



# WHITE ROSE UPDATE

## Newsletter of the Yorkshire Local Councils Associations March 2017

### 1% Cost of Living Increase – 1 April 2017

In 2016 the National Joint Council for Local Government Services (NJC) reached agreement on pay scales for both the 2016/2017 and 2017/2018 financial years. Those for 2017/2018 will come into effect on 1 April 2017 and will represent a 1% salary increase for those clerks and other local council staff employed on NJC terms and conditions. A copy of the 2016 to 2018 salary scales are on the YLCA website. If your Clerk is contracted under the joint agreement between the National Association of Local Councils and Society of Local Council Clerks, this notification will be relevant to your Council.

### Local Council Award Scheme

Congratulations to Ilkley Parish Council which has achieved the Foundation Level of the Award Scheme. The Council has been scrutinised by an external panel to ensure that it has met a series of tests for this Award. Congratulations! All councils are eligible to apply for the Foundation level of the Scheme and are encouraged to do so. Those that have achieved this to date report on how it has improved their procedures, policies and practices.

### In this issue

- Page 2: YLCA News
- Page 3: NALC
- Page 4: News from councils in Yorkshire
- Page 5: Law and Governance
- Page 7: News and issues of general interests
- Page 8: Consultations and Events and Funding

### NALC supports plans for further public scrutiny of parishes

The National Association has welcomed the Government's proposal to extend the remit of the Local Government Ombudsman to local (parish and town) councils as set out in the draft Bill Public Service Ombudsman Bill. However NALC has called on the Government to pilot arrangements with larger local councils and evaluate their success before extending to all 10,000 councils in England. NALC recognises that the public needs swift and effective redress when they genuinely believe there has been a failure in a service. Cllr Sue Baxter, NALC Chairman said this in support of the draft Bill - "Overall it has been a longstanding policy of NALC's that the remit of the Local Government Ombudsman (LGO) should be extended to cover all local councils. However, in our response to the earlier Government consultation we proposed piloting the use of the Ombudsman with larger parish councils and that following a policy review the LGO should cover all parishes. "

### Reminder to hold Annual Parish and Town Meetings

Each English civil parish has a parish meeting composed of the electors of the parish. That parish meeting must assemble between 1 March and 1 June every year (inclusive) and where there is the separate local (parish, town, village, neighbourhood or community) council for the parish then the chairman of the council must preside at the meeting. If the parish does not have a separate local council then the chairman of the parish meeting must preside at it. Many local councils use the annual parish meeting as an opportunity to report to the community on their work over the past year and many also invite local groups, charities and agencies such as the police to attend and do the same. For further information about the subject please see Legal Topic Note 6 'Meetings of Parish Meetings' produced by the National Association of Local Councils, which can be found on the members section of the YLCA website.

### CiLCA Success

Congratulations to Carole Manship, Assistant Clerk at Aston cum Aughton Parish Council, on successful completion of the Certificate in Local Council Administration (CiLCA).

Clerks can embark on the Cilca course at any time but there is an expectation that they will have completed the basic course—the Introduction to Local Council Administration which is provided by the Society of Local Council Clerks. Contact YLCA for more details about the Cilca.

## YLCA NEWS

### Transparency Code for smaller authorities – a call to all chairmen to check that their council is acting lawfully!

Councils with turnover below £25,000 **MUST** do what the Transparency Code directs them to do and YLCA is aware that many are not doing so. This is a call to chairmen of smaller councils to check whether the Council must comply and if so to seek some advice and take action. YLCA is concerned that the Department for Communities and Local Government (DCLG) is starting to check compliance and if a council is found to be lacking it could be subject to a judicial review! Councils that are subject to the Code should have been complying since April 2015!

To help smaller councils with the burden of complying with the Code, DCLG has set up the Digital Transparency Fund, where using a simple to complete form, councils can apply for grant funding to cover the costs of the council becoming compliant with the Code. For example buying a laptop computer, scanner, creating a website, site hosting, staff time involved in the populating the site with Transparency Code related information, keeping the website up to date in that regard and for training in how to use the website. **The application form is easy to complete and YLCA will help you! Give us a ring and chat to us about it.**

### Transparency Code for smaller authorities – don't forget that even if your council has had a grant, you can apply again!

