

Update

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September – October 2014

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THE CHIEF'S BRIEF

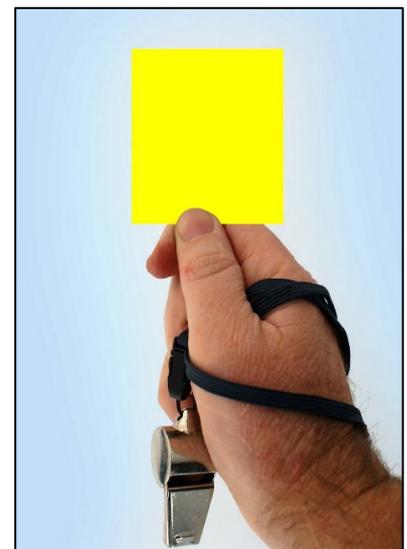
By Danny Moody, Chief Executive, Northants CALC

With the memory of the summer holidays fading into the distance it is all systems go at Northants CALC. And, having just had the Association's 67th birthday, we're not doing badly for our age! Northants CALC came into being at a meeting held on 20 September 1947 at County Hall where parish representatives resolved to form a county association. We have been providing quality services to member councils ever since and, whilst some things have changed out of all recognition; others seem just the same now as they were then!

Also since the summer I have noticed that the local election machinery is slowly cranking up to speed. The local elections take place on Thursday 7 May 2015, the same day as the general election, and I think it will be a watershed election for our sector. Although the elections are still seven months away the political parties are already jostling for position and at parish level councils are beginning to think about what might happen after May. Elections tend to create preceding doldrums where councils are often more happy to defer actions rather than commit the "new council" to a particular course or policy so the trick is to use the time wisely tying up loose ends, preparing for the future and, of course, making resources available to ensure that the elections are a great success.

On 10 September the Northamptonshire Larger Councils Partnership (NLCP) held a meeting in Litchborough. The theme was planning with a particular emphasis on Change of Use regulations and Community Infrastructure Levy (CIL). I have written more about Change of Use below because the issues that were raised at NLCP are relevant to every single parish council, whatever the size.

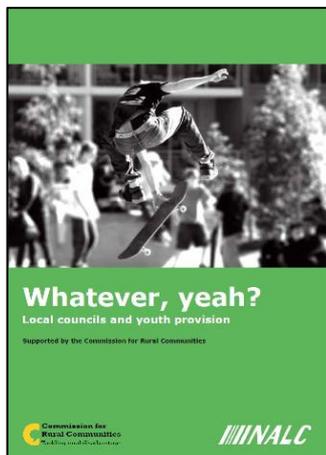
On 17 September I was invited to speak at the Standards Conference in London. The conference focused on the Code of Conduct and, you probably won't be surprised to learn, the consensus of delegates was that the current system is not fit for purpose. There was a call to give the system more teeth although most people present accepted that any real change was unlikely until at least this time next year. The Committee for Standards in Public Life



*With no power to suspend
errant councillors the current
system has no teeth.*

accepts in its recent report “*Ethical Standards for Providers of Public Services*” that change is needed but how much and how fast is still the subject of much debate.

I attended a meeting at South Northamptonshire Council (SNC) on 18 September to consider how more young people can be brought in to local government. The cause is championed by current SNC chairman Cllr Peter Rawlinson who is also a councillor at Brackley Town Council. The hope is to create a Youth Council or Youth Forum at Brackley to encourage 13 – 18 year olds to have a voice and get involved in what happens in their area. SNC also has exciting plans to challenge youths to live a day in the life of a local councillor or officer. I hope to bring you more news as these exciting initiatives unfold.



On 25 September I attended the AGM of the Society of Local Council Clerks (SLCC) Northamptonshire Branch, held in Earls Barton. It was a significant occasion as Branch Secretary Linda Paice (clerk to Blakesley, Silverstone, Whittlebury and Shutlanger Parish Councils) stood down after 12 years in the role. The meeting thanked Linda for her service and presented her with a large bouquet of flowers. The newly-elected Branch Secretary is Rosie Smart (clerk to Earls Barton Parish Council).

