

Notts ALC Newsletter

March 2024

sent to Chairs and Clerks - please kindly forward to all councillors

Notts ALC Training | Best Kept Village | King's Portrait | HR updates | Renewal Survey | Village Hall Network Event | NALC | Notts CC | D-Day 80 | Anti-Fraud Campaign | EM Airport | Sad news | Service Directory | Reminders

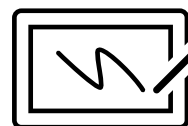
Notts ALC – Training



Sue and Kaffy were delighted to welcome six councillors to Lowdham on 20th February for Parish Councillor Training.

This session covers all the nuts and bolts, from agendas and minutes, to financial responsibilities, to conflicts of interest, to being a good employer. The course is next running on 24/4 by Zoom (see below).

All training currently arranged for 2024 is listed [HERE](#) and is bookable now. Coming up:



Biodiversity. Wed 10th April 10am via Zoom. £45pp.

- Did you know parish and town councils now have a duty to help promote biodiversity and should have passed a resolution to adopt a policy supporting biodiversity? This 2-hour webinar will identify the practical changes and steps councils can realistically take to improve and support biodiversity in their parishes.

Parish Councillor. Wed 24th April 7pm via Zoom. £45pp.

- A few places remain for this popular course - even if you're an experienced councillor there may be things you're not sure of. Do you know how the Band D Tax Base is calculated? What is Section 137 and why do you need to know? Are you aware of recent changes to declaration of interests? Join us over Zoom for an interactive, fun 2 hours and find out. *(Ok, I can't guarantee fun, says Sue, but I'll do my best and the refreshments are the best your kitchen is able to provide!)*

Code of Conduct. Thurs 2nd May 7pm via Zoom. £45pp.

- Do you know what the Ledbury ruling is and how it may affect your council? Did you know there have been changes to interests you must declare? Just who is the

Monitoring Officer and what do they do? All these questions will be answered and a lot more besides. We know it might not sound the most exciting way to spend an evening, but here at Notts ALC we see what happens when there are problems at a parish or town council - and many of them just wouldn't happen if councillors knew and followed the Code of Conduct.

 **Planning Nuts & Bolts. Wed 5th June 10am via Zoom. £45pp.**

- A very popular course for either councillors or clerks covering the basics and principals of planning, including policy, applications, appeals and enforcement. A 2-hour course from Lance Wiggins, who has many years' experience as a planning consultant for local councils and as a volume house builder.

 **Chairing Skills. Wed 12th June 7pm Epperstone Village Hall. £50pp.**

- Great chairs run meetings that set the council up for success – with robust decision-making processes and whole council engagement. This session is for Chairs newly elected in May or any existing Chairs who would like to brush up on their knowledge and skills. What duties does a Chair have? How do I chair a challenging meeting? How do I get the best out of my fellow councillors? Come along and find out – tea, coffee and biscuits included, as well as the opportunity to chat to your fellow Chairs.

Courses we highly recommend from our partner organisations:

Finance (Parkinson Partnership).

All on Zoom, £30pp. Details [HERE](#).

- 5/3 at 10am **Procurement** (only four places left)
- 7/3 at 10 am **Year end and audit for councils under £25K**
- 21/3 at 10am **VAT for unregistered councils**

Crisis Communications (Breakthrough Communications), various dates in March, May & June. Via Zoom, £30pp.

Would your council know how to respond to a sudden crisis? That may be flooding, a large planning application, or even the recording of your last meeting 'going viral' for all the wrong reasons. For a full-size version of this flyer, info and booking link, see [HERE](#).

Crisis Communications Training for Local Councils

WHO IS THE COURSE FOR?

Clerks, Officers and Councillors who want to better understand how to prepare and respond to a crisis situation from a public communications and community engagement standpoint.

WHAT DOES THE COURSE COVER?

We never know when a crisis could strike. From local flooding to a council meeting going viral there are many ways in which councils can find themselves in the eye of the media storm.