The Fund will support ongoing costs so a council can make an application per financial year (until the fund runs out or is withdrawn). Applications can be for further website hosting, staff time to keep the website up to date with Transparency Code information, ongoing training for the site and any equipment not applied for in a previous application.

Further information, guidance and an application form can be found [here](#) If you require additional information, please contact us at [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk) or telephone 01904 436622.

### Transparency Code for smaller authorities and associated grant funding for smaller councils *Free support and guidance sessions*

The Yorkshire Local Councils Associations are hosting a free session, to provide support and guidance to all councils required to meet the obligations of the Transparency Code for Smaller Authorities. The session will cover the following topics:

- The requirements of the Code;
- How to ensure compliancy;
- Changes to external audit regime – why compliance is required;
- Funding available to meet the financial burden of compliance with the Code;
- Support and guidance completing an application for available funding;

The session is for clerks and/or councillors of both member and non member councils. If you are a council (not parish meeting) with an annual turn-over of less than £25,000 you **must** comply with this Code so please reserve a place(s) at this event.

Richmondshire District;

Date: Tuesday, 21 March 2017;

Time : 7.00pm to 9.00pm;

Venue: Middleham Key Centre, Park Lane, Middleham, Leyburn. DL8 4RA.

**Interested?** Contact YLCA: [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk) to book a place.

The Department of Communities and Local Government is funding county associations such as YLCA to promote the Transparency Code and Fund and from 1 April we shall be embarking on a project with our sister Association in the East Riding of Yorkshire, North and North East Lincolnshire. Shortly, we will be introducing our Transparency Code and Fund worker, Sarita Presland to you. She will lead the joint regional project to encourage smaller councils to comply with the duties under the Code, to appreciate how this is linked to the auditing regime in the future and apply to the Transparency Fund.

# NATIONAL ASSOCIATION OF LOCAL COUNCILS

## Rate relief on public toilets

We are informed by the Chief Executive of NALC that it has been able to secure an amendment to the Local Government Finance Bill which seeks to end the 'toilet tax' by providing 100% mandatory rate relief for public conveniences. While the Bill enables principal councils to grant discretionary relief for local authority public toilets, the National Association has been pressing the government to go further with mandatory relief. The [amendment has been put forward by the Local Democracy APPG co-chairman Scott Mann MP](#) and will be debated during the Bill's Report Stage - date to be announced. Seven MPs have so far added their names in support of the amendment: James Duddridge, Anne Marie Morris, Dr Matthew Offord, Craig Mackinlay, Dr James Davies, Mrs Anne-Marie Trevelyan and Karl McCartney.

**The parish sector needs the help of local councils to widen the backing for this important measure and NALC and YLCA is asking member councils to write to their own MP/s seeking their support for the amendment.**

## NALC Policy Committee – Priorities for 2017

The Policy Committee met on 7 February and received a presentation on the work priorities for the Committee over the next year. Those priorities are raising the profile of the parish sector with the press and the voluntary and community sector, working with the Government to clarify the position on the General Power of Competence including barriers to its use (e.g. trading) and also building an evidence base of examples of where the current standards regime is not working well, lobbying for fairer funding and more powers for local councils and strengthening local democracy in general and delivering a programme of engagement with MP's, opinion formers and government departments.

The Yorkshire NALC Council representatives will be meeting a number of Yorkshire MPs at a lobby day organised by NALC on 28 March. This will be an opportunity to raise some of the issues above, particularly those that have been raised at YLCA Branch meetings.

## Proposals to modernise the process for holding parish polls

Following pressure from NALC to reform the rules which govern parish polls, a direct democracy tool used to give people in an area say on a local issue, the Government is to finally introduce regulations that keep the legislation up to date with the 21st century. These include extending the hours of the poll to bring it in line with elections and increasing the number of people who can call for the poll in the first place.

