

YORKSHIRE LOCAL COUNCILS ASSOCIATIONS



ANNUAL REVIEW

2018/2019

ASSOCIATIONS STRUCTURE 2018/2019

PRESIDENT: Mr M Elsmore

VICE PRESIDENTS: Mr I Strong
Mr J Sturdy MP
Mr C Whittaker MP

CHAIRMAN OF THE JOINT EXECUTIVE BOARD:
Cllr R M Greenwood

INDEPENDENT EXAMINER: Graham Sunley & Co Ltd

JOINT EXECUTIVE BOARD:

CRAVEN
Cllr B Hawkins

SELBY
Cllr A A Thomas

HAMBLETON
Cllr S Bradnam
Cllr C Mollard

SOUTH PENNINE
Cllr P Allison
Cllr Dr J R Dunford
Cllr R M Greenwood
Cllr D Mullen

HARROGATE
Cllr S P Fawcett
Cllr R Lynn

SOUTH YORKSHIRE
Cllr F Jackson
Cllr D Liddell
Cllr D Rowley
Cllr B Shaw
Cllr D Wright

LEEDS
Cllr Dr M Czwarno
Cllr N Fawcett

RICHMONDSHIRE
Cllr W Delf

WAKEFIELD
Cllr T Saunders

RYEDALE
Ms S Brown

YORK
Cllr P H Powell

SCARBOROUGH
Cllr R Walker

FINANCE AND GENERAL PURPOSES COMMITTEE

Cllr P Allison	Cllr P H F Powell
Cllr Dr J Dunford	Cllr D Liddell
Cllr S P Fawcett	Cllr R Walker
Cllr D Wright	

EMPLOYMENT PANEL

Cllr P Allison (Chairman)	Cllr F Jackson
Cllr Dr M Czwarno	Cllr A A Thomas

AUDIT PANEL

Cllr Dr J Dunford	Cllr R Walker
Cllr P H F Powell	Cllr D Wright (Chairman)

(The President and Chairman are members of the Finance and General Purposes Committee (the chairman presides at these meetings), and also members of the Employment and Audit Panels).

OUR AIM IS:

To strive to excel in supporting local councils, enabling them to carry out their tasks efficiently and to the benefit of those living in the parish.

ACKNOWLEDGEMENTS

Our thanks go to all who have helped the Associations during the year, particularly:

- The National Association of Local Councils;
- Councillors and Clerks of subscribing members;
- Joint Executive Board Members;
- Officers and members of the county, borough, district, unitary and metropolitan councils in Yorkshire;
- Officers of YLCA:
Sheena Spence (Chief Officer),
Chris Pilkington (Deputy Chief Officer) (part-year),
David Morton (Local Councils Officer) (part-year),
Nicola Moorcroft (Local Councils Officer),
Karen Canadine (Local Councils Officer),
Karen Mann (Local Councils Officer) (part-year),
Joy Morgan (Administration Officer).

Front cover photographs supplied by member councils showing views of Yorkshire. Thank you.

1. Bramhope and Carlton Cemetery - Bramhope and Carlton PC (Leeds);
2. Upper Poppleton Green - Upper Poppleton PC (York);
3. Parish Church - Littlethorpe PC (Harrogate);
4. White Birds Project to commemorate the Centenary of WW1 - Hebden Bridge TC (South Pennine);
5. Memorial to soldiers of the First World War - Brampton Bierlow PC (Rotherham).

PRESIDENT'S REPORT

It gives me great pleasure to present my report as President of the YLCA for the year 2018/19.

You, as members of the YLCA, appreciate the importance of the organisation as giving support to our member councils. The strength of the Associations' is in our membership and whilst we do have well over 500 member councils and parish meetings, we must continue to strive to encourage those who are not in membership to join us, especially new councils which have been created recently.

With the National Association of Local Councils taking a major role in advising the government on the various sections that affect us, we, hopefully, can look forward to taking a greater role in governing our own parishes. It is therefore even more important that we encourage those councils not in membership to seriously consider joining the YLCA so as to take part and to be able to receive support at this milestone in Local Council history.



*Mr Michael Elsmore,
President*

As I have said in previous President's Reports, one important service that the YLCA provide is training. It is pleasing to see that many of our training sessions are well supported. At these events there is the opportunity not only to learn, but to have meaningful discussions with fellow delegates. With so much changing at this time I hope more of you will attend these events. During the year we held a one-day Conference which was well supported and was very well received; there will be another this coming September 2019.

