

Update

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THE CHIEF'S BRIEF

By Danny Moody, Chief Executive, Northants CALC

There's been a lot going on with parish councils in Northamptonshire in the past few months; sadly not all of it good. There are 1,884 parish and town council seats in Northamptonshire and the overwhelming majority of councillors are dedicated, hardworking team players that have the interests of their community at the forefront of their minds at all times. There is a tiny minority however that seem to have their own agenda and see it as their life's work to disrupt the council and upset everyone in it along the way. Those councils are plunged into months of infighting, dispute and game-playing, with the result often being an increase in complaints to the council, complaints to the Standards Committee, employee disputes, and resignations (of councillors and clerks). Rarely is the dispute anything to do with serving the community.

I've been enjoying the current series of Channel 4's *Undercover Boss* and it always strikes me that the boss has a completely different view of the organisation having gone undercover. The two key revelations are normally that the boss had no idea what the workers actually do day to day, and that organisations are not



If this is you it might be time to take a little step back!

about accounts and spreadsheets but about people and relationships. The same is true for parish councils. It is very difficult for a councillor to completely understand the role of the clerk, and vice versa but a little time spent thinking about it might help prevent disputes arising. For example, in this world of e-mail a councillor might send a message to the clerk and expect an instant response (sometimes several times a day!) and get frustrated when one is not forthcoming. But does the councillor stop to think how many hours per week the clerk is employed for, and what other priorities they might have? Remember that the council is a team, working towards corporate goals and objectives. Personal agendas and ambitions have no place in parish councils.

And don't forget that clerks and councillors are people. Dedicated, yes. Hardworking, yes. But fallible and imperfect always. So before sparking off a new dispute, think "How will this contribute towards the council's objectives and how will it benefit the community?" If the answer is "it won't" then is it really worth pursuing?

The past few months have been extremely busy at Northants CALC with lots of great events and meetings. It is always a pleasure to share with a parish council in their successes so I was delighted to attend on 2 June the opening of the St Luke's Centre in Duston. Duston Parish Council took ownership of the disused St Luke's school and has turned it into a wonderful community facility. Obviously a large team has been involved in the project but the driver has been Cllr Margaret Edwards and it was wonderful to see her vision become a reality.

In June we held our inaugural Parish Forums in Raunds and Roade and both were well-attended. The format allowed attendees to participate in round table discussions on a variety of subjects including planning, highways, social media and precepting. Following the success of the events we are already starting to think about how the 2014 Parish Forums can be even better.

In July we held our series of events on *Responding to Major Planning Applications*, led by planning consultant Lance Wiggins. Northamptonshire has its fair share of major developments (HS2, King's Cliffe Landfill Site, Rushden Lakes to name but a few) and the events looked at all of them as case studies. Lance also outlined the latest position on Section 106 agreements, New Homes Bonus and Community Infrastructure Levy.

On 15 July Northants CALC hosted a national meeting to discuss how local councils should deal with grievances that name individual councillors as the source of the grievance, how grievance procedures should sit alongside arrangements for dealing with complaints under the Code of Conduct and discuss what sanctions are available to local councils in dealing with grievances. The meeting came about because of a rise in grievance complaints brought by clerks who in the past may have used the Code of Conduct route to address their concerns instead. Now that there is no power of suspension under the Code of Conduct clerks and other council staff are seeking alternative redress. It was a valuable meeting and hopefully new guidance will be produced as a result.

We're supposed to be into the holiday period now when traditionally things slow down a bit but we certainly haven't noticed any reduction in enquiries! In fact it seems to be business as usual. I won't get my violin out but please just bear in mind that our full staff capacity is 2.2 Full Time Equivalents, so with holidays you may sometimes get the answerphone! Do please get in touch with your enquiries and issues though. That's what we're here for!

SALARY AWARD CONFIRMED

The local government pay settlement for 2013/2014 has finally been announced and, as expected, it is a 1% increase effective from 1 April 2013. The National Association of Local Councils (NALC) has confirmed the actual salary scales for parish and town clerks as agreed with the Society of Local Council Clerks.

As Tesco says "every little helps" but bearing in mind that the Consumer Price Index (CPI) is currently running at 2.9%, the pay award is still below inflation.

