

WHITE ROSE UPDATE

DECEMBER 2017

Parish focus for this month: Church Fenton Community Shop

Church Fenton Parish Council has approved the purchase of the Village Shop and Post Office to ensure its long-term future. The shop and Post Office was due to close in May this year due to the retirement of the people who had run it for 43 years. There is no other shop in the village.

Despite being on the market for some months no formal bids had been made, and there was a concern that the building would be sold for residential conversion. Following a well attended meeting in the village, a group was established to explore whether the shop and Post Office could be run as a community venture. With the support of a £3,000 grant from the Parish Council the group were constituted as a Company which allowed them to take out a short-term lease on the shop premises while a business plan was prepared. The shop reopened after a two week closure, staffed by local volunteers. Unfortunately it was not possible to reopen the Post Office due to only having a short lease.



The business plan demonstrates the long-term viability of the shop and Post Office, including the ability to pay for a lease on a long term basis. However the owners wished to sell the premises so would not agree to a lease. Due to this the Parish Council recognised that the best option was for the Council to acquire the building and lease it back to the community company. The Council intends to fund the purchase through a loan from the Public Works Loan Board. The lease income will cover the full cost of the loan making it cost neutral to precept payers.

Once the premises are acquired it is intended to reopen the Post Office and probably take on some paid staff to support the volunteers. It is also intended to extend the uses in the building including the introduction of a café.

The Chair of the Parish Council, Cllr Sarah Chester said "The Parish Council is delighted to be able to have found a way to support the retention of the village shop. This is a key hub in the village and its loss would have had a major impact on the village community. The Council would like to praise the work of local volunteers who have done so much to ensure that this essential local service is not lost".

YLCA wants to hear from Councils who are undertaking any kind of project so that we can feature them here and encourage others to take action for their communities.

Councillor Harrison - YLCA Service Award

At the YLCA Joint Executive Board meeting on 14 October 2017, Councillor Laurie Harrison (Wakefield Branch) was presented with a Service Award by YLCA President, Mr Michael Elsmore.

Councillor Harrison attended his first Wakefield Branch as a representative of South Kirkby and Moorthorpe Town Council on 22 November 1980 and straightaway elected to the position of chairman. He held this position until 1991 and was re-elected in 1995. He has held the position of Branch chairman since then. In whole time that he has been Branch Chairman, Laurie has also been a member of the YLCA Joint Executive Board.



Our photo shows the YLCA President, Mr Michael Elsmore presenting Cllr Harrison with the Award.

YLCA Staff Members and Chairman



Chief Officer
SHEENA SPENCE



Deputy Chief Officer
CHRIS PILKINGTON



Local Councils Officer
DAVID MORTON



Local Councils Officer
NICOLA MOORCROFT



Administration Officer
JOY MORGAN



Chairman
CLLR ROGER GREENWOOD

CONTENTS

Pages 2 - 4: YLCA News:

- YLCA advice requests;
- Transparency Fund - grants still available
- Upcoming Winter/Spring Branch dates and venues;
- General Data Protection Regulation - update (important information, please read);
- Know your Council's Code of Conduct.

Pages 4 - 5: News from the National Association of Local Councils:

- NALC's Strategic Commitment on Dementia;
- YLCA representation at NALC;
- Star Councillor of the Year - runner-up.

Pages 6 - 7: Law and Governance:

- External audit appointment from 2018 onwards;
- Council Tax referendum principles—3 year proposal.

Page 8: News and issues of general interest.

Pages 9 - 11: Latest vacancies for Clerks and Responsible Financial Officers.



YLCA Christmas Closure

The YLCA office will close at noon on 22 December and re-open at 9.00am on Tuesday, 2 January 2018.

We wish you a peaceful and joyful Christmas and New Year.

YLCA NEWS

Clerks seeking advice for their Council from YLCA – Our expectations

Whilst we are here to give the advice and guidance needed by members councils, YLCA are finding that some clerks are contacting us without doing any background research beforehand to see whether they can find the answer to their enquiry on our website, the website of the National Association of Local Councils or in information circulars and briefings that we have sent to member councils.

