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#### **AGM INVITATION – 20 NOVEMBER 2019**

As mentioned before, our AGM is being held on the 20 November at County Hall. Click [here](#) for the agenda which includes hearing about how Thetford Town Council achieved their Quality Gold award status under the Local Council Award Scheme. To help with our planning, please advise of your attendance [here](#).

#### **NORFOLK LOCAL COUNCIL CLERKS MENTORING PROGRAMME**

We are delighted to launch our new Clerk Mentoring Programme. This partnership initiative with SLCC Norfolk is an opportunity for local council clerks to benefit from developing & sharing skills, knowledge & networks.

We are now looking for volunteers with ideally least five years' local council experience, CiLCA qualification and a passion to share good practice with others in the sector.

We will be asking for about a half a day a month. This role is recognised as developing the sector and attracts CPD points for SLCC membership purposes.

Volunteers will receive free Induction Training, on 7 February, plus ongoing support from our Programme Co-ordinator, Sarah Thorpe. For details of how to apply or for more information, contact Sarah on 01945 430930 or Gabbie on 07539 909636 or by email [clerksupport@norfolcalc.gov.uk](mailto:clerksupport@norfolcalc.gov.uk)

#### **LOCAL COUNCIL AWARD SCHEME SUCCESS**

Congratulations to Rachel Curtis and councillors at North Runcton Parish Council for having just achieved the LCAS Foundation level quality standard.



#### **ANOTHER CILCA SUCCESS**

Congratulations to Hayley White, clerk to Weasenham PC and Great Dunham Parish Council, for her recent CiLCA Qualification. Well done, Hayley!

#### **PURDAH**

We are receiving a number of queries related to the pre-election period (purdah) prior to the General Election, which started when Parliament is dissolved today. Legal Briefing

low, there could be risks related to public perception and local media. So, please be cautious around any activity or communications that could be perceived to be political or controversial.

### **COUNCILLOR SAFETY**

In light of what are likely to be highly charged times in the run up to the election, I thought it worth reminding us of the [LGA's guidance on councillor intimidation](#). This includes advice and guidance around general safety as well as how to deal with intimidating behaviour towards councillors. This was written for principal councils, but is relevant for local councils as well.

### **FIRE SERVICE INTEGRATED RISK MANAGEMENT PLAN CONSULTATION**

If not already seen, please see letter in respect of Norfolk Fire & Rescue Service's draft Integrated Risk Management Plan consultation.

[Letter\\_to\\_Stakeholders\\_29.10.19.pdf](#) and [Norfolk\\_Fire\\_and\\_Rescue\\_Draft\\_IRMP.pdf](#)

### **COMMUNITY MATCH FUNDING IN BRECKLAND – Applications Open December 2019**

£5000 match funding grants will be available for community projects in Breckland that align to the councils corporate plan. See <https://www.breckland.gov.uk/community-funding>

### **TRAINING SESSIONS**

Upcoming courses include the following. More of our courses can viewed at the link below. If you would like any courses/ locations to be added, let us know!

#### **ROLE OF THE CLERK**

21 & 28 November 2019

21 & 28 April 2020

Two day intensive course

9.30am – 3.30pm

Carrowbreck House, Hellesdon

This new and improved detailed course covers your role, the role of the Council and the Councillors as well as powers and duties, standing orders, meetings, finance, information management, planning, elections, casual vacancies and co-option and much more.

#### **WINNING WAYS OF WORKING – EXCLUSIVELY FOR COUNCILLORS**

Monday 27 January 2020

9.30am–3.30pm

Carrowbreck House, Hellesdon

A course exclusively for Councillors. Current Chairmen in challenging councils will find this course of particular benefit. We will consider how one can best work with fellow councillors to achieve progress within your council. We will look at examples of

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This course is strictly limited to 12 delegates, so book your place now.

### **BEING AN EFFECTIVE COUNCILLOR**

Thursday 30 January 2020 – Carrowbreck House, Hellesdon

Tuesday 24 March 2020 – Wereham Village Hall

Thursday 26 March 2020 – Carrowbreck House, Hellesdon

One day intensive course

9.30am – 3.30pm

Covers roles and responsibilities, getting things done for your community, procedures and law, working with your Clerk, planning, budgeting and finance.

### **LAW & GOOD PRACTICE OF LOCAL COUNCILS**

Tuesday 11 February 2020

10am–2.30pm

Carrowbreck House, Hellesdon

A new Norfolk ALC training course which looks at good meeting law and practice, examines the changing role of clerks and councillors in a digital age and challenges more traditional approaches to management and delivery of local council services, community consultation and feedback and making representations.

Course tutor, Alan Fairchild MBE, FSLCC is a former town clerk and responsible financial officer with over 40 years of experience of working in Norfolk and as a national representative on Government advisory and regulatory bodies, including SLCC.

**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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