This session takes participants through the detail of preparing for a crisis from a communications standpoint, no matter what form it may take. Passing on expert tips and guidance on being as prepared as you can be should the worst happen.

WHEN AND HOW CAN I ATTEND?

These courses are two hours in length and are held on Zoom. They are facilitated by Breakthrough Communications, who work in partnership with the Nottinghamshire Association of Local Councils to provide communications and compliance training.

Details of upcoming dates for this course are below. You can also find out more and book onto other courses at www.breakthroughcomms.co.uk/calc-training-events/

Wednesday 20th March 09:30 - 11:30	Thursday 2nd May 13:00 - 15:00	Tuesday 11th June 09:30 - 11:30
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 **BREAKTHROUGH COMMUNICATIONS** 

Book via the Notts ALC Website: www.nottsalc.com



BEST KEPT VILLAGE COMPETITION 2024

FREE ENTRY for all towns and villages with a population of under 10,000

Robert Jenrick MP (Newark): *“The Best Kept Village Competition is a great opportunity to celebrate our rural communities and the dedication of residents in preserving and enhancing their local environment. I encourage all parish councils in the constituency to enter and am confident that we will be well represented on the category awards list!”*

Thanks to those of you who have entered already, and for those still considering... All the information you need is available on our website page [HERE](#), with documents including full rules and conditions and an **online entry form**. Please note you need to upload a MAP of your village to enter, even if it's a sketch on paper, to show the organisers where your village boundaries are.

We would prefer you to use the online form if at all possible for ease of data management - but if you are not able to, please email ceo@nottsalc.com with your registration info and map.

King's Portrait

To celebrate the new reign of His Majesty The King, the Cabinet Office announced a government funded voluntary scheme throughout the United Kingdom to allow town and parish councils to apply for a free, framed portrait. The deadline to apply is 28th March. Further info is [HERE](#).

HR Updates

1. Holiday rights

The government issued guidance on 1st January 2024, which can be found [HERE](#). If you have a specific question, write to us and we will ask our HR partner Chris Moses for his view.

2. Duty to prevent sexual harassment

Please see the briefing note from Chris Moses [HERE](#).

Notts ALC Renewal Survey – please complete!

Thank you to those councils who have already paid their subs for next year. We are proud to support the parish and town council sector and look forward to continuing to serve you over the coming year. A list of key benefits of membership can be found [HERE](#).

Please fill in this [RENEWAL SURVEY](#) by April 5th to help us continue improving our service to you.

Village Halls Network Event

FREE RCAN Network Event



Do you support or manage a Rural Community Building, Village Hall, Church or Sports Venue?

Then this event is for you!

To recognise Village Halls Week 2024, RCAN wants to celebrate **ALL** of Nottinghamshire's rural community facilities, and the wonderful people who manage them.



Come along to this informal network event and connect with other facility representatives. This year's theme is 'Halls Go Green' and we will be discussing how you can improve the energy efficiency of your rural community buildings, whilst reducing your impact on the environment.

We'll also be sharing the latest funding opportunities and some top tips for marketing your halls.



Enjoy a **FREE** buffet lunch and share your venues challenges and successes whilst networking with your peers.

Wednesday 27th March
The Jubilee Hall at
Bingham Arena
10am - 1pm

BOOK NOW

email: jcarterdavies@rcan.org.uk
or call 0115 6975800



Village
Halls
Week



Funded by
UK Government



POWERED BY
**LEVELLING
UP**

We are looking forward to supporting RCAN at Bingham Arena on Wednesday 27th March with their Village Hall Network Event.

This event is highly recommended if your council runs a village hall or similar venue.

Topics covered will include energy efficiency and funding opportunities.

Contact Jodi on jcarterdavies@rcan.org.uk to book and come and say hello to Julie, Sue and Kaffy on the day! (We will have our banner with us so we will be easy to spot if you haven't met us before!)



