OALC Newsletter

MAY 2019

# The headlines

**OALC – AGM 1st July 7.30pm Burford -** *The changing and challenging role of being a councillor and how to improve the service your council delivers’*

**Sensible tip of the month -** page 2 when were your Standing Orders last reviewed?

**Oxfordshire County Council** – page 2-3 OCC want to know about your care home experiences; where to find facts and figures about Oxfordshire

**Rural Oxfordshire Network (RON) meeting** – page 4 rural transport 11th June, Long Hanborough

**Oxfordshire 2050** - page 5 latest consultation event

**External Audit** – pages 7 - common misconceptions, dates for this year, what to put on your website

**Climate emergency** – page 9 what can your council do?

**Role of councils in Neighbourhood Planning** – page 10

**Star Council Awards 2019** – page 14 enter now!

**Use of the Council Seal** – page 16

**Employment Briefing –** page 17 – Timesheets and recording working hours

**Financial Briefing** – page 18 VAT basics

**OALC Training programme, conferences and other training opportunities** – page 21

**Vacancies** – page 23

****

**Training Programme 2019**

* **Roles & Responsibilities –** 19th June, Didcot (nearly full)
* **Roles & Responsibilities –** Saturday 6th July, Didcot
* **Chairmanship –** 17th July,Didcot
* **Roles & Responsibilities** –13th September, Didcot
* **Budgeting & Finance for Cllrs** 2nd October, am Begbroke
* **VAT for Clerks** 2nd October, pm, Begbroke

 **Vacancies this month**

* Chipping Norton - Clerk
* Stonesfield PC – Clerk
* Sandford St Martin PC – Clerk

##

## AGM DATE for your diary – 7.30pm 1st July 2019 Warwick Hall, Burford

The OALC AGM will be held on the evening of 1st July, 7.30pm in the New Hall, Warwick Hall, Church Green, Burford OX18 4RY <https://www.warwickhallburford.org/>

Warwick Hall is a beautiful new complex of buildings, cleverly and sensitively designed to fit into the churchyard of St John the Baptist Church. Burford on a summer evening is definitely worth a visit.



Our speaker is the newly appointed Head of Member Services, NALC, Charlotte Eisenhart. She will be speaking about *‘The changing and challenging role of being a councillor and how to improve the service your council delivers’.*

We have more nominations than vacancies on our Executive Committee so an election will form part of the AGM proceedings. Each member council is entitled to send two representatives to attend, speak and vote at the AGM, although we are very happy to have more representatives come.

The Annual Report and Accounts will be sent out next week.

## Sensible tip of the Month – are your standing orders up to date?

Your Council has Standing Orders, perhaps not the most gripping of things to read but they are the essential rule book for council processes and procedures. They need to be relevant and up to date.

Don’t leave reviewing and revising them until there is a problem. The current NALC Model Standing Orders were revised in 2018 to incorporate changes in legislation. They are available in the Members Area of the OALC website.

# Local News



**Tell OCC about your community’s care home experiences**

On 29 May we launched a survey for the development of the new Care Home Strategy for Oxfordshire and we would like to invite you and your communities to be involved.

The survey closing date is 8 July. You can [click here](https://consultations.oxfordshire.gov.uk/consult.ti/CareHome/respondByQuestionnaire) to see the questions from the 29 May.

It’s important that we understand your views about the current care home offer in the county, what you think the challenges are now and for the future, and how these challenges can be addressed.

Your feedback will help us to develop a draft Care Home Strategy that will be used to inform the planning, commissioning and delivery of care homes and support services across Oxfordshire for the next three years.  It is important that our plans for the future are created with people who use services, their families, friends and the professionals who work in the sector.

Thank you for your time in reading this email and your contribution if you decide to take part in the survey.

## Facts and figures for Oxfordshire



If your council needs to find reliable factual evidence to support its application for a grant or to make a case for or against a proposal/project for example, you need to know about [Oxfordshire Insight](https://insight.oxfordshire.gov.uk/cms/).

This County Council website draws together a wide range of statistics on health, deprivation, housing and more which are used by policy makers to plan service provision.

A new Joint Strategic Needs Assessment (JSNA) report has been completed on [Kidlington](https://insight.oxfordshire.gov.uk/cms/kidlington-jsna-profile) which covers:

* Geographical area boundaries
* Population by age and ethnicity
* People living in communal establishments
* Deprivation and children in poverty
* Child referrals to social care, domestic abuse affecting children, referrals of children to mental health services
* Health profile data from Public Health England
* Unpaid care and care homes
* GP practice data for selected health conditions (diabetes, dementia and depression)
* Wider determinants of health - house prices and commuting

## your new councillors and getting them trained

If your council is lacking the full number of councillors you have 35 days from the date of the election (2nd May) to co-opt without going through the Casual Vacancy process. This is your opportunity to identify suitable people to join the council, don’t wait for them to come forward, approach them, sell the idea of making a positive contribution to the community and don’t take no for an answer!

Don’t forget that all councillors should have signed their Acceptance of Office forms and by

Tuesday 4th June have completed their Register of Interests form and returned it to the district council Monitoring Officer.

And please book **all new councillors a place on one of our Roles and Responsibilities courses,** there are three dates to choose from Wednesday June 19th, Saturday July 6th or Wednesday 18th September book here <https://www.oalc.org.uk/events>

If you have some more experienced councillors re-elected consider pairing them up with a new councillor and asking them to be a mentor for the first 6 months.

A new councillor pack needs to have in it (but adapt to your council):

* A copy of *The good councillor’s guide* (available from OALC printed copy £4 + £1.20 p&p) or download from the OALC website in the Members Area under Resources for Councillors
* A copy of your Council’s Standing Orders and Financial Regulations
* A copy of your Council’s Code of Conduct, [DCLG Guide on Openness and Transparency](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/240134/Openness_and_transparency_on_personal_interests.pdf), Register of Interests, Acceptance of Office and Publication Scheme.
* A map of the parish, with boundaries, footpaths, land owned by the parish, listed buildings, TPO’s, AONB, SSSI and other relevant planning designations. Links to Neighbourhood Plan/Local Plan and other current planning documents of your district council
* A list of council policies
* A copy of the council budget, strategy documents and forward plans
* Contact details of councillors, clerk and relevant people at the District Council (GDPR compliant)
* Dates of meetings, terms of reference for any committees
* Training courses available from OALC <https://www.oalc.org.uk/events>

**When councillors leave office**….don’t forget that councillors should clear/delete council business from their home computers if they are no longer councillors after May. This is another sound argument for having generic council email addresses and perhaps changing passwords too.

## Rural Oxfordshire Network (RON) – Rural Transport Forum 11th June

**Date:**Tuesday 11th June 2019

**Subject:**Rural Transport

**Venue:** The Pavilion, Long Hanborough  [**http://www.communityfirstoxon.org/hanborough-pavilion-village-hall/**](http://www.communityfirstoxon.org/hanborough-pavilion-village-hall/)

This networking forum is for anyone who lives and/or works in Oxfordshire who cares about rural Oxfordshire. The 5th RON event is on rural transport.

