

YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Minutes of the Annual Meeting of the Joint Executive Board of the Yorkshire Local Councils Associations held at the Bridge Hotel, Walshford, Wetherby at 10.00am on Saturday, 16 July 2016.

PRESENT

Mr M Elsmore (President), Mr I Strong (Vice President), Cllr Dr J Dunford (Chairman) and (South Pennine Branch), Cllr D Wright (Vice-chairman) and (South Yorkshire Branch), Cllr S Fawcett (Vice-chairman) and (Harrogate Branch), Cllr P Whitaker (Craven Branch), Cllr F Roberts (Hambleton Branch), Cllr R Lynn (Harrogate Branch), Cllr M Czwarno (Leeds Branch), Cllr W Delf (Richmondshire Branch), Cllr G Stilwell and Cllr P Reeve (Ryedale Branch), Cllr R Walker (Scarborough Branch), Cllr J Strelczenie and Cllr A Thomas (Selby Branch), Cllr R M Greenwood and Cllr P Allison (South Pennine Branch), Cllr R A Jones, Cllr F Jackson, Cllr D Rowley, Cllr D Liddell and Cllr S Thornton (South Yorkshire Branch), Cllr P Jordan, Cllr L Harrison and Cllr J Newsome (Deputy) (Wakefield Branch), and Cllr P H F Powell (York Branch).

IN ATTENDANCE

Mrs S Spence (Chief Officer), Mr C Pilkington (Deputy Chief Officer), N Moorcroft (Local Councils Officer) and J Morgan (Administration Officer)

APOLOGIES

The following representatives had tendered their apologies in advance of the meeting:

Cllr P Baker (Craven Branch), Cllr D Bradnam (Hambleton Branch), Cllr N Fawcett Leeds Branch), Cllr I Threlfall (Richmondshire Branch), Cllr J Preston (Scarborough Branch), Cllr K Hindle and Cllr A V Scholes (South Yorkshire Branch), Cllr T Saunders (Wakefield Branch) and Cllr S Harrison (York Branch).

18/16 WELCOME AND INTRODUCTIONS

The Chairman welcomed new Branch representatives to the meeting. The meeting placed on record its thanks to all those retiring representatives for their contribution to the governance of YLCA.

19/16 DECLARATIONS OF INTEREST

There were none.

20/16 ELECTION OF OFFICERS AND REPRESENTATIVES

RESOLVED

That the following officers and representatives be elected.

Chairman	Cllr Dr J R Dunford
Vice-chairmen	Cllr D Wright, Cllr S P Fawcett
NALC Council (North Yorkshire)	Cllr S P Fawcett
Deputy	Cllr P Reeve
AGM	Cllr R Lynn
NALC Council (South Yorkshire)	Cllr D Liddell
Deputy	Cllr D Wright
AGM	Cllr A Jones
NALC Council (West Yorkshire)	Cllr R M Greenwood
Deputy	Cllr Dr J R Dunford
AGM	Cllr P Allison
Finance and General Purposes Committee	Mr M Elsmore (ex officio), Cllr Dr J R Dunford (ex officio), Cllr S P Fawcett (ex officio), Cllr P H F Powell, Cllr R Walker, Cllr P Allison, Cllr R M Greenwood, Cllr A Jones, Cllr D Liddell,
Employment Panel	Mr M Elsmore (ex officio), Cllr Dr J R Dunford (ex officio), Cllr A Thomas, Cllr P Allison, Cllr P Reeve, Cllr F Jackson

RESOLVED

That the Employment Panel be delegated to fill the vacancy on this Panel.

Audit Panel	Mr M Elsmore (ex officio), Cllr Dr J R Dunford (ex officio), Cllr R M Greenwood, Cllr D Wright, Cllr P H F Powell, Cllr R Walker
Service Award Panel	Cllr S P Fawcett, Cllr P Reeve, Mrs A Thomas
AGM Resolutions Scrutiny Panel	Cllr M Czwarno, Cllr P Allison
Yorkshire in Bloom	Cllr S P Fawcett
Northern Group of Local Councils Associations	Cllr S P Fawcett, Cllr R Greenwood, Cllr D Liddell
National Federation of Allotment and Leisure Gardens	Cllr N Fawcett
Website Working Group	Cllr B Mellors, Cllr A Jones, Cllr D Liddell
Yorkshire and Humber Regional Training Partnership	Cllr D Wright

21/16 PRESIDENT'S REPORT

The President reported that on this occasion he would deliver the majority of his report at the Joint Annual Meeting to be held later in the day; however he commented on the variety of issues raised and the increased attendance levels at Branch meetings throughout the year.

22/16 SERVICE AWARD

The President presented a service award to Councillor Peter Powell in recognition of his long and continued contribution to the sector and his involvement with YLCA.

23/16 CHAIRMAN'S REPORT

The Chairman congratulated Filey Town Council on being the first council in the Yorkshire region to be awarded Quality Level of the Local Council Award Scheme. He raised awareness of the importance of devolution of assets and services from principal authorities to local councils in serving their communities.

