



Sussex & Surrey Associations of Local Councils



September 2015 Newsletter

Clerks - please circulate to all your councillors

PROPER ACCOUNTING FOR CHARITIES

Issues for the wider sector

Trustees of charities with an income of over £25,000 are under a legal duty as charity trustees to submit annual returns, annual reports and accounting documents to the commission as the regulator of charities. Even if the charity's annual income is not greater than £25,000 trustees are under a legal duty to prepare annual accounts and reports and should be able to provide these on request. All charities with an income over £10,000 must submit an annual return.

Failure to submit accounts and accompanying documents to the commission is a criminal offence. The commission also regards it as mismanagement and misconduct in the administration of the charity.

For those individuals who were not trustees at the initial date of default, when they became a trustee, they became responsible for making good the default.

It is important that the financial activities of charities are properly recorded and their financial governance is transparent. Charities are accountable to their donors, beneficiaries and the public. Donors to charity are entitled to have confidence that their money is going to legitimate causes and reaches the places that it is intended to. This is key to ensuring public trust and confidence in charities.

It is not unusual for recreation grounds to be held on charitable trusts, like this charity, with the local authority acting as trustee. It is important that in such situations the trustee is clear about the legal basis on which the land is held, and ensure that that charity's assets are properly, and separately, accounted for.

kindest regards *Mark Mulberry*

Invitation to a free War Memorials Workshop in Brighton to train people to carry out condition surveys as part of the national First World War Memorial Programme. It will run on **Thursday September 24th** at the Friends Meeting House, Ship Street, Brighton **9:45am – 15:00**. It will provide volunteers with the opportunity to discuss the project and find out how to identify and record the condition of their local war memorials. From the workshop volunteers will gain:

- Background information about the project
- Training to undertake a condition survey.
- Training on how to record survey results on the War Memorials Online website
- The chance to ask questions
- A resource pack containing all the necessary information to get you started.

Anyone interested in coming can reserve their free place by visiting <https://www.eventbrite.co.uk/e/war-memorial-condition-survey-workshop-brighton-tickets-18016879973>

I hope this provides enough of an introduction to the project to consider getting involved. It is a great opportunity to make a real and lasting difference to an important part of their local heritage. If you require any further information about the project please do not hesitate to contact me.

Kind regards, Anna Wilson. Senior Development Officer (War Memorials). Civic Voice

anna.wilson@civicvoice.org.uk www.civicvoice.org.uk Tel: 0151 707 4319 Mob: 07788 268996

NON-RETURN OF CANDIDATES EXPENSES AT THE RECENT ELECTIONS

I understand that some returning officers have raised with parish clerks the issue of non-return of candidates expenses at the recent elections.

The NALC topic note (number 8 section 31) is comprehensive. If a member fails to make his or her return (even a nil return) within the prescribed time limit, then he or she is not entitled to sit or vote as a councillor and liable to a daily penalty on conviction.

While it is not the clerk's duty to ensure that his or her Members make their returns, it would be sensible for clerks to mention the requirement as the Members could be acting in a disqualified manner.

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THE TRANSPARENCY FUND FOR COUNCILS WITH LESS THAN £25,000 TURNOVER

NALC is proceeding with the arrangements for eligible councils to claim back money spent since **1st April 2015** on work and/or equipment to comply with the Transparency Code.

An application form and guidance notes will be available shortly and the contact is Jacqui Simes in this office.

You are reminded this only applies to Parish Councils with an annual **turnover** of less than £25,000.00.

The type of questions you need to start to consider are:-

- Is the council's **turnover** less than £25k?
- What has it/will it cost to gain internet access? Setup cost? Yearly cost?
- If the council does not have access to a computer which computer has it/will it purchase? At what cost?
- Has/will the council be purchasing a scanner? Which one? At what cost?
- Does the council have a website or use another's website?
- What is the cost of using a website owned by another?
- If the council needs to/has set up its own website what is/was the set up cost? What is the yearly cost?
- What training will/has been provided? At what cost?
- Staffing costs set up: how many hours have been spent? At what hourly rate?
- Staffing costs for first year: how many hours? At what hourly rate?

