

TLPC Clerk Report 26/2/19

LCC

- Clerk's notes from Quarterly meeting 6/2/19 circulated
- Monthly funding bulletin Jan 2019 - <https://www.leicestershireandrutlandalc.gov.uk/uploads/lcc-monthly-funding-bulletin---january-2019.pdf>
- Monthly funding bulletin Feb 2019 - <https://www.leicestershireandrutlandalc.gov.uk/uploads/february-2019---monthly-funding-bulletin.pdf>
- LCC Annual Parish Conference for Parish Councils will be on 8/7/19 in the evening

HDC

- HDC Spring Newsletter - <https://s6.newzapp.co.uk/t/gtp/OSwxMzU5NjMzOTUwLDM=/>
- Local Plan 2011 – 2031 Modifications Consultation - ran to 26/2/19 12 noon – details circulated
- HDC budget consultation ran to 10/2/19 – details circulated

LRALC

- See update in report from LCC meeting 6/2/19 including:
 - Recruitment Manual
 - Annual subs
 - Committee for Standards in public life report on standards for local councils
 - HDC grant for LRALC webinars for councils in HDC area
- Round Robin 1/2/19 – article about clerk stealing £36,000 from two local councils:

Clerk steals £36,000 from Leicestershire Parish Councils

<https://www.leicestermercury.co.uk/news/local-news/dishonest-clerk-pocketed-36000-parish-2475143>

Both of these councils are relatively small yet the clerk was able to commit fraud and theft over a small number of years involving an amount equal to the combined annual 2015/16 precept of both councils.

An unfortunate element of this case is that LRALC had identified and provided formal advice to one of the councils involved on weaknesses in their internal controls and financial procedures through the (now ex) Chairman of the council. We subsequently discovered that this advice had not been acted upon or even passed on to the council (for whom the advice was intended). The remaining councillors reacted with horror when they saw the advice that may have enabled them to identify or at least reduce the risk of theft/fraud a year earlier than they eventually did.

We know that small councils especially sometimes see the “proper practices” and NALC model Financial Regulations (and dare I say it, even LRLAC’s own advice) as being excessive and unnecessarily bureaucratic, but the rules and practices are as they are precisely to minimise the risk of theft/fraud that exists for ANY council regardless of size. Mr Nobles’ guilty plea at least saves me having to attend court as a witness for the prosecution.

- Round Robin 15/2/19 – Protocol in the event of the death of a senior member of the Royal Family
- LRLAC AGM will be on 15/6/19
- LRLAC Training Courses March and April 2019
 - **Chairman’s Training, 4th March 2019, 1pm to 4pm**
 - <https://www.leicestershireandrutlandalc.gov.uk/chairmans-training.html>
 - **Planning Nuts and Bolts, 7th March 2019, 1pm to 4pm**
 - Responding to planning applications is an integral part of parish council business and it is increasingly important that both clerks and councillors are up-to-speed on the basic principles of planning. This course, delivered by Lance Wiggins of *Landmark Planning Ltd.* provides a great opportunity to access the knowledge and skills you need to deal effectively with the issues around applications, appeals and enforcement. Full course information can be found here: <https://www.leicestershireandrutlandalc.gov.uk/planning-nuts-and-bolts-training.html>
 - **Appraisals Training, 14th March 2019, 10am to 1pm**
 - This training is for both clerks and councillors. Delivered by Chris Moses, Managing Director of *Personnel Advice & Solutions Ltd*, this session includes guidance on the purpose of appraisals, overcoming staff concerns, the appraisal form and preparing for an appraisal. Full course information can be found here: <https://www.leicestershireandrutlandalc.gov.uk/appraisals-training.html>
 - **NEW COURSE: An Introduction to Social Media, 18th March 2019, 10am to 1pm**
 - This session is very much an introduction to the wider question of what Social Media is and how to use it in a manageable way with respect to the size of your council. The course, delivered by Gordon Fong, Managing Director of *e-mango*, will provide some practical tips on using social media and will be of most interest to clerks and councillors who are keen to engage with social media, but who lack the knowledge and confidence to do so. Full course information can be found here: <https://www.leicestershireandrutlandalc.gov.uk/an-introduction-to-social-media.html>
 - **Councillor Training, 20th March 2019, 6pm to 9pm**
 - <https://www.leicestershireandrutlandalc.gov.uk/councillor-training.html>