It is helpful if a clerk can do some background reading and has tried to gain an understanding of the matter at hand. There are a range of YLCA advisory notes on our website and in the NALC section of the site there are 87 Legal Topic Notes; each one addressing a different aspect of the functions, duties, roles and responsibilities of a local council. Making a little time to read the note(s) that are relevant to your enquiry is helpful to everyone and also serves as a good learning opportunity for the clerk, and can also be recorded as 'reading' or 'learning at work' on a clerk's record of continuous professional development. Thank you.

Transparency Fund – Money available to February

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 which was introduced from 1 April 2015.

Councils in Yorkshire have applied for and been awarded £271,000 to date and there is still opportunity to apply up to February 2018. If your council has applied previously it may be able to do so again so do give us a ring and talk to us. However, we would really like to see those that have not applied previously now coming forward in these final few months to take advantage of the scheme. All councils with a turnover below £25,000 **must** have a website or other type of electronic platform to enable them to comply with new audit requirements that are being introduced from 1 April 2018. The Transparency Fund gives a good opportunity for all councils to set up a website in readiness for this, purchase a computer and obtain funding to cover the clerk's time in assisting the council to be compliant with the Transparency Code.

Further details about the Transparency Fund and the application form for 2017 can be found on the YLCA website at: www.yorkshirelca.gov.uk

Branch Meeting dates and venues, Winter/Spring 2018

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, receive presentations and discuss issues of mutual interest and concern, so please do try to attend your area meeting.

Craven	15 January at 7.00pm	Craven District Council Offices, Skipton
Hambleton	28 February at 7.00pm	Northallerton Town Hall
Harrogate	19 February at 7.00pm	Jubilee Room, St James Square, Boroughbridge
Leeds	20 February at 7.30pm	Horsforth Parish Hall
Richmondshire	9 February at 7.00pm	Scorton Village Hall
Ryedale	6 February at 7.00pm	Ryedale House, Malton
Scarborough	22 February at 7.00pm	Scarborough Town Hall
Selby	14 February at 7.00pm	Selby Town Hall
South Pennine	14 March at 7.30pm	Denby Dale Parish Council Offices
South Yorkshire	24 February at 2.00pm	Askern Town Council Offices
Wakefield	8 February at 7.00pm	South Kirkby & Moorthorpe Town Council Offices
York	1 February at 7.00pm	Huntington Community Centre

YLCA NEWS

General Data Protection Regulation (GDPR) - the story so far..

It is clear that the GDPR which is coming into force on 25 May 2018 will apply to local councils and parish meetings. The GDPR has direct effect across all EU member states and will not be affected by Brexit. The GDPR gives member states limited opportunities to make provisions for how it applies in their country and it is one element of the Data Protection Bill that is currently at Report stage in the House of Lords.

To date YLCA has circulated to all members a number of detailed briefing papers which have been prepared by the legal team at the National Association of Local Councils and we hope that all councillors are now familiar with these. They are: L03-17, L04-17 and L05-17 which gave general information on the new provisions and L06-17 giving details of how GDPR will apply to parish meetings (in parishes with no separate parish council). With this edition of White Rose Update, we are circulating L08-17 concerning privacy notices and the legal basis for processing personal data and L09-17 regarding subject access requests under the GDPR. At the moment we are encouraging councils to read these notifications and try to gain some understanding of what is required of them.

From this guidance, both councils and parish meetings will see that there is need for the appointment of a Data Protection Officer (DPO). This is a new requirement whereas the requirement to have a privacy notice for example, is not new; although very few councils have put this policy in place. YLCA is clear that only in rare circumstances can the DPO be the clerk, ie where they have the necessary competence and professional qualifications. We believe that the appointment of a DPO is one of the most onerous aspects of the GDPR to be imposed on the parish sector and we have grave concerns about it; particularly for smaller councils and parish meetings. We are writing to the chief executives of the principal authorities in North, South and West Yorkshire to see ask if they have considered assisting councils/parish meetings in their area. The National Association of Local Councils is looking at a range of options for the provision of a nationwide DPO service and councils/parish meetings should be aware that there is likely to be a charge for a DPO service, no matter where this is procured from and this is likely to have a major impact on precepts.

