

## Rawcliffe Parish Council's memorial garden and sign

Situated just off the A19 (heading into York from the ring road) the sign and memorial garden serves two purposes; firstly as a tribute to those who have served in war from RAF Rawcliffe/Clifton and as a tribute to Bob Eccles who selflessly served the parish, the City and local schools for over 50 years.

The sign was made possible by the huge generosity of many organisations and individuals, who provided materials, labour and expertise for free.

It was a real community effort that created the sign and garden; the spirit of which Bob would have been proud. The site has some interesting features, not least that the weather vane was rescued from the top of the Tesco walkway canopy and kindly donated to the project by British Land Ltd. The vane is supposedly forged from a propeller from one of the last Lysander aircraft recycled at RAF Rawcliffe. It depicts three reconnaissance Mustang aircraft, within a cloud, re-enacting the war-time use of the Airfield.



The weather vane itself is located at the centre of a 'Teardrop Turret' symbolic of the sadness of conflict.

The site was dedicated on the 24 May 2015 by Reverend Andrew Foster with contributions from Parish Councillors, local war veterans and Bob's grandsons.

The project was a real team effort, diligently led by Cllr Alan Dawes and the Parish Council is extremely grateful for the kindness and generosity of all involved. Local companies donated their skilled trades people to the project.

## Please tell us your story

YLCA is aware that there is of good practice, innovation and success happening in the Yorkshire parish sector. We want to be able to share examples of these between member councils to help encourage and stimulate action and leadership in local councils.

Please let us know what you are doing in your communities, tell us about projects that you are working on, either individually or in partnership with others, services that you are delivering or have taken on from the principal authority and let us know if you have accessed

external funding for any of the initiatives that you are pursuing.

We really do look forward to hearing from you and featuring the work and projects of your council or parish meeting on the front page of White Rose Update.

## In the next edition...

In the next edition of White Rose Update we hope to bring you a feature about the Church Fenton Community Shop and how the Parish Council has worked in partnership with others to make sure the shop remains open and is a thriving community business.





We can **help**  
get you  
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## UPCOMING TRAINING EVENTS

Our 2017 training is drawing to a close but the following courses still have a few places available:

### **Council Insurance Provision and Associated Risk Assessment - 11 October 2017**

Presented by Came and Company, insurance providers. 10.00am to 3.30pm at The Holiday Inn, Warmsworth near Doncaster. Cost £50 per delegate with refreshments and lunch

### **Introduction to Employment Law - 3 November 2017**

Presented by employment consultants from Lupton Fawcett, this session is being held at their offices in York from 9.30am to 4.30pm. This is the second part of a two-day course but is suitable for those who want to learn more about employing people but can only attend for one day. Cost £125.00 per delegate with refreshments and lunch.

### **Accounts and Finance - 6 November 2017**

Presented by Derek Kemp who is the financial adviser for the National Association of Local Councils. This is a day long event which looks at a wide range of financial issues for parish and town councils. 10.00am to 4.30pm at the Cedar Court Hotel, Wakefield. Cost £115.00 per delegate with refreshments and lunch.

# YLCA NEWS

## YLCA – Getting the best from our advisory service!

### **Who we give advice to:**

Advice for a member council or parish meeting is given via the clerk or the chairman of the parish meeting. If the enquiry is about or concerns the clerk then we will give the advice to the chairman. Where both the clerk or chairman is not available and advice is needed, the council may nominate a councillor to liaise with us. We must stress however that we do not give advice to individual councillors without the authority of the council.

### **Take a look at the YLCA website:**

Prior to making any request for advice check the YLCA website: [www.yorkshirelca.gov.uk](http://www.yorkshirelca.gov.uk). This website provides a wealth of information, model documents and answers to frequently asked questions. The answer to your query may be there! All subscribing members have log-in details for the site and these details may be given to councillors where the Council consents to this.

### **What to include with your query:**

When sending your request for advice please include all the information and documentation relevant to the query; examples are listed below. This will help to ensure that your enquiry is dealt with as swiftly as possible.

### **Where to send your enquiry:**

Please remember to send all new enquiries and any information regarding an ongoing enquiry to our admin address: [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk). Thank you.

