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**Happy New Year to you all!**

The start of a new year often prompts enthusiasm for some new learning, or perhaps you've noticed a surplus still in the training budget that needs to be used before March! Whatever prompts it, take a look below at what's new on our training calendar.

### **Data Protection Essentials for Parish Clerks and Councillors**

Wednesday 12 February 2020

10am–1pm

£30 + VAT

[Carrowbreck House, Hellesdon](#)

This two hour course will introduce or refresh parish clerks and councillors on the essential and relevant features of data protection law. It will cover the key aspects of the General Data Protection Regulation (GDPR), the Freedom of Information (FoI) Act 2000 and the Data Protection Act (DPA) 2018. Not only will attendees learn how to relate to the legislation with practical examples but they will also benefit from understanding how their personal data should be managed by others. Time will be set aside by the tutor to answer specific questions relating to particular circumstances or, if preferred, during separate one-to-one sessions immediately after the course has finished. Delegates will take away a certificate of attendance, a copy of the course slides, pointers to on-line training options and a basic guide to privacy notices and a data protection policy.

Your tutor is Phil Brown who is a data protection practitioner that has been providing advice and support to a variety of businesses across the region since September 2017. Having served as a councillor in his local parish in North Norfolk, Phil understands thoroughly the data protection related expectations placed on parish and town councils. This means he is ideally placed to deliver the most relevant information and offer a pragmatic approach to meet the every day needs of a parish clerk and councillors alike.

### **Neighbourhood Plan Awareness Session for Parish Councils**

Wednesday 16 February 2020

4pm–6pm

£30 + VAT for one place or £50 + VAT for two places from the same Council

[Carrowbreck House, Hellesdon](#)

Neighbourhood Plans can give communities more control over the type, location, size, pace and design of development in their area. This workshop is aimed at smaller Parish Councils who are considering producing a Neighbourhood Plan but need some practical support and guidance to get started from someone who has been through the process.

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Many smaller Parish Councils have considered a Neighbourhood Plan but feel that they don't know where to start, or don't have the skills or funds to embark on a Plan. This session will help you to feel that it is possible for you to produce a plan, which doesn't need to be complicated or expensive, and how we can help with this by a series of workshops to support you through the whole process. The session will include:

- The benefits of having a Neighbourhood Plan.
- Provide details of an adopted Plan and how this has impacted on the village.
- Outline the process for producing a Plan.
- Give details of the practical support available through a series of workshops.
- Grants and other support available.

### **Being An Effective Councillor**

Tuesday 24 March 2020

Wereham Village Hall

Thursday 26 March 2020

Carrowbreck House

One day intensive course

£60 + VAT

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.

### **Charitable Trusts and Parish Councils**

Tuesday 24 March 2020

£40 + VAT

10am–1pm

[Carrowbreck House, Hellesdon](#)

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.

### **Management of Memorials**

Friday 3 April 2020

10am – 4pm

Lunch provided

Reepham Town Hall, Church Street, Reepham NR10 4JW

£75 per delegate (member rate) non-member £150 per delegate

Delivered by an experienced Tutor from the Institute of Cemetery and Crematorium Management ([www.iccm-uk.com](http://www.iccm-uk.com)) and hosted by Reepham Town Council.

A training workshop for those who have responsibility for inspection and the making safe of cemetery memorials. The day consists of a morning session dealing with the background, legislative/health and safety issues and all existing guidance available on this subject. The afternoon is a practical session based in the local cemetery. This is an ideal opportunity for those councils wishing to make progress with their memorial safety programme and the workshop will ensure that all the staff involved will be suitably trained and competent in the work they are asked to carry out. Certificates of attendance will be issued following the course.

### **Law & Good Practice of Local Council Meetings**

Thursday 9 April 2020

10am–2.30pm

£60 + VAT includes lunch

[Carrowbreck House](#)

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 council committee structures to improve management and delivery of local council services, community consultation and feedback and making representations in more effective ways.

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

This course fills up quickly, so don't delay with your booking

### **Role of the Clerk**

21–28 April 2020

Two day intensive course

£110 + VAT

9.30am – 3.30pm

[Carrowbreck House, Hellesdon](#)

[Subscribe](#) [Past Issues](#) 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.

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Essential foundation training for new Clerks.

**Broadland Training Services** deliver training courses such as Microsoft Office, Personal Development and Health & Safety from their training centre at Carrowbreck House. Town and Parish Councils qualify for their reduced cost for these courses, whilst Parish Clerks within Broadland District Council area can get one free course per parish per financial year. Take a look at their latest [listing](#).

**SLCC Norfolk Bursary** – your council may be eligible if you’ve not already applied this financial year. Find the application form on our [training pages](#).

**Clerk Networking** – would your council like to host a local clerk networking event? [Contact us](#).

Don’t forget to visit our training calendar to keep up to date with what’s on offer for you and your Council Members.

**CiLCA 2020** – Bookings are now open for our CiLCA training course, starting in March 2020. This course is eligible for our EU Funding, providing a 50% grant towards the total costs.”

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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