Branch meetings are an important part of the YLCA year and by attending, council representatives can pick up the latest news and information relevant to our sector of Local Government. It is also an excellent opportunity to meet fellow councillors from neighbouring parishes and to exchange views and news.

My thanks go to Councillor Roger Greenwood as Chairman of the Joint Executive Board, and Councillors Shirley Fawcett and Duncan Wright this year's Vice Chairmen. Thank you also to all who have represented their Branches on the Executive Board over the past years. All of these representatives give their time willingly and freely to help govern the Yorkshire Local Councils Associations.

My grateful thanks also go to Ian Strong who has retired as a Vice-President. I know that he played a very active role behind the scenes and in attending many meetings. His help is much appreciated.

To our current officers, Sheena Spence, Nicola Moorcroft, Joy Morgan and our new Local Council's Officers Karen Canadine and Karen Mann in the office my grateful thanks for all the hard work they do to keep our members advised and informed. Thank you too to Chris Pilkington and David Morton, who both left us in the year for pastures new. With a growing membership and new issues affecting our sector of Local Government their work level is increasing.

By the time you are reading this report most of the Councils in our sector of Local Government will have had elections. I welcome all new councillors and say a big thank you to all those who have retired from their posts.

Michael Elsmore
PRESIDENT

CHAIRMAN'S REPORT



*Councillor Roger Greenwood,
Chairman*

My final Chairman's Report comes at the end of the 4 year term of West Yorkshire's turn to chair the Joint Associations' Executive Board. I am sad to stand aside as I have felt it a proud position to have held in what has been such an interesting period for YLCA.

The past year has been one of great change in many ways. The Joint Executive Board (JEB) reduced, as planned and agreed, from 32 to 22 seats. This of course meant a reduction in representation from many Branches but I have witnessed a keener interest and involvement in the new leaner structure. One example of this lies with South Yorkshire members who lost 38% of their seats but the quality of their representation has been excellent. I am grateful to each constituent Association for rising to the challenge.

We also had a big change with regard to personnel. The Deputy Chief Officer (Chris Pilkington) resigned in July leaving Sheena and Nicola to cope with this reduction at a time of increasing workload until November when Karen (Canadine) joined the happy throng with bags of experience and energy as a Local Councils Officer (LCO). We then received notice of retirement of David Morton at the end of December. Whilst being part time David oozed experience and confidence and we knew his amiability would be missed.

The final addition came with yet another Karen (Mann) who arrived in April as a part time LCO. Both Karens' are settling well and I see the resourcing giving the Associations the strength and flexibility to face the future. I feel confident to make such a claim. Sheena, Nicola and Joy must be commended for keeping everything on track during the periods of shortfall.

I have mentioned workload, which has increased at a time when there is a high turnover of Clerks as well as several Councils trying to cope in the absence of a Clerk. There are many vacancies and this is a big concern. Most of the Councils in membership are small with a part time Clerk operating from home without an office from which they cannot escape. They have, of course, to take on all the legislative changes which apply to all Councils and find time and resource pressures in simply getting on with the daily task whilst digesting the many missives which they may feel bombard them.

We at YLCA have to be there to help in whatever ways we can and this has a direct link with our own workload. Finding a solution to this rotation is not easy but cannot be ignored.

The clamour for training continues to mount, and having well informed officers and members of Councils is essential. The staff at YLCA provide a high-class service in this regard at a most modest cost – a cost which I believe should be an automatic budget item for all Councils, irrespective of size.

I leave this seat with great optimism. Resources are the best they have been since I was a lad (and that IS a l-o-n-g-l-o-n-g-t-i-m-e ago). The professionalism and energy in the office is a credit to Sheena's management and the support she has from Nicola, both Karens and Joy. They are a pleasure to work with and I know my North Yorkshire successor will appreciate that greatly.

My thanks go to our supportive President (Mike Elsmore), both Vice Chairmen (Councillor Duncan Wright and Councillor Shirley Fawcett) and Chairmen of the 2 Panels – Duncan for the Audit Panel and Councillor Peter (Allison) for Employment. Councillor John Dunford who held so many positions during his membership of the Executive Board, quite rightly received an award for his service and, as he stands down, I must say we will all miss his intuitiveness and bow tie!

It is important I also record YLCA's appreciation for the hands-on work and advice provided by Vice President Ian Strong who found the need to retire from office during the year. His overall contribution to YLCA as Secretary and Vice President has been immense. I remember when Ian commenced his work for us and he has been so consistent in his delivery – thank you Ian.

My Joint Executive Board members have survived my Chairmanship with good humour, courtesy and support – thanks to all of you.