You will have seen from recent bulletins issued by the Chief Executive of the National Association of Local Councils, Jonathan Owen, that NALC has lobbied peers for reconsideration of parish sector inclusion in GDPR provisions, particularly with regard to having a DPO. YLCA is also writing to Yorkshire Peers and will also write to MPs. Whilst there is little scope for the removal of parishes from the GDPR regime entirely, we will focus on the removal of the requirement for smaller councils (those with turnover below £25,000) and parish meetings to have a DPO. We need to be realistic about what can be achieved for local councils and parish meetings by way of lobbying.

Costs

One of the aspects that we are finding it difficult to advise on is that of budgeting for a DPO service and making an provision for this in next year's budgets. Members may wish to wait until January to submit their precept requirement, when we will have more information from NALC about a DPO service.

Templates and model documents

In the meantime there is much discussion taking place at national level about the provision of template documents such as privacy and consent notices. The National Association of Local Councils has said that it will be producing a range of templates for member councils to use and we look forward to seeing those in the New Year.

Data audit

YLCA is encouraging all councils and parish meetings, throughout the month of January 2018 to undertake an audit of the information that they hold. In some cases this might be a difficult task because of many years of retaining documents but nonetheless the exercise has to be done. You should document the personal data held by the council/parish meeting, where it came from and who it is shared with and YLCA will be producing an advice note and a template to help you do this when we re-open in the New Year. Our aim is to guide councils and parish meetings through the necessary stages of the GDPR so that they are ready for May 2018.

Advice line

The Information Commissioner's Office has announced they are extending to parishes the [advice line](https://ico.org.uk/global/contact-us/advice-service-for-small-organisations/) set up to help small organisations with the General Data Protection Regulation. The address at the above link is: <https://ico.org.uk/global/contact-us/advice-service-for-small-organisations/>

This was agreed following lobbying of the ICO by the National Association of Local Councils.

YLCA NEWS

Know your Council's Code of Conduct

Under the Localism Act 2011, every local council had to adopt a revised Code of Conduct in 2012. We can safely say that all of those in YLCA membership did this and have an adopted Code that their councillors have to abide by. When a new councillor is appointed, either by formal election or co-option, they need to be given a copy of their council's Code and must, within 28 days of taking office, complete a Register of Interests (which will be in the public domain).

We are finding that Councillors are confused about the types of interest that are defined by the Localism Act and referred to in their Code of Conduct. The purpose of this article is to encourage all councillors to get out their Code and read it through fully as it will explain about Disclosable Pecuniary Interests and the other types of interest that a councillor may have. If the Council has adopted the template Code of Conduct produced by the National Association of Local Councils, the Code will also clearly direct you what you should do at a meeting when you have an interest and this is an aspect that many councillors seem confused about.

At the council meeting, make sure that you use the correct description for the interest that you are declaring at a meeting, ie either a Disclosable Pecuniary Interest or an 'other' interest. Some principal authority codes may still use the terms 'prejudicial' or 'personal' interest but unfortunately these only serve to confuse because they are not defined in the Localism Act.

We also want to take this opportunity to encourage all councillors to read Legal Topic Note (LTN) 80 which is produced by the National Association of Local Councils. This gives a wealth of information about interests and is very helpful for those circumstances where a councillor wishes to apply to his/her council for a dispensation. The Note also gives guidance to a council in the criteria that it *must* assess when considering an application for a dispensation. At the meeting, the Chairman should introduce each criterion in turn for consideration to enable the Council to properly assess whether a dispensation can be granted. LTN80 is available from the YLCA website which is available to all councillors where their council has resolved to allow them member access to the site.