The event is organised by Community First Oxfordshire, OCVA, the Diocese of Oxford, Oxfordshire Association of Local Councils and Volunteer Link Up.

Full agenda here: [**Rural Oxfordshire Network – 11 June 2019 Long Hanborough**](https://ocva.files.wordpress.com/2019/04/rural-oxfordshire-network-11-june-2019-long-hanborough.docx)

Please book your place via the form on the OCVA website [here.](https://ocva.org.uk/2019/04/29/rural-oxfordshire-network-ron-rural-transport-forum-11-06-19-book-your-place-now/) There is a £5 fee to attend – this covers the cost of the venue and refreshments. On the form you can choose to pay by Paypal) or pay on the day or OCVA can send an invoice if you email**admin@ocva.org.uk**

## General Power of Competence – who has got it? please let us know

Following the elections, if your council had previously granted itself the General Power of Competence and it still meets the eligibility criteria – a ‘qualified’ clerk and two thirds of the councillors having stood for election, then the council needs to resolve to grant itself the Power again to ensure it continues to have the useful and wide ranging power.

A briefing paper on the General Power of Competence is in the Members Area of our website.

**If your council has the General Power of Competence (GPC) we would like to know.** We estimate that there are probably about 25 councils in Oxfordshire that have GPC. If your Clerk has the Certificate in Local Council Administration qualification (Cilca) then the next logical step is for the council to gain the General Power of Competence.

|  |
| --- |
| What does a ‘good’ council do?* It has elections
* All councillors, new and old, attend training, at least one session, either specialized or general, each year, per councillor, written into Standing Orders – “Any councillor sitting on a Planning Committee to attend relevant training within 6-12 months of taking a seat on the Committee”.
* Has a training policy and budget
* Encourages its clerk and other staff to undergo relevant training, allowing time and funds
* [ILCA](https://www.slcc.co.uk/content/level-2-qualification-ilca/457/) and [CILCA](https://www.slcc.co.uk/content/level-3-qualification-cilca/525/) qualifications for the Clerk
* Attains [General Power of Competence](https://researchbriefings.parliament.uk/ResearchBriefing/Summary/SN05687#fullreport) to allow a greater range of work to be undertaken
* Gains [Local Council Award](https://www.nalc.gov.uk/library/our-work/lcas/1373-lcas-guide-jan-2015-v2/file) at least at the Foundation level
* Aim for continuous improvement, is pro-active rather than reactive, has a 3-5 year forward plan
* Is open, transparent and representative of all parts of its community
 |

## Oxfordshire 2050

I know there is a perception that the Oxfordshire Growth Board is inaccessible, remote and perhaps failing to capture the views of ordinary people. However, did you know its meetings are open to the public?

The next meeting is on Tuesday **4th June 2019 at 14:00, Didcot Civic Centre, Britwell Road, Didcot OX11 7JN**. The agenda pack is available [here](http://democratic.southoxon.gov.uk/ieListDocuments.aspx?CId=330&MId=2323)

All meetings are on Tuesdays at 2pm at Didcot. The dates of future meetings are 30th July, 24th September, 26th November, 28th January 2020, 31st March 2020 and 2nd June 2020

The Local Authorities in Oxfordshire have agreed to produce the Oxfordshire 2050 Plan or Joint Statutory Spatial Plan (JSSP) which will be a statutory plan. In 2018 Oxfordshire authorities signed the Growth Deal with central government. In return for guaranteed funding for affordable housing, infrastructure and economic growth they each committed to submit a Local Plan; to plan for 100,000 new homes to 2031 through those Local Plans and to produce Oxfordshire 2050, a statutory plan.

Since then there has been a [First Draft](https://oxfordshireplan.org/news/oxfordshire-plan-consultation-document/) which formed part of a consultation exercise from 11th February – 25th March. That consultation included a[roadshow](https://oxfordshireplan.org/wp-content/uploads/2019/02/Oxfordshire-Plan-A4-venue-poster.pdf) which visited 15 locations across the county between 18th February and 14th March.

A [*Call for Ideas*](https://oxfordshireplan.org/news/oxfordshire-plan-call-for-ideas-launch/) closed on 12th April seeking broad suggestions for the location of development.

OALC is one of the organisations that is invited to attend Oxfordshire 2050 consultation events. The latest was held on Friday 24th May at Milton Hill Hotel. The consultation reported on the progress

The people attending this event (approx. 60) represented a very broad range of people including lots of planning consultancies and house builders (David Wilson, Home Builders Federation, Barton Wilmore etc.), environmental/civic groups (CPRE, Chilterns Society, Earth Trust, Oxford Civic Society, Green Belt Alliance etc.), planners from the district councils, transport groups and many others.

It was introduced by James Mills, Leader West Oxfordshire, Chair of the Growth Board and Giles Hughes, Head of Policy & Planning, WODC. They reported that there were 1200 comments/responses to the first consultation. The timetable of Plan production may alter because there are other strategic plans such as the Expressway (Highways England), Local Industrial Strategy (LEP) etc. which have to be factored in. The time line is set out in [Introducing the Oxfordshire Plan](https://oxfordshireplan.org/wp-content/uploads/2019/02/Introducing_the_Oxfordshire_Plan_Feb_2019.pdf) (page 2-3)

The consultation was crafted around responses via smart phones, tablets and laptops using an online consultation package [mentimeter](https://www.mentimeter.com/) on the themes of the Plan:

* Natural Environment – eg. biggest threats? How important is it v development?
* Climate Change- eg rank transport measures for reducing energy use
* Connectivity- eg broadband, transport access
* Place Making- eg people living longer, % of social\affordable housing,
* Economy – eg university, education, automation, work force, tourism

There were multiple choice quiz questions at the beginning of each themed session, such as how many acres of SSSI are there, or numbers of people employed in agriculture. Then there were qualitative questions – what were the biggest threats to development? How important is the natural environment in Oxfordshire? Word clouds were created on screen, it seemed to be rather conceptual and predicated on the concept that growth was both necessary and good. All comments and suggestions were captured digitally and will be synthesized into a coherent form.

The last session concerned growth scenarios - choose between no growth, 100,000 houses capped, continued growth at present rate or higher levels of growth. Responses were somewhat constrained to the predetermined digital questions although there were some open questions (responses limited to 250 characters)

Schools, universities and colleges are being consulted to gain input from younger people (under 25yrs)

## Excitement as OVO Energy Women’s Cycling Tour comes to Oxfordshire

Oxfordshire is excited to host stage three of the OVO Energy Women’s Tour professional cycling race on Wednesday 12 June 2019.

It’s the UK’s biggest women’s cycling race and local schools, businesses and residents will come out to join in the carnival atmosphere, line the route and celebrate.

The start is scheduled for 10:30 in Henley-on-Thames, Market Place and there will be a cycling village at Greys Road Car Park, where residents can meet the competitors and soak up the excitement of the race.