NALC is keen that these changes are introduced without delay as the proposals, which have widespread support, were first suggested in 2015. NALC believes that if the regulations are quickly enacted by Parliament they will help to maintain the relevance of parish polls as a local referendum tool for residents.

### NALC Scrutiny Committee – Yorkshire re-appointment

We are pleased to announce that Cllr Roger Greenwood has been re-appointed to the Resources and Financial Management Scrutiny Panel of NALC.

The Finance Committee met very recently and considered the first draft budget for 2018/2019.

### Devo+ toolkit

NALC has produced a new devolution toolkit **Devo+** which has been added to the range of resources available in the dedicated devolution page on the NALC website. This short and easy to read toolkit is intended as a practical devolutionary guide for local councils and includes general advice, types of devolution, how to start, range of services, local financial context and includes a number of case studies. The National Association will be continuing its work on devolution this year and YLCA would welcome feedback to pass on to NALC about further tools, resources and support to help councils get involved in and make the most of devolution.

# NEWS FROM COUNCILS IN YORKSHIRE

## Thank you!

In February YLCA received an e-mail from a parish council in Hampshire regarding a Government initiative to present commemorative plaques to those parishes where First World War Victoria Cross recipients had been born. The plan being to present those plaques on the 100<sup>th</sup> anniversary of the date the person had been awarded the Victoria Cross.

Stratfield Saye Parish Council (Hampshire) is set to receive such a plaque this year commemorating Lance Corporal James Welch's service in the Royal Berkshire Regiment, whose award was made on 29 April 1917.

After the war Mr Welch moved to the Sheffield area where all his children were born. The Parish Council wanted to invite direct descendants to a commemorative ceremony and appealed to YLCA to contact its member councils, in South Yorkshire, in the hope that they might know or be aware of any persons with the relevant surnames. The YLCA duly circulated an e-mail to that effect and Stratfield Saye Parish Council has since written to us with the following message:

*"Can you please put a LARGE thank you in your next circulation for all the offers of help we received, it is wonderful to see how people help. We have just received an e mail from one of James Welch's granddaughters so all your help was very, very useful as I'd never have found her without you!!! Please thank everyone on my behalf it is great to see the associations interaction working so well"*

Thank you again members of YLCA. It was very pleasing to be able to help with this unusual enquiry but you did the Yorkshire Associations proud!

## Post Office Reopening at New Earswick

After almost a year, councillors of New Earswick Parish Council have welcomed the return of post office services to the parish in January. Following the retirement of the existing post office provider, the facility transferred to another location in the parish. Unfortunately, the branch closed due to unforeseen circumstances. It was acknowledged by members of the Council and local people that this was an important facility. It was soon apparent how much it was missed, particularly by elderly residents.

The Chairman, Cllr Don Crawford met a representative from the Post Office to consider the requirements for re-locating the business. Two possible options were put forward and further discussions took place with the Post Office, Joseph Rowntree Housing Trust (JRHT) and the Parish Council. After several months a successful bid was accepted from JRHT.

The newly opened branch is based at the Folk Hall which is a community facility in the centre of New Earswick. A full range of postal services are available and JRHT are confident that customers will also take the opportunity to use the facilities that are on site, including the cafe. The official opening took place on 25 January, when Campbell Robb the newly appointed Chief Executive of the Trust and Tom Moran, General Manager of the Post Office (who used to live in York) performed the opening ceremony.

This is a good example of a Parish Council taking up the initiative and working with others to achieve something that is really important to the local community and it is good to hear some positive news about local Post Offices.