NATIONAL ASSOCIATION OF LOCAL COUNCILS

NALC Annual Meeting – Yorkshire representation at NALC

We are pleased to report that Yorkshire representatives are continuing to participate in the management and administration of the National Association of Local Councils. You are aware that each constituent Association of YLCA appoints a NALC Assembly representative and a deputy. From the South Yorkshire Association, Cllr Derek Liddell has been elected for a further year as the Vice-Chairman of NALC and Cllr Dr John Dunford from the West Yorkshire Association has been appointed to sit on the NALC Policy Committee.

Yorkshire Councillor gets runner-up award at the NALC Conference

Having been a councillor for just two years, Councillor Rachel Hogley of Holme Valley Parish Council in West Yorkshire impressed the judging panel in the Councillor of the Year competition by being active across the range of council activities from publications to communications and neighbourhood planning; making a big difference to the council.

Help prevent Bird Flu

Last winter the UK experienced several outbreaks of avian influenza - better known as bird flu. This highly contagious disease affects birds including chickens, ducks and geese, and can be fatal to them, devastating farmers' livelihoods. It is just as much of a risk to those with a few chickens in a back garden as to commercial farmers and anyone who keeps chickens, ducks or geese needs to be aware of the risk and take steps now to address it. The Department of Environment, Food and Rural Affairs is running a campaign asking anyone who keeps birds to take action to protect them against this devastating disease, and by doing so help prevent bird flu spreading.

Defra is asking local councils to share their advice on bird flu in their respective communities - for example on noticeboards, on social media, or in newsletters. YLCA will shortly be sending a poster to all councils to display where they can. Thank you.

NATIONAL ASSOCIATION OF LOCAL COUNCILS

NALC's strategic commitment on Dementia

NALC has united with the Alzheimer's Society to help the community battle against dementia in local areas. At NALC's Annual Conference on 31 October 2017, the chairman of NALC, Cllr Sue Baxter, and Alzheimer's Society ambassador and famous broadcaster Angela Rippon jointly signed a strategic commitment on dementia (it can be viewed on the NALC section of the YLCA website)

NALC and the Alzheimer's Society believe that local councils have the potential skills and understanding to make their communities safer, more accessible and sustainable for all. They intend to work together to support those councils to achieve their potential and support their communities to fight against this disease. By signing up to this very important strategic plan NALC is making the following commitments:

- NALC will work with county associations to help our members councils and parish meetings develop the necessary awareness, skills and understanding to recognise and support people living with dementia in the communities they serve;
- NALC will encourage members to work together and with their local partners to help maintain and improve the general safety, health and wellbeing of people living with dementia, their families and carers;
- NALC will support the Alzheimer's Society in their quest to develop more dementia-friendly communities and Dementia Friends in line with the Prime Minister's Challenge on dementia;
- NALC will work with Alzheimer's Society and other recognised experts to share best practice and publicise effective policies, procedures, practices and training.

Angela Rippon, Alzheimer's Society Ambassador and co-chair for the Prime Minister's Champion Group on Dementia Friendly Communities, said: "I am thrilled to see the NALC and Alzheimer's Society partnership working together - standing united against dementia". "With a rapidly ageing population and increasing numbers of people living with dementia, this partnership is a fantastic way of using local intelligence on a national scale and ensuring that every community feels supported to improve the general safety, health and wellbeing of people with the condition, and their families and carers."

Cllr Sue Baxter, chairman of NALC, commented: "NALC welcomes working more closely with Alzheimer's Society in supporting the work of local councils in communities in helping to alleviate the effects of local people living with dementia. "Over the last few months, almost everyone I have spoken to has been touched by dementia. We just want to make every town, village, city or neighbourhood a dementia friendly community; our ambition is to set up a dementia action alliance in every community. There is still a lack of understanding about dementia and this can lead to stigma along with people not seeking support or being aware that there is support out there."

Resources for creating dementia-friendly communities:

For advice on setting up a Local Dementia Action Alliance and other resources to help create dementia-friendly communities, visit the Dementia Action Alliance website <http://www.dementiaaction.org.uk/> to download the toolkit and a Dementia Friendly Communities leaflet.