Subject matter:	Documents that must be included with your enquiry:
Allotments	Include copies of tenancy agreements, licences and leases and council/committee minutes relating to the matter in question.
Employment Issues	Include contracts of employment, job descriptions, any information on appraisals, disciplinary and grievance policies and council/committee minutes relating to the matter in question.
Land/Property Matters	Include leases, licences, Land Registry documents, copy of village green registration documents with coloured plan and council/committee minutes relating to the matter in question.
Charities/community groups	Include copies of the governing instrument (constitution), terms of reference, leases, licences and council/committee minutes relating to the matter in question.
Code of Conduct Issues	Include a copy of the council's code of conduct. Please be aware however that we do not give advice to individual councillors regarding their declaration of interests.

## YLCA represented at Yorkshire Day

On 1 August your President, Mr Michael Elsmore and Councillor Shirley Fawcett, one of the two Joint Executive Board Vice-Chairmen, attended Yorkshire Day in Halifax.

Both YLCA representatives found this a useful opportunity to liaise with leaders and civic heads of the principal authorities in the Yorkshire area and to talk to them about the work of parishes generally and in their districts and boroughs.



# YLCA NEWS

## Training for Local Council Clerks - Why you should study the Introduction to Local Council Administration (ILCA)

Working with a local council really makes a difference in the community. Whether clerk or councillor, qualified and trained people are needed to carry out these challenging and professional roles. A council of quality embraces learning and development in councillors and staff and appropriate training provides a council with the necessary tools to be effective.

Clerks and councillors should understand the legal framework for local councils, how a council operates and is administered, how responsibilities are allocated and how to manage council finances. The ILCA course doesn't cover every detail, but students become more aware of questions to ask and sources of advice and information to help them in their role. The aim of ILCA is to provide an introduction to the work of a local council, its clerk and its councillors.



The course is in five sections based on the Occupational Standards established by the National Training Strategy in England. These are:

- 1. The Core Roles** focuses on the duties and responsibilities of the council as a corporate body, individual councillors, the chairman and the clerk. It examines the role of the clerk more closely including the clerk as a researcher, administrator and manager. It stresses good communication skills and the use of information and communications technology.
- 2. Law and Procedures** establishes the council's legal framework including duties, powers and other statutory requirements. It introduces agendas, minutes, meeting procedures, the value of standing orders, delegation and committee structures. This section also looks at election processes, the standards framework and the need to keep up to date with legislation.
- 3. Finance** introduces the role of the Responsible Financial Officer and proper financial practices, accounts, financial procedures and accounting regulations. This section considers budgeting, the precept, audits, insurance, income generation and the management of risk.
- 4. Management** establishes the role of the council and its officers in planning, managing, funding and reviewing projects, services, assets and facilities. It provides guidance on managing staff, contracts and the performance of the council as a whole, stressing the need for on-going training and development.
- 5. Community** is the heart of the qualification. The student identifies community needs and plans, engages with the planning system and gets to know the community well. The section introduces community representation, engagement, empowerment and support and stresses partnership working, public relations and raising the council's profile in the community.

*This level 2 online sector specific learning tool will support council officers in their roles in the first few months of employment, as well as those aspiring to go on and complete their level 3 Certificate in Local Council Administration (CiLCA) qualification.*

Further information can be found at: <http://www.slcc.co.uk/content/level-2-qualification-ilca/457/>



# YLCA NEWS

## Transparency Fund 2017/2018 – Money running out!

Over the last two years many member councils of the Associations with a turnover not exceeding £25,000 have successfully applied for grants from the Transparency Fund set up by the Government to help smaller local councils comply with the Transparency Code for Smaller Authorities (e.g. to cover the costs of purchasing and maintaining a website or purchasing a council laptop computer). YLCA are pleased to report that the Fund has been continued in the current financial year with £1.1m being available countrywide **but** we are informed that there has been a good take up of the fund since May and that the whole fund may be spent by the end of December 2017. Once the money has gone there will be no more provided by the Government!

Remember that if your council received grant funding in 2015/2016 and 2016/2017 the council is still eligible to apply to the fund in 2017/2018 to cover certain costs and we would encourage all eligible councils to make an application.

