

ERNLLCA

East Riding and Northern Lincolnshire
Local Councils Association

21 September 2018

Dear Colleague,

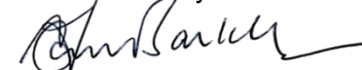
The next meeting of the **North Lincolnshire District Committee** will be held as follows:

Date: Thursday 4 October 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.

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 19 July 2018
- 3 Matters arising from the minutes
- 4 Executive Committee report – attached
- 5 Matters referred from the previous meeting:
- 6 ERNLLCA Annual Conference 23 November 2018
- 7 Open Forum (time permitting and at the Chairman's discretion)
- 8 Agenda items for future meetings

9 Agreed date of next meeting:

- Wednesday 27 March 2019
- Annual Meeting - Date to be agreed

Meetings are held at the Civic Centre, Scunthorpe

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

**Minutes of the meeting held on 19 July 2018
at the Civic Centre, Scunthorpe**

Present: Councillors D W Knowles (Haxey PC); M Davies & J Startin (Kirton in Lindsey TC), T Cave (Worlaby PC), M Keyworth (Scawby PC); D Wells (Kirmington and Croxton PC); T Campbell & D Campbell (Brigg TC)

Clerks: Neil Taylor-Matson (Kirton in Lindsey TC); S Richards (Barton TC), D Hotson (various PC's); H Scott (Winteringham PC); K Mcgrath (Asst Clerk Brigg TC); and Tracey Black (Messingham PC)

Apologies: None received

Officers: S. Shaw-Wright (Local Councils Development Officer)

H311 Election of Chairman

RESOLVED: That Cllr Knowles is appointed

Cllr Knowles took the Chair

H312 Election of Vice-Chair

RESOLVED: That Cllr Wells is elected

H313 Minutes of the 25 April 2018

RESOLVED: That the minutes area agreed subject to a matter of accuracy that the name "Tracey Blade" should read "Tracey Black"

H314 Matters arising

There were no matters arising

H315 Election of four representatives to the Executive committee:

RESOLVED: That Councillors Brooks, Knowles, Wells and D Campbell are elected

H316 2018 Annual General Meeting

- RESOLVED:**
- A That the date of the Annual General Meeting is noted
 - B None
 - C That Councillor Thurston of Hedon Town Council is nominated for the post of President
 - D That Councillor T. Cooper is nominated for the post of Vice-President.

H317 Executive Committee report

The chairman gave a detailed summary of the Executive report previously circulated

H318 Matters referred from the previous meeting

There were no matter referred from previous meeting.

H319 ERNLLCA Conference

Details were provided of the ERNLLCA conference on 23rd November 2018

H320 Quick Brief Good recruitment practice

The Local Councils Development Officer gave a briefing on good recruitment practice. The committee asked that a briefing note be circulated with minutes. A request was also made for training on recruitment practice.

H321 GDPR

There was a brief discussion on affects of GDPR. No representatives had any comments or questions n the subject.

H322 Explanation of changes to Executive Committee nominations

The reasons and rationale behind the change were explained.

H323 Ledbury judgement

The committee was provided with an update on the Ledbury judgement reminding and those attending were reminded that full details were available via the ERNLLCA website. The Chairman thanked the Local Councils Development Officer for the update

H324 Open Forum

There was a general discussion on the declaration of interests, who has to declare what and when. Advice was provided and the suggested actions for councillors to take.