**What is your Council or Parish Meeting doing that you could share with others to inspire and motivate them? Please let us have articles and photographs. It is good to share your experiences, particularly where councils have received funding for projects that they are undertaking.**

**Thank you.**

# LAW AND GOVERNANCE

## Housing white paper

In mid-February the Government published its long-awaited white paper on housing. [Fixing our broken housing market](#) sets out its plans to reform the housing market and boost the supply of new homes in England. As well as a range of policies aimed at helping to diversify the housing market and helping people to afford a home, the white paper also focuses heavily on changes that can be made to planning law and policy, with proposals including:

- Making sure every part of the country has an up-to-date, sufficiently ambitious plan so that local communities decide where development should go;
- Simplifying plan-making and making it more transparent, so it's easier for communities to produce plans and easier for developers to follow them;
- Ensuring that plans start from an honest assessment of the need for new homes, and that local authorities work with their neighbours, so that difficult decisions are not ducked;
- Making more land available for homes in the right places, by maximising the contribution from brownfield and surplus public land, regenerating estates, releasing more small and medium-sized sites, allowing rural communities to grow and making it easier to build new settlements;
- Maintaining existing strong protections for the Green Belt, and clarifying that Green Belt boundaries should be amended only in exceptional circumstances when local authorities can demonstrate that they have fully examined all other reasonable options for meeting their identified housing requirements;
- Giving communities a stronger voice in the design of new housing to drive up the quality and character of new development, building on the success of neighbourhood planning;
- Providing greater certainty for authorities that have planned for new homes and reducing the scope for local and neighbourhood plans to be undermined by changing the way that land supply for housing is assessed;
- Boosting local authority capacity and capability to deliver, improving the speed and quality with which planning cases are handled, while deterring unnecessary appeals;
- Supporting housing associations and local authorities to build more homes;
- Improving neighbourhoods by continuing to crack down on empty homes, and supporting areas most affected by second homes.

A measure of particular note to the parish sector is simplifying developer contributions secured via Section 106 agreements and the Community Infrastructure Levy (CIL). An independent review of CIL and its relationship with Section 106 planning obligations has been published alongside the white paper and found that the current system is not as fast, simple, certain or transparent as originally intended. The Government has said it will examine the options for reforming the system of developer contributions including ensuring direct benefit for communities, and will respond to the independent review and make an announcement at Autumn Budget 2017. YLCA members are reminded that the NALC Manifesto contains an objective to ensure communities benefit financially from development and NALC has been pressing the government for this through the Neighbourhood Planning Bill. The National Council Chairman, Cllr Sue Baxter is meeting Lord Bourne (DCLG's minister in the House of Lords) and this is one of the issues that NALC will be raising with him.

It is noted that the White Paper also contains proposals to support neighbourhood planning such as making further funding available to neighbourhood planning groups from 2018-2020 and amending planning policy so that neighbourhood planning groups can obtain a housing requirement figure from their local planning authority to help avoid delays in getting a neighbourhood plan in place. Both are issues NALC and councils have raised and the Chief Executive of NALC, Dr Jonathan Owen, has said that he is pleased the government have listened and taken action on NALC's concerns. The Government is [consulting](#) on the proposals in the white paper and responses can be submitted until 2 May 2017.



# LAW AND GOVERNANCE

## NALC Legal Topic Notes - Updates

**LTN 5 Parish and Community Council Meetings** - has been revised for format and clarity.

**LTN 35 Contracts** – modified in light of Consumer Rights Act 2015 which separates consumer terms, where one party is not acting as a business, from the previous law which still applies where both parties are acting as a business – for reference, a local council is always acting as a business.

**LTN 68 Negligence** - has been revised for format and clarity.

**LTN 80 Member's Conduct and Registration and Disclosure of Interests** - has been revised to reflect provisions of Section 106 of the Local Government and Finance Act 1992 which prohibits a local councillor who is in council tax arrears for at least three months, from voting on the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept. If a councillor in such a position fails to notify the council of the fact and votes in a prohibited matter, then upon prosecution and conviction he/she can be subject to a fine of up to £1,000.

It is YLCA's view that it is the role of the Clerk to inform members about this legislation and to inform them that they are expected to act accordingly

## House of Commons Library Briefing Papers – ‘Aviation Noise’ and ‘Nuisance from Helicopters and Light Aircraft’

The House of Commons Library has recently produced two briefing papers which may be of interest to some members councils. One on aviation noise which looks at the impacts of such noise on those who live underneath flight paths and close to airports and explains the various measures put forward to tackle noise pollution, including flight restrictions and charges; better airspace design, and quieter aircraft. The full paper can be found at the following link.