There is no guarantee that all costs will be covered but a contribution can be claimed. We will keep you advised of what needs to be done and when.

TICEHURST ANNUAL PARISH MEETING 2015



For communities struggling to attract people to the Annual Parish Meeting, much can be learned from the Ticehurst approach. Each year the Meeting attracts well over 100 people and involves the whole community.

Speeches and reports are kept to an absolute minimum with the emphasis on local organisations displaying their contributions to the community. It is abundantly clear that people enjoy being there – the wine and canapes may have something to do with that !

Normally the MP is present along with officers from the District Council, County Council and the Police.

There is nothing to prevent any community adopting a similar style.



Electronic Payments – A Plea From Me!

Can I ask those Councils who are now paying by Electronic Banking – and good on you – to please quote the invoice number/s when making payment? This is an immediate confirmation to what I should be matching the payment with. I have one payment for £120 for a named council who owe us £60 + £60 + £120. They paid £120 however this does not mean it is for the £120 invoice it could be for the 2 invoices for £60 which are older. This would not just help me but any creditor that you are paying, unless they have asked for a different reference to be shown.

Thank you, Jacqui.

Toner Give Away

Liz Gander, Clerk to Wivelsfield Parish Council has 2 Black Samsung printer cartridges, can you use them?

The Cartridge code is CLT-K4072S and would fit models CLP-320/325 & CLX-3180-3185. One was used briefly but is now back in its original packaging.

Issued on a first come first served basis. Contact Liz on 01444 471898 and discuss collection.

Toner Give Away – still here!

Our desk top back-up printer has given up and of course the Toners do not fit the new one.

We have 2 Black, 2 Magenta and 1 Yellow all unopened retail price £250.00.

They fit all of these printers:

HP Colour Laserjet 3600N/3600DN/3800N/3800DN/3800DTN/CP 3505N/3505DN

Canon I-Sensys LBP 5300/5360

We are happy to give them to someone who can use them and who can arrange collection from our office, or if we are in your area collection from an event or delivery to you if we are passing your way.

This is on a first come basis, please ring Jacqui on 01273 830201 if they can be of use to you.

NALC Legal Topic Notes and Briefing Updates

LTN 73 – Community Governance Reviews (England) July 2015

Briefing F05-15 – Financial Services Compensation Scheme July 2015

LTN 35 – Contracts

LTN 87 (new) – Procurement

Briefing L05-15 – Explains the impact on Public Contract Regulations 2015 on Standing Orders and Financial Regulations adopted by councils.

LTN 15 – Legal Proceedings (now cross referenced to LTN 35 & 87)

LTN 23 – Health & Safety (now cross referenced to LTN 35 & 87)

LTN 42 - Occupiers' Liability (now cross referenced to LTN 35 & 87)

LTN 56 – The provision of play and sports equipment on village greens.

VACANCIES

SSALC is currently assisting with the following vacancies-

RUSPER PARISH COUNCIL -

Parish Clerk & RFO

10 hours per week

Starting Salary depending on experience

Range SCP23-SCP25 currently £20,849pa to £22,212pa pro rata

CLOSING DATE FOR APPLICATIONS – 10TH September 2015

LIKELY INTERVIEW DATE(S): 17th September 2015

TO DOWNLOAD THE APPLICATION PACK AND/OR APPLY PLEASE VISIT -

<http://www.sussexalc.org.uk/vacancies.asp>

PEACEHAVEN TOWN COUNCIL -

TOWN MANAGER (CLERK TO THE COUNCIL)

37 hours per week

Starting Salary depending on experience

Range SCP42 to SCP46 currently £36,571pa to £40,217pa

CLOSING DATE FOR APPLICATIONS – 11TH September 2015

LIKELY INTERVIEW DATE(S): 22nd September 2015

TO DOWNLOAD THE APPLICATION PACK AND/OR APPLY PLEASE VISIT -

<http://www.sussexalc.org.uk/vacancies.asp>

SSALC would like to welcome the following clerks to their new roles -

Burwash Parish Council – Jane Cheshire

Capel Parish Council – Lesley Bignell

Chiddingly Parish Council – Claudine Feltham (also joint Clerk to Buxted Parish Council)