A leaflet providing guidance on how you can work towards creating a Dementia Friendly Community can be found at the following link and this also contains details of communities in Yorkshire that have done it successfully:

[Dementia-friendly Yorkshire: First steps on the journey](#)

The Local Government Association has a wide range of resources to help councils to take action. Go to: www.lga.gov.uk and search for 'dementia'.

Please remember to let us know if your Council makes a similar commitment to that of NALC's and what you are doing to become a dementia friendly authority.

LAW AND GOVERNANCE

Notification of external auditor appointments from 2018 onwards

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. All local councils in North, South and West Yorkshire have opted-in to the central procurement process and an external auditor has been appointed for them for the 5 year period commencing with the financial year 2017/18. The auditor is PKF Littlejohn whose contact details are: 1 Westferry Circus, Canary Wharf, London, E14 4HD. Tel: 020 7516 2200. E-mail: sba@pkf-littlejohn.com

Exempt authorities

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria. However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return.

The Annual Return

From 1 April 2018 the Annual Return will be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in *'Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide'*, and then be published in accordance with the applicable Transparency Codes. The new, Annual Governance and Accountability Return forms will be sent out by PKF Littlejohn LLP **electronically** at the end of the financial year. **It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017.** The return can either be completed electronically or printed off and completed manually.

Scales of audit fees

The Table below sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)
0 - 25,000	0
25,001 - 50,000	200
50,001 - 100,000	300
100,001 - 200,000	400
200,001 - 300,000	600
300,001 - 400,000	800
400,001 - 500,000	1,000
500,001 - 750,000	1,300
750,001 - 1,000,000	1,600
1,000,001 - 2,000,000	2,000
2,000,001 - 3,000,000	2,400
3,000,001 - 4,000,000	2,800
4,000,001 - 5,000,000	3,200
5,000,001 - 6,500,000	3,600

LAW AND GOVERNANCE

Notification of external auditor appointments continued

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor will pay a fee of £200.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the external auditor will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in the table on the previous page.

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid; exercise special powers in relation to the review, such as issuing a report in the public interest or undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998. Where extra audit work is likely a council should liaise with the external auditor as to the estimated cost of this.

Council Tax Referendum Principles 2018/2019

Proposal that referendum principles will not been extended to the parish sector in 2018/2019 and no increase will be applied for three years

On 18 December, the Secretary of State for Communities and Local Government, Sajid Javid MP, announced the provisional local government finance settlement for 2018/2019 to the House of Commons.

Since the introduction of council tax referendums in 2012-13, no referendum principles have been set for the parish sector although the Government has made it clear that it would keep this under review and take action if necessary. Ahead of the 2017-18 round of council tax setting, the Government issued a challenge to parishes to demonstrate restraint when setting precept increases that were not a direct result of taking on additional responsibilities, and to make precept decisions more transparent to local tax-payers. The average increase set by the sector in 2017-18 was 6.3% and the Government indicated that continued deferral of referendum principles would be dependent upon it receiving clear evidence of how the sector is responding to the challenge.

In response, parishes provided details of a range of activities around fiscal responsibility, transparency and engagement and use of other sources of income. There has been development of good practice county-level engagement regarding significant precept increases and publishing the Good Councillors' Guide to Finance and Transparency. Having noted this work and NALC's request for longer-term certainty to aid financial planning, the Government intends to defer the setting of referendum principles for town and parish councils for three years. However, this is conditional upon:

- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs, and;
- the Government seeing clear evidence of restraint in the increases set by the sector as a whole.

The Department for Communities and Local Government issued a technical consultation for the proposals on 19 December. The National Association response will say that if the sector is to respond effectively and efficiently to the range of fiscal challenges and onward devolution, that the same confidence and certainty in referendum principles that is afforded to principal councils should be extended to local councils. NALC supports a multi-year initiative within which time council tax referendum principles would not be extended to the parish sector to provide not only much needed financial certainty but also sufficient breathing space needed by the sector to re-dress the imbalance caused by changes to the tax base and loss/reduction of local council tax support grant.