Councillor Roger M Greenwood
CHAIRMAN OF THE JOINT EXECUTIVE BOARD

JOINT EXECUTIVE BOARD

YLCA Governance

2018 turned out to be a milestone for YLCA due to major changes in the structure of the Joint Executive Board. Following wide consultation with member parishes via the Branch meetings, the agreement for a revised membership formula made at the 2017 Joint Annual Meeting, to reduce the Board to 22 representatives from 32, was implemented from July 2018. As explained by the Chairman in his report, this is working well.

Although we have said in the past about the need for YLCA to be member led, YLCA are very proud to be able to demonstrate that they are led in a very democratic way by the councils and parish meetings that are in membership. The Joint Executive Board has overall responsibility for the governance of the Associations and this body consists of councillors and clerks who put themselves forward on a voluntary basis at the annual meeting of their respective Branch, having been nominated by their council or parish meeting as a Branch representative.

Whilst there has been a reduction in the number of Board members, the Associations' remain very confident in the extremely sound joint working agreement which was developed many years ago. This brings together the three separately constituted County Associations of Local Councils in North, South and West Yorkshire under the umbrella arrangement which is the YLCA, governed by the Joint Executive Board. This excellent working relationship provides strength in numbers; a sound lobbying base and gives weight and credence to the organisation as a whole.

Role and responsibilities of the Board

It is the Executive that sets the membership subscription fees, is responsible for the finances and manages the employees. In 2018/2019 the three main committees of the Joint Executive Board - the Finance and General Purposes Committee, Audit Panel and Employment Panel reviewed and recommended numerous policies to the Board to help ensure the sound and effective administration of YLCA.

These committees play an important role in the governance and administration of the Associations' as they develop and review policy and make recommendations to the Board to help it in its decision making. The Strategic Working Group of the Associations also remained active in the year, although its workload slowed somewhat from 2017 when it led the work to effectively reduce the number of representatives to the Board.

The twelve YLCA Branches are also committees of the Joint Executive Board, and while they enjoy some autonomy in the chairman that they appoint and to some extent the business that they transact, they are governed by terms of reference established by the Board.

In the year of report the Board met in April, July, October and January. Some of the key issues in the year have been:

- The continuation of Cllr R M Greenwood as Chairman of the Board in July 2018.
- Establishment of an Office Accommodation Review Committee to look at the YLCAs' office base to accommodate the increase in staff resource.
- The review, monitoring and implementation of a wide and diverse range of policies to govern the YLCA. These consist of employment policies to support and guide the YLCA officers, financial policies and policies to inform, guide and support subscribing members. This type of work forms a high percentage of the business at Board meetings.
- Receiving and considering reports from representatives to external bodies.
- Budget monitoring, review, short and long term financial planning.
- Consideration of matters raised by Branches.
- Receiving and considering reports from YLCA representatives to the National Association of Local Councils.
- The councillors from each of the three Associations who represent parishes in their respective areas are appointed from the Joint Executive Board, at its annual meeting in July.

Staffing

In July 2019 we said goodbye to Chris Pilkington the Deputy Chief Officer who went to be a clerk at one of our large member councils. The post of Deputy Chief Officer was not continued and in November we welcomed Karen Canadine as a new Local Councils Officer. At the end of December David Morton one of our long-standing Local Councils Officers retired and at the close of the year, the Associations had appointed a further Local Councils Officer on a part-time basis - Karen Mann started work with us as the new financial year commenced.

GOVERNANCE AND SCRUTINY

JOINT EXECUTIVE BOARD COMMITTEES AND PANELS

Finance and General Purposes Committee (F&GP)

This committee comprises members drawn from the Joint Executive Board and has equal representation across the three constituent Associations. The YLCA President and Chairman of the Executive Board are ex-officio members. In the year of report, the F&GP continued to have a key role in reviewing policies and making considered recommendations to the Joint Executive Board. This grouping is instrumental in giving initial consideration to numerous issues and matters affecting the administration of YLCA to ensure that the Board has sufficient guidance to enable it to make informed decisions.

Employment Panel

Members of this Panel are appointed to serve for a period of two years and are appointed on a skills and knowledge basis by the Joint Executive Board. The Panel is responsible for overseeing the employment of the five staff who work for YLCA and particularly formulating employment related policies for recommendation to the Board. In the year it reviewed a large number of policies for YLCA staffing including grievance and disciplinary, expenses, training and development, staff personal development plans, personal safety and was heavily involved in the recruitment process for the two new Local Council's Officers that were appointed in the year.