September is one of my favourite months because I have the pleasure of running the two-day New Clerks course, which is staged twice a year on consecutive Saturdays in April and September. The September 2014 group of New Clerks was very good and, unusually, all were from councils with an electorate under 1,500. I wish them all a very successful and rewarding time in the parish council world.

Over the past eight weeks I have attended several parish council meetings in the county (thank you for the invitations). I think it is extremely important to not only promote the Association but to witness councils conducting business first-hand and to understand the realities of our sector. In my view it is not possible to truly represent the sector unless you get out and about to “kick the tyres” occasionally.

Please do continue to get in touch with your queries and questions. That’s what we’re here for!

AGM SEASON

The 67th Northants CALC Annual General Meeting takes place on Saturday 18 October 2014 at 10:00 a.m. If you are not registered but would like to attend bookings are open until 6 October.

The keynote speaker this year is Professor Colin Copus, Professor of Local Politics and Director of the Local Governance Research Unit at De Montfort University. Delegates need to prepare for an exciting, challenging and thought-provoking talk... Professor Copus is not at all what you would think a Professor of Local Politics might be like!

The AGM will also make a key decision about membership fees. The board of directors has proposed a structural change to membership fees that will secure the resources of the Association and make it strong for the future. It is well understood that any increase in costs needs to be carefully considered, particularly in the current climate, but now is not the time to be reducing the size of the Association and going backwards to where it was seven or eight years ago. I am looking forward to a good debate on the subject but ultimately I hope that the membership will support the board and the Association.

Apart from the formal AGM business there will also be a chance to meet exhibitors and to network with other parish and town councils, all with a hot bacon roll and tea and cakes thanks to our generous event sponsors.

We look forward to seeing you there!

ONCE A PUB, ALWAYS A PUB?

All land and buildings in England are categorised by how they are used. Each "Use Class" is given a letter and number, so for example A1 is shops, hairdressers, pet shops, dry cleaners and internet cafés etc. while C1 is hotels, B&Bs and boarding and guest houses where no significant element of care is provided (excludes hostels).

The relevant legislation is the Town and Country Planning (Use Classes) Order 1987 (as amended) (<http://www.legislation.gov.uk/ukxi/1987/764/contents/made>).

To change from one Use Class to another sometimes requires planning permission but the government has relaxed the rules so that more and more changes of use do not require planning permission.

Deanshanger Parish Council in South Northamptonshire is well aware of the possible implications. Earlier this year the council received notice of a planning application (S/2014/0003/FUL) from a developer to enhance the Fox & Hounds in



Deanshanger Parish Council thought it was getting real ale but ended up with real headaches.

Deanshanger to provide “real ales” and “home cooked food” in a “warm and comfortable environment”. The parish council supported the plans and the application was approved by SNC on 27 February 2014. However, on 25 July 2014 Deanshanger Parish Council received a letter from Wm Morrison Supermarkets PLC announcing its plans for a convenience store at the Fox & Hounds.

Change of use from a pub (Use Class A4) to a convenience store (Use Class A1) does not require planning permission and therefore the Morrison’s were not obliged to consult SNC or DPC over the change.

The lesson for all parish councils must be to consider the original Use Class of a building and then consider all the other possible uses that would be allowed under permitted development rights. This applies particularly where planning applications relate to commercial or industrial premises but bear in mind also that even private dwellings can become houses in multiple occupation without change of use permission.

To find out more about Change of Use and to see which Use Class changes do not require planning permission visit:

<http://www.planningportal.gov.uk/permission/commonprojects/changeofuse>

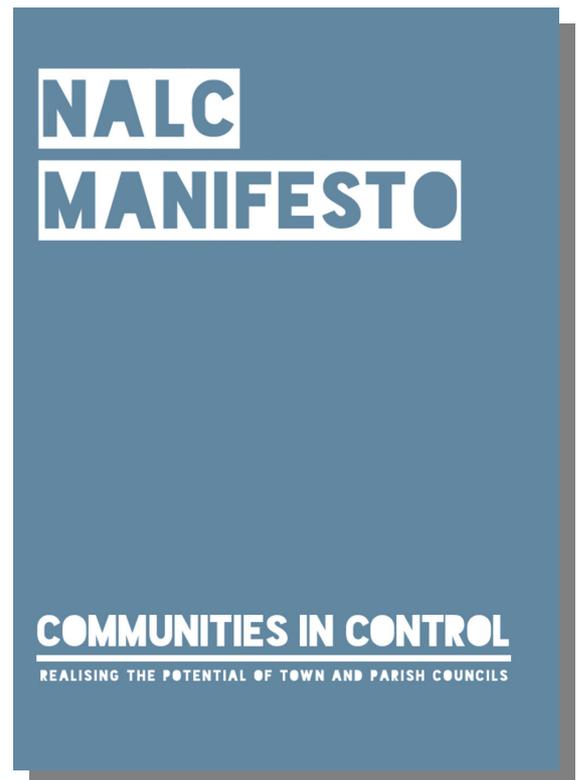
And if in doubt, seek advice!

