meetings
- 17 Proposed dates for future meetings are:
 - 10 October 2018
 - 10 April 2019
 - 10 July 2019 (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 11th April 2018
at the Arlington Hall, Cottingham**

Present: Councillor T. Galbraith (Elloughton cum Brough TC) in the Chair
Councillors - T. Kelly(South Cave PC); J. Gill (Welton PC) and
A. Wright (Cottingham PC).
Clerks - None

Apologies: Councillors – K. Galbraith (Elloughton cum Brough TC);
W. Knight (Cottingham PC) and D. Prattley (Hessle TC).
Clerks – K. Cooper (Hessle TC); L. Fielding (South Cave PC); Helen Watson
(Beverley TC); and M. Hopton (Swanland PC).

H324 Welcome

The Chair welcomed everyone to the meeting. He explained that this was one of the meetings at which the Executive Officer would not be present under the terms agreed by the Association's Executive Committee following a trial period.

H325 Minutes of the meeting held on 11th October 2017

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

H326 Matters arising

The high rate of turn over of Clerks in the District seemed to be continuing. It was noted that successful recruitment of a Clerk would be the subject of a "Quick Brief" at our July meeting, when the Executive Officer will be present.

H327 Executive Committee Report

The decision to keep fees for training courses at the 2017/18 level was welcomed. It was agreed that the fee for the Annual Conference remained good value for money even though there was to be an increase for the 2018 version (the first increase since 2015).

With regard to the Transparency Code arrangements, it was confirmed that all the Councils represented at the meeting had websites which would pass muster.

H328 ERNLLCA Annual Conference 2018

It was noted that the one-day conference was to be held on Friday 16th November 2018. Further details to follow.

H329 General Data Protection Regulation

There was a discussion concerning anxieties over the GDPR which come into force on 25th May next.

It was generally agreed that a Parish/Town Clerk could not be a Council's DPO due to potential conflicts of interest. However, it was still not clear what sources of candidates to be CPO exist or

how they could operate when, for example, the Clerk of a small parish operates from a home office.

It was felt that template documents to demonstrate compliance should be made available.

It was not clear what help the East Riding of Yorkshire Council was going to make available to Parish/Town Councils in the county. The Chairman said that, as a Ward Member, he was attending a training session the next day and hoped to obtain some answers over these matters.

H330 Open Forum

Cottingham Parish Council The management of the Civic Hall has now been taken over by a local Trust. The Parish Council has two nominees as members of the Trust. So far, the take-over was going well with a high level of bookings and some clients, previously users of the Civic Hall, had returned.

The Cottingham Neighbourhood Plan, having been endorsed by a local referendum, has become the first in the East Riding to be formally adopted.

Elloughton cum Brough Town Council An application to the Heritage Lottery Fund for funding of the Petuaria Revisited project had been turned down. The aim of the project is to undertake a thorough archaeological investigation of the remains of the Roman town of Petuaria, as Brough was known at the time. It has now been decided that the project will go ahead, at arm's length from the Town Council, on a smaller scale and using funds raised locally.

Welton Parish Council The Parish Council, along with its neighbour North Ferriby Parish Council, had reached agreement with a wind turbine operator on benefits payable to the local councils. The agreement had been negotiated directly i.e. not via the East Riding of Yorkshire Council, but so far no payment had been made. Two wind turbines have been operational for about a year but permission has been granted for four in total. There are no signs of the other two turbines being erected to date.

H331 Agenda items for future meetings

No suggestions came forward at the meeting. The Chairman said any suggestions occurring subsequently should be sent to the Executive Officer at the Barton offices.

H332 Date of the next meeting

Wednesday 11th July 2018 – Annual General Meeting (venue to be announced).

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: 11 July 2018

Status: Open

Report prepared by: Alan Barker

Recommendations: That the report is received

The latest meeting of the Executive Committee was held on Saturday 28 April 2018 at The Ropewalk, Barton upon Humber.