Further details about the Transparency Fund and the application form for 2017 can be found on the YLCA website or e-mail: [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk)

## Publications

### ***The Good Councillor's Guide to Finance and Transparency***

This new and recently launched booklet is part of the set of Good Councillor Guides and this particular publication is designed specifically to help local councillors support their communities and council in understanding their obligations and commitments for public money, both generally and under the requirements of Transparency Codes, as well as sharing good practice in these areas.

This is the first finance booklet to be produced by the National Training Strategy and is recommended reading for all councillors and clerks.

An electronic copy of the booklet is available from the YLCA website (Documents and publications) and from the NALC website in the 'publications' section. (Note that this publication is now only available electronically).

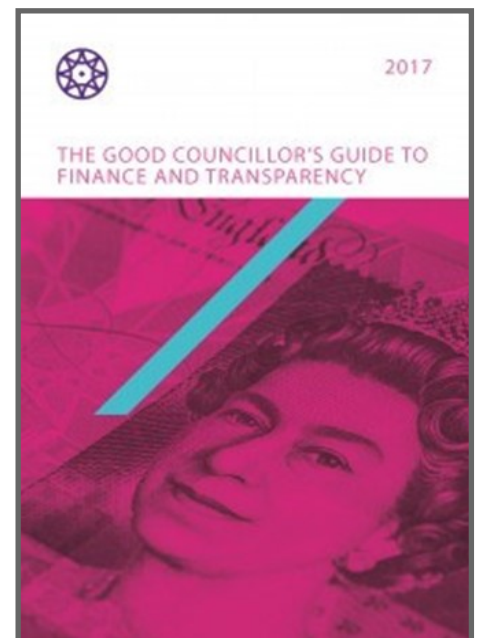
### ***Other publications available in the 'Good Councillor' series***

In the last edition of White Rose Update we advertised the 2017 edition of the Good Councillor's Guide (strongly recommended for all councillors). The 'Being a Good Employer' Guide which was produced in 2016 also remains very relevant for councillors. Both of these publications are available in paper or electronic format (YLCA or NALC websites).

### ***Good Councillor Guide to Neighbourhood Planning 2017***

This guide is designed specifically to help parish and town councillors support their communities and council in deciding whether or not to produce a neighbourhood plan for their area and, if they decide to go ahead, to guide them through the process of producing the plan and thinking about how it will be delivered. Whilst other guides are predominantly concerned with the legislation and process, the partnership of Locality and NALC has attempted, wherever possible, to include guidance on good practice for carrying out each part of a Neighbourhood Plan. The booklet draws upon the experience of Locality and its partners who are working with community groups preparing neighbourhood plans through the national support programme. Locality has worked with a wide range of organisations, particularly local councils and neighbourhood forums in urban and rural areas.

Orders to Joy Morgan at: [admin@yorkshirelca.gov.uk](mailto:admin@yorkshirelca.gov.uk)



# YLCA NEWS

## Branch Meeting dates and venues, Autumn 2017

Minutes from the previous meetings of all the Branches are on the YLCA website. Branches are an opportunity for councillors and clerks to meet together and discuss issues of mutual interest and concern and often the Branches will host speakers on topical or concerning matters. The Clerk will automatically receive a copy of the agenda and minutes, as will the chairman and the representatives appointed by the Council if their e-mail addresses have been passed to us.

In addition to the speakers that have been invited (see below). The Autumn round of Branch meetings will be discussing:

- The new General Data Protection Regulation (GDPR)
- Preparation of budgets
- Training for parish clerks - The Introduction to Local Council Administration and the Certificate in Local Council Administration

Also on the agenda is the reviewed Bradford Charter for councils/parish meetings to view and discuss whether they think such arrangements with their principal authority would be useful. All Branches have an open forum where members can share good practice, ask questions or raise issues of concern in their parishes.

### **Craven Branch**

7 October at 7.00pm  
Hellifield Village Hall, Hellifield.

### **Hambleton Branch**

25 October at 7.00pm  
Galtres Centre, Easingwold.

#### **Speaker**

Mark Harbottle, Head of Economy and Planning at Hambleton District Council will be attending the meeting to give a presentation on how parish observations on planning applications are handled and to give advice to parishes on how to make effective observations to applications, including reference to material planning considerations.