HAVE YOUR SAY ON HIGHWAYS

Northamptonshire County Council is participating in the NHT Public Satisfaction Survey and this year is keen to involve Parish and Town Councils with a view to understanding which services Parish and Town Councils find important and where the limited budgets should be prioritised.

How does it work?

It is an on-line survey which uses a cut-down version of the public satisfaction survey questionnaire making it cost effective and quick and easy for Parish or Town Council representative(s) to complete.

A link to the on-line survey will be e-mailed to your council very soon for completion and we would ask that your representative(s) completes and returns the on-line form by 13th September 2013.

The survey results are then compared with results from the Authority's Public Satisfaction survey to highlight differences in priorities, importance, and overall satisfaction.



What might I be asked?

- how **important** you regard key aspects of highways & transport service,
- how **satisfied or dissatisfied** they you with each one,
- which three you regard as **most important** and,
- which three you think are **most in need of improvement** in your local area.
- it also asks the Public Satisfaction Survey questions on highway maintenance, which has consistently been the key highways and transport related issue for the public.

Further information on the survey can be found on the Public Representative Survey website (www.nhtprsurvey.org) and includes a demonstration area where you can try out the on-line data capture facilities and see examples of the reporting options.

What happens next?

An on-line link will be e-mailed out to your Parish or Town Council towards the end of July, beginning of August asking that your representative(s) complete the survey and return.

In the meantime, if you have any questions relating to the survey please e-mail highways@northamptonshire.gov.uk.

Additional information

- Data collected through the Public Representative Survey is not made publicly available;
- No personal details of any public representative are stored in the database or retained in any form by m2i;
- Summary results may be shared between participating Authorities on an anonymous basis;
- The Public Representative Survey results are not weighted

EAST NORTHAMPTONSHIRE ON THE AIRWAVES

East Northants Community Radio (www.eastnorthantscommunityradio.com) began broadcasting on 1 July 2013. The station will advertise parish council or local community events free of charge, which in turn will hopefully provide a greater turnout from people outside the immediate community who would not normally have known about the event. Email:



studio@eastnorthantscommunityradio.com with details of your events.

WHAT AN ASSET

The Localism Act 2011 introduced a new power for parish and town councils – the “Community Right to Bid”. Under the power a parish or town council can apply to list a community asset on a register maintained by the district or borough council. If the owner of that asset wishes to sell then a six-week period is triggered where the community is given the opportunity to declare an interest in buying the asset.

Assets that might be registered include pubs, village shops, community buildings, playgrounds, recreation areas and sports facilities. Private residences and most church properties are excluded.



To find out more about the Community Right to Bid please visit <http://mycommunityrights.org.uk/community-right-to-bid>. You will also find information, and application forms on your district/borough council web site, e.g.:

- www.daventrydc.gov.uk/business/assets-of-community-value-community-right-to-bid
- www.east-northamptonshire.gov.uk/site/scripts/documents_info.aspx?documentID=1541&pageNumber=1

So don't wait for the “SOLD” sign to go up without any warning outside your pub, shop or whatever. Make sure it is listed as an asset of community value so that the community has a chance to step in, if it wants to.

A DATE FOR YOUR DIARY

The 66th Annual General Meeting of Northants CALC will take place on Saturday 19 October 2013 at the Saxon Hall, Raunds from 10:00 a.m. – 1:00 p.m. Every council in membership is entitled to attend and vote. The theme this year is “Past, Present & Future” and will look at where we've been, where we are now and where we are going next. So if you want to know what the next thing around the corner for parish and town councils might be then reserve the date in your diary now! Official notice and invitations will be sent to member councils in August.

NORTHAMPTONSHIRE COUNCIL OF THE YEAR

The Northants CALC Council of the Year Award will be presented at the AGM on 19 October 2013. The closing date for entries is midnight on 31 August 2013 and the winner will be decided by the board of directors. See the May/June *Update* for rules and regulations.

The winner won't necessarily be the biggest council with the deepest pockets. All councils do good things, often in difficult and challenging circumstances. A very small project that has made a very important difference is just as valuable as a big project.

Entries must be submitted by e-mail to dmoody@northantscalc.gov.uk by midnight on 31 August 2013 and must consist of a written description of a project, service or activity that has been largely the responsibility of the council. The written description must be no longer than 500 words.

