

[View this email in your browser](#)



The Big Lunch

The Big Lunch sees millions of people get together to share food, have fun and get to know each other better and this year this takes place over the weekend of 1 and 2 June. It's also a practical initiative to help tackle loneliness – 80% of participants last year felt less lonely and 4.5 million new friendships were made. There is an opportunity for local councils to consider organising their own Big Lunch and encouraging and supporting other Big Lunch organisers locally. For more information and handy tips on how your council can get involved, check out The Big Lunch For Councils webpage [here](#).

Neighbourhood Planning

The [neighbourhood planning support programme](#) is now live and provides welcome funding and/or technical support. The May edition of MHCLG's [Neighbourhood Planning Newsletter](#) includes some statistics, such as the 750th successful referendum has now taken place, 800,000 votes have been cast in total, 51% of Local Planning Authorities have at least one plan, and 14 million people live in an area with a neighbourhood plan. The latest update also includes provision for employment sites, broadband, housing, community facilities, rural economic development and high street regeneration – and showcases the work of Harpenden Town Council who took less than a year to submit their plan.

Grants: The Urban Tree Challenge Fund

One of a number of grant sources currently available, the Urban Tree Challenge Fund (UTCF) has been developed in response to HM Treasury releasing £10 million in the Autumn Budget announcement for planting at least 130,000 trees across towns and cities in England. This is targeted at projects that can provide the greatest environmental, social and economic benefits in our towns and cities and is open for applications from 23 May 2019. See: <https://www.gov.uk/guidance/urban-tree-challenge-fund>

Norfolk Trading Standards – Rogue Trading

Norfolk Trading Standards have recently received a number of reports of doorstep cold callers in Norfolk. Below is some useful information about how to report and raise awareness: Doorstep Cold Callers: If concerned about possible rogue trader activity in your area, you can contact Trading Standards through the Citizens Advice helpline on 03454 04 05 06, or Norfolk Constabulary via 101.

No Cold Calling Zones: To help stop cold callers targeting vulnerable people in the community you may wish to set up a No Cold Calling Zone. A No Cold Calling Zone is a designated area where the residents declare they will no longer accept traders calling at their homes without an appointment. For further information and an application form contact Norfolk Trading Standards on 0344 800 8020 or visit www.norfolk.gov.uk/nccz



Precepts Data

The average Band D precept increase in 2019/20 in our sector is 4.9% The Ministry of Housing, Communities and Local Government (MHCLG) have now published updated **council tax statistics** which show the average increase in our share of council tax remained the same as last year, showing councils have continued to invest in communities while demonstrating the restraint expected by ministers.

Event being held in Norfolk for those interested in local flood and coastal erosion risk management

The national flood and coastal erosion risk management consultation was launched on the 9 May 2019 and a free conference is to be held in Norfolk on 10 June to better understand:

- What the Strategy will look like for East Anglia
- How to make views count and voices heard
- How working together will aid decision making about the future

More information is available in this [link](#)

If you would like to book a place, then you need to email Anglian_Eastern_RFCC@environment-agency.gov.uk.

UPCOMING TRAINING COURSES

Being an Effective Councillor (One day intensive course)

Thursday 27 June 2019
One day intensive course
£60 + VAT
9.30am – 3.30pm
Carrowbreck House, Hellesdon

Getting Your Message Across: Workshops for Parish Councillors

Thursday 27 June 2019 Hellesdon
Tuesday 9 July, Wereham
£60 + VAT
9.30am – 3pm

These workshops aim to provide an opportunity for you to improve your communication and interpersonal skills, enhance your understanding of communication techniques and gain a greater insight into how to interact with the media. Outline coverage:

- Effective Communications – Communication process, types and styles of communication, verbal and non-verbal communications, barriers, active listening and building rapport.
- PR (Public Relations) – What is PR, how it can hinder or help, reputational management, planning public relations strategies
- Public Speaking – Scary or fun , content, methods of delivery, dealing with feedback (and hecklers), speaking with confidence, preparation and planning.
- Presentational Skills – design and delivery of presentations, styles, use of technology, preparation.
- Media Engagement– Types of media, traditional V social media, approaching and responding to media, preparation and planning.
- Effective Chairing – Communication techniques, chairing styles, preparation and improving current skills.

Chairman Leadership Skills

Monday 8 & 15 July 2019

2.5 CPD Points

Two day course

£110 + VAT

9.30am – 3.30pm

Carrowbreck House, Hellesdon

Covers the key elements of being a local Council Chairman; leadership, legal powers and duties, public relations, managing council meetings, facilitation, ethical standards and being a good employer. The course will give you confidence to carry your role and provide the opportunity to network with fellow Chairman.

Role of the Clerk

Thursday 11 July and Monday 15 July

Two day intensive course

£110 + VAT

9.30am – 3.30pm

Wereham Village Hall

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.

Finance for Councillors

Wednesday 4 September 2019

6.30–8.30pm

£35 + VAT

Carrowbreck House, Hellesdon

Recommended for: All councillors

Session overview:

This session is designed to give councillors a greater understanding of their duties with regard to the council's finances. Topics include:

- Roles and responsibilities
- setting a budget and precept
- Financial control
- How VAT applies to local councils
- The Annual Return
- Internal and external audit

Session benefits:

By the end of Local Council Finance you will:

- Understand the council's duties regarding financial management
- Be aware of relevant legislation and sources of guidance
- Understand how VAT law applies to your council
- Be aware of how the council's accounts are prepared and audited
- Recognise the importance of internal controls

Introduction to VAT for Local Councils

Thursday 5 September 2019

£45 + VAT

9.30am – 12.30pm

Carrowbreck House, Hellesdon

If you wish to attend the afternoon session as well both courses can be offered for £70 + VAT which will include lunch.