### **Harrogate Branch**

2 October at 7.00pm  
Jubilee Room, St James Square, Boroughbridge.

#### **Speaker**

Melisa Burnham, Improvement Manager from the NYCC Highways and Transportation Area 6 Boroughbridge Office will be attending the meeting to speak to parish representatives about the traffic impact that growth has on NYCC and the individual districts, ie due to planning developments.

### **Leeds Branch**

10 October at 7.30pm  
Horsforth Parish Hall.

### **Richmondshire Branch**

12 October at 7.00pm  
Patrick Brompton Village Hall.

### **Ryedale Branch**

3 October at 7.00pm  
Ryedale House, Meeting Room 1.

### **Scarborough Branch**

5 October at 7.00pm  
Filey Town Council Offices

#### **Speaker**

Presentation from, Assistant Chief Constable Phil Cain on the reasonable expectation as to service level and operational policing issues specifically related to town and parish councils.

### **Selby Branch**

11 October at 7.00pm  
Selby Town Hall

#### **Speaker**

Inspector Ian McNiff will give a presentation on the reasonable expectation as to service level and operational policing issues specifically related to local councils.

### **South Pennine Branch**

8 November at 7.30pm  
Keighley Civic Centre.

### **South Yorkshire Branch**

4 October at 7.00pm  
Billingley Village Hall

#### **Speaker**

Network Rail Head of Communications, Mr Nick Sandham will give a presentation regarding the role of Community Liaison/Relations Team where vital work is being undertaken and communication(s) with local and communities.

### **Wakefield Branch**

26 October at 7.00pm  
Havercroft Skills Centre.

### **York Branch**

5 October at 7.00pm  
Folk Hall, New Earswick, York.

# NATIONAL ASSOCIATION OF LOCAL COUNCILS

## Latest news from NALC

In week commencing 11 September, the NALC Chairman Cllr Sue Baxter, Policy Adviser Andrew Tubb and NALC Chief Executive Dr Jonathan Owen had a useful meeting with local government minister, Marcus Jones MP to discuss parish precepts. Jonathan reports that the Minister was updated on steps taken since last December's welcome decision not to extend referendum principles, to encourage councils to be financially transparent, pro-actively engage with residents on budget proposals and explore the use of other revenue streams in addition to raising the precept.

NALC's work in these areas has shown that many parishes are actively engaging residents in budgeting process, take-up of the Transparency Fund is good with more councils publishing financial information online. While NALC's recent survey shows 60% of parishes were actively using other revenue streams to support additional expenditure, rising external costs driven by greater involvement of parishes in delivering crucial services (from building dementia friendly communities to embracing neighbourhood planning) as well as taking over of discretionary services previously provided by principal councils are continuing to place pressure on precepts.

The Minister was advised that ensuring effective engagement across the sector would take time, as would supporting councils to maximize other income streams, and the NALC reps asked him to support this and help embed changes by giving the sector a period of certainty through a multi-year deal not to extend referenda principles. He

noted that parishes were increasingly becoming involved in new services, which he welcomed; however he indicated that high precept increases without proper consultation and engagement led to resident complaints to MPs. He indicated that a technical consultation on the local government finance settlement would be published and he would welcome continuing evidence on how the sector was working to address the current financial challenge. [The 2018-19 Local Government Finance Settlement Technical Consultation](#) has now been published and NALC will issuing further information on this shortly.

The Chairman re-iterated it would take time to fully embed good practice across the sector and we want to work with the Government to deliver this. She also took the opportunity to restating NALC's support for parishes receiving a share of business rates which the minister indicated was not on the table at present.

A few key points from subsequent discussions with civil servants: DCLG was planning to introduce the new parish polls provisions which NALC had campaigned for, in Spring next year; work was underway to find an opportunity for legislation enabling principal councils to provide discretionary rate relief for public conveniences (NALC had wanted mandatory relief but this does not look likely).

