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ANNUAL ACCOUNTS AND AUDIT – 2019/20

All Clerks/RFOs should have received their instructions and documentation for the 2019/20 year end from PKF Littlejohn. If not, check your 'trash' and/or contact them/us! As mentioned at our earlier Zoom conferences, their own submission deadline for the receipt of the approved AGAR and supporting documentation or the Certificate of Exemption is Friday 31 July 2020, rather than end of August for town/parish councils (parish meetings are end of August). If you are not able to meet this deadline, contact them to arrange an alternative submission date to avoid incurring their hefty administrative charges.

GOVERNANCE AND ACCOUNTABILITY PRACTITIONERS' GUIDE

The latest March 2020 version can be found on PKF Littlejohn's website on their documents page. The significant change relates to the definition of 'staff costs' (Section 2 box 4 of the AGAR). We suggest you continue to present figures in accordance with the 2019 practitioners' guide for this year, but when your 2020-21 AGAR is completed, the 2019-20 figures will need to be restated for consistency with the latest practitioners' guide. Obviously, a good idea to change the layout of your spread-sheet/cashbook at the start of the coming year so that you are recording things correctly ready for the 2020/21 year end. Para 2.16 of the guidance usefully both provides a list of what should be included in box 4 of the 2020/21 AGAR. and also what is or is not treated as taxable earnings by HMRC.

COUNCIL'S RESPONSES IN SUPPORTING COMMUNITIES AT PRESENT

Following on from last week's news article about Harling Parish Council, which was then also published in the EDP, and our further 'sharing' of the great work being done by many other local councils on our Facebook, we have this week also highlighted what is being done at Wroxham/Hoveton [on our website](#). We are also now feeding this across to National ALC's [Coronavirus case studies](#), which already feature over 300 examples. You can then read a [news story](#) which NALC have shared nationally. Our Colleague Samantha England is compiling more stories locally – contact us if you'd like to be included.

RESPONDING TO THE FINANCIAL IMPACT SURVEY

Over 1000 local councils have responded so far to National ALC's [survey](#) on the financial impact of the current situation. They have now extended the deadline until 27 April as this information is vital to their representations to officials and ministers for a tailored package of support for the sector.

Locally we have found a discount code which allows you to sign up and receive a 50% discount – so this now only works out at £4.99 month, albeit you have to pay for an annual subscription. The discount code is 2019SOUP. As before, if you do choose to use Zoom, which is just one of a number of good packages available, there is then a range of free [information and training](#) to help get you started, in addition to what Gabbie has prepared locally.

UPDATE FOR SOUTH NORFOLK/BRECKLAND DISTRICT COUNCIL BASED TOWN AND PARISH COUNCILS

We have been asked to remind you about the session on Friday to update you on what SNC/BDC are currently doing to support vulnerable residents, to share some of the local best practice and success stories and to allow them the opportunity to address any concerns or questions arising. This is an online briefing (via Zoom) from 3-4pm on Friday. Joining instructions are: <https://zoom.us/j/93721516912> with password: 715571. To submit questions in advance, please email coronavirusquestions@s-norfolk.gov.uk. During the event, you will be able to ask questions via the live chat, and if you are unable to attend, they will make a recording of the briefing available later.

GUIDANCE FOR VIRTUAL MEETINGS

We now have added locally produced guidance for those attending virtual meetings onto our [website documents](#), where you will also find the locally produced revised Standing Orders, Gabbie's guidance on Zoom meetings, the National ALC guide to remote meetings as well as two NALC legal updates (LO1-20 on virtual meetings and L02-20 updating on employment law).

ANOTHER CILCA SUCCESS

Congratulations to Helen Richardson, Clerk at Stoke Ferry and Wereham who is the latest to join those who've obtained their CiLCA qualification, after being successfully tutored by Gabbie, our CiLCA recognised trainer.



COMMEMORATING VE DAY 75

Many councils in Norfolk had planned to hold community events to commemorate VE Day 75. Unfortunately, these events have had to be cancelled. Everyone is now being encouraged by the Pageant Master to take part in the Nation's Toast to the Heroes of WW2 from the safety of their own homes. You may wish to publicise arrangements to enable residents to join the rest of the nation at 3pm on Friday 8 May (bank holiday!) which are to raise a glass and recite the toast: '*to those who gave so much, we thank you*' as a tribute to the many millions of people who gave so much to ensure that we can enjoy the freedom we have today.

As a reminder, the webinar on the Public Works Loans Board and its loans is between 2pm and 3pm on Wednesday at the following link <https://event.webinarjam.com/channel/PlunkettPWL>.

FOOD SAFETY FOR COMMUNITY COOKING AND FOOD BANKS

It may be useful for you to share the hygiene and allergy advice for individuals and groups preparing meals to share in their community from the [Food Standards Agency](#).

ZOOM CONFERENCE CALLS THIS WEDNESDAY/NEXT WEDNESDAY

Clerks - South Norfolk, Broadland and Great Yarmouth District Councils at 2pm and North Norfolk and Breckland District Councils and BCKLWN councils at 3.30pm followed by Chairpersons at 5pm.

Please email Russell for a link at countyofficer@norfolcalc.gov.uk, but links will again be same as those for last week.

TRAINING

Finally, please continue to let Gabbie know of your requirements for webinars etc. Keep in touch with her at trainer@norfolcalc.gov.uk.



To book a training course click here

Click here to view the Calendar for more Events & Training

To view the current Parish Clerk Vacancies in Norfolk click here



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