CYRIL WHEATCROFT - 1921 - 2013

Cyril Wheatcroft, a stalwart of local government in Northamptonshire for more than five decades died in June a few days short of his ninety second birthday.

Cyril was associated with the County Association for over three decades. He first joined the County Committee of "NALC" (as it was called then) in 1977 and served tirelessly until his retirement in 2008. He was chairman of the Association from 1990 – 1993.

Tributes came in from long-serving members of the board: "*He was a great character and a strong supporter of town and parish councils*", "*Local government has lost one of its last 'real Characters'!*", "*He was the polite, honest and the highly entertaining face of local politics, it was a Privilege and a joy to have known him.*"

Cyril's funeral took place on Thursday 11 July with a family cremation followed by a Service of Thanksgiving at the Church of St Peter & St Paul in Kings Sutton.



Cyril with his beloved dog Otto.

CRICK-IT'S BEST

Crick is the winner of the prestigious title of "2013 Northamptonshire Best Village", with Syresham taking runner-up spot. The results were announced at the Presentation Evening Ceremony held on 16 July at the Hunsbury Hill Centre, home of competition organisers Northants ACRE.

The Best Village competition celebrates community spirit and the quality of life in the county's villages and looks at all aspects of village life: community and social activities, local businesses, sustainability, the provision for the younger and more senior residents as well as tidiness and the welcome visitors receive. The competition, now in the fourth year of its current format, was saved in 2010 by the generous sponsorship of B. Hollowell & Son Funeral Plans.

The Judges commended Crick for having a good range of clubs and activities, an active community organizing annual events such as an Art Festival and the Scarecrow Weekend plus local walks and pub/restaurants to welcome visitors.

For more information, and to see the full results, please visit <http://northantsacre.org.uk/projects/best-village-competition/>

TIME TO MAKE A DIFFERENCE

By The Team at CSV

Be a vital link in your community!

The CSV Make a Difference campaign is back for 2013 - and it's going to be bigger, better, louder and larger than ever before. We want to inspire everyone to volunteer this October and we need your help to do it!

Make a Difference - Get Inspired throughout the whole of October!

Help new and experienced volunteers get out and get volunteering in their communities during the whole month! We'll be sharing opportunities to volunteer all over Britain and telling everyone about the volunteering you're doing.



New ways to get social with Make a Difference

There are also some big changes coming with the campaign on social media. If you're following Make a Difference Day's updates on Twitter, or have been sharing the love on Make a Difference Day's Facebook page, keep a look out because we'll be closing those and moving all of our activity to CSV's usual pages!

So, if you're not already follow [CSV on Twitter](#) and on [Facebook](#) to get updates on the campaign as they happen.

The CSV Make a Difference Team

www.csv.org.uk/difference

THE FIRST CASE OF ITS KIND?

The Localism Act 2011 brought in a new Code of Conduct for parish councillors that made it a criminal offence not to disclose certain pecuniary interests. At the time many commentators said that the police had better things to do than to investigate such matters (which is true) but now two councillors from Clevedon Town Council in North Somerset have been reported to the police for allegedly failing to complete their register of interests. The police are currently investigating.

It is a salutary reminder to every parish and town councillor to make sure that their Register of Interests is complete, up to date, and available to download from the principle council and parish or town council web sites.

PLAN TO KEEP AN EYE ON PLANNING

Every Local Planning Authority (LPA) is statutorily obliged to maintain a register of all planning applications and decisions and this has to be open to public inspection. All the LPAs in Northamptonshire provide access to their registers on their web sites where all planning applications can be viewed and relevant documents downloaded. Some of the LPAs even publish historical applications from as far back as the 1970s.

The planning registers are normally updated on a daily basis and will show new applications as well as the current status of undecided applications. Clerks and

councillors should have the link to their LPA planning register saved as a favourite or bookmark in their web browser and refer to it frequently.

Even the most frequently updated register will not prevent Sod's Law coming in to play occasionally, where a new application is notified the day after the agenda for a council or planning committee meeting has gone up, but at least it's a bit swifter than when LPAs had to send application notices out in the post!

BROADBAND UPDATE



Rural communities across Northamptonshire may be enjoying superfast broadband as early as next year.