NALC MANIFESTO

The National Association of Local Councils (NALC) has published its manifesto "*Communities in Control – Realising the Potential of Town and Parish Councils*".

NALC attends all the major political party conferences at this time of year and holds fringe events to promote parish councils and ensure that the first tier of local government is taken into account by the policymakers.

The manifesto says "*We need more local democracy with more empowered people and places.*" and it seeks to "*arm the next Government with a range of policy ideas to unlock the power and potential of communities by helping town and parish councils flourish.*"



Amongst its proposals the manifesto asks government to "*Introduce a Parish Councils Bill to reform outdated laws governing the administration of town and parish councils, which will include new powers to deliver local services*".

A copy of the manifesto is available to download at:

<http://www.nalc.gov.uk/library/our-work/677-manifesto-2014>

A TIME TO TAKE STOCK

September/October is the relative calm before the storm in the parish council financial calendar. The audit for the previous year has been concluded (or should have been!) and the budget process is yet to get underway in earnest. It is a good time of year therefore to take stock and check that the council is meeting its audit and accountability obligations.

A look back at some of the issues raised by the audit process may give an indication of "areas for improvement" in readiness for next year. The following are all examples of information required by external auditor BDO when auditing the

5% sample of parish councils that are chosen each year for the more thorough “intermediate audit” (as opposed to the simpler Annual Return form only).

1. Copy of the minute where appointment of internal auditor was decided

The council must appoint, and be able to evidence that it has appointed, an independent and competent person who is providing a service that is fit for purpose in accordance with proper practices. The evidence could be a letter of engagement from the internal auditor and/or a minute of a decision at council where the internal audit appointment is made. Often the minute or the engagement letter may be a few years old but if nothing has changed then that’s OK. Councils using the Internal Audit Service (IAS) from Northants CALC still need to minute (ideally at the Annual Meeting) that the council has considered whether the allocated auditor is competent and independent and that the council has resolved to appoint them for the year ending 31 March XX.

2. Copy of the risk assessment

All councils should have a risk assessment covering the financial and physical risks that the council faces. It doesn’t have to be a long complicated document but not having one represents a significant weakness in internal controls. If a council is selected in the 5% random sample for intermediate audit and cannot produce a risk assessment then it may lead to a qualified audit opinion.

3. Copy of the asset register

The council’s physical assets should be recorded in a register. The total value of assets is recorded at Box 9 of the Annual Return and this figure should match with the Asset Register figure. BDO reports that some councils had no Asset Register or one that was out of date or just written on a scrap of paper. Failure to properly control assets is a significant weakness in internal controls.

4. Copy of the budget and minutes to demonstrate that the budget is monitored during the year

A budget must be prepared by law. It might be a fairly simple spreadsheet but it should set out the council’s receipts and payments plans. Failure to produce a budget, and then to monitor progress against budget may cause the council to run into financial difficulty or to incur unnecessary costs. BDO reports that some councils don’t even have a budget, whilst others never monitor progress against budget (or, if progress was monitored, it wasn’t minuted that it was monitored).

5. Copy of standing orders and financial regulations

There must be evidence that Standing Orders and Financial Regulations exist, are complete, are up to date, and have been recently reviewed. Blowing the dust off a 2006 copy of Financial Regulations to send to the auditor is likely to raise alarm bells!

6. Copy of the internal auditors report and minute where it was discussed

The council's internal auditor will send a report to the council identifying any concerns and any areas for improvement. The internal auditor's report is sent to the clerk as proper officer to receive communications but it is addressed to the council and must be brought to the council's attention. The council must consider the report and, if necessary, prepare a resulting action plan. The council must be able to evidence in the minutes that this has happened.