Strategic Working Group (SWG)

This group was established in 2015 and has been responsible for the creation and monitoring of the YLCA Strategic Plan. The current Plan moved into its final year in 2019 and in the year of report, the SWG has started work on a revised Plan to cover the next five years.

AUDIT PANEL AND ANNUAL ASSURANCE

The Audit Panel was established a number of years ago with the primary aim of undertaking a detailed scrutiny of the finances of the organisation. This is to provide an assurance to subscribing members that finance and resources management is in order.

Panel members can ask any question of any relevant officer and can be provided with whatever records are asked to be seen. Reviews that have been undertaken in the year include:

- A review of YLCA investments
- The consideration of a computerised accounting package
- Various policies including Financial Regulations, Refunds, Tendering, Charging and Reserves
- In conjunction with the Employment Panel, consideration and agreement

to the appointment of an additional officer.

- Examination of the payroll system and the subscriptions formula

Perhaps the most important role is to consider draft budgets before its subsequent approval by the Joint Executive Board and receive regular financial updates in order to check budgetary control. In conjunction with the Strategic Working Group, the Panel is currently in the process of preparing a further five-year budget plan to ensure the financial stability of YLCA in the years to come.

The 2018/2019 Panel members along with me are Councillors Peter Powell, Dr John Dunford and Richard Walker. Councillor Roger Greenwood, as Board Chairman and ex-officio member of the Panel, often attends to add

his considerable expertise.

The Panel receives full co-operation from members of staff in respect of all questions posed and I am pleased to report that there was nothing which gave reason for concern. This is undoubtedly the result of careful housekeeping provided by the staff team under the leadership of the Chief Officer. My thanks for the diligence and hard work of the officers.

You can be assured that Panel members will continue to work on your behalf and provide the assurances to which you are entitled.

*Cllr Duncan Wright
Chairman
YLCA Audit Panel.*

The representatives who serve on the YLCA Committees and Panels give a lot of their own time to this work and YLCA could not function effectively without their contributions and dedication.

ADVISORY SUPPORT FOR MEMBERS

Formal Casework Enquiries

One of the major benefits of membership is YLCA's role as the first point of contact for member councils and parish meetings that need advice and guidance on legal, financial and procedural matters. The requests for assistance and advice are varied and the skill of the Associations' officers is to tailor the response to the particular needs of the member council or meeting.

Whilst most cases are handled by staff at the York based office, YLCA can when required, refer a case to a solicitor in the legal services team of National Associations of Local Councils (NALC). The cost of any such referral is included as part of a the membership subscription fee to YLCA; amounting to no additional cost to the member council or meeting. We also engage specialist advisers that we can call on for certain enquiries.

Over the course of the year 2,014 enquiries have been dealt with by YLCA officers. This is a slight decrease when assessed against the figure for the previous year but what we are finding is that the complexity of enquiries is increasing.

Year on year, specific issues and events impact on the casework numbers, and in 2018/2019 the General Data Protection

Regulation (GDPR) continued to cause concern, although lobbying by the National Association, county associations and individual councils in the early part of the year of report, resulted in the need for councils to appoint a Data Protection Officer being removed from the legislation.

The types of enquiry received are extremely varied and it is only when it is election year or some new legislation is introduced that enquiries follow a similar pattern. Many enquiries concern the run up to meetings and procedures at meetings, finance and planning but this is by no means an exhaustive list.

Website

The YLCA is looking to upgrade its website to offer a to a more user-friendly site with a 'search facility'. Current provision offers a section for frequently asked questions (with answers), useful publications, YLCA Advice Notes and NALC Legal Topic Notes which encompass a wide range of relevant topics, details of YLCA Branch meetings, model documents and templates, information on training events provided by YLCA and vacancies for clerk posts. Year on year member councils make use of this of this service and the valuable resources it offers. We want to see more councillors accessing and using information on the site.

White Rose Update newsletter

White Rose Update, the regular publication produced by the Associations, continues to be a valuable source of information for member councils. As we move into year 2019/2020 we are striving to produce this on a more frequent basis.

National Association of Local Councils (NALC)

NALC is governed by the county associations in England and all councils and parish meetings that affiliate to the YLCA are affiliated to NALC.

Membership enables a council or meeting that requires legal advice to procure that from the solicitors in the legal department of NALC. There is no additional charge for that service; it is part of the subscription fee paid to YLCA.

NALC is not able to represent members in court and its solicitors cannot deal with an enquiry if it is complex and preferable for a council to seek legal advice locally, rather than accessing guidance through a desktop service only.