- **NEW COURSE: Book-keeping and Year - End Accounts, 21st March 2019, 2pm to 5pm**
- This is a newly-commissioned course scheduled at this time of year to support those responsible for preparing the council's annual accounts. The course is delivered by Steve Parkinson of *The Parkinson Partnership*. Steve, who is a former town clerk, will provide delegates with the knowledge and confidence to prepare and report the council's accounts accurately and effectively. Full details of this new course can be found here: <https://www.leicestershireandrutlandalc.gov.uk/bookeeping-and-year-end-accounts.html>
- **NEW COURSE: Training for Grounds Staff to Work on the Highway, 25th March 2019, 9am to 3.30pm**
- This course is provided by *TQExel Ltd.* and is suitable for parish or town council grounds staff who are working towards becoming a Registered Moving Works Operative (MWO) as described in the Sector Scheme Document 12D. Please note that we have only **TWO** places remaining on this course. Full details can be found here: <https://www.leicestershireandrutlandalc.gov.uk/sector-scheme-12d-moving-works-o.html>
- **Cemetery Management and Operation, 4th April 2019 10am - 1pm**
- The course focuses on the management and operation of cemeteries in compliance with the Local Authorities Cemeteries Order 1977 and associated legislation. Common problems are discussed along with ways to avoid these problems by using the law. Full details can be found here: <https://www.leicestershireandrutlandalc.gov.uk/cemetery-management.html>.
- **Please note that due to the cancellation policy of the external training provider this course will only run if sufficient bookings are received by Wednesday 13th February.**
- **The Transfer Granting and Exercising of Burial Rights, 4th April 2019, 1.30 to 4.30pm**
- In an age of litigation it is vital that burial authorities protect their position by allowing only those legally entitled rights to take over grave ownership. This course identifies the legal documents that are required to effect a transfer of ownership to the person entitled to the rights and what to do should no legal documents be available.
- Full course details can be found here: <https://www.leicestershireandrutlandalc.gov.uk/granting-exercising-and-transfer.html>.
- **Please note that due to the cancellation policy of the external training provider this course will only run if sufficient booking are received by Wednesday 13th February.**

SLCC

- **Clerk Magazine March 2019**
 - P6 – Local Councils paving the way for green action

- P12 – Employment advice – grievances
- P13 – Parish People
- P15 – Planning review calls for sweeping reforms in Planning System
- P17 – Finance – Internal Audit / Homeworking allowance
- P21 – what is holding the sector back and what can be done to invigorate it?
- P23 – Unitary Authorities / Budget and increasing reserves to improve services / sharing costs of services with other parish councils
- P26 and 24 – Why councils need an independent think tank
- P35 – Elections, timetable and advice on purdah
- P37 – Encouraging candidacy and qualities for candidates
- P39 – Make a change, be a local councillor
- P40 – letter to residents (election)
- P41 – Insurance implications of elections
- P41 – VAT, asking for advice, what information to include in query
- P43 – Preparing for elections
- P44 – Induction for new councillors
- P45 – Informing new councillors
- P41 – Market Bosworth Neighbourhood Forum
- P48 – Protecting wildlife and butterflies
- P51 – In my opinion, clerk remuneration and responsibilities
- P58 – New report – Local Government Standards System needs more robust safeguards

Strategic Growth Plan

- Has been published and can be found here - <http://www.llstrategicgrowthplan.org.uk>