After Henley the cyclists will traverse the Chilterns via Pishill to Watlington and climb Britwell Hill to Sonning Common and Goring.

They will then cross the Thames at Wallingford, pass through Didcot, Harwell and Wantage and cross the Vale of White Horse to Faringdon, before looping through the West Oxfordshire towns of Burford, Charlbury and finally Woodstock. The finishing line will be in the grounds of Blenheim Palace which is waiving its usual ground entry charges for the day.

More information about where and how best to watch the race on South Oxfordshire’s website [here](http://www.southoxon.gov.uk/services-and-advice/sports-leisure-and-arts/ovoe-womens-tour)

# National News

## External audit

**What are the Changes for 2018-9?**

* Annual Governance Statement and Accounting Statements (AGAR) remain unchanged
* **There are separate forms for Parish Meetings** – AGAR Part 1PM, Part 2PM, Part 3PM (will only be distributed to Parish Meetings)
* Additional internal audit control objectives:
	+ Internal auditor to confirm that authorities claiming exemption in 2017-18 met the exemption criteria and correctly declared themselves exempt;
	+ Internal auditor to confirm in 2019-20 that the 2019 public rights provision was in line with Regulations
		- N/A for 2018-19, included for awareness to check for 2019-20.
* Reasons for ‘No’ responses on Annual Governance Statement to be published

**For Parish Meetings**

* Separate instruction email was sent only to 1,300 parish meetings
* Chairman needs to sign – remains Chairman even if inactive
* Inactive parish meetings/ no Chairman – Monitoring Officer asked for confirmation of status
* Publication – must display documents in the local area for 14 days

**Auditor fees and charges**

* Authorities £25k or under requesting a review (by submitting AGAR not Certificate of Exemption) charged standard review fee (£200)
* Where the auditor is required to send a reminder to any authority (including exempt) that has missed the deadline, the auditor will charge the authority £40 for each reminder.
* Fee scales based on income/expenditure for that year, even if additional one-off items such as grants etc.
* Failure to submit AGAR or Certificate of Exemption will incur 2 reminder charges (£40 each), then a statutory recommendation (min. £200) and Public Interest Report (min. £200) – total **£480**
* **Standard fee rates are here on** [**SAAA website**](http://www.localaudits.co.uk/fees.html)

**Failure to submit AGAR - sample fees and consequences**

* Submission deadline – Monday 1st July 2019
* 1st reminder letter – Monday 15th July - £40 plus VAT charge
* 2nd reminder letter – Monday 5th August - £40 plus VAT charge
* Statutory recommendation issued re failure to submit – Monday 26th August
	+ minimum £200 plus VAT charge & not be able to claim exemption from a limited assurance review for 2018/19 or 2019/20
* Public interest report re failure to submit – Monday 7 October
	+ minimum £200 plus VAT charge & not be able to claim exemption from a limited assurance review for 2018/19 or 2019/20

Please look at the Moore Stephens [website](https://www.moorestephens.co.uk/sectors/public-sector/smaller-authorities) for flow diagrams FAQ’s and other help.

**Clerks – key dates for AGAR**

**Monday 1 July**. Submission deadline for either completed AGAR, complete with minute reference of Council resolution OR Exemption Certificate.

The legislation provides for **a period for the exercise of public rights** which must be 30 working days inclusive, and that period must include the first 10 working days of July. The earliest this period can end is 13th July 2019. It follows that the earliest date the period of inspection can begin is on 3rd June 2019. **Moore Stephens recommend that the period commences on 3rd June**, or as soon after that as is convenient.

Now is time to consider if the AGAR is to be on this month's agenda or do you have a meeting in June that will fit in with the statutory dates and deadlines?

**What information do you need to publish on your website? And we would advise putting on your noticeboard too.**

Councils are required to publish on their website before 1 July 2019 the following information:

**If completing Part 1**

* A copy of the Certificate of Exemption and Declaration of No Accounts

**If completing Part 2**

* Certificate of Exemption
* Annual Internal Audit Report 2018/19
* AGAR Section 1 – Annual Governance Statement 2018/19
* AGAR Section 2 – Accounting Statements 2018/19
* Analysis of variances
* Bank reconciliation
* Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**If completing Part 3**

* AGAR Section 1 – Annual Governance Statement 2018/19
* AGAR Section 2 – Accounting Statements 2018/19
* AGAR Section 3 – The External Auditor Report and Certificate
* Notice of the period for the exercise of public rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015.

It is recommended as best practice that you also publish the Annual Internal Audit Report

**We welcome feedback on your experience of this year’s external audit. Was it better or worse than last year?**

## requirement for Accessible websites for parish councils

Last November we brought to your attention the need for parish councils, as local authorities, to have websites that are accessible to all members of the community. NALC issued a legal briefing L09-18 on the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This briefing is in the Members Area of our website.

That briefing referred to the government’s intention to issue a model accessibility statement.

The Government Digital Service has now created a sample accessibility statement for guidance which can be found [here](https://www.gov.uk/government/publications/sample-accessibility-statement?utm_source=Members&utm_campaign=7559769677-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-7559769677-323671257).

## Climate emergency – what can parish councils do?

There appears to be gathering momentum behind calls for a Climate Emergency to be declared. On 1st May MP’s approved in Parliament a motion to declare a Climate Emergency, the proposal demonstrates the will of the Commons but doesn’t compel the government to act.

In November 2018, the County Council at its [meeting](http://mycouncil.oxford.gov.uk/documents/s45094/26%2011%2018%20Motions%20report%20for%20briefing%20note.pdf) agreed to:

* Join Councils, such as Bristol City Council, in declaring a Climate Emergency
* Call on Westminster to provide the powers and resources to make local action on climate change easier
* request Scrutiny to urgently review and make recommendations on revisions to the Council’s 2017-2022 Carbon Management Plan
* Continue to work with partners across the city and region to deliver widespread carbon reductions

The wording of the agreement to sign up to or declare a Climate Emergency varies but revolves around reducing carbon emissions to zero by a set date (2030/2050). More information is available on the website of the group behind [Climate Emergency](https://climateemergency.uk/blog/category/declarations/town-parish/), their website maps councils that have made the declaration.

Obviously, a council making the Declaration is one thing but being able to deliver on a set of measurable criteria is another matter. Frome Town Council have detailed what they intend to do in a report to their council [here](http://www.frometowncouncil.gov.uk/wp-content/uploads/2018/12/Frome-Town-Council-Climate-Emergency-declaration.pdf)

A number of councils have raised this with us, asking if they able to make the declaration (yes) and what could it actually mean for them.