In the year, 33 councils used their membership of YLCA to access bespoke legal advice from the solicitors at NALC.

The National Association produces the 87 Legal Topic Notes that are available to the councillors and clerks of all members. These LTNs also help YLCA in its advisory work and a number have been updated in the year of report.

Advisory Service Statistics (Legal and procedural casework)

	Total written Casework responses	Cases referred to NALC	Casework dealt with by telephone
April/June 2018	348	7	221
July/Sept 2018	299	15	177
Oct/Dec 2018	294	6	129
Jan/March 2019	388	4	158
TOTALS	1,329	32	685

Total number of casework enquiries dealt with in 2018/2019: 2,014
Total number of casework dealt with by telephone in 2018/2019: 685

MEMBERSHIP SUBSCRIPTIONS AND BRANCHES

MEMBERSHIP AND SUBSCRIPTIONS

Membership levels are consistent. We were pleased to welcome the newly created parish of Stainland into membership in the year. Overall membership in the year was 528 councils and meetings.

Branch/Area	Total Councils	Councils in Membership	Parish Meetings in Membership
North Yorkshire			
Craven	37	31	1
Hambleton	78	60	4
Harrogate	78	63	3
Richmondshire	54	40	4
Ryedale	69	52	2
Scarborough	39	35	0
Selby	60	51	0
York	31	30	0
	446	362	14
South Yorkshire			
South Yorkshire	85	79	4
West Yorkshire			
Leeds	32	28	0
South Pennine	32	32	0
Wakefield	24	21	0
	88	81	0
TOTAL	619	507	21

BRANCHES

The Branches continue to be a great opportunity for councils to come together, receive presentations and information on topics of interest and concern and to network with council colleagues. Those who attend meetings make a useful contribution to the proceedings, deriving knowledge and information from them. Each of the twelve branches meets three times per year.

At their annual meetings in June 2018 each Branch elected representatives to serve on the Associations Joint Executive Board, acting as an electoral college ensuring that YLCA is managed effectively by its members. The Branch meetings provide an opportunity to hear speakers on specific topics and for councillors and clerks to come together. It has been disappointing in the year that some of the Branches have not been as well supported as anticipated, particularly when an external speaker is invited to attend. It has also been noted that it is common for councils and parish meetings to not send apologies to the Associations if they cannot be represented at the meeting which is unacceptable.

Branches have discussed and debated a wide range of issues throughout the year. These include, the General Data Protection Regulation, affordable housing, the 75th Anniversary of the YLCA, a range of planning and highway matters, revised model standing orders, NALC's Big Conversation on 'shaping our future', Elections and training for new councillors after the 2019 elections, local councils' obligations as an employer and the difficulty in appointing suitably qualified clerks to smaller local councils.

Most Branches take the opportunity to invite topical speakers to their meetings and in the year interesting and informative presentations were received from the Yorkshire Air Ambulance, various officers from North Yorkshire Police; particularly around neighbourhood policing and community safety, North Yorkshire County Council Area Highways Officers, Julian Sturdy MP for York Outer, the Leader of Harrogate Borough Council, speakers on the UCI Road World Championships 2019, Leeds City Council officer on a new parish and town councils charter, speaker on the medical facilities at the Catterick Garrison, Planning Consultant Andrew Towleron, the Post Office regarding post office closures, and the 20's plenty campaign. A fantastic mix of speakers, who have given valuable advice, guidance and clarification to the councils and parish meetings.

TRAINING AND LOCAL COUNCIL AWARD SCHEME

YLCA TRAINING AND DEVELOPMENT PROGRAMME

The Associations once again provided a varied and well attended training programme throughout the year. As this was the final year of office for many councillors, it was expected that the demand for training may not be too high, but this was proved wrong.

It was very encouraging to see a good number of new councillors and some who were keen to have a refresher, undertake the 'Developing your Skills as a Councillor' course. This shows how many members recognise the status of their office as a councillor and are keen to undertake their role in the proper way.

Early in the year of report, the Associations provided training in the General Data Protection Regulation that was introduced in May 2018. Plenty of councillors and clerks wanted to know what this entailed but some were not happy about the provisions of the GDPR and made some of the

sessions quite difficult for the officers to deliver. The Associations varied its training programme in the year and also provided training in a number of topics for the first time. Our sessions for experienced clerks were very well received as was training for Responsible Financial Officers. We engaged our VAT/finance consultant Steve Parkinson, to deliver a training day for councils with a turnover over £200k.