Don't wait for your council to be selected in the 5% random sample before you get all your ducks in a row. Whether you are a clerk or councillor, make sure your council understands the audit process, the requirements for record keeping and that your council not only has all that is required but can evidence that it has it with appropriate minute references.

ROYAL GARDEN PARTY NOMINATIONS

Every year Northants CALC has the honour of inviting one or two councillors and their partners to attend the Queen's Garden Party at Buckingham Palace. Those invited should be the current chairman/mayor although immediate past chairmen/mayors may be considered. The invitation is in recognition of past service and it is therefore appropriate that outgoing members, rather than those newly selected, should be invited to attend.

Northants CALC hasn't asked member councils to nominate councillors for invitation since 2009 so it is now time to refresh the list. If you would like to nominate your chairman/mayor please send an e-mail to dmoody@northantscalc.gov.uk by 31 October 2014 stating in no more than 250 words why you think they should be considered for invitation.

Last time we were inundated with responses (which is great!) but with only one or two places available each year please do not be disappointed if your nominee is not invited.

PLANNING POLICY FOR TRAVELLER SITES

The government is seeking views on proposed changes to planning policy and guidance ensuring fairness in the planning system and strengthening protection of sensitive areas and Green Belt.

The proposals would ensure that the planning system applies fairly and equally to both the settled and traveller communities, further strengthen protection of sensitive areas and Green Belt, and would address the negative impact of unauthorised occupation. The proposals relate primarily to changes to Planning Policy for Traveller Sites, although some would apply to the settled community and would involve changes to wider national planning policy.

The government remains committed to increasing the level of authorised traveller site provision in appropriate locations to address historic undersupply as well as to meet current and future needs. However, it also believes that further measures are needed to ensure that planning rules apply fairly and equally to both the traveller and settled community. The Government's view is that where travellers have ceased to travel then they should be treated no differently to members of the settled community.

Since the introduction of Planning Policy for Traveller Sites in March 2012 Ministers have also become increasingly concerned that it is not providing sufficient protection for sensitive areas and the Green Belt. The proposals would further strengthen protection for these areas. Furthermore, the Government continues to hear about the problems caused by a minority of travellers who ignore planning rules and occupy sites without applying for planning permission. This undermines confidence and trust in the planning system and prevents it from acting effectively. The proposals would further assist those councils in dealing with unauthorised occupation of land.

In addition, the consultation seeks views on streamlined draft planning guidance which primarily aims to support councils to robustly assess their traveller site needs. The consultation can be accessed at <https://www.gov.uk/government/consultations/planning-and-travellers-proposed-changes-to-planning-policy-and-guidance>. The closing date for responses is 23 November 2014.

AUTOMATIC ENROLMENT - A GUIDE FOR TOWN AND PARISH COUNCILS

Article by Chris Moses

Parish and town councils are soon to be involved in the Automatic Enrolment, compulsory pension scheme (for background details please see <http://www.thepensionsregulator.gov.uk/automatic-enrolment.aspx>). A number of councils have already received formal notification from the Department of Work and Pensions (DWP) of their Staging Date, and during 2015 the remainder should be informed.

However there are a number of councils who are currently under the impression that Automatic Enrolment won't apply to them, due to the fact that their employees don't meet the qualifying criteria.

There are numerous parish councils who may only employ one or two individuals working no more than ten hours per week. Consequently these employees are not earning enough to hit the qualifying rate of pay, and the council is under the impression that they don't have to act. This is a mistake, and could lead to a council facing prosecution by the Pensions Regulator for not complying with their statutory duties. Even if the council's employees don't meet the qualifying criteria to be enrolled, the council as their employer needs to complete a Declaration of Compliance.

This informs the Pensions Regulator of what action, if any is needed, that the council has taken to comply with its legal obligations, and must be completed within five months of the Staging Date.

The following is a check list of information every council will be obliged to provide to the Regulator, regardless of the number of employees or how much they earn.

Information required	Guidance notes
Government Gateway User ID	Councils will need a Government Gateway User ID to complete their declaration – you are prompted to create one when logging in to the Regulator's website the first time. If a council already has a Government Gateway User ID (e.g. for HMRC) they may be able to use the same one.