Members of the Executive Committee reported on the various district committee meetings which had been held during the month of April. The North Lincolnshire District Committee has discussed the question of the high level of turnover of Clerks and it was confirmed that the July round of meetings will receive a briefing on good recruitment practice. Discussion also centred on whether or not a Clerk could be a member of the Executive Committee. The Executive Officer explained that the Constitution is silent on the matter but that was probably because it is assumed that such places would be filled by members of councils. It was suggested that the Executive Committee should consider making a proposal to the Annual General Meeting that the Constitution is changed to clarify this point. The Executive Officer was asked to prepare a possible change for consideration at the next Executive Committee meeting in July.

Concerns were expressed by the North East Lincolnshire District Committee members about access problems in relation to the venue for the April meeting. The room had to be unlocked, it was not laid out and that the hire payment had to be made on the night by one of the councillors. The Executive Officer explained that the booking had been properly made and that the hall had not made it known that payment would be needed on the night. The Executive Officer confirmed that some venues are used once – and never again.

ERNLLCA's delegate to the National Association of the Local Councils presented his report which had been circulated with the agenda. He referred to the upcoming review of the NALC Strategic Plan and the success achieved in persuading the Secretary of State for a moratorium on the need for referendum principles to be applied to parish and town council precept increases.

The Executive Officer reported on membership renewals and the very positive news about councils applying to join ERNLLCA. Concerns were expressed that if a council dropped out of membership, it would still be able to use both ERNLLCA and NALC copyright material obtained during their period of membership. It was noted that material is often the subject of review and previously obtained documents would soon be out-of-date.

The un-audited statement of accounts, for the financial year ended 31 March 2018, was presented for information purposes. The Committee was reminded that the budget for 2017/2018 had been set to deliver a small surplus. The Committee received a report detailing activity across all financial headings and was pleased to note that revenues were in excess of that budgeted for. This was due to the recruitment of more member councils and a very successful annual conference.

The annual accounts would be examined by the Association's Auditor and presented to the Annual General Meeting for adoption.

The better than budgeted for surplus would enable a contribution to be made to balances. The Committee was reminded that since ERNLLCA became a truly independent body in 2009, a great deal of effort had been placed on putting the organisation on a sure financial footing. As the organisation's level of financial activity increases, great care must continue to be taken to ensure that, as a percentage, a safe level of balances is maintained.

It was reported that all insurances are up-to-date and meet the requirements set by the Association's Risk Analysis and that a further review will be carried out in the summer of 2018.

The Committee Executive discussed the ever-increasing level of applications for support to the Desktop Advisory Service and the growing complexity of some of the questions asked.

It was reported that the advent of the General Data Protection Regulation (GDPR) had created an additional, and unplanned for, workload. Not only would councils have to be supported with their efforts to become compliant, ERNLLCA itself would have to do so. A timetabled plan to move towards compliance had been drawn up and the Executive Officer tasked with implementing the various stages.

A report was presented detailing the training provided for councillors and clerks during 2017/2018. In all, 430 councillors and clerks attended the various events and feedback from the various sessions had been very positive.

Members of the committee discussed the survey being undertaken by the Committee on Standards in Public Life into local government ethical standards. Members agreed with the Committee's position that robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government. All member councils had been contacted by email and urged to make their views known. The survey was also being mentioned at all ERNLLCA training events. It was pointed out that responses could be submitted by Councils as a body, by Councillors as individuals or by Clerks.

The Chairman, Councillor T Cooper, reported on the work of the Yorkshire & Humber Regional Training Partnership of which ERNLLCA is a member.

Before the meeting closed, the Chairman informed that meeting that Councillor Naizby Noble of Langtoft Parish Council would not be seeking re-election to the committee. The committee warmly thanked him for all his work in support of ERNLLCA over the years and wished him well for the future.

The committee will next meet on Saturday 28 July 2018.