National Association of Local Councils (NALC)

1. Commonwealth Day 11th March

This year, Commonwealth Day is being celebrated on 11th March 2024, marking the 75th anniversary of the Commonwealth and designated as the Commonwealth Year of Youth. On this day, the Union Flag must be flown on UK government department buildings. Additionally, if there is a second flagpole available, UK government departments are encouraged to fly the Commonwealth Flag, if they have one. Many councils and other local organisations will have their own policy on the flying of flags, and they might choose to adopt similar practices. For more information, check out the government's guide [HERE](#).

2. Moving to a .gov.uk domain

The Cabinet Office is working hard to support England's parish and town councils in moving to .gov.uk domains where they can conduct their business safely, more securely and efficiently. NALC are supporting this through the Parish Council Domains Helper Service, which will equip councils in England to move to a new .gov.uk domain. Those councils engaging with the helper service can access support and funding. See more [HERE](#).

3. BBC investigation into treatment of councillors by public

NALC was involved in working with the [BBC on their investigation](#) and story into abuse and harassment by members of the public towards councillors and council staff, including in parish and town councils. NALC's [Civility and Respect Project](#) aims to help councils to get the best possible governance in place to support civility and respect on all sides, providing a suite of guidance, template policies and training, including advice on how to manage risk associated with your public role. Councils can also demonstrate their commitment by signing the Civility and Respect Pledge.

4. Social media training

NALC's recent session on social media for local councils (part of their [monthly webinar series](#)) highlighted that there are over 57m people in the UK using social media, so it should be an integral communications pillar in your council engagement strategy. Your social media strategy should consider **why** and **how** you use social media – you might design posts that promote your projects and services, celebrate your successes, share news and events, and engage residents through surveys and comments. There are of course risks associated with social media platforms, not least misinformation, reputational risk, compliance issues and dealing with negative responses. If you log in to www.nalc.gov.uk with nottsmember and aX2eJHkK you can access the [Communications Toolkit](#) and [Social Media Guide](#). For further advice and information, our partners Breakthrough Communications run regular training sessions on social media for councils – see [HERE](#).

5. Update from NALC Legal

Can councils make grants to schools? The status of a school is relevant when considering powers related to funding. The general power of competence could apply or section 137 of the Local Government Act. If a school is a local authority school and the funding would be for recreational facilities, a council could consider using section 19 (3) (b) of the Local Government (Miscellaneous Provisions) Act 1976 (the 1976 Act), in cooperation with the principal authority. Alternatively, a grant could be made to the school's PTA under section 19 (3) (a) of the 1976 Act if there are concerns

about double taxation, assuming the PTA is a voluntary organisation carrying on or proposing to carry on an undertaking otherwise than for profit. The introduction of section 19A of the Local Government Act 1894 in England (see our briefing L02-23) means that councils are not prohibited from giving money to faith schools for works to school property. As with any funding request, a council would need to consider if it is reasonable and appropriate to make a grant.

From Nottinghamshire County Council: Net Zero survey

“We are contacting parish councils to understand their role in helping us achieve a Net Zero County by 2050. We appreciate that parish councils have a significant role in raising awareness and taking action to reduce the community's carbon footprint. We would appreciate feedback on what parish councils are currently doing and what support you would like in the next year to help communities become more sustainable and transition to Net Zero.

Please complete the survey [HERE](#) by April 2nd.

For updates on upcoming funding and events in Nottinghamshire and Derbyshire, please subscribe to the [Everybody's Talking About Climate Change](#) community climate action network newsletter. They also have a list of local community climate action groups to be added to.

We also provide a [Climate Change community directory](#) on our website. This displays a list of information, support, and funding resources available to communities wanting to become more sustainable. Don't hesitate to get in touch with the Climate Change Team at Climate.Change@nottscc.gov.uk with any queries.”

D-Day 80

This year is of course the 80th Anniversary of the D-Day landings. Local councils across the country will be involved in this important commemoration. The national organisers have written to local councils about how to get involved - click [HERE](#) and then on the paperclip to open the letter.