Commercial deployment plans should provide access to almost three quarters of premises in the county by 2015 and Northamptonshire County Council's co-investment partnership with BT will extend this to around 90% by 2015, with the support

When might your local cabinet be "lit up" with superfast broadband?

of Government's Broadband Delivery UK (BDUK) programme.

In addition NCC has published its "Next Generation Strategy", which sets out proposals to extend "Next Generation Access" (i.e. superfast broadband) to premises across the remainder of Northamptonshire by 2017.

The Superfast Northamptonshire project team at NCC published Newsletter No.9 at the end of June, which sets out all the latest news and developments and includes a colour-coded map showing the expected deployment of superfast broadband from 2014.

To find out when your area might get superfast broadband download the newsletter at <http://superfastnorthamptonshire.net/680-2/>.

If your community hasn't yet demonstrated its demand for superfast broadband then there is still time. Superfast Northamptonshire's communities questionnaire is still available at:

<https://www.surveymonkey.com/s/NCCParishBroadbandSurvey>

It will remain open for communities and individuals to complete until 30 September 2013.

TIME TO JUMP IN?

Sometimes it is hard to adopt new technology or new ways of working. The parish councils sector is not, generally speaking, an early adopter although there are of course always notable exceptions.



All technology was new once.

The very mention of social media (Twitter, Facebook etc.) strikes fear in to the heart of many a clerk and councillor. So, is there anything to gain from using these new communication tools, and is it time to jump in?

Let's take Twitter first. A growing number of parish and town councils are setting up Twitter accounts in order to tweet, in 140 characters or less, their latest news to their followers. A Twitter account is free, and the service is easy to use, so a cost:benefit analysis makes it an

easy decision to sign up. If you can use Internet Explorer then you can use Twitter. Go to www.twitter.com and set up an account to see just how easy it is (I recommend setting up a test account to start with, so that you can try it out in anonymity first). The only downside of Twitter is that it can become pervasive – and addictive. If you set up an account for the council make sure that all the tweets are related to council business. You may think that your followers want to know what you had for tea last night – and maybe they do – but not whilst they're

reading the official council tweets. If you must tweet about your personal life then set up separate personal account.

So what can Twitter offer? Well firstly there is a large Twitter audience out there, so it's a good place to advertise your events and activities. You can increase engagement with electors by tweeting about upcoming meetings and what is to be discussed on the agenda. And you can get near-instant feedback when people tweet about their interactions with your council. For a good local example look up <https://twitter.com/WoottonFestival> and scroll down to the weekend of 6 & 7 July. You will also find that your borough or district council is tweeting, and various departments of the county council too, plus the police, health service and many more besides. The Northamptonshire press tweet regularly, in fact you are now likely to hear news on Twitter before it appears on local news web sites. The BBC's political and local government reporter, Willy Gilder (<https://twitter.com/WillyGilder>) will keep you updated on what's happening in our sector, and he even instigated "Northants Hour", which is when anyone tweeting in Northamptonshire gets together on Twitter on Thursday evenings between 8:00 and 9:00 p.m. to talk about all things Northants.

My advice would be to give Twitter a try and see how you get on. If you find it of no use whatsoever you can simply stop tweeting.

What about Facebook? Facebook is the world's most popular social networking site and you will find that a large proportion of the electors in your parish use Facebook and are on it one or more times per week. Naturally a parish council will want to be where its community is, joining in on the conversation. If that means being on Facebook then so be it.

Setting up a Facebook account is straightforward (go to www.facebook.com) but working out how it operates is slightly trickier. Again, I recommend setting up a test account just to get the feel of it first. Most communities will have an active Facebook community and there may already be a Facebook group dedicated to the village or town. Use the place name as a search term and see what comes up.

A great local example of a parish council Facebook page can be found at: <https://www.facebook.com/pages/Earls-Barton-Parish-Council/268281326530652>. If you go there you'll see that Earls Barton Parish Council uses it to advertise

events, planning matters, local elections and more. You'll see that residents have commented on various local matters, which has given the council an opportunity to engage with residents who probably don't usually attend parish council meetings.

Facebook is not without its dangers. The whole point of Facebook is to make connections between people, and that may not always be a desirable thing. There is also the danger of being drawn in to a debate that may not necessarily reflect the council's opinion or policy. If whoever is running the council's account sticks to official council business then the main pitfalls can be avoided.