One of the main aims of the Climate Emergency declaration is zero carbon emissions by a set date 2050, although how this is measured for a small parish isn’t clear. The powers of a parish council to affect carbon emissions are limited. A lot is based around education and encouragement of other relevant groups, organisations and bodies. A council could look at changing its energy supplier to a renewable energy based one; investigate solar panels on the village hall etc. The council can obviously only do what is within its powers, but a statement of intent might be a starting point. A Working Party might be a way forward, tasked with identifying possible projects, methods of working towards measurable carbon targets and other smaller associated quick environmental wins such as recycling, no plastics, more green activities, encouragement of walking rather than car use etc.

## What is the role of a parish or town council in neighbourhood planning?

In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning.

Where a parish or town council chooses to produce a neighbourhood plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in its preparation.

The relationship between any group and the formal functions of the town or parish council should be transparent to the wider public. A parish or town council may choose to establish an advisory committee or sub-committee under [section 102(4) of the Local Government Act 1972](http://www.legislation.gov.uk/ukpga/1972/70/section/102) and appoint local people (who need not be parish councillors) to those bodies. Members of such committees or sub-committees would have voting rights under section [13(3), (4)(e) or (4)(h) of the Local Government and Housing Act 1989](http://www.legislation.gov.uk/ukpga/1989/42/section/13). The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public.

The committee issue is one which is often got wrong.  It is all too often seen that steering groups etc. are being given executive functions (i.e. decision-making including expenditure powers) which cannot happen unless the group is a committee of the Council in which case all the usual rules on membership, notice of meetings, voting and finance apply.

The Ministry of Communities, Housing and Local Government has made updates to their Neighbourhood Planning Advice, more details [here](https://www.gov.uk/guidance/neighbourhood-planning--2)

Thanks to **Ian Davison,** Partner, Surrey Hills Solicitors for alerting us to this.www.surreyhillssolicitors.co.uk

## Setting up a community-run post office: what you need to know

Just under 200 community-run shops and pubs also provide post office services, often in rural areas where people can face significant barriers to accessing essential services.

Citizen’s Advice Bureau research last year into community-run post offices showed the significant benefits they deliver to local communities. However, setting one up can be difficult.

Since then Citizen’s Advice Bureau have worked with the Plunkett Foundation and Post Office Limited to produce this guide to make it easier for community-run enterprises to apply to run a post office.

Further advice and support for community-run groups and businesses can be accessed through the Plunkett Foundation [here](https://plunkett.co.uk/how-we-help/).

## VE Day 2020

****

Dear Town and Parish Clerk,

**TOWN & PARISH COUNCILS - VE DAY 75**

I have pleasure in outlining plans for **VE Day 75**, being organised to celebrate and commemorate the 75th Anniversary of VE Day as mentioned in my last communication to you last year.

The 8th May 1945 was the day peace emerged after nearly six years of war, so the 75th anniversary on 8th May 2020 represents an important milestone in our history. I am sure you will agree that we cannot let this day pass without reflecting on the enormous sacrifice, courage and determination of people from all walks of life who saw us through this dark period. Our celebration, **VE Day 75**, will cover the weekend of 8th - 10th May 2020, and will be an international celebration of peace – a time to remember, reflect and pay tribute to the millions who played such a vital part in achieving it.

This includes the Armed Forces personnel from many countries who gave their lives, and those who returned home injured in body and mind; the hard-working women and men who kept the factories, mines, shipyards and farms operating throughout the years of turmoil; the ARP wardens, police officers, doctors, nurses, firemen, local defence volunteers and many others who put their lives on hold to safeguard the home front.

The official, exclusive charity for **VE Day 75** is SSAFA, the Armed Forces Charity, which also supports the Merchant Navy.

The planned activities over the weekend are as follows:

* The Playing of Battle's O'er & VE 75 Years
* The Nation's Toast to the Heroes of WW2
* The Cry for Peace, around the World
* Churches & cathedrals Ringing out for Peace
* Street parties and parties in pubs, clubs, Hotels, on town and village greens and in halls etc.
* Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post

Registration for all participants will be solely through [**www.veday75.org**](http://www.veday75.org/). As well as adding your details you will also be able to download important documents, including a commemorative certificate, and view messages of support from individuals and organisations.

**FRIDAY 8TH MAY 2020**

**3pm – Battle's O'er** **& VE 75 Years**

3pm is the time Winston Churchill officially announced the end of WW2 from the Cabinet Office at 10 Downing Street, London.

Pipers from around the world will open **VE Day 75** by playing Battle's O'er and VE 75 Years at 3pm local time in the country they are in, paying tribute to the millions who gave so much to earn our freedom today. Battle's O'er is the traditional tune played by pipers at the end of a battle, and VE 75 Years has been specially written for this occasion by Pipe Major Roger Bayes of the City of Norwich Pipe Band.

Battle’s O’er will be played by pipers from the top of the four highest Peaks in the UK - Ben Nevis, Scotland; Scafell Pike, England; Mount Snowdon, Wales, and Slieve Donnard, Northern Ireland – and also at the five furthest points in the UK. This has never been undertaken before.

We are encouraging pipers working that day to pause at 3pm to play the tune in their workplace. It will provide pipers throughout the world the opportunity to participate without having to take time off work. We are already aware that a nurse will be playing the pipes on her hospital ward, and that others will be playing at a railway company, in a field and outside a bakery. Those pipers taking part can register their involvement at the VE Day 75 website – **www.veday75.org**.

**3pm – The Nation’s Toast to the Heroes of WW2**

To coincide with the playing of Battle's O'er thousands of pubs throughout the UK, Channel Islands and the Isle of Man will encourage customers to raise a glass at 3pm and take part in The Nation’s Toast to the Heroes of WW2. All pubs taking part can register their involvement on the VE Day 75 website – **www.veday75.org**.

**6.55pm – A Cry for Peace Around the World**

Town Criers around the world will be undertaking A Cry for Peace Around the World, kindly written for this occasion by Crier Peter Taunton. The 'Cry', which can be downloaded from the website, will be performed at 7pm local time in locations around the world, starting in New Zealand. Those Town Criers and others undertaking this 'Cry' can register their involvement on the VE Day 75 website – **www.veday75.org**.

**7pm – Ringing out for Peace**

Bells in churches and cathedrals will ring out at 7pm in a collective celebration of VE Day 75. The sound of church bells is deeply rooted in British culture. They provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together. This aspect of VE Day 75 could not be more appropriate, ringing out around the world to celebrate the peace we share today. Those churches taking part can register their involvement on the VE day website – [**www.veday75.org**](http://www.veday75.org/).

**7pm onwards – Parties and Celebration**

Parties and celebrations will take place in pubs, clubs and hotels, on town and village greens and in our streets, bringing the communities of the nation together in common friendship. Those town and cities twinned with others around the world will be encouraged invite them to join in this joyous occasion. We know that many of those taking part will be organising firework displays over the weekend too. Those taking part in this celebratory element of the event can register their involvement on the VE day 75 website – **www.veday75.org**.

**SATURDAY 9TH MAY 2020**

Parties and celebrations continue.