Whole council training was provided to five councils who had requested it. This service being available to member councils who are facing specific challenges.

Training Conference:

On 28 September we welcomed over eighty councillors and clerks to the Fairfield Manor Hotel York, for our first one-day conference. The Lord Mayor of York welcomed delegates. Delegates received an informative and interesting

Attendance at training events:

Accounts & Finance - 23
New Clerks - 32
Chairmanship - 36
Developing your Skills as a Councillor - 105
Procedures, Powers & Policies - 36
VAT- 16
Finance £200k councils - 32
Planning - 123
Play Areas - 30
Experienced Clerks 41
RFO - 21
GDPR - 372
Total 826

presentation from Dr Jonathan Owen (NALC CEO) on the future of local councils, NALC's work and its ten-year strategic plan. Delegates enjoyed various workshops and seminars on sector related matters, from insurance to agendas, use of social media to local council finance and councils as employers.

YORKSHIRE AND THE HUMBER REGIONAL TRAINING PARTNERSHIP (YH RTP)



The National Training Strategy
for Town & Parish Councils

YLCA has continued to be the lead partner for this body which now concentrates on delivery of tuition in the Certificate in Local Council Administration (Cilca). The partnership met once during the year and discussed the delivery of the training and reviewed the Cilca Prospectus and charges made to students.

A number of training sessions and one to one tutorials were provided for Cilca candidates and during the course of the year six candidates successfully achieved the qualification and at the end of March 2019 eighteen more candidates were studying to achieve it.

The YLCA Chief Officer, Sheena Spence has been a member of the national Cilca Operations Group which has responsibility for overseeing the delivery of the qualification.

LOCAL COUNCIL AWARD SCHEME

The Associations continue to support the Local Council Award Scheme as holding it enables member councils to evidence high standards of good governance. Over the course of the 2018/2019 year four member councils were awarded the Foundation Level of the Scheme, these are Stokesley Town Council, South Kirkby and Moorthorpe Town Council, Pool in Wharfedale Parish Council, and Ripponden Parish Council. Hebden Royd Town Council achieved the Quality level of the Award. Congratulations to all of these authorities.

The assessment panels consist of YLCA representatives, clerks who are holders of the Certificate in Local Council Administration, officers from principal authorities and an independent Chairman.

WORK IN PARTNERSHIP WITH THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)

NALC Conference, Annual General Meeting 2018 and Chairman 2018

The conference and AGM was held in Milton Keynes at the end of October. It was a well attended event with useful content, not least Angela Rippon an Ambassador for the Alzheimer's Society who spoke about dementia friendly councils. The AGM held at the conference set the membership subscription for NALC at 0.699p per elector. Councillor Sue Baxter, a representative of the Worcestershire Association, was re-appointed as Chairman of the National Association.

YLCA representation at the National Association

Each of the three associations in Yorkshire appoints a NALC Council representative, a deputy representative and a NALC AGM representative. In the year of report YLCA was represented on the NALC Council by Councillor S Fawcett (part-year) and Councillor A A Thomas (part-year) (North Yorkshire), Councillor D Liddell (South Yorkshire) and Councillor Dr J R Dunford (part-year) and Councillor P Allison (part-year) (West Yorkshire). Additionally, all nine representatives of the three Yorkshire Associations attended and participated in the NALC Conference and Annual General Meeting held in October 2018. It has been particularly pleasing to see that Cllr Liddell was re-appointed in the year as the NALC Vice-Chairman. YLCA is represented by the Chief Officer on the NALC Operations Group for the Certificate in Local Council Administration.

Affiliation to the National Association of Local Councils and use of its advisory services

Councils and parish meetings that join YLCA are also affiliated to the National Association of Local Councils. In the year, 49 councils used their membership of YLCA to access bespoke advice from the solicitors in the NALC legal department.

NALC has continued to keep its Legal Topic Note resource up to date (87 Notes, which can be found on the YLCA and NALC websites). These are topical advice and guidance notes and a very valuable resource to any subscribing member. A weekly bulletin produced by the Chief Executive of NALC, Dr Jonathan Owen, is circulated to all members of YLCA. Additionally, a number of legal and financial briefings have been issued by NALC in the year and sent to members.

Lobbying on behalf of the parish sector

The work that is undertaken at a national level should not be underestimated by member councils. NALC officers liaise on a regular basis with county associations, civil servants and government ministers on issues of concern and responds to consultations relevant to the sector. Lobbying and negotiation in the year of report has focused striving for the continued avoidance of any capping or referendum requirement relating to increased precepts, an amendment to the General Data Protection Bill that local councils and parish meetings are not under a duty to appoint a Data Protection Officer and the removal of non domestic rates on the provision of public conveniences by local councils.