Clapham Parish Council – Jenifer Bower

Claygate Parish Council – Zak Keshavjee

Headley Parish Council – Anne Le Guen de la Croix

Horne Parish Council – Clare Kirby

Ockham Parish Council – Alyson Blackwell

Nutfield Parish Council – Simon Bold (also Clerk to Whyteleafe Village Council)

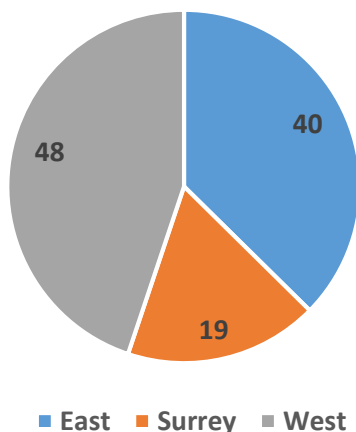
Westfield Parish Council – Sharron Bushell

Please note that these are the clerk changes we are aware of since the last newsletter, sorry if we have missed any one!

If you are a new clerk or know we need to change our contact details for your council please email

carla.staden@ssalc.co.uk **asap.**

107 member councils have used SSALC's recruitment service



SSALC has successfully completed 153 recruitment processes with 107 different parish and town councils across Sussex and Surrey to fill a wide range of local council administration posts. *That's 1/3 of our membership!*

If you would like to use this service or would like more information on what we offer including costs, please visit - <http://www.sussexalc.org.uk/additional-services-2015-01-01-RECRUITMENT-ASSISTANCE---SSALC-RECRUITMENT-SERVICE.asp>



Three Counties Training



Remaining Training Events of 2015

Chairs Networking Day – 30th September 2015 (0930 registration for a 1000 start, finishing at 1530)

The Felbridge Hotel & Spa, London Rd, East Grinstead, RH19 2BH

Booking form and programme are available here: http://www.sussexalc.org.uk/events_training.asp

Closing Date: 18th September – SPACES GOING FAST

East Sussex Planning Event – 6th October 2015 (1745 registration for a 1800 start, finishing at 2100)

Civic Community Hall, Wealden DC Offices, Vicarage Lane, Hailsham, East Sussex, BN27 2AX

Booking form and programme available here: http://www.sussexalc.org.uk/events_training.asp

Closing Date: 25th September

Surrey Planning Event – 7th October 2015 (1745 registration for a 1800 start, finishing at 2100)

Dorking Halls, Reigate Road, Dorking, Surrey, RH4 1SG

Booking form and programme available here: http://www.sussexalc.org.uk/events_training.asp

Closing Date: 25th September

West Sussex Planning Event – 8th October 2015 (1745 registration for a 1800 start, finishing at 2100)

Bradbury Meeting Hall, Lodge Hill Centre, Watersfield, Near Pulborough, West Sussex, RH20 1LZ

Booking form and programme available here: http://www.sussexalc.org.uk/events_training.asp

Closing Date: 25th September

NEW ADDITIONAL EVENT - HR Services Partnership / Chairmanship Training – 13th October 2015 (timings dependant on what events chosen)

Bradbury Meeting Hall, Lodge Hill Centre, Watersfield, Near Pulborough, West Sussex, RH20 1LZ

Booking form and programmes are available here: http://www.sussexalc.org.uk/events_training.asp

Closing Date: 2nd October

Legal & Finance Day – 20th October 2015 (0930 registration for a 1000 start, finishing at 1530)

The Felbridge Hotel & Spa, London Rd, East Grinstead, RH19 2BH

Booking form available here: http://www.sussexalc.org.uk/events_training.asp

Closing Date: 9th October

ADDITIONAL EVENT - New Clerks Day – 29th October 2015 (0900 registration for a 0915 start, finishing at 1600)