## NALC Annual Conference 2017

A reminder that NALC's annual conference will be held in Milton Keynes at the Double Tree by Hilton on 30/31 October. This year is NALC's 70<sup>th</sup> birthday and it is also 50 years of Milton Keynes – a wholly parished urban area, progressing with double devolution and with lessons for other cities in the country. As well as a programme of speakers and workshops the conference will see the announcement of NALC's Star Councils 2017 including Council of the Year. Further details are available from the NALC website under the 'Events' tab - [www.nalc.gov.uk](http://www.nalc.gov.uk)

## NALC and the Society of Local Council Clerks (SLCC)

The Chairmen and Vice-Chairmen of SLCC and NALC had a constructive and productive meeting on 17 August when they agreed to work up a new strategic statement of intent to forge a strong and effective partnership to support clerks, councillors and councils. This statement will be worked-up over the coming weeks for consideration by each body.



# NATIONAL ASSOCIATION OF LOCAL COUNCILS

## NALC Larger Councils Conference: Making Local Economic Growth Work

*Wednesday 13 December 2017, Coram Street, London.*

NALC's Making Local Economic Growth Work conference and exhibition is an event for councillors, council officers (including clerks, responsible financial officers, town centre managers and events and public relations officers), and county association members to join with other parts of the public sector (including the government and principal authorities), the private sector and the voluntary sector to discuss the key policy issues around local economic development and growth. The themes for this one-day event will focus on local economic development, community led housing and planning, accessing funds and grants and the well-being of communities.

The conference will specifically look at what local councils can do to create dynamic environments that encourage local economic growth to thrive and succeed. You will learn how to be 'place shapers' bringing the private, voluntary and public sectors together to bring about positive economic change for local people.

NALC's definition of a 'larger' council is one with 6000+ electors and/or an annual budgeted income of £250,000.

A copy of the programme and booking details can be found at: <http://www.nalc.gov.uk/our-events/eventdetail/133/-/nalc-larger-councils-conference-making-local-economic-growth-work>

## LAW AND GOVERNANCE

### Notice of conclusion of audit

This is a reminder that when your council's audit of accounts for year ended 31 March 2017 is complete, there is a duty under the Accounts and Audit Regulations 2015 (s13) to display the notice of conclusion of the audit on the council's website or other electronic access used by a council, i.e. the principal authority website or site such as the North Yorkshire Data Platform. This must be done by 30 September.

In addition to this notice, a council also has to display the statement of accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act, ie the external auditor's report of the Annual Return. Clerks/RFOs should be aware that there is a requirement for those documents remain available for public access for a period of not less than five years beginning with the date on which the documents were first published. It may be sensible to retain the documents on the website/ other means of electronic access to ensure that this requirement is met by the council.

There is no legislative requirement for councils to display the notice of conclusion of audit in a conspicuous place in the parish, ie a notice board. If your council does choose to provide this additional access for members of the public, over and above the legislative duty, this is fine and we suggest that a reasonable period consisting of 14 days is relevant.

Parish meetings (in parishes where there is no parish council) must to comply with the 2015 Regulations. Within these it states that where a parish meeting has a website it must display the notice on conclusion of audit on that site and where there is no website the notice must be displayed in a conspicuous place in the parish for at least 14 days. Parish meetings may also wish to note that if the notice is only displayed locally, ie notice board, there is no requirement to keep it posted there for the five-year period mentioned above.

# LAW AND GOVERNANCE

## Drones - The implications for Local Councils

The use of one of the many technological inventions of recent years, the small drone, has implications for local councils with recreation grounds, public open spaces and village greens. Drones are unmanned aerial vehicles or unmanned aircraft systems; they can be flown by remote control or autonomously following a pre-programmed flight path.

Although the law relating to the use of drones is still developing, flying within the UK is regulated by the Civil Aviation Authority (CAA); generally, there is nothing to prevent a drone being flown over property owned by someone other than the drone pilot. However, if the drone weighs more than 20kg or is used for commercial purposes specific permission must be obtained from the CAA. The use of recreational drones is not completely unregulated; they must not be flown within 150m of a congested area or a crowd or within 50m of an individual person, structure such as building. The drone must be flown 'within sight' i.e. it cannot go

above 400ft or be further than 500m away from the pilot. If these rules cannot be complied with, specific permissions, prior to use, need to be obtained from the CAA.



What can a local council do if drones are being flown over land owned by the council?

If the drone is flying in contravention of the CAA rules, the offender can be reported to the CAA for enforcement action to be taken. The council could pass a byelaw prohibiting the flying of drones under section 15 of the Open Spaces Act 1906 as, the flying of a drone constitutes a nuisance.