Clearly any council wishing to use social media as a serious communication tool needs to carry out an appropriate risk assessment and develop policies and guidelines. Models are available via a Google search.

In many cases the clerk to the council will be the one to set up and use the council's official Twitter/Facebook account, and if they are capable of doing so and want to do it then that is the best option. If the clerk is not capable, or doesn't want to do it, then councils should not feel constrained by that. One of the councillors could take it on or the council could advertise for a volunteer (or even paid) Social Media Manager. I bet in most communities there is someone with sufficient knowledge, time and enthusiasm to help promote the council.

Don't worry if it all sounds a bit daunting. I imagine that in the 1920s and 30s parish councils had to consider whether or not to adopt the telephone as a new way of communicating with electors, and you can't imagine a council being able to function properly without one now. Although, having said that, when was the last time a member of the public communicated with you by phone rather than e-mail!?

GET ON WITH IT, SAYS ERIC

The Secretary of State for Communities and Local Government, the Rt Hon Eric Pickles MP delivered a speech at the recent joint Local Government Association (LGA) / National Association of Local Councils (NALC) conference in London on the General Power of Competence.

Eric Pickles said "*Power has come to parishes. But we want you to follow the mantra of Spiderman's uncle and show that with great power comes great responsibility.*"

He added three calls to action: *“First, be transparent. Don’t wait to be forced to open the door to your meetings. If you are levying a charge on council tax bills then you are responsible to your hard working taxpayers for spending their money. Give them the confidence and reassurance of what you are doing. Open up. It is ludicrous to see 6 elderly taxpayers escorted out of a building in Keighley. Keighley and others who refuse to let the cameras in diminish the role of councils.”*

“Second, be creative. Don’t assume the old certainties apply. That putting up the precept will be the answer to every case. You mentioned that you want to remain free from capping. There are now no restrictions, there’s not been capping for a long time. If you want to increase the precept then have the confidence to hold a referendum. I am not proposing to extend the referendum principles to town and parish councils for the moment but I do note that some town councils have a larger precept than some of the smaller districts. The report out today shows what can be done on a shoestring, when you step beyond the boundary rope, work with local partners and pool funding. I know parishes continue to have concerns about the localisation of council tax support. You were certainly very vocal about that when I spoke at the NALC conference last year. But I have made it very clear that the neighbourhood is the natural point to which funding should go for local authorities. We expect authorities to work with local parish and town councils to provide certainty over their funding and we’ve written to all local authorities to point out, in no uncertain terms, their obligations.”

“I am not proposing to extend the referendum principles to town and parish councils for the moment...”

“Thirdly, I want to see you getting on with it. You got into public service because you want to make life better for your local people and your local area. Now you can. The Whitehall devil is no longer looking over your shoulder. You can now step in where parish angels feared to tread. There are no restrictions and no excuses either.”

The full text of the speech from Eric Pickles is available to read at:

<https://www.gov.uk/government/speeches/general-power-of-competence-speech>

PUBLICATIONS & MEDIA UPDATE

There are a number of new publications and media items to be aware of:

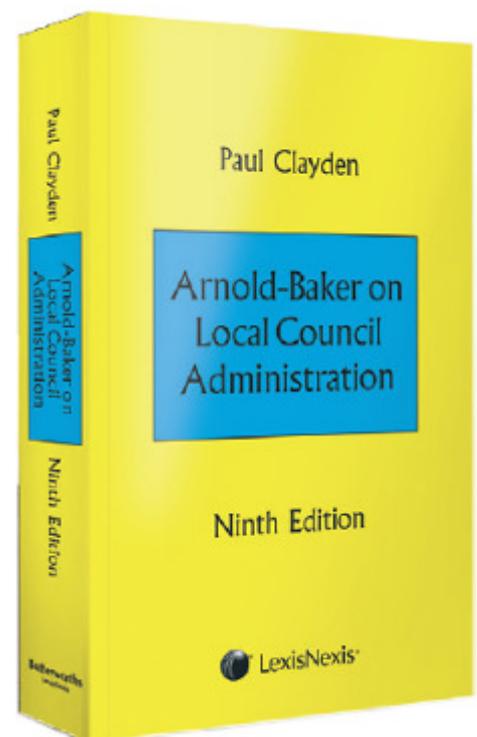
Northants CALC web site

The current web site, which was created in 2007, has served us well but is a bit limited in what it can do. Northants CALC has been working with 2Commune (www.2commune.com) to create a new web site that has a members' area where we can publish legal topic notes, model documents, publications, briefings and internal documentation. The web site will also feature online booking of training courses and other events and, when parish councils are able to use it, online payments too. In addition there will be an enquiry ticketing system so that you can track all of your council's enquiries. The new site will be available from now on but it will take several months for all of the functionality to be available. We'll keep you posted with developments.