FLAG OF PEACE: A simple, meaningful and cost effective way to support the 80th anniversary is to fly the D-Day 80 Flag of Peace from 9am on 6th June, leaving it up for one week should you wish to. The Flags come in various sizes and can be purchased direct from official suppliers Newton Newton Flags Limited – see [The D-Day 80 Flag of Peace - Newton Newton](#).

Home Office: National Campaign Against Fraud

Stop! Think Fraud, the National Campaign Against Fraud: The Home Office has launched a campaign to tackle fraud. Leading counter fraud experts are providing consistent, clear and robust anti-fraud advice to the public as part of the Stop! Think Fraud campaign. The campaign includes an online fraud hub which will provide concise, simple-to-follow advice. It will also signpost victims to relevant organisations for further advice and support. Councils are asked to share news of the campaign if they can. More info is [HERE](#).

East Midlands Airport

A new Noise Action Plan has been created for 2024-2028 and submitted to Defra. More info is [HERE](#).

Sad news

We have been advised of the very sad loss of Malcolm Plumb. Malcolm worked for numerous Councils locally and spent a number of years as the Town Clerk for Eastwood Town Council, when based at the Coronation Park Offices. If you would like to receive details of the funeral, please contact townclerk@eastwood-tc.gov.uk.

Notts ALC – Services Directory

Don't forget we have businesses that advertise with us who work within our sector – you can find them in our [SERVICES DIRECTORY](#). We have listings from companies in the fields of Building Preservation, IT, Creative, Employment Advice, Insurance, Legal, Outdoor Equipment and Street Furniture. In the newsletter this month, we feature:

[AT Creative](#): AT Creative specialise in creating self-guided trails. We work with councils across England to bring notable (and less notable) people, places and artefacts to life. Our Places and Trails app platform allows you to manage your own content and add as many walking, cycling and/or vehicular tours as you like. We pride ourselves on excellent customer service. Quote 'NottsALC' when making an enquiry to receive a 5% discount.

[Personnel Advice and Solutions Ltd](#) (Chris Moses Chartered FCIPD Bsc (Hons)): Employing people can be a council's biggest expense, as well as a source of stress for clerks and elected members. Personnel Advice and Solutions Ltd have an extensive track record of helping numerous town and parish councils across the East Midlands, addressing their personnel and employment issues and guiding them through the minefield of Employment Legislation, saving them time, stress and a lot of money!

[Nottinghamshire Building Preservation Trust](#): The Nottinghamshire Building Preservation Trust seeks to protect, preserve and enhance the built environment in the towns and villages of the County of Nottinghamshire for the benefit of future generations and the historic continuity of the settlements. It provides a Technical Advisory service on request.

Reminders



When jobs are sent to us for (free) advertising we put them on our website ([Jobs](#)) and on our Facebook page. We do have a national shortage of clerks so if you see any jobs local to you that someone in your area might apply for, please do advertise them.

Job Listings

To ask us to advertise a job or locum position please use the online forms on the members' area [HERE](#) (password: notts2024).

New jobs/locum jobs this month are from AVERHAM, KELHAM & STAYTHORPE PC, HEADON-CUM-UPTON, GROVE & STOKEHAM PC and RADCLIFFE ON TRENT PC.

Members' Area of the Notts ALC website

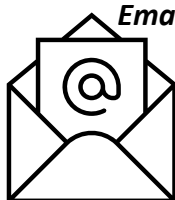
If you go to nottsalc.com and click on the **Members' Area**, either from the homepage or using the menu at the top of the page, you will be asked to give a password for the 'Guest Area'.

The password is **notts2024**

Every few months we will change this password via this newsletter.

From the password-protected page you can **click on the links** to access items including the job and locum advert request forms, copies of the newsletter, FAQs and HR updates.

Getting in touch



Email is the best way to reach us. You can get in touch via:

queries@nottsalc.com – for queries/advice

ceo@nottsalc.com – for Kaffy, CEO

admin@nottsalc.com – for Julie (finance, admin)

training@nottsalc.com – for Sue (training)

With best wishes,
Notts ALC

P.S. Don't forget to follow us on [Facebook](#)!