<http://researchbriefings.parliament.uk/ResearchBriefing/Summary/SN00261>

The other paper is on nuisance from helicopters and light aircraft which summarises the law in respect of helicopter and light aircraft noise; safety when flying low over built up areas; permitted development for landing sites and routes of complaint if an aircraft breaches those rules. The paper can be found at the following link.

<http://researchbriefings.parliament.uk/ResearchBriefing/Summary/SN04059>

## Locality – Keep it Local Campaign

The Campaign calls for locally-commissioned and delivered public services which provide substantially better outcomes and value than standardised, one-size-fits-all services.

Locality's new *How to Keep it Local: Five step guide for councillors and commissioners* is the handbook for pioneering councillors and commissioners across the country who prioritise local commissioning and delivery, leading to improved services for local people, savings for councils and economic resilience in their communities. Further information can be found at: <http://locality.org.uk/wp-content/uploads/How-to-Keep-it-Local.pdf>

## National Living Wage/Minimum Wage Increase - 1 April 2017:

Workers aged 25 and over: £7.50 per hour (rising from £7.20);

Workers aged 21 to 24: £7.05 per hour (rising from £6.95);

Workers aged 18 to 20: £5.60 per hour (rising from £5.55);

Workers under 18: £4.05 per hour (rising from £4.00);

Apprentice workers: £3.50 (rising from £3.40).

## Free HMRC webinars, e-mails and videos.

HMRC offer free support and guidance to all employers. Business help and education is a free service to provide you with information and guidance from HM Revenue & Customs (HMRC) that are tailored to your needs.

They are designed to help you understand what you need to do and how to get it right first time. Further details and information on how to register can be found [here](#).

# NEWS AND ISSUES OF GENERAL INTEREST

## Website aims to tackle rural crime

Rural communities are being asked to add their experiences to a website tackling crime in the countryside.

The [National Rural Crime Network](#) champions a better understanding of crime in rural areas, and new and effective ways to help to keep rural communities safer.

Established in July 2014, the network is supported by 29 police and crime commissioners and police forces across England and Wales.

Network chair Julia Mulligan (North Yorkshire police and crime commissioner), is appealing for anyone with an interest in keeping rural communities safe to get involved.

## West Yorkshire leader demands clarity over 'devolution-ready' Leeds region

A West Yorkshire leader has demanded that devolution proposals for the Leeds City Region be 'clarified' and reignited by communities secretary Sajid Javid after plans submitted 18 months ago were not acted upon. In a letter to Javid penned by Cllr Peter Box, Leader of Wakefield Metropolitan District Council, he appealed for the deal to be reignited, arguing the region was "devolution-ready". Cllr Box also stated that securing devolved powers and budgets from Whitehall "remains of the greatest significance" to the area, and would ensure that the levers for economic growth would be put back into the hands of local people and places in the Leeds city-region. A draft deal was put together in March 2016, but no further progress has been made on the deal since.

The letter outlined the "compelling evidence" pointing to the logic of such a deal, adding: "Our city-region is in fact the country's largest such area outside of Greater London, and the benefits of devolving to this area are clear – our devolved skills, employment and business growth programmes are delivering at twice the impact and three times the speed of equivalent national programmes."

Cllr Box also proposed a wider devolution deal that would involve a larger West Yorkshire devo plan, adding: "In the event that government is unable to support a city-region deal, West Yorkshire Combined Authority has also resolved to explore with authorities and stakeholders the options based on a larger geographic footprint, including a Yorkshire deal."