Employer pension scheme reference (EPSR)	Mandatory for personal pension schemes, multi-employer occupational pension schemes, and NEST (where it is also known as 'unique employer NEST ID'). This is available on correspondence from the pension scheme. It is a reference given by the pensions provider which identifies each separate employer.
Pension scheme registry number (PSR)	Mandatory for occupational pension schemes, excluding NEST. This is an 8 digit number starting with 1. The trustees or manager of the pension scheme should have this.
Name and address of the pension scheme(s) used for automatic enrolment	Mandatory if the employer does not have a PSR.
If using postponement for any workers at staging: the date of the last day of the postponement period(s)	A council cannot complete a declaration until after this date, though it may partially complete it in advance.
The total number of workers employed on the staging date	For an explanation of the different types of 'worker' see www.tpr.gov.uk/workers
The number of eligible jobholders automatically enrolled with effect from the staging date (or the last day of the postponement period(s))	If using more than one automatic enrolment pension scheme, the council will need to know how many eligible jobholders were automatically enrolled into each scheme.
The number of workers who were already active members of a qualifying scheme on your staging date	This includes the Local Government Pension Scheme
The number of workers who are not already accounted for above	Everybody else in employment on the staging date, including those who have opted in during their postponement period, and anyone who has since left the council

Some councils are not aware of the Qualifying Criteria for employees to be automatically enrolled onto a pension scheme.

The Statutory Thresholds:

Monthly Earnings	16 to 21 years old	22 to State Pension Age	State Pension Age to 74
Up to £833	Can join if they wish	Can join if they wish*	Can join if they wish
Over £833	Can join if they wish	Must be automatically enrolled	Can join if they wish

**Most clerks to smaller parish councils will be in this category.*

Councils with employees who don't earn over £833 per month need to be aware that the employee still has the right to request to join a pension, which the council must provide.

It's against the law to take any action to induce anyone to opt out. Examples of this could include persuading or forcing staff to opt out by offering them a cash bonus to do so.

As with real-time PAYE, councils must keep records of their Automatic Enrolment activities. This will include the information sent to the pension provider, and copies of any opt-out requests received from staff. Information must be kept for 6 years.

PROFILE

Christopher Moses is Managing Director of Personnel Advice & Solutions Ltd and a Fellow of the Chartered Institute of Personnel and Development. If you have any questions regarding these issues please feel free to contact him on (01529) 305056 or email p.d.solutions@zen.co.uk

Please note Personnel Advice and Solutions Ltd is not able to give specific pensions advice, or to provide information to any individual regarding their pension. The advice given above is general information. Councils and / or individuals wanting to receive specific information on this topic should contact a Financial Conduct Authority approved provider.