The "Yellow Book"

LexisNexis™ has published the **9th Edition** of *Arnold-Baker on Local Council Administration*, aka the yellow book. Use the special code in the flyer sent to your council by e-mail on 18 or 19 July to qualify for a **discount of 20%**. Please visit www.lexisnexis.co.uk/nalcnorth to place your order. Every council must have access to a copy of the yellow book and this 9th edition has been fully updated to include all the changes brought about by the Localism Act 2011.

Order your copy now whilst the discount is available! Any prior editions are now out of date and should not be relied on for definitive guidance.



The Good Councillors Guide (4th edition)

This essential guide for parish and town councillors from the National Association of Local Councils (NALC) has been revised and updated and is a useful resource for new and established councillors but also for those thinking about becoming a local councillor. It looks at councillor responsibilities; what they can do and must not do, meeting processes, delivery of service and lots of tips explaining in simple terms the broader world of local government. A PDF version can be downloaded

for free from the Northants CALC web site and hard copies can be purchased from NALC for £2 plus p&p. Northants CALC is working on getting at least one free hard copy per council, and if successful these will be posted to councils with the next *Update*.

Local Councils EXPLAINED (Incorporating new model Standing Orders)

Local councils EXPLAINED, which will be published on 4 October 2013, is NALC's new book about local councils. The book provides easy to read narrative about the role of parish councils, their councillors and officers and how they work. There is comprehensive and practical guidance about the legal issues that local councils are exposed to.

NALC's book equips local councils with answers to frequently asked questions about all aspects of their work. There is commentary about councillors' interests, publication schemes, neighbourhood planning, data protection, contract negotiations, working with charities, predetermination, parish meetings, political groupings and publicity about the work of councils.

Local councils EXPLAINED will also incorporate new model Standing Orders for parish and town councils, which have been completely updated to reflect recent changes brought about by the Localism Act.

The book costs £49.99 plus p&p to member councils and orders can be placed directly with NALC. For details and order information please visit:

http://www.nalc.gov.uk/Publications/Local_Councils_Explained.aspx.

The model Standing Orders will be available as an extract in electronic format **free of charge** from Northants CALC. The publication date for this is also 4 October 2013.

A NEW FUTURE FOR NALC?

The National Association of Local Councils (NALC) has issued a consultation paper entitled "*A New Future: developing the strategy*". It has been prepared by NALC's Executive Committee. A copy is available on the Northants CALC web site. NALC has invited all parish councils in England to respond to their consultation and responses should be sent, by 30 August 2013, to Claire Fitzgerald (claire.fitzgerald@nalc.gov.uk).

TRAINING AND DEVELOPMENT FOR LOCAL COUNCILS

Look below for a course or event that may be of interest and make a booking through the Clerk to the Council.

All councils must have a training budget from which councillors can book courses under the authority of the Clerk. If your council has not yet done this then why not ask for it to be on the next agenda?!

The autumn programme is below. Which one interests you?

Date & Time	Course Name	Location	Tutor	Course Summary	Cost
September 2013					
Wed 11 Sept 2013 6.30pm to 9.00pm	Off to a Flying Start	Northants CALC Offices, Litchborough Business Park.	Bill Robinson	<i>This course is designed to help all Clerks and Councillors make an early, effective and confident start to their careers, by providing quality, constructive and participative training on the roles and responsibilities of Clerks and Councillors.</i> Suitable for both Clerks and Councillors	£29 per delegate
Saturday 17 August 2013 and Saturday 14 Sept 2013	Intensive CiLCA	Northants CALC Offices Litchborough	Kate Houlihan	CiLCA - Certificate in Local Council Administration: <i>This is the accredited certificate for our sector, designed to test basic levels of competence for the role of Parish Clerk. The syllabus has been designed to cover all aspects of the Clerk's role and candidates are required to compile a portfolio of evidence to show they fully understand their job. The certificate for Clerks is a vital criteria for a council gaining Quality Parish Status. This course is designed predominantly for Parish and Town Clerks; however, it can be undertaken by Assistant Clerks, aspiring Clerks and Councillors.</i> As this is an intensive course, it is more suited to experienced Clerks.	£300.00 (for both days) An additional Registrati on Fee of £150 is also payable to the SLCC