24/16 WORK OF THE ASSOCIATIONS

The Deputy Chief Officer provided a verbal report on the work of the Associations for the preceding quarter. This included casework statistics, details of specific assistance given to member councils and others such as principal authorities, meetings attended by staff, training courses delivered, training courses attended by staff, internal governance work, publications for member councils, the creation of local councils programme, work done in the areas of the Transparency Fund and Sector Led Body for Audit, the upcoming YLCA internal audit scheme and consultations responded to on behalf of member councils. The Executive noted the breadth of the work undertaken by the officers and they were thanked for this.

25/16 CONFIRMATION OF MINUTES

RESOLVED

That the minutes of the meeting held on 9 April 2016, be confirmed and signed by the chairman as a correct record.

26/16 MATTERS ARISING

Human Resources support for member councils (min12/16)

The Chief Officer explained that in response to concerns from member councils regarding the appointment of a principal authority to provide employment and HR advice, and the need to get this service in place as soon as possible, the YLCA had engaged the services Denison Till solicitors to provide these services. The Chief Officer requested the Joint Executive Board's endorsement of this course of action and she explained the terms of the contract with this company and the annual cost.

RESOLVED

To endorse the appointment of Denison Till to advise on employment/human resource and other issues when required.

Deadline for submission of the annual return (Min 13/16)

YLCA had written to PFK Littlejohn LLP and were awaiting a reply.

Funding cuts to rural policing (Min 13/16)

The Chief Officer reported that she needed to write to the National Association of Local Councils in this matter.

Members access to the NALC website (Min 14/16)

Members were informed that access details for the NALC website had been forwarded to all member councils, following agreement to provide these at the last Executive meeting.

Speaker for the Joint Annual Meeting (Min 17/16)

The Chief Officer advised that Andrea Jenkyns MP was unable to attend and that a discussion with the Board Chairman had led to Craig Whittaker MP being invited.

27/16 FINANCIAL REPORT

Financial report to 30 June 2016

The Chief Officer presented the financial report to 30 June 2016 and explained a minor amendment to the printed budget. She responded to questions and comments.

Councillor R Greenwood (Chairman of the YLCA Audit Panel) reminded members that due to the NALC increase in affiliation fees for 2016/17, the Board had resolved to utilise YLCA reserves to subsidise the increase that was passed on to member councils. The Audit Panel will need to consider the impact of a 1.9% increase in the pence per elector fee planned by NALC for the next two financial years, and address possible solutions at its next meeting on 7 September.

Subscription income to date

The Chief Officer explained that only a handful of 2015/2016 members had not re-joined without explanation and that no response had been forthcoming from the clerk or chairman of those authorities, even after numerous attempts. Three councils had decided not to renew although the Board members noted with interest that the clerks to two of these councils also held a clerkship with other member councils. She reported that there were seven new members and that the two newly formed councils of Bingley and Pannal and Burn Bridge had resolved to join.

Annual Accounts to 31 March 2016

The approved accounts for year ended 31 March 2016 were received and noted.

Independent Examination for year ended 31 March 2016

The Chief Officer reported that the Independent Examination for year ending 31 March 2016 was now fully complete and that she was pleased with the work done by Graham Sunley and Co of Acomb.

28/16 FINANCE AND GENERAL PURPOSES COMMITTEE

RESOLVED

That the minutes of the Finance and General Purposes Committee meeting held on 11, May 2016 be endorsed.

Matters recommended for endorsement from the Finance and General Purposes Committee:

RESOLVED

That representatives must submit travel and other expense claims within three months of the representation taking place and by the end of the financial year.

29/16 EMPLOYMENT PANEL

RESOLVED

That the minutes of the Employment Panel held on 11, May 2016 be endorsed.

30/16 AUDIT PANEL

RESOLVED

That the minutes of the Audit Panel held 11, May 2016 be endorsed.

31/16 STRATEGIC PLAN WORKING GROUP

The Chairman explained the work that this group had been undertaking and that it had scrutinised the terms of reference of the Board and its committees and was now presenting recommendations for consideration. The Chief Officer presented an explanation as to the revisions made and the reason(s) for them.

Revised Terms of Reference for the Joint Executive Board

RESOLVED

That the Terms of Reference for the Joint Executive Board are approved.

Revised Terms of Reference for the Finance and General Purposes Committee

RESOLVED

That the Terms of Reference for the Finance and General Purposes Committee are approved.

Revised Terms of Reference for the Audit Panel

RESOLVED

That the Terms of Reference for the Audit Panel are approved.

Revised Terms of Reference for the Employment Panel

RESOLVED

That the Terms of Reference for the Employment Panel are approved.

Revised Standing Orders for the Joint Executive Board

RESOLVED

That the Standing Orders for the Joint Executive Board are approved.

32/16 YLCA INTERNAL AUDIT SCHEME

The Deputy Chief Officer gave a verbal report on the progress of this YLCA initiative, outlining that changes were required to the charging scheme when the committee next meets and that rollout is planned for late Autumn 2016.

33/16 BRANCH MATTERS

To consider matters raised by branches

The Leeds Branch had asked the Joint Executive Board to ensure that the NALC representatives are being vigilant in their monitoring of the financial efficiencies being made by the National Association, and what measures were being taken in this regard in the near future.