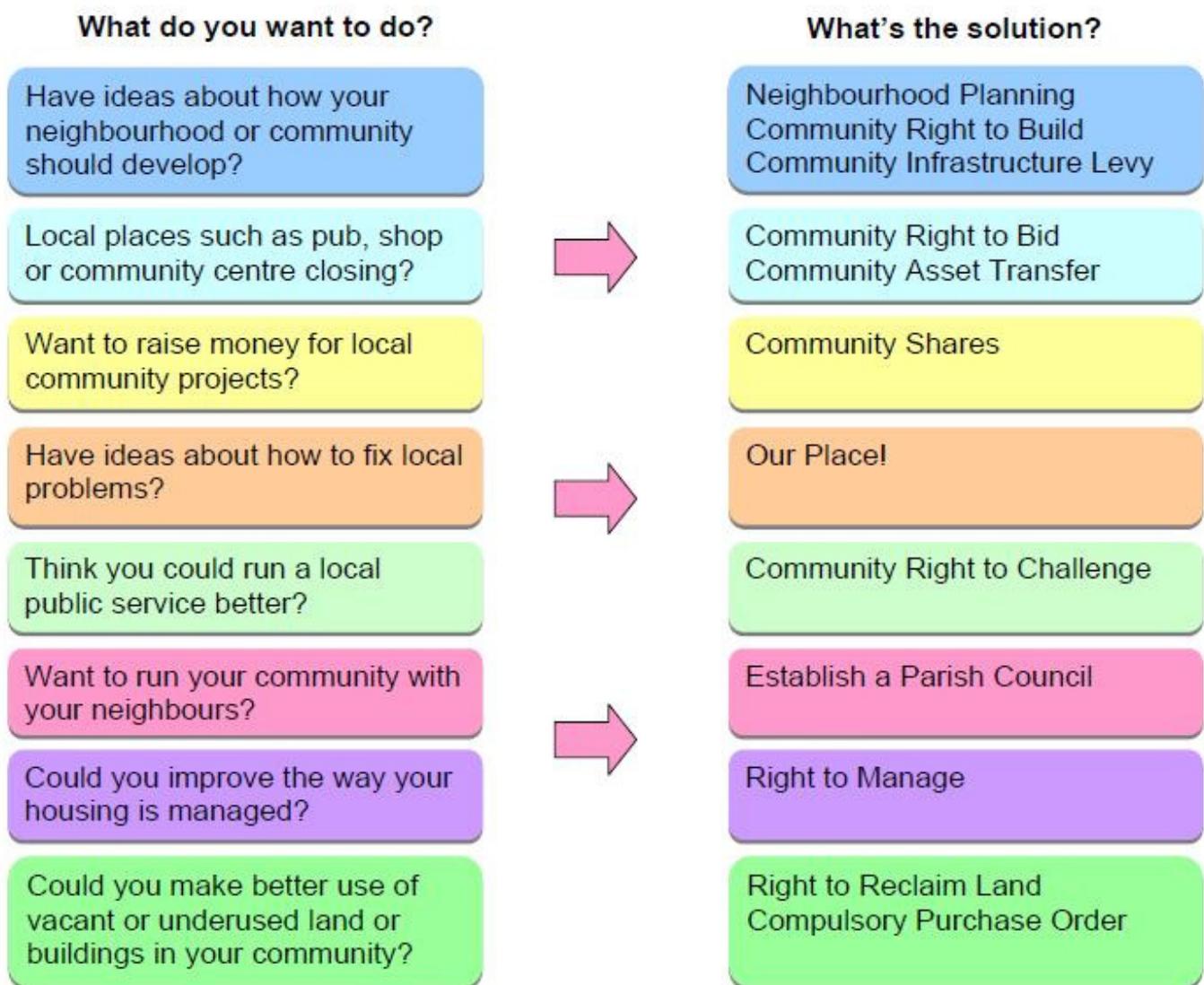
While every care has been taken in compiling these notes, Personnel Advice and Solutions Ltd cannot be held responsible for any errors or omissions. These notes are intended to provide general information. Guidance for specific legal problems should be sought separately.

Working to keep you informed

This article was commissioned on behalf of member councils by Northants CALC in conjunction with East Midlands Associations of Local Councils.

YOU'VE GOT THE POWER

The new powers and rights available to parish and town councils as a result of the Localism Act 2011 can be confusing and overwhelming. The Department for Communities and Local Government (DCLG) has produced a document that provides a simple step-by-step overview of the rights which have been introduced to give people more power over what happens in their neighbourhood. It covers Neighbourhood planning, the Community Right to Build, the Community Right to Bid, Community Shares, Our Place!, the Community Right to Challenge, the Right to Manage and community cashback and the Right to Reclaim Land.



The document, *"You've got the power: a quick and simple guide to community rights"* is available to download free of charge at <https://www.gov.uk/government/publications/youve-got-the-power-a-quick-and-simple-guide-to-community-rights>.

CLERK'S PAY UPDATE

The news is... there is still no news. Pay for local government workers is negotiated nationally between the employer's side and the trade unions. An initial offer from the employer's side was rejected and strike action was planned for 14 October 2014. In response the employer's offer was changed on condition that strike action was called off but UNISON has said that it intends to push ahead with the strike. Frustratingly GMB and Unite had said that they would have been prepared to call off the strike and consult their memberships if UNISON had decided likewise. It is not known when a resolution will be achieved. Parish and town councils are left with a rather unsatisfactory situation that means that not only is the 2014 pay award delayed yet further, but it is also difficult to budget for 2015 salary costs with any degree of certainty. That said, the percentage increases being talked about (1 – 2.2%) are unlikely to cause too much upward pressure on total staff costs for most parish councils! As soon as there is more news Northants CALC will let all member councils know.