Creating new Local Councils

YLCA has continued to support the creation of new local councils in Yorkshire. The Associations' worked closely with Rotherham MBC in the year of report by way of guidance and support in the creation of Waverley Parish Council. The Council came into existence in April 2019. We also continued to give support to the campaign for a town council in Shipley near Bradford, this work is ongoing as the 2019/2020 year of report commenced.

Consultations

The Policy team at the National Association of Local Councils has responded to numerous Government consultations on behalf of the parish sector. Consultations are notified to member councils and we are aware that some of our members have contributed to these. Circumstances won't change unless parishes make their considered and informed views known to those who are in control.

Publications

NALC updated the *Good Councillors Guide* in the year, which was welcomed. Many councils have ordered copies of this publication and the others in the 'Good Councillor' set, ie *Guide to Finance and Transparency* and *Being a Good Employer*. In the year NALC also produced *Points of Light*, which is a collection of case studies highlighting the work that local councils are undertaking to support their communities. The 2019 edition contains 150 case studies.

RESOLUTIONS AND REPRESENTATION

RESOLUTIONS FROM THE 2018 JOINT ANNUAL MEETING

Constitutional Amendments

To conclude the exercise of streamlining the Joint Executive Board, the Joint Annual Meeting 2018, held on Saturday, 14 July, resolved a revised quorum for the Board and also considered the length of service of Branch representatives to the Executive and Executive representatives to the Assembly of the National Association of Local Councils. It was resolved that in both cases above, YLCA appointments would be for two years.

The Annual Meeting debated three resolutions and resolved to support two:

Proposed by the Ryedale Branch

RESOLVED That these Associations call on the National Association of Local Councils to consider the impact of changes in legislation on available resources to councils with precepted income of up to £50,000 and lobby for further support for those with annual income under £10,000. These Associations also call on HM Government to always consider the provision of appropriate support, but not limited to people, financial or infrastructure, to ensure councils can smoothly deliver legislative change.

Proposed by the South Yorkshire Branch

RESOLVED That these Associations call on the National Association of Local Councils to lobby HM Government to revert to their original decision of using a route via Meadowhall for HS2 into Yorkshire. The revised route using the M18 corridor is considered inferior and was widely rejected during the consultation period.

EXTERNAL REPRESENTATION

Through the Joint Executive Board the Associations have been represented on various external bodies:
Yorkshire in Bloom - Cllr S Fawcett.
National Federation of Allotment and Leisure Gardeners - Cllr N Fawcett.
Yorkshire and the Humber Regional Training Partnership - Cllr D Wright.

Branches have been represented on the following bodies:

Craven:	Forest of Bowland Area of Outstanding Natural Beauty - Cllr A C Price.
Hambleton:	Howardian Hills Area of Outstanding Natural Beauty - no representative
Leeds:	Leeds/Bradford Airport Consultative Committee – Cllr N Fawcett and Cllr I Greenberg.
Ryedale:	Malton and Norton Partnership - Mrs R Tierney. Howardian Hills Area of Outstanding Natural Beauty - Ms V Ellis.
Scarborough:	Scarborough District Sports Council - no representative.
York:	York Area Conservation Panel - Cllr P H F Powell. Liaison Group with City of York Council - Cllr S Harrison, Cllr D Breen, Cllr P H F Powell, Cllr S Robson, Cllr B Mellors and Cllr S Wiseman.

FINANCE AND RESOURCES

FINANCE AND RESOURCES

The financial results show that YLCA had a surplus for the year which was mainly due to an increase in subscription receipts and a better than expected take up of the training courses provided for councillors and clerks. Budgeting for training in a year where a majority of councillors could be retiring or not be elected is difficult and it was expected that in the fourth year of office for most councillors, demand for training would be diminished. However, this was not the case and the income generated far exceeded the anticipated budget.

The budget for the year was once again cautious and care in monitoring this has been taken by the Audit Panel, Finance and

General Purposes Committee and the Joint Executive Board.

It has been pleasing to note the continued financial support of district and borough councils in North Yorkshire - Craven DC, Hambleton DC, Harrogate BC, Richmondshire DC, Ryedale DC and Selby DC who continued to support the Associations with a small grant in 2018/2019 and that is much appreciated.