Late last month, West Yorkshire Combined Authority (WYCA) also decided to bite the bullet on its mayoral stance and floated two pan-Yorkshire devolution models, both of which would be captained by a mayor. The first model would take the form of a single mayoral combined authority covering the entirety of Yorkshire, whilst the second would include multiple combined authorities with a single elected mayor. Further information can be found on the WYCA website at: <http://www.westyorks-ca.gov.uk/>

## Plunkett Foundation - Call to Action

The Plunkett Foundation is a national charity that helps communities across the UK to set up and run community co-operatives; enterprises that are owned and run democratically by large numbers of people in their community. Community co-operatives help people to tackle a wide range of issues, from social isolation and loneliness to poverty, and come in many different forms including community shops, pubs, cafes, woodlands, food and farming enterprises and anything in between. Since 1919, Plunkett has supported over 500 such enterprises to set up by providing help, advice, and when funding allows, financial support.

This call to action aims to raise awareness within local councils across the UK of the potential for community co-operatives to address problems local communities are facing and the support available from the Plunkett Foundation. Plunkett's goal is to provide parishes with the tools and information they need to either get involved directly, or to pass onto other community groups and individuals in their locality and sets out the various ways in which local councils can get involved. Further information can be found in the 'Documents and Publications' section of the YLCA website: Plunkett Foundation – Call to Action.

## CONSULTATIONS

### **Electoral Review of Rotherham: Warding arrangements.**

The Local Government Boundary Commission for England (LGBCE) has formally commenced an electoral review of Rotherham. The Commission is carrying out a review to deliver electoral equality for voters across the borough. At present, some borough councillors represent many more, or many fewer, electors than their colleagues elsewhere in the borough. The review aims to correct those imbalances.

For parishes, the review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish wards and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between wards. Even in these circumstances, the Commission will not normally recommend any change to the number of councillors to be elected to a parish or town council. The Commission has no power to consider changes to the external boundaries of a parish or the creation of new parishes.

The consultation will close on **8 May 2017**. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in July 2017. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in October 2017. The new electoral arrangements will come into effect at the local elections in 2020. Views on the review can be sent to [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk) or by post to Review Officer (Rotherham), Local Government Boundary Commission for England, 14<sup>th</sup> Floor Millbank Tower, London, SW1P 4QP.

## EVENTS AND FUNDING

### **NALC Good Councillors Spring Conference – 26 April 2017**

The Good Councillors Spring Conference is a great one-day event for local (parish and town) councillors and councils from across the country to discuss policy ideas, network and get motivated for your day-to-day work in communities. The day will comprise of a number of key themes that matters to your communities and help you be better leaders and representatives on these matters in your local areas.

The venue will be AON Briarcliff House, Kingsmead, Farnborough, GU14 7TE. Details of the programme for the day and how to register can be found [here](#)

### **North Yorkshire Police Property Fund – cash for community projects**

North Yorkshire Police is calling on local community and voluntary groups to apply for funding for initiatives which benefit the region and its residents, particularly those which could have a positive impact on reducing crime and disorder.

Monies from the North Yorkshire Police Property Fund are generated from the auction of property which has either been seized or confiscated as part of criminal investigations and which, despite its best efforts, the Force has been unable to return to its rightful owners. Previous successful project applications include conservation experiences for young people, the provision of multi-cultural pre-school learning resources and riding experiences for the disabled. Applications for the current round of funding, the first of two planned for 2017, closes on 30 April.

Full details and eligibility criteria can be found at [www.northyorkshire.police.uk/grant](http://www.northyorkshire.police.uk/grant)

### **Sport England - Community Asset Fund**

Sport England have opened a new capital fund dedicated to enhancing places and spaces in your local community that give people the opportunity to be active.

Further information available at: <https://www.sportengland.org/funding/community-asset-fund/>



## LATEST VACANCIES

### CRIGGLESTONE PARISH COUNCIL (Wakefield district)

Applications are invited for the post of **Responsible Financial Officer (RFO)** to Crigglestone Parish Council. The Council is seeking to appoint a proactive, suitably qualified person who will have responsibility for the financial affairs of the Council.

The RFO would also be responsible for the finances of the Village Institute, Payroll for three staff members, Pension, PAYE and VAT. Previous experience as a Clerk to a Town or Parish Council or in Local Government would be an advantage, but the confidence, ability and energy to deal with the range of the Council's statutory and other activities is essential. Start date 1st May 2017.