STRONGER TOGETHER

In 2009 the Commission for Rural Communities (CRC) (a victim of the subsequent "bonfire of the quangos"), published "*Clustering by parish and town councils – A Guidance Note*". If it had been published on Facebook I doubt if its "Likes" would have reached double figures, but perhaps it was just simply ahead of its time. Perhaps now is the right time to dust it off and see if it applies today.

The guide says that "The clustering we see, in the context of P&TCs' work, has not been defined precisely. It has been widely used to describe partnership, joint working, co-operation and local forum development. The term in this document is taken to mean the many ways P&TCs can increase their effectiveness and meet their objectives through collaborative, joint working and partnership arrangements."

So the definition is broad and all-encompassing, which on the one hand is useful but on the other means that the "guide" is all things to all people, rather than a more prescriptive "do this" document.

In the brave new era of Localism, and with all political persuasions spouting "DevoMax" after the Scottish Referendum, there has never a more opportune

moment to review the ability and capacity (and willingness) of parish and town councils to do more.

In the case of parish and town councils size does matter. Even in Northamptonshire the electorate of parish councils ranges from 49 to 22,620 and the precept ranges from £330 to £771,000. Clearly a one-size-fits-all approach would be woefully inadequate. The diversity of parish councils is both their greatest weakness and their greatest strength. Parish and town councils are the tier of local government closest to the people and the size of the council is appropriate for its area.

So is a very small parish sustainable on its own? And if not, what are the options available for small councils to join forces without losing their identity, individuality and connection with the local population?

The Guide suggests that the benefits of clustering include: capacity, a louder voice on common issues, addressing area-wide issues, better representation and influence, gaining service delegations, funding leverage, networking and exchanging ideas, and training. That's quite an impressive list of potential benefits, and one that parish councils of all sizes may find of interest.

The way of realising those benefits depends on the parishes involved, the prevailing circumstances and even geographical constraints. For a local group of parish councils that are all the same size, have the same demographics and the same outlook it might be appropriate to consider forming a common council for all the civil parishes involved. However it is rare to find parishes that can be so neatly packaged; almost always there is some imbalance, such as one parish being significantly larger than the others (so that the smaller parishes feel they would be consumed) or one parish being geographically close to the others but being separated by a river or major road so that its outlook is altogether different.

Only the parishes involved can decide the most appropriate model for clustering. And generally speaking parish councils are, well, parochial!

Our Council values its membership of Northants CALC because...

"Northants CALC are helpful and encouraging and assist councils in working with them to assure a good community relationship and one that works within the required legal framework"
(Thrapston Town Council)

The Guide says that there are a number of factors which parish councils should think through when considering and developing a clustering or collaborative arrangement:

Clarity of purpose

The key determinant of a cluster approach is often a result of function over form i.e. meeting defined objectives is the priority and how they are to be achieved dictates what the cluster will look and feel like. Clustering cannot be seen as an end result in itself and will not be appropriate in all circumstances. Being clear, at the outset, about the reasons for clustering is crucial.

Adding value

Working collectively and collaboratively needs to demonstrate fundamentally that it adds value. The end result should be demonstrably over and above what individual P&TCs could achieve by themselves.

Determining priorities

Establishing the priorities of the cluster will be a key function. Indeed, determining local priorities can often be a reason for councils to cluster in the first place. For instance, research⁵ has found that the process of developing a parish plan is empowering in itself and that value is derived from the communities coming together to set out their vision and ways of achieving it.

Independence

Clustering is not about formal merging or takeovers. It is important to note that the cluster does not replace the core business of individual P&TCs. Councils in a cluster continue to fulfil their individual existing statutory obligations in respect of elections, the precept, decision-taking, code of governance and other responsibilities. Where P&TCs are considering the need to merge these functions, there are a range of legal issues that need to be taken into consideration.

If you think your parish council is struggling with capacity then perhaps it is time to think about the possible benefits of clustering. It might be a long road, but every journey starts with the first step. And the first step, if you're interested, is to e-mail dmoody@northantscalc.gov.uk and request a free copy of CRC's Guide.



Pilton, Stoke Doyle & Wadenhoe Parish Council is a common council between three civil parishes.