Further information and The Drone Code can be found at: <http://dronesafe.uk/wp-content/uploads/2016/11/Dronecode.pdf>

## The appointment of School Governors by local councils

It is common for local councils to include a list of the powers that they have on their websites. We have been informed that some councils continue to claim that the parish sector has an automatic power to appoint a member(s) to be school governors under the Education (No2) Act 1986. However, this power was repealed by the Education Act 1996 and therefore no longer exists. A local education authority may ask a local council to provide a governor but this is by invitation; the council itself does not have direct legislative power to make an appointment. If your council has a list of powers on its website please check that it is up to date.

## General Data Protection Regulations

### NALC Legal Briefing LO5-17: Reform of Data Protection Regulations, Summary of the main provisions

This new briefing provides a summary of the provisions in the Data Protection Act 1998 and the changes in law being introduced by General Data Protection Regulation (GDPR) which are relevant to councils. This latest advice should be read in conjunction with previous NALC briefings regarding the GDPR: LO3-17 and LO4-17. All briefings can be found in the NALC section of the YLCA website and have been e-mailed to member councils. We are learning about what the GDPR will mean for local councils and intend to arrange some information sessions shortly.

## Financial Annual Return – recording staff training costs

Please note that the external auditor for North and West Yorkshire, PKF Littlejohn has advised a couple of councils that staff training costs should be included in Box 6 in section 2 of the Annual Return (All Other payments) and not Box 4 (Staff costs). It has also been brought to our attention that councils using financial programmes from RBS Software Solutions just need to check that the software has been set up so that these costs are automatically added to Box 6.



# NEWS AND ISSUES OF GENERAL INTEREST

## Leaders reaffirm commitment to One Yorkshire devo deal

Council leaders in Yorkshire have pledged their colours to progress a '[Coalition of the Willing](#)' [One Yorkshire devolution deal](#) with the government.

Following a recent meeting, local authority leaders supported this ambitious approach to devolution and those present unanimously agreed it is the most effective way to build an "inclusive economy within Yorkshire that works for all".

Barnsley, Bradford, Calderdale, Craven, Doncaster, East Riding of Yorkshire, Hambleton, Harrogate, Hull, Kirklees, Leeds, North Yorkshire, Richmondshire, Ryedale, Scarborough, Selby and York councils were represented at the meeting.

A statement released by the leaders revealed that officers have been tasked to develop proposals for a county devolution deal, working with

stakeholders, MPs, businesses, unions and political groups.

"At the same time, we will be seeking an urgent meeting with ministers to discuss how best we can work as partners to progress a One Yorkshire devolution deal and obtain clarity on the government's position," the leaders added.

"We are confident that given the right deal and the right funding, Yorkshire can finally complete the [missing piece in the Northern Powerhouse project benefiting Yorkshire](#), the north and the whole country in the process."

(Source: Public Sector Executive)

## Ambitions to increase affordable rural housing

As members of the National Association of Yorkshire Council, YLCA subscribers are being invited to support the recently launched National Housing Federation's 5-star plan for rural housing, which succinctly sets out an ambition to increase the supply of affordable rural homes. The plan contains five key points advocating increased investment, innovation and partnership working with local communities. The overarching principle

is to secure a fair deal for rural communities from housing associations and all the partners who work with them.

To ensure success, the 5-star plan needs a broad base of support from those who recognise the importance of delivering affordable rural homes for local people. NALC along with other national rural advocates have signed-up to support this ambition.

Further information about The 5- Star plan, The National Housing Federation or to pledge your support visit: <http://www.housing.org.uk/topics/investing-in-communities/rural-housing/rural-housing-5-star-plan/>

## National Rural Crime Network website launched

The new National Rural Crime Network website is now live. The formation of the NRCN was originally conceived by the Rural Services Network which acts as a secretariat to the NRCN members.

The NRCN involves 29 Police and Crime Commissioners and their Forces across England and Wales working in collaboration with major national rural stakeholder organisations such as the Country Landowners Association, National Farmers Union, Farmers Union of Wales, NFU Mutual, Historic England, Crimestoppers, Neighbourhood Watch, National Community Safety Network, National Gamekeepers Organisation and the Countryside Alliance, amongst others. The NRCN has been set up to ensure effective sharing of best

practice in relation to challenging rural crime and anti-social behaviour that so often blights rural communities.