**SUNDAY 10TH MAY 2020**

**10.30am – Church Services of Celebration and Commemoration**

Services will take place in cathedrals and churches throughout the UK, Channel Islands and the Isle of Man to celebrate the peace we share today and remember those who lost their lives or returned home dreadfully wounded. The services will also recognise the sacrifices of those who kept the nation fed and the factories, mines and hospitals working during the most challenging of times.Churches wishing to take part should register their involvement on the VE Day 75 website – **www.veday75.org**.

**Tribute to the Millions & the Last Post**

Those planning services will be encouraged to ask a representative from their local community to read out the Tribute to the Millions, which can be downloaded at [**www.veday75.org**](http://www.veday75.org/), and involve a local bugler or trumpeter to play the Last Post and Reveille. Their participation can also be registered on the VE DAY 75 website – [**www.veday75.org**.](www.veday75.org.)

We do hope that you will take part in **VE Day 75** especially as many of those that served at home and abroad came from the Towns and Parishes of England, so your involvement will be a perfect 'tribute' to the sacrifices made by so many of them.

Please be kind enough to register your involvement in one or more of the events by going to the VE Day 75 Website - <http://www.veday.org> as soon as possible to enable us to keep in touch with you and update you on progress.

My warmest regards,

|  |
| --- |
|  |

Bruno Peek LVO OBE OPR, Pageant master VE Day 75 Tel: + 44 (0) 7737 262 913 Email: **brunopeek@mac.com**

## STAR COUNCIL AWARDS 2019 – make **your** application before 28th June

The National Association of Local Councils (NALC) has launched its prestigious Star Council Awards for 2019 to recognise the achievements of the parish and town council sector and celebrate the positive impact councils, county associations, local councillors and clerks make to their communities.

NALC is open to nominations and is calling on councils who have gone above and beyond to serve their community to apply. The awards are looking for individuals and organisations that are making a real and positive difference locally.

Oxfordshire councils have always been represented in the nominations since the award started. What has your council done? Has your council done an interesting or innovative project? Do you have a young councillor (under 30!) that has rocked the boat? What about your clerk, have they passed their Cilca, done something different, made the council think or act differently?

**PLEASE RECOGNISE TALENT AND INNOVATION, MAKE A NOMINATION.**

This year the categories include:

* young councillor (aged 18-30),
* councillor,
* clerk,
* council
* county association project of the year.

NALC chairman, Cllr Sue Baxter said “This is the fifth consecutive year NALC has run the awards and we are expecting it to be our biggest and best yet. Local councils work on a daily basis to deliver vital services to their residents and the NALC Star Council Awards are a chance to celebrate all they do for their communities.”

“I encourage every council, county association, councillor and clerk who thinks they have done something special for their community to put themselves forward. Have you got what it takes to be a winner?”

**The deadline for nominations is Friday 28 June 2019**, with the awards ceremony taking place at the NALC Annual Conference on 28 October 2019 in Milton Keynes

The application form is [here](https://www.surveymonkey.co.uk/r/9W7XZ9B)

## Government updates Planning Practice Guidance on viability and neighbourhood planning

Updates to the Planning Practice Guidance (PPG) relating to [viability](http://www.gov.uk/guidance/viability) and [neighbourhood planning](http://www.gov.uk/guidance/neighbourhood-planning--2) were published on 9 May 2019.

The updates to the [viability PPG](http://www.gov.uk/guidance/viability), among other things:

* emphasise that the price paid for land is not a relevant justification for failing to accord fully with relevant policies in a development plan as to the level of contributions which a particular development is expected to make, and that landowners and site purchasers should consider this when agreeing land transactions, so as not to use the price paid as a justification for not complying with affordable housing and infrastructure requirements
* explain that for development to be treated as ‘policy compliant’, thereby avoiding having to carry out a site-specific viability assessment, the development must fully comply with up to date development plan policies which set out the contributions expected from development
* set out guidance on how viability for education provision should be addressed, stressing the importance of costs and land requirements being known to inform site typologies in plan-making and site-specific viability assessments, and setting out an initial assumption that development will provide both funding for construction and land for new schools required onsite, reflecting the level of education need generated by the development
* advise that while market evidence can be used as a cross-check of benchmark land value in a viability assessment, it should not be used in place of benchmark land value. It notes that there may be a divergence between benchmark land values, but that plan makers should be aware that this could be due to different assumptions and methodologies used by individual developers, site promoters and landowners
* clarify that the existing use value, which is used to determine the benchmark land value in a viability assessment, is the value of land in its existing use, disregarding the price paid and hope value. The ability for existing use value being linked to the right to implement any development for which there are policy compliant extant planning consent is deleted
* further clarify that the alternative use value, which can also be used to inform the benchmark land value in a viability assessment, refers to the value of land for uses other than its existing use. Previous wording required that alternative use value had to be limited to the value of uses which had an existing implementable permission. This is deleted, and instead, alternative use value can be based on uses which would fully comply with up to date development plan policies

Changes to the [neighbourhood planning PPG](http://www.gov.uk/guidance/neighbourhood-planning--2) include, among other things, new guidance on how:

* neighbourhood plans can support the provision of affordable homes for sale by including relevant policies and site allocations. New paragraph 100 states that, depending on the content of relevant strategic policies in the local plan or spatial development strategy, neighbourhood plans may be able to vary the types of affordable housing that will be expected, or to allocate additional sites that will provide affordable housing, where this will better meet the needs of the neighbourhood area
* a housing requirement figure is to be set for designated neighbourhood areas, further to the requirement in the National Planning Policy Framework that authorities’ strategic policies set out a housing requirement for designated neighbourhood areas. The revised PPG also explains what a neighbourhood planning body can do if the authority has not provided a housing requirement figure, noting that exceptionally, the body may need to determine a housing requirement figure themselves, taking account of relevant policies, the existing and emerging spatial strategy and the characteristics of the neighbourhood area
* a neighbourhood plan or order can be changed.

## More planning news

The Ministry of Housing, Communities & Local Government has announced that the rules allowing homeowners to extend their properties without the need for a full planning application are now permanent. The rules were originally introduced in 2013 and allowed homeowners to put a single-storey rear extension on their property of up to six metres (for terraced or semi-detached homes) or eight metres (for detached homes). Since 2014, over 110,000 extensions have been completed.

More information on the MHCLG [website](https://www.gov.uk/government/news/housing-minister-announces-boost-for-families-and-high-streets-as-planning-red-tape-is-axed)

## NALC revise legal topic notes 21 & 24

NALC has refreshed and reissued Legal Topic Note 21 (Local council help for village halls) and Legal Topic Note 24 (The Human Rights Act 1998), both can be found in the Member's Area of the NALC [website](https://nalc.us12.list-manage.com/track/click?u=16886b5d6c31eade2f9a50027&id=a4bd386c9a&e=2593660dc7) (login required, the details of which are in the OALC Members Area ).

## Use of Council Seal – NALC ADVICE

We have been asked to advise on whether there is a power for a local council to use its official seal to authenticate a document on behalf of a private individual. We understand a practice has developed of the clerk or a councillor using their council’s seal to authenticate a document confirming, for example, that a resident is still alive, for people receiving a pension from abroad.