East Court Mansion, College Lane, East Grinstead, West Sussex, RH19 3LT

Booking form and programme available here: http://www.sussexalc.org.uk/new_clerks_briefing.asp

Closing Date: 16th October

Clerks Networking Day – 3rd November 2015 (0930 registration for a 1000 start, finishing at 1530)

Dale Hill Hotel & Golf Club, Ticehurst, Wadhurst, East Sussex, TN5 7DQ

Booking form available here: http://www.sussexalc.org.uk/clerks_networking_day.asp

Closing Date: 23rd October

ADDITIONAL EVENT - New Councillor Training – 17th November 2015 (1745 registration for a 1800 start, finishing at 2100)

Meridian Hall, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

Booking form and programme available here: http://www.sussexalc.org.uk/councillor_briefing_and_update.asp

Closing Date: 6th November

NEW ADDITIONAL EVENT - HR Services Partnership / Chairmanship Training – 18th November 2015 (timings dependant on what events chosen)

Reigate Manor Hotel, Reigate Hill, Reigate, Surrey, RH2 9PF

Booking form and programmes are available here: http://www.sussexalc.org.uk/events_training.asp

Closing Date: 6th November

CILCA Programme – 2016 Training & Support

SSALC has put together a training and support programme to help students studying the Certificate in Local Council Administration (CiLCA), portfolio guide available from our website.

Achieving CiLCA is highly valuable, not only for a clerk's professional development but for the local council and their community. This nationally recognised qualification is one of the first steps for a council to become eligible to use special powers bestowed by Government such as the General Power of Competence (GPC). Councils with the GPC no longer need to worry that they are acting beyond their powers, as the GPC (Localism Act 2011 s1(1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC. CiLCA not only provides the council with greater powers, it provides a practical way for the clerk to gain more confidence through a recognised qualification.

It would be advisable for a student to have worked with or had access to a council for a minimum of six months.

The portfolio required to achieve a CiLCA qualification builds on foundations that may already be in place as part of the day to day work in the council office. So whilst completing CiLCA can seem daunting at first, the SSALC's CiLCA training & support programme gives practical advice for students to understand what is required to complete their CiLCA portfolio and to embark on an independent learning and development experience.

To ensure that you are supported whilst doing the training you will be asked to complete a learning agreement setting out the expectation of the trainer, student and employer.

The CiLCA Programme offers –

Training events – Two separate 4hr sessions where trainers will run through with students how to complete the portfolio, hints and tips for completing each unit and useful information regarding registration & submission. These two separate 4hr sessions will take place at East Grinstead, a venue central to East/West Sussex & Surrey. Session one will cover an introduction to the portfolio, the support programme, setting completion goals and introduces units one to three. Session two will take place three-four months on to find out how students are progressing with their portfolios, introduce units four and five and submission information.

Support – One to one email support will be available to students where they can email mentors with questions about their units/learning outcomes. You will be encouraged to network with other students to enable group networking discussions and the sharing of ideas. Mentors may be included in group discussions if students wish.

Check list - Mentors will run through a check list with each student before they send their portfolios for marking. This check list will help students to make sure that they are in the best possible position to submit their portfolio (this is rather like a passport check at a post office or you annual return check list).

Trainers and Mentors –

In some counties there are separate trainers and mentors for CiLCA support, in Sussex and Surrey's case your trainers and mentors are the same, they are –

Isabelle Mouland MILCM

Member Support Officer at SSALC, Has CiLCA, CertHE Community Governance & studying Level 5 in SLCC Community Governance course.

Pauline Whitehead BA (Hons) FILCM

Parish Clerk & RFO to Cranleigh Parish Council, Has CiLCA, BA (Hons) Community Engagement and Governance & the mentor for the SLCC Community Governance course.

