

## YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Minutes of the Annual Meeting of the Joint Executive Board of the Yorkshire Local Councils Associations held at the Ron Cooke Hub, University of York, Heslington Campus at 10.00am on Saturday, 15 July 2017.

### **PRESENT**

Mr M Elsmore (President), Mr I Strong (Vice President), Cllr R M Greenwood (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 S Bradman and Cllr C Mollard (Hambleton Branch), Cllr M Czwarno and Cllr I Greenberg (Deputy) (Leeds Branch), Cllr W Delf and Cllr A Bull (Deputy) (Richmondshire Branch), Ms S Brown (Ryedale Branch), Cllr G Evans and Cllr R Walker (Scarborough Branch), Cllr J Strelczenie and Cllr A Thomas (Selby Branch), Cllr P Allison and Cllr Dr J R Dunford (South Pennine Branch), Cllr F Jackson, Cllr R A Jones, Cllr D Rowley, Cllr D Liddell and Cllr S Thornton (South Yorkshire Branch), Cllr T Saunders (Wakefield Branch), Cllr S Harrison and Cllr P H F Powell (York Branch).

### **IN ATTENDANCE**

S Spence (Chief Officer), C Pilkington (Deputy Chief Officer), D Morton (Local Councils Officer) and J Morgan (Administration Officer).

### **APOLOGIES**

The following representatives had tendered their apologies in advance of the meeting: Cllr R Lynn and Cllr D Bishop (Deputy) (Harrogate Branch), Cllr N Fawcett (Leeds Branch), Cllr I Threlfall (Richmondshire Branch), Cllr P Reeve and Cllr H Pettiford (Deputy) (Ryedale Branch), Cllr B Shaw, Cllr D Smith and Cllr J Hart (Deputy) South Yorkshire and Cllr P Jordan (Wakefield Branch) and N Moorcroft (Local Councils Officer).

### **38/17 WELCOME AND INTRODUCTIONS**

The Chairman, Cllr Dr J R Dunford, welcomed new Branch representatives to the meeting.

The Chairman noted that thanks had been given to retiring representatives for their contribution to the Associations.

### **39/17 DECLARATIONS OF INTEREST**

There were none.

### **40/17 ELECTION OF OFFICERS AND REPRESENTATIVES**

#### **RESOLVED**

That the following officers and representatives be elected.

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

Employment Panel

Cllr R M Elsmore (ex officio), Cllr R M Greenwood (ex officio) Cllr A Thomas, Cllr P Allison, Cllr P Reeve, Cllr F Jackson

Audit Panel

Mr M Elsmore (ex officio), Cllr R M Greenwood (ex officio), Cllr D Wright, Cllr P H F Powell, Cllr R Walker and a vacancy

**RESOLVED**

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

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 Dr J R Dunford, 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

Cllr Greenwood gave thanks to the retiring Chairman, Cllr Dr J R Dunford for the valued contribution that he has given to YLCA whilst holding the position of Chairman of the Joint Executive Board.

**41/17 PRESIDENT'S REPORT**

The President, Mr M Elsmore, indicated that he would give his report later in the day at the Joint Annual Meeting of the Associations.

**42/17 CHAIRMAN'S REPORT**

The former chairman, Cllr Dr J R Dunford, reported that he had spent a day in the office exploring how various systems worked and that he represented the Associations at garden party at Buckingham Palace.

**43/17 WORK OF THE ASSOCIATIONS**

The meeting noted a report detailing the work of the Associations since the last meeting of the Board. The Chief Officer read out some positive comments received from members and others about the work of specific officers of the Associations and of the organisation as a whole. The Administration Officer, Joy Morgan, was congratulated on her success in passing a course on Microsoft Publisher with distinction. The Chief Officer and Deputy Chief Officer answered various questions from members on the work of the Associations.

**44/17 CONFIRMATION OF MINUTES AND MATTERS ARISING FROM THE MINUTES**

**RESOLVED**

That the minutes of the meeting held on 22 April 2017 be confirmed and signed by the chairman as a correct record.

**RESOLVED**

That the following provisions are adopted as policies of the YLCA Joint Executive Board.

#### *Joint Executive Board membership formula*

That if supported at the Joint AGM, the revised formula for the membership of the Joint Executive Board is implemented for a period of three years without change from the implementation date and that a review is carried out in the third year of implementation.

#### *President and Vice-Presidents to be members of the Board*

That the President (in voting capacity) and Vice Presidents (in non-voting capacity) continue as members of the Joint Executive Board.

#### *Retention of Branch deputy representatives*

That the policy of appointment of Branch deputy representatives to the Board is retained.

#### **RESOLVED**

That the recommendation regarding a voluntary nomination form for membership of the Joint Executive Board is referred to the Strategic Working Group for further discussion and then to the Finance and General Purposes Committee.

#### **45/17 FINANCIAL REPORT**

##### ***Financial report to 30 June 2017***

The Chairman of the Associations introduced the financial report which had been produced in a revised income and expenditure format. The Chief Officer also spoke to it highlighting the healthy income from both membership subscriptions and training income.

#### **RESOLVED**

That the report be noted and produced in the future on the same basis.

##### ***To receive a verbal report on subscription income to date***

The Chief Officer noted that five new members had joined the Associations and four had resigned for various reasons. Bramley Parish Council was one of the councils which had not renewed and Cllrs D Rowley and D Wright offered to speak to the chairman and members.