The provision of an efficient and professional service costs money and it is well documented how vital it is that every local council and parish meeting is in membership. There is always a degree of vulnerability in respect of membership and the main reason why, as a service provider, YLCA

must respond effectively to the needs of its members. YLCA ends the year 2018/2019 in a healthy financial position with a level of reserves that is acceptable to the Joint Executive Board.

The accounts have been independently examined, rather than audited, as is the standard for organisations such as YLCA. Members are reminded that the Associations are neither a charity or a council but an association of members.

The Independent Examiner, Graham Sunley and Co Limited, re-appointed by the Joint Annual Meeting in the year of report, has once again given a clean bill of health.

BALANCE SHEET, 31 MARCH 2019

BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2019

	<u>31.3.18</u>	<u>31.3.19</u>
	£	£
TANGIBLE FIXED ASSETS		
Chairs of Office/Office and Equipment	1,841	2,207
CURRENT ASSETS		
Stocks	241	108
Debtors	29,249	9,490
Investments	74,187	75,340
Cash at Bank and in Hand	129,869	128,508
	<u>233,546</u>	<u>213,446</u>
CURRENT LIABILITIES		
Bank loans and overdrafts	(50,961)	(23,733)
Accruals		
Net Current assets	<u>182,585</u>	<u>189,713</u>
NET ASSETS	<u>184,426</u>	<u>191,920</u>
FINANCED BY:		
RESERVES AND FUNDS		
Current accounts	<u>184,426</u>	<u>191,920</u>

The Joint Executive Board presents its report together with the financial statements of the Associations.

RESPONSIBILITIES OF THE JOINT EXECUTIVE BOARD

The Joint Executive Board is responsible for preparing financial statements for each financial year which give a true and fair view of the state of affairs of the Associations and of the surplus or deficit of the Associations for that period.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance, and; prepare accounts which accord to the accounting records have not been met; or to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mary Beavis
Graham Sunley & Co Limited
29 May 2019.

ANNUAL ACCOUNTS - SUMMARY

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH, 2019

	31.3.18	31.3.19
Turnover	£	£
Subscriptions	228,108	233,062
Courses, conferences	56,265	45,988
Publications	1,952	1,866
Mail distribution and advertising	1,614	1,473
Professional services	2,895	3,229
Local authority grants	12,500	1,100
Creation of parishes	147	0
NALC Transparency Code Grant	161,188	0
NALC Transparency Fund Promotional Grant	10,003	0
Local Council Award Scheme applications	230	210
YLCA Conference Income	0	8,146
	<u>474,902</u>	<u>295,074</u>
Other income		
Other income	350	0
General investment income	4,218	4,012
	<u>4,568</u>	<u>4,012</u>
Total income	<u>479,470</u>	<u>299,086</u>
Cost of sales		
Opening stock	(417)	(240)
Training courses and conferences	(23,672)	(18,894)
Publication costs	(1,926)	(1,870)
Creation of parishes costs	(442)	(1,256)
Closing stock	241	109
	<u>(26,216)</u>	<u>(22,151)</u>
Gross surplus	<u>453,254</u>	<u>276,935</u>
Expenses		
Salaries, overheads and staff support costs	(139,173)	(136,602)
Staff training and team meeting costs	(1,442)	(1,250)
Staff travel and subsistence	(834)	(1,857)
Recruitment expenses	0	(1,010)
Rent	(11,498)	(11,500)
Insurance	(1,206)	(1,267)
Equipment repairs and renewals	(1,808)	(1,395)
Telephone	(1,147)	(1,228)
Printing, postage and stationery	(3,706)	(4,224)
NALC subscription	(73,894)	(76,685)
Other subscriptions	(252)	(57)
Sundry expenses	(254)	(317)
IT support	(5,172)	(5,819)
NALC transparency Code grant	(160,280)	(908)
Transparency fund promotional project	(6,886)	0
Joint Executive Board, panels etc	(8,427)	(10,420)
Branch meeting costs	(2,044)	(1,938)
NALC conference and events	(4,039)	(4,920)
Advice for members from external sources	(2,152)	(1,926)
Conference expenditure	0	(4,167)
Accountancy fees	(1,500)	(1,710)

Continued/...

ANNUAL ACCOUNTS - SUMMARY CONT..

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH, 2019

	31.3.18	31.3.19
Expenses continued	£	£
Tax on investment income	(611)	(763)
Loss on property investment fund	(813)	0
Depreciation of office equipment	(382)	(631)
	(427,520)	(270,594)
Other income		
Profit on property investment fund	0	1,153
Interest receivable		
Bank interest receivable	38	0
Net surplus	<u>25,772</u>	<u>7,494</u>