YLCA will be circulating details of the consultation to all members and the closing date for this is 16 January 2018.

NEWS AND ISSUES OF GENERAL INTEREST

Remembrance Day 2018 – Battle's Over

11 November 2018 will mark the day 100 years since the guns fell silent at the end of the First World War.

[The Battle's Over Guide](#) provides information on Battle's Over tributes, a unique series of events in the morning and evening involving organisations and communities the length and breadth of the nation and in many countries abroad. Page 23 onwards acknowledges the local councils in the Yorkshire region engaging in Battle's Over Tributes. However there is still time to join in. Full details are in the guide.

Minerals and Waste Joint Plan – Notification of Submission

On 28 November 2017 the Minerals and Waste Joint Plan for North Yorkshire, York and the North York Moors National Park was submitted to the Secretary of State for Communities and Local Government for independent examination.

There are a considerable number of documents and evidence reports which underpin the Minerals and Waste Joint Plan and these can be viewed online at <https://www.northyorks.gov.uk/minerals-and-waste-joint-plan-examination>. Alternatively, paper copies of these documents can be made available to inspect through prior arrangement by contacting the Programme Officer (see below for contact details). The Minerals and Waste Joint Plan will now be subject to an independent examination to be conducted by a Planning Inspector who will assess the soundness of the Plan. This is a continuous process running from the date of submission through to the receipt of the appointed Planning Inspector's Report. Part of this process will involve hearing sessions where those invited to attend will have the opportunity to respond to matters raised by the Planning Inspector. All details relating to the examination process will be dealt with via the Programme Officer who supports the Inspector with the examination.

Please direct any queries relating directly to the Examination to the Programme Officer, Carmel Edwards at: carmel.edwards@northyorks.gov.uk or by post Programme Officer, c/o Planning Services, North Yorkshire County Council, County Hall, Racecourse Lane, Northallerton, North Yorkshire DL7 8AH.

Tell Julia—paying for policing in North Yorkshire

It is the job of North Yorkshire's elected Police and Crime Commissioner, Julia Mulligan, to set the precept, annually, and each year she consults with the public by asking them to take part in a survey to choose one of three options, these include:

- **Freeze the precept** – do not pay more than you pay now This would mean a cut to the police budget.
- **Increase the precept by 1.99%** This is an extra £4.40 per year (8p per week) for a Band D property. This would raise around £1.3 million for next year and subsequent years.
- **Increase the precept by more than 1.99%** This would raise more money. This would mean spending at least £700,000 on a referendum on the proposals.

The survey is available online at www.telljulia.com and paper copies will be on display at public buildings across North Yorkshire, such as police stations, libraries and council offices.

Office of the Police and Crime Commissioner for North Yorkshire, 12 Granby Road, Harrogate HG1 4ST.
- Telephone 01423 569 562

LATEST VACANCIES

Whixley Parish Council (Harrogate District)

Applications are invited for the position of Parish Clerk and Responsible Financial Officer to Whixley Parish Council.

This position is for a minimum of 5.5 hours per week

Duties will include:

- Attendance at regular Parish Council meetings - usually six evening meetings per year plus occasional additional meetings.
- Producing Agendas in consultation with the Chairman.
- Producing Minutes of the meetings.
- Monitoring actions/decisions of the Parish Council and advising the Council on its statutory duties and the regulatory requirements regarding its activities.
- Dealing with all correspondence including emails, planning applications, etc.
- Updating Parish Council section of village website.
- Liaising with the public and all other agencies, including Harrogate Borough Council and North Yorkshire County Council.

As Responsible Financial Officer the successful applicant will be responsible for all aspects of accounts, orders, payments, and preparing the annual final accounts for the External Auditor.

The successful applicant will work from home, have good communication skills, be flexible and self-motivated.