##### ***To receive a report on the Independent Examination process, year ended 31 March 2017***

The Chief Officer reported that the independent examination for the year had been completed and the accounts had been given a clean bill of health. They would now go to the Joint Annual Meeting in the afternoon for formal adoption by the Associations.

##### ***To endorse amendments to the adopted budget as recommended by the Audit Panel***

#### **RESOLVED**

That the amendments to the budget be made.

#### **46/17 FINANCE AND GENERAL PURPOSES COMMITTEE**

##### **MINUTES**

To endorse the minutes of the F&GP Committee held on 10 May 2017

#### **RESOLVED**

That the minutes of the F&GP Committee meeting held on 1 May 2017 be endorsed.

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

#### **RESOLVED**

That it be recommended to the Joint Annual Meeting that Julian Study MP and Craig Whittaker MP be reappointed as Vice-Presidents of the Associations and that the Finance & General Purposes Committee consider the filling of the two remaining vacant positions.

#### **47/17 EMPLOYMENT PANEL**

To endorse the minutes of the Employment Panel meeting held on 10 May 2017

##### **RESOLVED**

That the minutes of the Employment Panel meeting held on 10 May 2017 be endorsed.

##### **Matters recommended for endorsement from the Employment Panel:**

##### **RESOLVED**

That the revised Health and Safety policy be adopted and that the next time the policy is reviewed it is done in conjunction with a review of the Personal Safety Policy.

##### **RESOLVED**

That the revised Appraisal Policy be adopted.

##### **RESOLVED**

That the unaltered Equal Opportunities Policy, Subsistence Policy and Eyesight Tests procedure be adopted.

#### **48/17 AUDIT PANEL**

To endorse the minutes of the Audit Panel meeting held on 10 May 2017

##### **RESOLVED**

That the minutes of the Audit Panel meeting held on 10 May 2017 be endorsed.

#### **49/17 STRATEGIC WORKING GROUP (SWG)**

To endorse the minutes of the SWG meeting held on 5 May 2017

##### **RESOLVED**

That the minutes of the SWG meeting held on 5 May 2017 be endorsed.

#### **50/17 NATIONAL ASSOCIATION OF LOCAL COUNCILS**

##### ***To receive reports from any recent NALC meetings***

Cllr D Liddell reported that he had represented NALC at a meeting of the All Party Parliamentary Group on Local Democracy at which Andrea Jenkyns MP and Scott Mann MP had been present along with representatives from DCLG. The NALC Star Councils scheme had been discussed and he noted that NALC had received few applications for the scheme from local councils in the north. Cllr R Greenwood stated that at a meeting of the NALC Executive Committee reports from the NALC scrutiny panel had been received. He had informed that meeting that he would be standing down as chair of the scrutiny panel.

##### ***To consider attendance at the NALC Conference 2017, 30/31 October (event incorporates the NALC AGM)***

##### **RESOLVED**

That the Chief Officer liaise with the appointed YLCA representatives to establish their availability to attend the NALC AGM and Conference.

##### ***To receive an update on NALC's Internal Governance Review.***

Cllr D Liddell stated that the NALC Executive Committee may now be called a management board and that it may be the case in the future that individuals can only nominate themselves for one position at NALC. Cllr D Wright noted that no formal communication from NALC had been received on the outcome of the review.

#### **51/17 TRAINING UPDATE**

The Deputy Chief Officer gave an update on the training programme for the rest of 2017.

##### ***Yorkshire and Humber Regional Training Partnership***

Cllr D Wright reported that a meeting of the RTP had been planned but had been cancelled due to a lack of business.

## **52/17 BRANCH MINUTES**

### ***To consider matters raised by Branches***

Cllr P Powell spoke to the motion received from the York Branch calling upon City of York Council to create new local councils to cover those areas of the district not yet covered by one.

### **RESOLVED**

That the motion be considered by the Finance & General Purposes Committee with a view to widening out the scope of the motion.

### ***To receive Branch minutes***

### **RESOLVED**

That the minutes from all Branch meetings be received.

The Chief Officer informed the meeting of Branch secretariat arrangements from October 2017.

## **53/17 LOCAL COUNCIL AWARD SCHEME**

To receive an update on the assessment of applications.

The Chief Officer reported that Hemsworth Town Council and Thorner Parish Council had achieved Foundation Level status and that two more applications for Foundation Level status and one for Quality Level status were currently being assessed.

## **54/17 REPORTS FROM EXTERNAL REPRESENTATIVES**

### ***Yorkshire in Bloom (Cllr S Fawcett)***

Cllr S Fawcett presented a report on the work of Yorkshire in Bloom. She was thanked for her representation of the YLCA on this body.

### ***National Society of Allotment and Leisure Gardeners (Cllr N Fawcett)***

There had been no meeting of the National Society of Allotment and Leisure Gardeners since the last meeting of the Board and therefore there was no report to present.

### ***To agree representation at the North Yorkshire Wider Partnership Conference***

### **RESOLVED**

That Cllr A Thomas represent the Associations' at the Partnership Conference on 3 November 2017.

## **55/17 DATE OF THE NEXT MEETING**

Members were reminded that the next meeting will be held on Saturday, 14 October 2017 at 10.30am at The Bridge Hotel, Walshford near Wetherby.

Chairman..... Date .....