NALC’s view is that a council should not use its seal to authorise documents not directly related to that council.

In many European countries the local authority has a specific role in authenticating documents - that is not the case here.

A council seal is to be used for confirming the council’s consent to a particular document and the related transaction (e.g. the sale or purchase of land). The seal should never be used without a formal resolution authorising the specific use and a council’s standing orders should set out the procedure for the use of the seal. When a council uses the seal on a document relating to a council transaction, the power to use the seal is incidental to that transaction (s.111 of the Local Government Act 1972).

When the seal is used on a document to which the council is not a party, there is no power to do so and that use is not incidental to any other of the council’s powers. In addition, because of the role of a foreign local authority, the council could be taking on an open ended liability if there was something wrong with a document that it applied the seal to as the foreign authority would take the seal as a guarantee by the town council of the validity of the underlying transaction.

## Local distinctiveness – common ground



Have you heard of the charity Common Ground, based in Dorset? They have been deeply involved in community conservation and environmental education for the last thirty years. Common Ground is a small, grassroots organisation that collaborates openly to reconnect people with nature and inspire communities to become responsible for their local environment. They believe that enjoying where you live and celebrating the connections people have with the wildlife and landscape on their doorstep, is at the root of meaningful conservation. Common Ground want to build identity and pride in the particularity of places and support different communities in creating a quality of life which is more sensitive to nature, is more caring of the buildings and landscapes which express our continuing history, harbors our memories, and perpetuates knowledge of ordinary lives and local culture.

Some years ago they were involved in creating parish maps and community orchards. Their [website](https://www.commonground.org.uk/) is worth a look

## DATA PROTECTION REGULATIONS – CLLRS NO LONGER HAVE TO REGISTER WITH ICO

The [Data Protection (Charges and Information) (Amendment) Regulations 2019](http://www.legislation.gov.uk/ukdsi/2019/9780111177211?utm_source=Members&utm_campaign=08960f7a5d-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-08960f7a5d-323671257) came into force on 1 April 2019 and have changed the rules around paying the data protection fee. The new Regulations mean that, elected representatives and prospective representatives are now exempt from paying a fee to the ICO if they are exercising the functions expected of elected representatives.

The Information Commissioners Office (ICO) has updated the [local council FAQ’s](https://ico.org.uk/for-organisations/in-your-sector/local-government/local-gov-gdpr-faqs/?utm_source=Members&utm_campaign=08960f7a5d-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-08960f7a5d-323671257) on its website and [data protection fee guidance](https://ico.org.uk/for-organisations/data-protection-fee/?utm_source=Members&utm_campaign=08960f7a5d-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-08960f7a5d-323671257) to reflect these changes. NALC’s analysis of the regulations is that this also includes co-opted councillors, and the ICO has indicated it agrees with this view.

NALC has updated its legal guidance. It has issued L02-19 Data Protection Fees which is in the Members Area of our website.

# Employment Briefing

OALC believe the relationship between the Clerk and the council, their employer, is critically important to the smooth and professional running of the council. All too often the Clerk’s job does not receive the respect or remuneration commensurate with the skills required. **Some people may pay their gardener or cleaner more than the Clerk receives per hour!**

Please remember:

* No Clerk should be self employed
* All Clerks should have a proper job contract
* All councils should be registered with HMRC as employers
* All clerks should have an annual appraisal
* All Clerks should be treated with respect, they work for the council not individual councillors

Employment law is complex and specialized so while OALC can assist with general employment queries we retain the services of Chris Moses, Personnel Advice and Solutions Ltd. to provide expert advice to our member councils. Chris holds a Master’s Degree in Employment Law and is a Chartered Fellow of the Chartered Institute of Personnel and Development, he has over twenty years front line HR experience. In addition he has over fifteen years’ experience of helping town and parish councils comply with their legal obligations as employers. We have retained Chris for four hours per month available free of charge to member councils. OALC pay for this, because we believe it is an important and valuable service to our member councils.

**This month’s briefing relates to keeping timesheets and records of hours worked**.

European judges have finally issued a ruling this month, which may have a significant impact upon how councils record the times and number of breaks workers take. The question of how much detail councils, and other employers, need to record on time sheets and attendance records was recently addressed by the European Courts (CJEU) in [*Federacion de Servicios de Comisiones Obreras (CCOO) v Deutsche Bank SAE*](https://danielbarnett.us6.list-manage.com/track/click?u=875913eab2272bcca46358ddf&id=9ed3194dfe&e=a7aaf26feb)*.*

Many councils simply record the fact that an employee was at work on a particular date, if any records are kept at all. It is quite common for councils to not record what the start and finish times were, or, in particular, when breaks were taken. In the above case the employer failed to keep a record of actual hours worked on any particular day or the times when staff took a break.

In the opinion of the Court, to be able to comply with the Working Time Directive, national law must require all employers keep records of actual time worked by workers. By doing so, councils would be able to demonstrate whether or not workers had received a statutory break following six hours continuous work, and one of eleven hours in every twenty four hour period of a working day.

The Courts decision was that the in the absence of such detailed records it would be impossible to determine “*objectively and reliably either the number of hours worked by the worker or when that work was done.”* “*It would be difficult if not impossible for workers to ensure compliance with their rights under working time legislation*.”

This decision implies that the Working Time Regulations 1998 failed to properly implement the [Working Time directive](https://www.gov.uk/maximum-weekly-working-hours), and the UK Government needs to amend UK laws to require all employers, including councils, to keep detailed timesheets for all workers. In response it would be advisable for councils to implement more detailed timesheets which show start and finish times, along with break periods. Personnel Advice & Solutions are happy to provide a blank template of such a timesheet to any council, if they wish to contact us using the details given below.

Further information and advice for councils can be found by visiting [www.personneladviceandsolutions.co.uk/factsheets](http://www.personneladviceandsolutions.co.uk/factsheets)



PS. Don’t forget this NALC booklet; it’s six chapters cover the complete employment relationship – recruitment, employee rights and obligations, management, staff development, if things go wrong and the end of the contractual relationship. Electronic copy in the Members Area of our website in the Employment section. Hard copies available £4 per copy from OALC

# Financial Briefing



**OALC also offers its member councils the benefit of advice from Steve Parkinson, our Finance, Audit and VAT advisor. If you have any problems or queries concerning finance, VAT, accounting process or financial governance we will send them on to Steve so that you can benefit from his extensive experience. Please send us an email (**info@oalc.org.uk **) with a clear description of your problem with as much background information as possible. We will send it on to Steve and get back to you with his response.**

As part of his work for us Steve writes a short article each month. We will put these articles in our Member’s Area for reference as well. This month it is on VAT.

**VAT Basics**

VAT is essentially a sales tax. It is not a tax on profit, but a tax on the charge for goods or services sold. It is the value of sales, not profit or loss that determines whether a body needs to be VAT registered.