IT literacy is essential to the role, knowledge of the local area would be helpful and a Certificate in Local Council Administration (CiLCA) is desirable but not essential as training towards this qualification may be given.

Salary will be based on The National Joint Council for Local Government Services (pro-rata) and will depend on the experience of the applicant.

Please send applications to: Chairman of Whixley Parish Council, Mrs C Beckett, Bay House, Stonegate, Whixley, York YO268AS Email: beckettwhixley@btopenworld.com

Kelfield Parish Council (Selby District)

A vacancy has arisen for the post of Clerk and Responsible Financial Officer

The appointment is part-time, the working hours of the Clerk being currently set at 2.5 hours per week, the salary being reviewed annually each December. The hours of work are flexible except for attendance at meetings.

Duties will include:

- Attendance and minute taking 7 scheduled evening meetings per year including the Annual Assembly of the Parish Meeting.
- Dealing with correspondence.
- Maintaining a record of expenditure and income and preparing the annual accounts for audit.
- Preparing and issuing Agendas and Draft Minutes in conjunction with the Chairman.
- Confident using Email and Microsoft Word.
- Previous experience in local government administration is desirable but not essential as training can be provided.

The post holder will work from home and will be required to attend evening meetings. An enthusiastic, well-organised individual is required who is comfortable in an administrative position

If this role appeals to you and you feel that you have the necessary skills and experience we'd be delighted to hear from you. Please submit your written application to either;

Mr J Deans, Clerk
65 Mount Park, Riccall
York YO19 6QU

jim_typophilia@btinternet.com
01757 248395 or 01782 855755

Cllr Stephen Savage, Chairman
The Homestead
Main Street, Kelfield
York YO19 6RG
stephensavage12@btinternet.com
01757 248395

LATEST VACANCIES

Hellaby Parish Council (Rotherham District)

Clerk and Responsible Financial Officer to the Council.

The salary is in accordance with the Local Government NJC SCP 19 (£9.743 an hour) pro rata. The salary being reviewed annually each April. This position is for a minimum of 28 hours per month.

Duties will include: -

- Attendance at regular Parish Council meetings - usually 12 evening meetings per year plus occasional additional meetings
- Preparing agendas and writing minutes for each meeting.
- Monitoring actions/decisions of the Parish Council and advising the Council on its statutory duties and the regulatory requirements regarding its activities.
- Dealing with all correspondence including emails, planning applications, etc.
- Operational management of the village hall, including its caretakers.
- Liaising with the public and all other agencies, including Rotherham MBC
- Managing all aspects of finance relating to the Council and the village hall.

The successful applicant will work from home, have good organisation and communication skills, be flexible and self-motivated. IT literacy is essential to the role. The Certificate in Local Council Administration (CiLCA) is desirable but not essential as training towards this qualification may be given.

For a full application pack, including the job description and person specification and application form contact the current post holder, Andrew Towlerton, by emailing hellabyparishcouncil@hotmail.co.uk or ringing 01709 365543. The closing date for applications is 5.00pm on 30 December 2017 and interviews are likely to be held in mid-January 2018.

Stillingfleet Parish Council (Selby District)

Applications are invited for the part-time post of parish clerk and finance officer to the Parish Council which will become vacant in the early part of next year.

The current contract (which is subject to review) provides for 96 hours per annum (subject to revision). The salary will be within the Local Government NJC SCP 15 (£8.717 per hour) on scale 15 with reasonable expenses in addition.

The post holder will work from home and will be provided with a council specific lap top and printer (together with training where necessary). Meetings are currently held once every two months on the first Thursday of February, April, the last Thursday of May (if not a bank holiday) and the first Thursday of August, October and December in every year.

The work of the clerk includes the following:

- Preparing the agenda and papers for meetings and liaising with the chairman prior to the meeting and taking minutes.
- Maintaining financial records, banking and preparation of annual accounts for audit. The current precept is just over £4,000 per annum.
- Dealing with correspondence, planning applications and other necessary actions (and observing deadlines where required).
- Advising the council on its statutory obligations and keeping the council informed on relevant matters of local government administration.
- Managing and updating the parish council website. It is a new responsibility, for which training will be given. (It is not a parish website)
- Ensure compliance with employment law in respect of PAYE, pension, complaints procedure etc so that councillors are aware of their statutory obligations.