The NRCN ensures, through an improved collaboration across all organisations working at a strategic level, that rural crime can be better tackled and minimised as well as encouraging better responses from the public in deploying effective crime prevention techniques. It champions a better understanding of crime in rural areas and new effective ways to help keep rural communities' safe. [Click here to visit the website](#)

# NEWS AND ISSUES OF GENERAL INTEREST

## Update from Fields in Trust's (FiT)

### Centenary Fields

Fields in Trust's World War 1 commemoration project enters its final year in 2018, when it stops taking nominations. The UK-wide project has been hugely successful and FiT would like to remind local councils, community groups and sports clubs that they still have the opportunity to protect any green space with a tangible link to The Great War. Further details are available here- [Town and Parish Councils](#) and [Sports Clubs](#).

### Active Spaces

FiT is working in partnership with The London Marathon Charitable Trust (LMCT) on a UK-wide funding project designed to get the inactive, active. Every approved project is awarded £5,000 towards its delivery. If your council is looking at new physical activity projects on a local green space that can be protected please have a look at the [Active Spaces](#) page on the FiT website. Further details can be obtained from Jamie Leeson at FiT – [Jamie.leeson@fieldsintrust.org](mailto:Jamie.leeson@fieldsintrust.org)

### Fields in Trust Annual Awards

Fields in Trust's holds its sixth annual awards evening, to be held at Lord's Cricket Ground on 29<sup>th</sup> November 2017. As always, landowners and communities have the opportunity to nominate their green spaces for UK's best park. For further details and a full list of categories, please visit the [Awards page](#) of its website.

### The current climate

As the national drive for more housing increases, FiT says that it is experiencing far more calls from communities, concerned about the number of developments which are building on green spaces. Local councils, keen to see the dynamic of their towns and villages maintained, are enquiring about protecting their green spaces with Fields in Trust. Fields in Trust's CEO recently attended a Green Flag park with the Government's Green Spaces Minister ([you can read more here](#)). Green spaces are under increased threat and because Fields in Trust's protection sits independently of town planning frameworks, it is far less susceptible to development. Ownership, management and maintenance stays with the landowner. Protection is a partnership between them and Fields in Trust; ensuring green space in perpetuity.

## FUNDING

### Kompan match funding competition for new play and fitness equipment

Kompan UK has launched their annual matched funding competition for new play or fitness equipment. This year Kompan UK is offering the opportunity for local councils and local community groups to win 50%, 35% and 25% matched funding up to the maximum value of £40,000 each.

Entering the competition is easy, simply click [this link](#), fill in the application form and describe your dream playground and fitness area in 200 words.



# LATEST VACANCIES

## **Strensall With Towthorpe Parish Council (York District)**

### **Clerk, Responsible Financial Officer and Burial Clerk**

Duties include:

- producing information required for the Council to make decisions and implementing the decisions;
- management of Council resources;
- advising the Council on policies;
- keeping financial records and administration of Council finances;
- completing all administration in relation to Council business, including preparation of agendas, minutes of Council meetings, and correspondence keeping all records of burials and interments and ensuring the maintenance of the Cemetery.

Candidates must have a sound background in a responsible administrative position, be computer literate in Word and Excel, be organised and able to manage their own workload. The ability to deal with a wide variety of people is essential as is the ability to draft complex correspondence. Experience in one or more of the following is highly desirable:

- Accounting procedures
- Local Government systems and procedures
- Planning applications
- Legal matters

Full training will be available to the successful candidate.

This is a part time post and hours are flexible, averaging 16 hours per week. The successful candidate will be expected to work from the Village Hall and be available to the residents for three mornings per week as well as attending daytime and evening meetings as required. Remuneration will be in accordance with qualifications and skills.

Interested candidates should request an application pack from the Clerk:

E-mail: [clerk-strensallpc@btconnect.com](mailto:clerk-strensallpc@btconnect.com)

Interviews are planned for October/November 2017 and the closing date for applications is 10 October 2017.