H325 Agenda items for future meetings

The Chairman asked that any items be sent to the Chairman and copy to ERNLLCA

H326 Dates for future meetings

RESOLVED: That the dates for the next meetings were agreed as –

- Thursday 4th October
- Wednesday 27th March
- Annual meeting - date to be agreed

| Signature | Date |
|------------------|-------------|
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**EAST RIDING AND NORTHERN LINCOLNSHIRE
LOCAL COUNCILS ASSOCIATION**

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|-----------------------------|--|
| Report title: | Executive Committee report |
| Report prepared for: | North Lincolnshire District Committee |
| Agenda number: | 8 |
| Date: | 4 October 2018 |
| Status: | Open |
| Report prepared by: | Alan Barker |
| Recommendations: | That the report is received |

The Annual Meeting of the Executive Committee was held on Saturday 28 July 2018 and dealt with a number of governance items and constitutional business. The following appointments were made;

- Chairman: Councillor Tony Cooper (Driffield Town Council)
- Vice-Chairman: Councillor David Knowles (Haxey Parish Town Council)
- Resources Sub-Committee: Councillors Martin Archer (Waltham Parish Council); Brian Brooks (Hibaldstow Parish Council); Tony Cooper (Driffield Town Council); Gordon Thurston (Hedon Town Council); and David Wells (Kirmington and Croxton Parish Council)
- Resources Sub-Committee Chair: Councillor David Wells
- Resources Sub-Committee Vice-Chair: Councillor David Knowles
- NALC Council: Councillor Gordon Thurston
- NALC Annual General Meeting: Councillors Tony Cooper; Gordon Thurston and Peter Hemmerman (Market Weighton Town Council). The Executive Officer to attend in a non-voting capacity
- Northern Group of Local Councils Associations: Councillors Peter Hemmerman and Gordon Thurston with Councillor as deputy
- Yorkshire and Humber Regional Training Partnership: Councillor Tony Cooper and the Executive Officer.

Members of the Executive Committee reported on varying levels of attendance at the different district committee meetings. The East Riding (Holderness) Committee asked if requests for resolutions to the Annual General Meeting could be sent out by 1 June in each year. The Executive Officer confirmed that this is a simple administrative task and can be applied from 2019 onwards. The Committee has also asked that a degree of discipline is applied to the time-management of break-out sessions at the annual conference. The Executive Officer confirmed that lessons had to be learned from last year's conference and new control arrangements would be in place. Additionally the Committee asked if chairs' briefing sessions could be organised. Members of the Executive Committee pointed out that Chairmanship training is already provided. The Executive Officer was asked to prepare an Advisory Note on the "does and

don'ts" of being a Chairman. He confirmed that accredited Chairmanship training will be offered after the May 2019 elections.

The North East Lincolnshire District Committee Chair reported on a high level of disquiet amongst councillors regarding the Executive Officer's limited attendance at their district committee meetings. The committee intended to propose a resolution to the Annual General Meeting to help address those concerns.

Councillor Thurston, ERNLLCA's delegate to the National Association of Local Councils, presented his report. Concerns were expressed over the means by which NALC Assembly business is handled and that not all committee minutes are made available. The Committee discussed the welcome decision by the Secretary of State not to apply referendum principles to parish and town council precept increases. Whilst this will be kept under review by the Government, members expressed concerns that this may encourage principal authorities to off-load services to the 1st tier.

The Executive Officer reported on the work being undertaken by the Yorkshire and Humber Regional Training Partnership. He summarised the work being undertaken to satisfy the CiLCA accrediting body and to ensure that Clerks, who wish help when undertaking CiLCA studies, are properly supported. In order that this support can continue to be given, there will be slight adjustments to the fees levied on students.

A range of internal governance policies and documents were reviewed and updated.

The Executive Officer reported on progress by ERNLLCA in engaging with the new data protection requirements. Reference was made to the challenges faced in encouraging Chairs of councils to complete consent forms. A summary was given of the Data Protection Policy which had been circulated with the agenda and the reasons for an updated policy being produced.

Members of the Committee were briefed on membership renewals and the very welcome news that, once again, there had been a net increase in membership levels with one large council joining.

At the April 2018 Executive Committee meeting members had discussed a point raised by the North Lincolnshire District Committee regarding the eligibility of Clerks to sit as members of the ERNLLCA Executive Committee. The Executive Officer had prepared a report which recommended a change to the Constitution which was agreed by the Committee.