Experience preferred, but not essential as training will be given.

For further details please contact Paul Elmhirst (Chairman of Stillingfleet Parish Council) Swallow House, Stillingfleet, York YO19 6SG. E-mail: paul.elmhirst@outlook.com

Closing date for applications 30 December 2017.

LATEST VACANCIES

Anston Parish Council (Rotherham District)

Anston Parish Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Assistant Clerk to the Council.

This post is full time, 37 hours per week working at the Parish Hall in Anston. The hours of work are 8.30am to 4.30pm Monday to Thursday and 8.30am to 4.00pm on Friday with 30 minutes for lunch.

Salary on pay scale spinal column point 15 – 20 £17,072 - £19,430 dependent upon qualifications and experience.

The postholder must be IT literate, computer equipment is supplied. Duties will include: Assisting the Clerk to the Council, dealing with queries and correspondence from members of the public and Councillors and managing a small team of staff. Prior relevant experience an advantage but training and a handover process will be provided.

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

E-mail: clerk@anston.gov.uk or senior.administrator@anston.gov.uk or telephone Anna Bownes-Webster on 01909 560922.

Closing date for applications 5 January 2018.

Horsforth Town Council (Leeds District)

Is looking to appoint an Administration Assistant for 15-21 hours per week over three or four days.

Attendance at some evening meetings will be required. You will be based in the Town Council office at the Mechanics Institute, Town Street, Horsforth and provide support to the Town Clerk and to Councillors.

A flexible and positive approach is required, together with relevant and appropriate experience, including general office based skills as well as the use of IT systems and procedures.

Salary NJC SCP 15-20 £17,702 - £19,430 (pro rata)

Further details and an application form are available to download from the Town Council's website or on application to the Clerk, Horsforth Town Council, Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL. Tel: 0113 258 0988. E-mail: hr@horsforthtowncouncil.gov.uk
Website: www.horsforthtowncouncil.gov.uk

Closing date and time: 8 January 2018, 12 noon. Interview date: 16 January 2018, 6:30pm onwards
If you would like an informal discussion about the post, please telephone the Clerk on the above telephone number. Please note the Town Council office will be closed from Thursday 21 December 2017, re-opening Tuesday 9 January 2018.

LATEST VACANCIES

Roecliffe & Westwick Parish Council (Harrogate District)

Applications are invited for the position of Parish Clerk and Responsible Financial Officer to Roecliffe & Westwick Parish Council.

This position is for a minimum of 3.5 hours per week.

Duties will include: -

- Attendance at regular Parish Council meetings – up to six evening meetings per year plus occasional additional meetings including those relating to production of a Neighbourhood Plan;
- Producing agendas in consultation with the Chairman;
- Producing minutes of the meetings;
- Monitoring actions/decisions of the Parish Council and advising the Council on its statutory duties and the regulatory requirements regarding its activities;
- Dealing with all correspondence including emails, planning applications, etc;
- Updating the Parish Council section of the village website;
- Liaising with the public and all other agencies, including Harrogate Borough Council and North Yorkshire County Council.

As Responsible Financial Officer the successful applicant will be responsible for all aspects of accounts, orders, payments, and preparing the annual final accounts for the External Auditor. The successful applicant will work from home, have good communication skills, be flexible and self-motivated. IT literacy is essential to the role. Knowledge of the local area would be helpful.

The Certificate in Local Council Administration (CiLCA) qualification is desirable but not initially essential.

Salary will be based on the National Joint Council for Local Government Services (pro-rata) and will depend on the experience of the applicant.

Please send applications and CV to:

Chairman of Roecliffe & Westwick Parish Council

Mr D Siswick, 01423325290

E-mail: dave@siswick.me.uk

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
Website: www.yorkshirelca.gov.uk

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