Local councils have rights that don’t apply to ordinary businesses. They are entitled to reclaim VAT on non-business activities under Section 33 of the VAT Act, without being VAT registered. Non-business activities include services provided for free, leases for £1 or less and allotments and cemeteries, which operate under specific legal regimes that do not apply to the private sector.

Councils need to understand whether their costs relate to business or non-business activities. Business activities are those undertaken in return for payment, such as hiring out facilities. A council shouldn’t assume it can simply reclaim all VAT on its business activities.

Some business sales attract VAT (these are referred to as taxable supplies of goods or services) and others are VAT-exempt. Councils making taxable supplies of more than £5,000 may need to register for VAT and will not be able to reclaim VAT on costs associated with these activities unless they do.

Councils that make VAT-exempt sales (such as room hire, leases of land, market stalls, block bookings of sports facilities) are restricted in their ability to reclaim VAT on the costs involved and should read VAT Notice 749 carefully. This is particularly important where a council expects to incur a large amount of VAT on a new building or facility and intends to charge for its use.

## Consultations

1. **The Department for Transport has issued a new** [**consultation on the vehicle operator licensing system**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/792110/consultation-into-making-legislative-changes-to-the-operator-licensing-system.pdf) **which is due to come into force by 1 April 2020.  NALC will be responding.**

The Government wishes to introduce formal tribunal rules to allow traffic commissioners to deal with cases fairly and justly.  Public Sector Vehicle (PSV) operator licences are considered in chapter 1.  Formal tribunal rules are examined in chapter 2.   NALC is minded to highlight:

1.      Its position that local councils should be statutory consultees at all stages during traffic commissioner cases.

2.  Its position that the Government needs to consult with local councils on HGV parking sites in suitably sustainable locations within their boundaries; &

3.      Its position that the Government needs to introduce measures to make it easier to de-criminalise breaches of parking regulation for the purposes of allowing local councils to enforce those regulations.

NALC will be responding to the below consultation questions and is interested in the sector’s views:

* **Question 1** Do you agree with changing PSV operator licence procedures so that applicants can have operational approval at the earliest opportunity (subject to normal safeguards)?
* **Question 3** Do you agree that introducing formal tribunal rules will be beneficial to the Traffic Commissioner's tribunal functions? If No, you are against tribunal rules introduction because?

Please email your responses to this consultation to chris.borg@nalc.gov.uk by 17.00 on Tuesday 11th June, 2019.

1. Permitted development: Government response to consultation on Planning Reform: Supporting the high street and increasing the delivery of new homes

The government has published its [responses](http://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/799220/Government_Response_to_Planning_Reform_Consultation.pdf) to its consultation on proposals to create and extend permitted development rights to support the high street and deliver new homes, which closed on 14 January. Following the feedback, the government has indicated that it will:

* extend permitted development rights and use classes—this includes plans to: allow greater flexibility for change of use, use the airspace above existing buildings for additional new homes and extensions, remove the right to install new public call boxes and the associated advertising consent, increase the height threshold for the installation of off-street electric vehicle charging point and make permanent other existing time-limited rights
* consider the responses to extend local authorities’ freedoms to dispose of surplus land at less than best consideration without seeking consent from the Secretary of State, thereby providing greater flexibility to dispose of surplus land in support of local development objectives. The government will announce the way forward ‘in due course’
* make the first listed building consent order which will allow minor, routine works to the Canal & River Trust’s listed waterway structures without the need for individual listed building consent applications. This will be done ‘as soon as parliamentary time allows’
* publish a final version of draft guidance on the compulsory purchase powers of new town development corporations. This sets out, amongst other things, the factors which ministers will take into account when deciding whether or not to confirm new town compulsory purchase orders. This is intended to provide additional clarity to those with an interest in proposed new settlements, including promoters, investors, infrastructure providers, landowners and local communities
1. **Oxfordshire County Council Consultation Portal - Traffic Sensitive Streets**

This consultation is open from 13 May 2019 at 14:00 to 14 Jun 2019 at 23:59.

Oxfordshire County Council has a legal duty to coordinate road works across the county, including those undertaken by utility companies. As part of this duty they can designate certain streets as ‘traffic-sensitive’, which means on these roads they can better regulate the flow of traffic by managing when works happen. For example, no road works in the centre of Henley-on-Thames during the Regatta.

The last full review of the county’s traffic-sensitive streets was undertaken over 10- years ago and this now needs to be updated to ensure that the designations they have set are fit for purpose and effective.

To have your say, please visit the County Council consultation portal, read the documents supplied and complete the online form. The deadline for your response is Friday 14th June 2019.

The documents uploaded to the portal provide:

• the criteria a street needs to meet for it to be designated as traffic-sensitive, including the list of streets that we propose should be designated as traffic-sensitive [Traffic Sensitive Streets Briefing]

• maps showing the location of the proposed traffic sensitive streets

If you have any problems accessing the documents, please get in touch with the County Council and they will send them to you directly.

Thank you in advance for your help. Paul Fermer, Assistant Director for Community Operations

# Training and Development

The OALC Training programme until October 2019 is below

Please book your places via the website <https://www.oalc.org.uk/events> We have responded to your feedback, there is more training, in a wider range of locations and we have a Saturday training session suitable for new councillors elected in May 2019.

|  |
| --- |
|  |

 Pink (or grey if photocopied!) = suitable for new councillors and new (or aspiring) Chairman of councils or committees

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| date | subject | Half/full day | trainer | location |
| Wednesday June 19th | 10. Roles and Responsibilities for new councillors and clerks | Full day | Elizabeth Howlett | Didcot Civic Hall, Britwell Road, Didcot OX11 7JN |
| Saturday 6th July  | 11. Roles and Responsibilities for new councillors and clerks | full daynote 9.30am start | Elizabeth Howlett | Didcot Civic Hall, Britwell Road, Didcot OX11 7JN |
| Wednesday July 17th | 12. Chairmanship skills | Full day | Elizabeth Howlett | Didcot Civic Hall, Britwell Road, Didcot OX11 7JN |
| August |  |  |  |  |
| Wednesday September 18th  | 13. Roles and Responsibilities for new councillors and clerks | Full day | Elizabeth Howlett | Didcot Civic Hall, Britwell Road, Didcot OX11 7JN |
| WednesdayOctober 2nd | 14. Budgeting and financial management for councillors15. VAT for clerks (and councillors!) | Half/ morningHalf/ afternoon | Steve Parkinson | Begbroke Science Park, Woodstock Room, Begbroke OX5 1PF |

**NALC ANNUAL CONFERENCE & EXHIBITION 2019: BOOK NOW & SAVE 20%**

Early-bird booking rates are now available for the NALC Annual Conference and Exhibition 2019 at the Double Tree By Hilton Hotel in Milton Keynes on 28-29 October 2019. This is the biggest event in the NALC calendar and is now in its fourth year. Book before 31st July and save 20%.