Councillor D Liddell, who is the NALC Vice Chairman provided a comprehensive list of financial initiatives and efficiencies that NALC had and were intending to make and Councillor R Greenwood, Chairman of the NALC Scrutiny Committee, explained the requirement for the substantive increase imposed by NALC. The Leeds Branch representatives accepted the explanation and said that they would report to the next meeting of the Branch. Councillor D Wright explained that he had written to NALC in an individual capacity requesting information and justification of the increase and had received a less than satisfactory reply. He reported that he had also requested copies of budgets for the forthcoming year to which he had received no reply.

The Richmondshire Branch asked the Board to consider initiatives designed to encourage membership of YLCA to councils in the Branch area (Richmondshire having the lowest membership ratio of all the branch areas). This included YLCA training events being open to non-member councils at an increased fee and non-members being invited to Branch meetings with relevant contact details being obtained through collaborative working with Richmondshire District Council.

Cllr Delf explained that she believed that numerous smaller councils in the Richmondshire district did not know that they could increase their precept and this was a barrier to them joining the YLCA.

RESOLVED

That the Finance and General Purposes Committee is delegated the responsibility for creating initiatives to address this issue in the Richmondshire area, and to consider the invitation of non-member councils to YLCA training and the Branch meeting.

34/16 MINUTES

RESOLVED

That the minutes of Annual Branch meetings held in summer 2016 are received.

35/16 NATIONAL ASSOCIATION OF LOCAL COUNCILS

To receive reports from the recent NALC meetings

Councillor D Liddell highlighted that Sajid Javid MP has been appointed as the Secretary of State for Communities and Local Government. He also reported that changes to the structure of SLCC to divide the trade union element from the advisory role of this body, requires a review of existing protocol between SLCC and NALC. He also commended the revised booklet "Being a Good Employer Guide" to all members.

Joint meeting of Northern Group and NALC

RESOLVED

That it be noted that a meeting will take place on 20 July 2016

NALC constitution – revised wording to address membership of NALC and county associations

The Chairman explained the background to this issue for the benefit of newer members, explaining that there had been a dispute for a number of years as to who the members of the National Association are. Members were informed of the differing views, ie that the county associations are the members and in some other quarters, the view is that the parishes are the members.

He explained that the NALC Council had made a recommendation to the NALC AGM which is worded:

"NALC is the national body of the County Associations which represent local councils in England eligible for membership of the Associations.

The County Associations appoint voting representatives to govern the work of NALC through the NALC AGM and National Council which in turn elect NALC's office holders and Committees. The NALC AGM, National Council and Committees set the strategic objectives of the Association and determine its services and its resource needs.

Membership of the National Association shall be open to any parish, town or community council (hereinafter called a local council) or the parish meeting of any parish not having a parish council. Membership can be secured by joining the County Association and paying the appropriate county and national fee. A local council or parish meeting cannot be a member of either the National or County Association alone."

Cllr R Greenwood expressed his belief that this provision if adopted, would go some way to resolving the membership issue for the time being at least.

RESOLVED

That the Yorkshire Associations' support the recommendation of the NALC Council.

NALC affiliation fee, 2016/2017

Councillor D Liddell reported that NALC Council has recommended to the AGM of the national body an affiliation of fee 6.73p per elector in financial year 2017/18 and 6.86p per elector in 2018/19 be applied. He explained that this was to fulfil improvements that have been detailed in NALC's strategic plan.

RESOLVED

That the Joint Executive Board receives the information and that the matter is considered further by the Finance and General Purposes Committee at its next meeting on 7 September 2016.

NALC Conference and AGM 2016

The Chief Officer gave details of the conference and annual general meeting and members noted that it would be a two-day event held over the 19 and 20 October, and would also included a forum for County Officers. The availability of the three AGM representatives for each of the three Yorkshire Associations was discussed.

RESOLVED

That all nine representatives, Chief Officer, Deputy Chief Officer and Local Councils Officer Nicola Moorcroft also attend the full conference and that all representatives are booked into the conference hotel.

RESOLVED

That Councillor F Jackson will attend the full conference, deputising for Councillor D Wright.

36/16 TRAINING UPDATE

YLCA Training Programme

The Deputy Chief Officer outlined the comprehensive YLCA training programme offered to member councils which commenced in June, continuing through to November 2016. He highlighted the YLCA Conference planned for the weekend Friday, 28 October 2016 to Sunday, 30 October 2016 to be held at The Spa, Scarborough.

Yorkshire and the Humber Regional Training Partnership

Cllr Wright reported that no meetings had been held.

37/16 REPORTS FROM REPRESENTATIVES

Yorkshire in Bloom (Cllr S Fawcett)

Cllr S P Fawcett reported that she had not been able to attend the recent meeting of this body.

38/16 DATE AND VENUE FOR THE NEXT BOARD MEETING

RESOLVED

That in accordance with the previously agreed date, the next meeting of the Board would be held on Saturday, 15 October 2016 at the Bridge Hotel, Wetherby.

Chairman.....Date