A CAUTIONARY TALE

A member of the public in Berkshire has cost a parish council there more than £10,000 by making freedom of information requests to the council. Seven requests have been submitted in the past three years along with several demands for an internal review.

The long-running battle appears to have started, as is so often the case, with a relatively “innocent” request to see correspondence relating to allotments. The parish council, having never received an FOI request before, mishandled the first request which led to a complaint by the member of the public to the Information Commissioner’s Office (ICO). The ICO ruled that the council had broken the law but required no further action.

The council decided to employ legal assistance following seven further appeals by the member of the public to the ICO.

One FOI request related to the cancellation of a council meeting. Another was a request for information on the training the clerk had received on dealing with FOI requests!

Had the first FOI request from the member of the public been handled correctly one wonders if the situation would never have escalated as it did.

Precepting to install new play equipment is likely to get widespread support in the parish... precepting to cover legal costs and ICO fees is not!

So, ask yourself this question... if your council receives an FOI request today does it know what to do? If so, great! If not, you may wish to contact dmoody@northantscalc.gov.uk.

RECORDING OF COUNCIL MEETINGS - UPDATE

The July/August edition of *Update* (see www.northantscalc.gov.uk) carried an article on the new right for a member of the public to record council meetings. Check out <http://www.youtube.com/watch?v=maC0AIO-NXI> and <http://www.youtube.com/watch?v=m8SoR-KuTqg> to see a couple of examples of the practice in action (if you can bear the dreadful sound and audio quality!).

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.

Training Opportunities September to October 2014

Tue, 07 Oct 2014 10:00am

A Guide to Bidding for Grant Funding for Parish & Town Councils

Is your Council thinking of applying for grant funding? Don't know where to start with writing a bid/submitting an application? Then this is the perfect course for you.

Wed, 15 Oct 2014 10:30am

Ordnance Survey and the Public Sector Mapping Agreement

A session for all parish and town councils who currently hold or are considering obtaining a licence under the Public Sector Mapping Agreement.

Wed, 10 Dec 2014 6:30pm

Off to a Flying Start

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.

For information on any of these courses please see

www.northantscalc.gov.uk/events.html or for further information contact Anne Kirkland, Training Manager, on 01327 831482 or akirkland@northantscalc.gov.uk.

All courses must be accompanied by a course booking form, which can be downloaded from www.northantscalc.gov.uk.

You can also book online at <http://www.northantscalc.gov.uk/training-reservations.html>.

If you would be interested in a training session specifically designed and delivered for your Council, please contact Anne Kirkland to discuss your requirements.

SITUATIONS VACANT

Evenley Parish Council

Evenley Parish Council has a vacancy for a Parish Clerk and Responsible Finance Officer. Applications are invited from suitably qualified and experienced persons, although training will be offered and enthusiasm to learn will be seen as an alternative to formal qualifications. Salary scale LC1, SCP 15 – 17, £16,215 - £16,998 pa. pro rata. 25 hours per month. Work from home. Please apply in writing to Alan Thornhill, Chairman, Evenley Parish Council, 01280 702811, alan@evenleypc.org.uk. The closing deadline for applications is 23 October 2014.

Raunds Town Council

Raunds Town Council has a vacancy for a Town Clerk And Responsible Financial Officer. Salary within grade LC3 (SCP 40 - 43, £33,998 - £36,676 p.a.). Full-time (37 hours per week) or full time equivalent. If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal. You will also be involved in the development of our Vision for Raunds project and our Neighbourhood Plan. You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Please call 01933 622087 or email raundstowncouncil@fsmail.net for a recruitment pack and an application form. Please contact us if you would like an informal telephone discussion with the Mayor or Deputy Mayor prior to application. Closing date for applications: 24 October 2014.

Please see <http://www.northantscalc.gov.uk/job-vacancies.html> for full details of the above vacancies and all parish and town councils vacancies as and when they occur.

If you are seeking a clerkship please contact Danny Moody at dmoody@northantscalc.gov.uk with details of your geographical area of interest, how many hours per week you are looking for, and details of your qualifications and experience.

NORTHANTS CALC CONTACTS

Danny Moody	Chief Executive dmoody@northantscalc.gov.uk
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