## **Masham Parish Council (Harrogate District)**

### **Clerk and Responsible Financial Officer**

Masham Parish Council would like to recruit a knowledgeable and enthusiastic person to work 14 hours per week in the role of Clerk and Responsible Financial Officer. The time spent will be spent working in the council's offices in Masham, although other arrangements are possible by negotiation. Timing of the hours to be worked is flexible and will include attending monthly evening meetings. The work of the Clerk covers a wide variety of tasks and includes:

- Organising meetings including preparing the agenda, taking and producing the minutes and ensuring that Councillors have the papers they require. Attending up to 12 evening meetings per year.
- Maintaining the Council's financial records, including banking, preparation of the annual accounts, assisting in obtaining quotes and tenders for agreed expenditure. Some knowledge of bookkeeping procedures is required.
- Receiving and circulating correspondence, drafting replies and following up actions agreed at meetings. This will include planning applications where time deadlines must be met.
- Advising the Council on making lawful decisions and policy, seeking advice from external organisations as appropriate and researching topics of interest to the Council, for example the availability of financial grants.
- Helping the Council to manage projects and maintain standards around the town.

The ability to use and access e-mail, Microsoft Office and other relevant technology is necessary. The Council's office is equipped with all the required computer and office equipment.

The post has a starting salary commensurate with Local Government NJC SCP 18 to 22 depending on experience and qualification, pro-rata to the number of hours worked. Pro-rata holiday pay and all reasonable expenses are also paid. The job description and application form can both be obtained from Mrs Flo Grainger, Chair of Masham Parish Council at [flo@oldstation-masham.co.uk](mailto:flo@oldstation-masham.co.uk) The deadline for applications to be received is 13 October 2017.

# LATEST VACANCIES

## **Skelton Parish Council (York District)**

### **Clerk and Responsible Financial Officer**

The post is part time, averaging 12 hours a week. Salary is on pay scale 15 to 22 National Scale Awards dependent upon qualifications and experience, plus reasonable expenses.

Duties include:

- attending and minute taking at 12 evening meetings per year and occasional daytime meetings;
- producing information required for the Council to make decisions;
- implementing the Council's decisions and managing Council resources;
- advising the Council on policies;
- keeping financial records and administering Council finances;
- completing all administration in relation to Council business, including preparation of agendas, minutes of Council meetings, and correspondence;
- keeping records of burials and interments and ensuring the maintenance of the Cemetery;
- managing the Council's website.

The Clerk is the sole officer of the Council so Candidates must have previous experience in an administrative position and be able to manage their own workload. The post holder will generally work from home and will need to have access to a computer and printer and be comfortable using Microsoft Word and Excel.

Experience in one or more of the following is highly desirable:

- Accounting procedures
- Local Government systems and procedures
- Planning applications
- Legal matters

An application form and full details of the post are on the Council's website: [www.skelton-york.gov.uk](http://www.skelton-york.gov.uk). To find out more about the position e-mail or phone the current Clerk, Stephen Sangster [skeltonpc@hotmail.com](mailto:skeltonpc@hotmail.com) Tel: 07849250043 or the Chairman of the Council Joe Watt (01904 470426). The closing date for applications is 13 October 2017.

## **Badsworth Parish Council (Wakefield District)**

### **Vacancy for Clerk and Responsible Financial Officer**

Badsworth Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Clerk to the Council and Responsible Financial Officer.

The post is part time, 20 hours per month. Working mainly from home, the hours of work are flexible except for attendance at meetings. Salary is in accordance with Local Government NJC rates pro rata, dependent upon qualifications and experience. The successful candidate must be IT literate and computer equipment is supplied. Must be able to store some Council equipment and files at their home address and be available to attend Council meetings in the evening of the third Tuesday of each month.

Duties will include acting as advisor to the council, minute taking, and compilation of correspondence, filing and accounts in addition to being the RFO to the Council. Prior relevant experience an advantage but training in all aspects of local government administration, leading to CiLCA qualification will be provided.

The application form, job specification and personal specification are available from:

Cllr Mrs B Graham, 10 Saddlers Grove, Badsworth, Pontefract, WF9 1PE. Tel: 01977642994

E-mail: [BrendaBadsworthPC@aol.co.uk](mailto:BrendaBadsworthPC@aol.co.uk)

The closing date for applications: Thursday, 12 October 2017 at 5.00pm.

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