

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

5 July 2018

Dear Colleague,

The **Annual Meeting** of the **North Lincolnshire District Committee** will be held as follows:

Date: Thursday 19 July 2018
Time: 6.00pm
Venue: Civic Centre, Scunthorpe

As decided by the committee, the meeting will commence at 6.00pm – one hour before the North Lincolnshire Council Parish Liaison meeting.

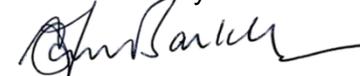
The agenda below is generic, in that there are matters which must be decided at the annual meeting and other matters on which all other district committees will be briefed by the Executive Officer. Unfortunately I will not be able to attend the North Lincolnshire District Committee meeting owing to the fact that it was agreed that the meeting would coincide with the parish liaison meeting. This date was not agreed until May of this year. The North East Lincolnshire District Committee agreed in July of last year that its annual meeting would be held on the 19th of July and that date has been in my diary since then. Our Local Councils Development Officer, Steve Shaw-Wright, has kindly volunteered to cover the meeting and looks forward to meeting delegates.

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.

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 25 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 B. Brooks	3	2
Councillor D. Knowles	3	3
Councillor D. Wells	3	3
Councillor D. Whiteley (part-year)	2	2

- 7 To consider the items relating to the 2018 Annual General Meeting:
 - A Date and venue:
Thursday 13 September 2018 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.

- 8 Executive Committee report – attached
- 9 Matters referred from the previous meeting:
- 10 ERNLLCA Annual Conference 23 November 2018
- 11 Quick Brief – Good recruitment practice
- 12 GDPR - discussion on progress being made by councils
- 13 Explanation of the change to Executive Committee nominations to take effect for 2019.

- 14 Impact of the “Ledbury Judgement”.
- 15 Open Forum (time permitting and at the Chairman’s discretion)
- 16 Agenda items for future meetings
- 17 Proposed dates for future meetings (these are also the dates of the North Lincolnshire Council parish liaison meetings):
 - Thursday 4 October 2018
 - Wednesday 27 March 2019
 - Annual Meeting - Date to be agreed

Currently meetings are held at the Civic Centre, Scunthorpe

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

NORTH LINCOLNSHIRE DISTRICT COMMITTEE

**Minutes of the meeting held on 25 April 2018
at the Civic Centre Scunthorpe**

Present: Councillor D W Knowles (Haxey PC) in the Chair
Councillors: B Brookes (Hibaldstow PC/Horkstow PM), T Campbell (Brigg TC), T Cave (Worlaby PC), T Jackson (Roxby PC), D Wells (Kirmington and Croxton PC).

Clerks: Tracey Blade (Messingham PC), Deb Hotson (PCs Various), C. Hodge (Roxby PC), Dinah Lilley (Brigg TC), Shirley Richards (Barton TC), Holly Scott (Winteringham PC).

Apologies: Councillor D Campbell (Brigg TC).

H301 Welcome

The Chairman welcomed all present, remarked on the good attendance of Clerks and asked that they introduce themselves in turn.

H302 Minutes of the meeting held on 12 October 2017

The minutes of the last meeting were considered by the Committee.

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

H303 Matters arising

No specific matters arising; however, from ERNLLCA, the meeting was advised and discussed that with the introduction of GDPR, it will mean that any Chairman or person authorised to deal directly with the Association and wishing to receive information will have to sign a consent form. Email addresses constitute data and it will be illegal for ERNLLCA to hold such email addresses without the explicit consent given by the data subject. Consent forms will be distributed after the round of Council Annual Meetings in May.

H304 Executive Committee Report

The Chairman summarised the report that had been circulated with the agenda and raised the following points: budget issues including the rationale for Association increases in subscription, training and conference fees decided for the coming year; the continuing problem of late payment of Membership fees which had an adverse consequence on Association VAT reclaim – Councils were encouraged to pay their Membership fees promptly; the ERNLLCA Office had now researched the resolution concerning the provision of the Desk Top Advisory Service (DAS) on a 5 day a week 51 week a year basis, tabled at the last AGM. The options investigated and costs involved

were discussed and the findings would be put to the 2018 AGM; during the period April to October 2017 the DAS had received 943 enquiries, a near 10% increase over the same period in 2016; the Executive Committee recognised that the turnover of Clerks was a continuing problem and that the “Being a Good Councillor” course in September last year attracted 77 Councillors who completed the whole course; finally, the last update on the Transparency Code funding was discussed with our area performing very well; moreover, it was evident that recipients of funding were now being audited and that their websites are operating. It was expected that failure to comply with the conditions of the funding would attract potentially serious consequences.

RESOLVED: That the report is noted.

H305 Vacancy for a Delegate to Represent North Lincolnshire on the ERNLLCA Executive Committee

The Chairman briefed that due to Bottesford TC not joining the Association for the coming year, there was now a vacancy for a Councillor to represent the North Lincolnshire area on the Executive Committee. There was some discussion on whether a Clerk could fill the vacancy and it was considered that the post was to be filled by an elected representative. There were no volunteers and as the immediate vacancy would only affect one meeting of the Executive Committee and that all 4 representatives from North Lincolnshire would be renewed at the annual meeting of the District Committee in July, it was not considered to be a major problem.

RESOLVED: That the fourth representative from North Lincolnshire should remain vacant until the Annual meeting of the District Committee in July 2018.

H306 ERNLLCA Annual Conference – 23 Nov 18

The Chairman advised the meeting that the ERNLLCA Annual Conference would be held on 23 November 2018. Further details will be issued in due course. The meeting went on to discuss potential venues and was advised that the ERNLLCA Office was aware of the problems from last year and were researching other venues in the area.

H 307 General Data Protection Regulation

The Chairman advised the meeting of the current status of the National Government requirement for Town and Parish Councils to adopt the new data regulations by 21 May 18, which was considered to be somewhat confusing in places. A recent communication from NALC had advised that the Information Commissioner had taken the stance that provided Councils could show they were making progress towards initiating the regulation, fines were unlikely to be implemented. The meeting acknowledged the amount of preparatory work that was required and the lack of a simple way forward for implementation and it was agreed that it would be useful if ERNLLCA could identify/recommend an organisation(s) that could take on the DPO auditing requirement placed on Councils.

H308 Open Forum

The Chairman opened the meeting to Open Forum and issues raised included the review of Standing Orders by NALC and the work that was involved in reviewing and updating

Councils Standing Orders. The meeting then went on to discuss Committee/Working Group Terms of Reference and what should be published on Council's websites.

H309 Agenda items for future meetings

The Chairman asked that any suggestions for agenda items are forwarded to the ERNLLCA office well before the next meeting.

H310 Date of future meeting

RESOLVED: Details of the next meeting would be published in due course and would take place at the Civic Centre.

Signature	Date

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

Report title: Executive Committee report

Report prepared for: North Lincolnshire District Committee

Agenda number: 8

Date: 19 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.