The next CiLCA programme training and support will start with session one on 15th February 2016, session two will take place on 16th May 2016. This training & support package costs £320 per student (please note that this does not include the CiLCA registration fee payable to SLCC*) and the registration form and learning agreement (available on our website) need to be completed and returned to isabelle.mouland@ssalc.co.uk by 5th February 2016.

***DO NOT REGISTER WITH SLCC UNTIL YOUR TRAINERS ADVISE YOU TO but please visit their website for details - www.slcc.co.uk**

If you have any questions about the programme please email isabelle.mouland@ssalc.co.uk

PLEASE VISIT THE CILCA PAGE OF OUR WEBSITE TO DOWNLOAD ITEMS MENTIONED

http://www.sussexalc.org.uk/cilca_fast_track.asp

Surrey ALC 2015 AGM and Joint Annual Conference with Surrey County Council

Thursday 15th October 2015 in the Martineau Hall, Dorking Halls from 0930

You will now have received a letter invitation to this event and pack including the SALC 2015 Annual Report inviting your council to send representative to this event. If you have not received this pack or have any questions, please email isabelle.mouland@ssalc.co.uk

Due to the success of last year, SALC will be holding another full day Annual Conference & AGM with SCC. The full programme is below and you will see we have speakers from Surrey Police, Surrey Fire & Rescue Service, Surrey Hills and Surrey County Council; which includes a Market Place exercise over lunch for delegates to network with exhibitors that have been carefully selected specifically for this event.

SALC strives to ensure that costs to members are kept to a minimum and this year we are offering you a **special book on one delegate, book another half price**. The cost per delegate is £20+VAT which covers venue hire and refreshments. The only way to secure places is by completing and returning a booking form, bookings will be taken on a first come first served basis. The booking form and programme are available on the home page of our website.

0930 Registration, Networking & Refreshments

0950 Welcome & Introduction

Dr Richard Olliver, Surrey ALC Chairman

0955 Surrey ALC Ltd. AGM

Separate agenda has been posted to all member parish and town councils

1040 Break, Networking & Refreshments

1100 Challenges & opportunities facing Surrey Police & Surrey Fire & Rescue Service

Gavin Stephens, Assistant Chief Constable, Surrey Police

Mark Taylor, Education & Youth Diversion Manager, Surrey Fire & Rescue Service

1140 Surrey Hills AONB

- *Surrey Hills Update*
- *Undergrounding Power Lines*
- *Best practice in Decluttering of Country Lanes and Villages*

Rob Fairbanks, Surrey Hills AONB Director & Colin Davis, Colin Davis Associates

1220 Introduction of the Market Place exhibitions and topics for discussion over lunch

Trevor Leggo, SALC Chief Executive and Jason Russell, SCC Assistant Director of Highways & Transport will introduce the exhibitions available in the Market Place and suggested topics for discussion with officers during lunch. The Market Place will include –

- *Flood and community Support*
- *Interaction with the SCC asset management tool - this will give parish and town councils the opportunity to say how they would spend the Highways' money and will outline SCC's consultation.*
- *Rural Strategy information on how parish and town councils can get involved.*
- *Rights of Way – an opportunity for parish and town councils to discuss with the SCC team.*
- *Surrey Community Action*

1225 Lunch, Networking & Market Place exercise

1315 Surrey County Council

- *Localism Update*
- *Rural Strategy*
- *Devolution*
- *Questions & answer opportunity on devolution and county issues*

Jason Russell, SCC Assistant Director of Highways & Transport, Cllr Mike Goodman, Cabinet Member for Environment and Planning and Cllr Peter Martin Deputy Leader and Cabinet Member for Economic Prosperity

1515 Closing remarks & Questions

Dr Richard Olliver, Surrey ALC Chairman

1530 Close



Sussex News!



RETIREMENT OF BOB PETERS

ESALC VICE PRESIDENT AND RECENTLY RETIRED COUNCILLOR OF RINGMER

Trevor Leggo writes:

When I started work in local government nearly 50 years ago it was with Chailey RDC, the authority then covering the rural parts of Lewes District. One of the first councillors I met was Bob Peters who would come in from his farm in Ringmer for very civilised day time meetings.