Monday 23 Sept 2013 10.30am to 3.00pm	Finance for RFO's & Clerks	Litchborough Village Hall	Steve Parkinson	<i>This session is designed to give practitioners a greater understanding of their duties with regard to the council's finances. Topics include legislation and the national Governance and Accountability Guidance, banking and accounting, investments, borrowing, VAT, preparing the Annual Return, internal and external audit. The course includes some worked examples so bring a calculator.</i> Suitable for RFO's, Clerks, Assistant Clerks and Administration staff responsible for financial activities.	£59.00 per delegate (Including lunch and all course materials)
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October 2013

Saturday 5 and Saturday 12 October 2013 10.00am to 4.00pm (both days)	New Clerks	Northants CALC Offices, Litchborough	Danny Moody	<i>To provide a broad understanding of the role and responsibilities of a Town or Parish Clerk.</i> <i>This course is a <u>must</u> for newly appointed clerks, or clerks who feel they could benefit from some formal training.</i> Suitable for Clerks and aspiring Clerks	£125 for both days (including lunch on both days)
Saturday 19 October 2013 10.00am to 2.00pm	Northants CALC AGM	Saxon Hall, Raunds			Free of Charge

If you would be interested in a training session specifically designed and delivered for your Council, please contact us.

All courses must be accompanied by a course booking form, which can be downloaded from www.northantscalc.gov.uk. Alternatively you can book online at www.northantscalc.gov.uk (Cancellation charges apply).

A CAUTIONARY TALE

Clerks: If someone said to you “*Please can I see Cllr X’s Declaration of Acceptance of Office*” would you be able to produce it? Perhaps you are new in post since the last ordinary elections – did the previous clerk hand over copies of the declarations?

If the forms cannot be produced the council may find itself in the same embarrassing position as South Petherton Parish Council in Somerset where all 15 councillors were disqualified because they couldn’t find the forms and prove they had signed the required declaration. The district council appointed 8 district councillors to the council so that it could continue to function whilst 15 vacancies were declared and filled.

There but for the grace of God...

SITUATIONS VACANT

GREENS NORTON PARISH COUNCIL invites applications for the post of Clerk to the Council. Duties will include being the Responsible Financial Officer and supporting the general administrative needs of the Parish Council. This is a part-time post (approximately 12 hours per week) with salary at £8.92/hour to £11.71/hour depending on knowledge, qualifications and experience. The successful applicant will be required to organize regular evening council meetings along with ad hoc meetings depending upon the needs of the council – all other aspects of the duties of the role can be carried out flexibly from home.

Applications are welcome from both experienced, qualified clerks and people new to the role, providing that they have the enthusiasm to learn and the willingness to complete the required training within 12 months of appointment. A job description and person specification is available from our chairman. Should you wish to discuss this post please speak with our chairman whose contact details are below.

The closing date for applications is 19th August 2013. Applications should be made in writing outlining your relevant skills, qualifications and experience to:

Mike Crussell Chair Greens Norton PC, 18 Blakesley Hill, Greens Norton, Towcester, Northants. NN12 8BP, mikecrussell@btinternet.com, 01327 352545.

NORTHANTS CALC CONTACTS

Danny Moody	Chief Executive dmoody@northantscalc.gov.uk
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Linda Bain	Administration Manager lbain@northantscalc.gov.uk
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Member Enquiry Service	mes@northantscalc.gov.uk

Address:

Northamptonshire County Association of Local Councils
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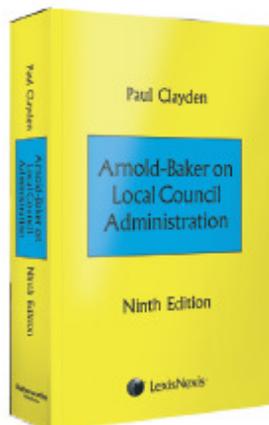


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