Recommended for:

Clerks, Finance Officers, councillors on finance committees and councillors who wish to develop their knowledge in this area. Essential for any council contemplating major building projects.

Session overview:

This session explains how VAT affects local councils, with practical exercises to help develop your understanding. Topics include:

- how VAT law applies to local councils
- where to find the law and guidance
- the difference between business and non-business activities
- understanding whether sales are taxable or exempt from VAT
- when a council must register for VAT
- when VAT can be reclaimed
- Partial exemption
- the VAT implications of building projects (including option to tax)
- Reclaiming VAT when using grants and donations

Session benefits:

By the end of this session you will:

- Know where to find the relevant legislation and guidance
- Understand the key concepts of VAT
- Know when a council can or can't reclaim VAT
- Recognise when a council must register for VAT
- Be aware of activities that require special attention

VAT for Larger Councils

Thursday 5 September 2019

£35 + VAT

2pm–4pm

Carrowbreck House, Hellesdon

If you wish to attend the morning session as well both courses can be offered for £70 + VAT which will include lunch.

Recommended for:

Clerks, RFOs, finance staff, service managers and councillors on finance committees of councils that undertake a range of business activities to generate income.

Session overview:

This session explains the VAT implications of local councils undertaking business activities, with practical exercises to help develop your understanding. Topics include:

- where to find VAT law and guidance
- understanding whether sales are taxable or exempt from VAT
- when a council must register for VAT
- When to charge VAT on business activities
- when VAT can be reclaimed
- Implications of undertaking VAT exempt activities
- the VAT implications of building projects (including option to tax)
- Reclaiming VAT when using grants and donations

Session benefits:

By the end of this session you will:

- Know where to find the relevant legislation and guidance
- Be able to identify when business activities are being undertaken
- Be aware of the VAT treatment of common types of activity
- Know when a council can or can't reclaim VAT
- Recognise when a council must register for VAT

All sessions will be run by Steve Parkinson, The Parkinson Partnership LLP

Steve is a former Town Clerk and an accountant with 30 years' experience in public and voluntary sector finance. He now specialises in delivering training and advice on VAT and finance matters for the local council sector.

Charitable Trusts and Parish Councils

Tuesday 8 October 2019 Carrowbreck House Hellesdon

Tuesday 5 November 2019 at Wereham Village Hall

£40 + VAT

10am–1pm

If your parish council is involved in a charitable trust in your parish, this training session could be for you.

Your council (or councillors) could be managing, holding, custodian or sole

trustee (s). This session will explain the difference between the types of trusteeship and the roles and responsibilities that accompany each kind.

It will also cover:

- The definition of a charity
- Governing documents
- Incorporation · Liability
- Some myth busting around parish councils' duties towards charities.

There will be an opportunity to book a 30-minute one-to-one meeting after the training to discuss your individual situation.

Charlotte Stannard is a charities expert and parish clerk, who is currently employed in a senior role by a London-based charity and previously worked for Community Action Norfolk (CAN) for seven years.

CiLCA Training – Six Sessions

23 October, 27 November, 22 January 2020, 19 February, 19 March, 15 April (no session in

December)

10am–1pm

Carrowbreck House, Hellesdon

The six sessions make up the full training course and are designed to support your portfolio submission by instalment or at the end of the course.

CiLCA is a Level 3 qualification for local council Clerks and other officers, assessed through submission of an extensive portfolio of evidence. It is also a requirement for the purposes of the Local Council Award Scheme (Quality and Quality Gold) and eligibility for the council to use the general power of competence.

This training course will take you through each of the 30 learning outcomes. It will also explain how to compile your portfolio, involve your Council, and strengthen your knowledge as a practitioner.

For this year only, eligible Clerks across Norfolk will qualify for a 50% reduction in both our tuition/ support fees of £300 and the SLCC registration fees of £350. This will bring the cost down from £650 to £325. Non-members of the Norfolk Association may still qualify for a discount, but please contact **us** to discuss.

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

Click [here](#) to access news from Breckland Council

Click [here](#) to access news from Borough Council of King's Lynn & West Norfolk

Click [here](#) to access news from Broadland District Council

Click [here](#) to access news from Great Yarmouth Borough Council

Click [here](#) to access news from Norfolk County Council

Click [here](#) to access news from North Norfolk District Council

Click [here](#) to access news from South Norfolk Council



Copyright © 2019 Norfolk Association of Local Councils, All rights reserved.

Our mailing address is:

County Hall, Martineau Lane, Norwich, NR1 2UF

Want to change how you receive these emails?

You can **update your preferences** or **unsubscribe from this list**.

To subscribe to our newsletter click [here](#)

This email was sent to denverparishcouncil@gmail.com

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)

Norfolk Association of Local Councils · Room 58, County Hall · Martineau Lane · Norwich, Norfolk NR1 2UF · United Kingdom