Hours are 12 per month, working from home.

Rate of pay: NJC spinal column fixed point – *to be confirmed*

Access to the internet and own computer equipment is necessary.

Application forms and further information can be found on the Crigglestone Parish Council website at [www.crigglestonepc.org](http://www.crigglestonepc.org) or email the Clerk at [clerk@crigglestonepc.org](mailto:clerk@crigglestonepc.org)

**Closing date is Wednesday 22 March 2017 at 12 noon.**

### FILEY TOWN COUNCIL (Scarborough District)

Appointment of **Town Clerk & Responsible Financial Officer**

Permanent role 37 hours per week

Salary Grade NJC LC2 Spinal Column Point 30-34 (£26,822 - £30,153 p.a.) depending upon qualifications and experience. The post holder will be eligible to join the Local Government Pension Scheme.

Applications are invited for the position of Town Clerk which will become vacant when the current clerk retires in July this year. The position also encompasses the role of Responsible Financial Officer. Filey is situated on the east coast and is a family seaside resort which has a population of approx. 7,000 residents. The local parish precept for 2017/2018 is £139K and the Town Council's budget is £193K. Filey Town Council was the first council in Yorkshire to achieve a Quality Level in the Local Council Award Scheme in 2016.

The successful post holder will be expected to carry out all the functions and to serve or issue the notifications required by law of being the local authority's Proper Officer. The Town Clerk is responsible for day-to-day management of the Town Council's services and functions. The successful candidate will require excellent management and leadership skills enabling them to work in partnership with staff, councillors, the local community and business sector and external partners. This post requires candidates to have an excellent track record in administration, financial accounting procedures, policy, project management, event management, communication and strategic thinking. Experience of local government and/or town and parish council work is desirable, as is experience of monitoring budgets, preparing financial statements, experience of using SAGE Accounts or similar and excellent computer and website management skills. The Town Council is a Burial Authority and the post holder is also responsible for managing the Lawns Cemetery.

The successful candidate will work within the Filey Town Council Offices and will manage a small team of three staff plus several volunteers. Attendance at evening meetings will be required.

Applications are invited for this senior position from suitably qualified persons who already hold the Certificate in Local Council Administration (CiLCA) or whom the Town Council would expect to achieve this qualification within 12 months of commencing employment.

Application packs including job description and person specification can be downloaded from:

[www.fileytowncouncil.co.uk](http://www.fileytowncouncil.co.uk) The closing date for receipt of written application forms is 12 noon on **7 April 2017**. Informal discussions concerning the role can be made by contacting Mrs Gina Robinson, Town Clerk on (01723) 514498. Interviews are provisionally planned for Thursday/Friday 4/5 May 2017.

Filey Town Council is an Equal Opportunities Employer.

## LATEST VACANCIES

### **EASTFIELD TOWN COUNCIL (Scarborough District)**

Eastfield Town Council seeks a highly motivated, enthusiastic person to take on the post of **Clerk to the Council and Responsible Financial Officer**. Hours will be up to 46 hrs per month.

Starting salary will be dependent on qualifications but will be in accordance with national guidelines.

Duties include: acting as advisor to the council; agenda preparation, minute taking; compilation of correspondence, (ability to use e-mail is necessary); filing, accounts and willingness to undertake training in all aspects of local authority administration.

Applicants must be qualified in the Certificate in Local Council Administration.

Applications forms are available from: [eastfieldpc@btconnect.com](mailto:eastfieldpc@btconnect.com)

**Closing date for applications is 31 March 2017.**

White Rose Update is produced by  
**Yorkshire Local Councils Associations**  
York House, Outgang Lane, Osbaldwick, York, YO19 5UP  
Telephone: 01904 436622  
Email: [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk)  
Website: [www.yorkshirelca.gov.uk](http://www.yorkshirelca.gov.uk)

*Any views indicated are solely those of the author and, unless expressly confirmed, not those of Yorkshire Local Councils Associations.*