NALC’s Annual Conference and Exhibition 2019 is an essential event for councillors, council officers, county association members and officers as local councils join with other parts of the public sector (including the government and principal authorities), private sector and voluntary sector to discuss the key policy issues of the moment. The event will reinforce the NALC vision that parishes will be the focus of community effort, the natural centres for a range of public activity and service delivery; giving a democratic voice to those communities in the work of other agencies and public bodies. This vision also puts local councils at the heart of building stronger communities in a post-Brexit world, making that critical change in their areas. This will be a brilliant opportunity for councillors, clerks, county officers and members, exhibitors and sponsors to network, share good practice and gain solutions to local issues from a platform which puts local councils at the heart of building stronger communities.

What’s On Offer?

• Dynamic and hard-hitting plenary updates on the latest policy developments affecting local councils (the Secretary of State for Housing, Communities and Local Government is being invited to the event, as is the Princess Royal). There will also be a plenary session about town centre management.

• Practical and relevant workshop sessions offering cutting-edge solutions to the vital issues affecting your councils (sessions will include networking opportunities, sharing good practice, case studies and updates on national lobbying campaigns).

• Workshops will focus on how local councils can build strong rural communities, healthier and safer communities, and successful town centres along with sessions on improving the way councils work and engage with residents.

• A large sector-specific exhibition showcasing services from brilliant organisations who can support your council’s every need.

• Star Council Awards 2019.

For more information about the event and how to book, please click [here](https://www.nalc.gov.uk/our-events/annual-conference-2019)

**Certificate in Local Council Administration (CiLCA)**

**What is it?** [The Certificate in Local Council Administration](https://www.slcc.co.uk/content/level-3-qualification-cilca/525/) is one of the recognised qualifications your Clerk needs to attain if your council want the General Power of Competence or gain recognition via the [Local Council Award Scheme](https://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme).

**Why bother studying?** All councils should have a positive attitude towards training for both the Clerk and Councillors.There should be a council training budget. The (CiLCA) qualification provides the Clerk with broad knowledge of all the aspects of council work - roles and responsibilities, the law, procedures, finance planning and community involvement. The better the knowledge of the Clerk, the better they are able to advise the council. Legislation is constantly changing, your Clerk is the professional officer of the council and they keep the council on the correct legislative path.

**How can I get the certificate?** Enrol via the Society of Local Council Clerks website**** <https://www.slcc.co.uk/content/level-3-qualification-cilca/525/> and follow the four steps. It costs £350 to enroll and there is a further similar charge for mentoring to assist you through the work which has to be completed within one year of enrolment. It takes approx. 200 hours to complete the five modules. If you are interested in doing Cilca and receiving mentoring please contact OALC.

The guide to the portfolio and the scope of the work is [here](https://www.slcc.co.uk/UserFiles/File/2017%20-%20Portfolio%20Guide%20final%20new%20cover%281%29.pdf)

## EXPO 2019

Building on the success of EXPO 2016 working with NALC and a range of partners, LGRC is again staging a major one day EXPO for the local council sector. This will be the largest single gathering of local councils in 2019. We aim to provide an opportunity for Clerks, Councillors and others interested in Local Councils to see the complete range of products and services that a Council might need, all in one place. If you will be looking for a supplier of anything from tractors to IT equipment, or signage to stationery, in the next year or two this is the ideal place to start. If you need to review your banking or insurance, or create a new website, we expect all the major players to be here.

The date is 21st June 2019

The location is Chateau Impney Hotel and Exhibition Centre, Droitwich Spa, Worcestershire, WR9 0BN

<http://www.lgrcexpo.com/>

# Vacancies

All vacancies can be found on the [Local News section](http://www.oalc.org.uk/localnews.htm) of the OALC website, scroll down to the very bottom of the page. We do not charge councils to advertise their jobs but we do expect all adverts to provide the basic information in the template we can provide.



**Chipping Norton Town Council**

**Town Clerk and Responsible Financial Officer**

**Salary LC2 new SCP 24 – 28**

**£27,905 - £31,371 per annum**

**30 hours per week plus meetings**

Chipping Norton Town Council is one of the largest and busiest Town Council’s in West Oxfordshire. The Council provides a wide range of quality services including recreation grounds, open spaces, sports fields, allotments, burial land and the Town Hall.

We are seeking an executive leader of the highest calibre to lead our dedicated staff team and to work actively with elected members to help develop existing services and to ensure that all legal, financial and other governance requirements are achieved.

We invite applicants who have a demonstrable track record of service achievement and innovation, who are highly committed to public service, motivated, community focused, and who possess sound managerial, communication and organisational skills. Cilca qualification is essential or willing to work towards the Certificate in Local Council Administration.

Application form and further details from Mrs. V. Oliveri, Town Clerk, Chipping Norton Town Council, The Guildhall, Chipping Norton, Oxfordshire, OX7 5NJ Tel: 01608 642341

Email: cntownclerk@btconnect.com

Applications must be received by 1.00pm on 5th June 2019.

|  |
| --- |
| STONESFIELD PARISH COUNCIL |
| Vacancy for a Clerk to the Council and a Responsible Financial Officer |
| Working from home plus attendance at evening meetings usually held on the second Wednesday of every month. Occasional attendance at meetings held in the community. |
| 15 Hours per week  |
| Salary dependent on experience and qualificationsPrevious experience as a Clerk would be an advantage |
|

|  |
| --- |
| The Clerk provides administrative and clerical support to the Council and as the Responsible Financial Officer is required to manage the Council’s finances.  Duties will include:Managing the meetings of the council meetings including preparing the agenda, taking the minutes, monitoring actions and decisionsEnsuring the Council is up to date with policies, assessments, training, and data protection rules.Ensuring planning applications are considered and responses are submitted to the District Council. Managing the Parish Council’s finances, preparation of accounts and reconciliation, payment of invoices, banking, end of year accounts, submission of accounts for external audit, VAT reclaim, preparing for budget review and preceptDealing with a variety of correspondence and public noticesAllotments – collecting annual rent |
|  |
|  |

 |
| Applicants need to be computer literate, have some administrative experience and able to maintain accurate accounts.A high standard of oral and written communication skills is required. Proficiency in Microsoft Office especially Word and Excel is needed. Be capable of working independently and have the ability to deal with a range of issues. The ability to work independently and handle a number of different issues. |
| CVs should be emailed to stonesfieldpc@gmail.com |

**SANDFORD ST MARTIN PARISH COUNCIL – CLERK & RFO**

Working from home plus attendance at evening meetings, usually held 4 times a year.

Approximately 8 hours a month

Salary dependent on experience and qualifications. Previous experience as a Clerk would be an advantage

Job description: The Clerk provides administrative and clerical support to the Council and, as the Responsible Financial Officer, will be required to manage the Council’s finances.

To apply please send your C.V. with a covering letter to: Sandfordclerk@hotmail.co.uk

Or for further information please email: sandfordclerk@hotmail.co.uk