Life was very different then in a small authority, Bob recently reminded me of the occasion when the Chief Accountant, an ebullient retired naval officer, decided the best way to clear pigeons from his allotment at the rear of Lewes House was to shoot them. Along with another trainee I was enlisted



as a beater and ordered to turn up early one morning; bearing in mind this was right in the middle of Lewes someone wielding a shotgun even then might have attracted attention, but all passed off safely. Today the police helicopter and a firearms unit would have been deployed!

Pictured with Bob is Cyril Mann the Public Health Inspector for Chailey RDC and later better known as the Chief Executive of Lewes DC.

Bob's service as a councillor spans almost 60 years; recognised with an MBE. We have been very proud to list Bob as a Vice President of ESALC.

SUSSEX POLICE

Working for a safer Sussex, the new Policing Model for Sussex Police in 2020 a Police Force for the future. This link will take you to the report.

http://www.sussex.police.uk/media/912959/tom_pdf_complete_final_online.pdf

EAST SUSSEX ALC LIMITED AGM

The East Sussex ALC Limited AGM and conference will be held on 12 November 2015 at The Emmanuel Centre, Battle Methodist Church, Battle.

Full details and programme will be advised nearer the time.
Invitations and Annual Reports will be posted September 2015

WEST SUSSEX ALC LIMITED AGM

The West Sussex ALC Limited AGM and conference will be held on 19 November 2015 at the Chichester Park Hotel.

Full details and programme will be advised nearer the time.
Invitations and Annual Reports will be posted September 2015



Sussex News!



WEST SUSSEX MEDIATION SERVICE

(REFERRED TO AS WSMS)

The proposal

WSMS will provide a quality 'workplace' mediation service to the employees of statutory bodies within West Sussex i.e. Local Authorities, Town Councils and Parish Councils in order to resolve conflicts and grievances in a timely fashion with lasting benefits.

We know from experience that the earlier we can intervene in conflicts, the better the chances of a good outcome for all parties involved. We understand that many conflicts arise under the Councils' Code of Conduct and would therefore recommend that no Code of Conduct complaints should be heard unless the parties involved have agreed to a mediation hearing. This will enable WSMS to be involved at an early stage and will in many cases lead to the early resolution of disputes that would otherwise continue for a protracted period of time.

WSMS can also offer more traditional workplace mediation services in cases of disputes between Council employees, particularly those working from the same office location. In this area, we can deal effectively with issues around:

- Bullying
- Harassment
- Discrimination
- Personality clashes and co-worker disputes
- Management issues
- Return to work after illness
- Diversity/equality

WSMS could also offer on-going in house training to relevant staff, at a fee to be negotiated. Whilst not replacing the impartiality and independence of an outside mediator, it might help prevent workplace disputes from escalating and give a greater understanding of the dynamics of conflict.

This service is offered in partnership with SSALC. It is a fee based service which each council would be responsible for payment. For an introduction to WSMS please contact Trevor Leggo 01273 830202 or by email: trevor.leggo@ssalc.co.uk.

£800 PARISH COUNCIL WEBSITES

Do you need one?

If your Parish Council has no website at all, consider the negative impression that creates, and the difficulties you might be having publishing legally required information in an accessible way.

The Department for Communities and Local Government's 'Transparency Code for Smaller Authorities*' (Dec 2014) states "The data and information specified in this Code must be published on a website which is publicly accessible free of charge. For example, one way that this requirement could be achieved could be by publishing the data on the smaller authority's website or that of the billing authority in its area (district or London borough or unitary council)." * with an annual turnover not exceeding £25,000.

Perhaps you do have a website, but it's old and looks poor on widescreens, mobile phones and tablets, or it's just not easy to update?

Our websites:

PythonOnline provides a complete fixed-price parish council website package which is customized to suit individual needs. Coded in accordance with the latest HTML standards, the design is styled using local images to give each website its own unique look.

The web pages are mobile-responsive: that is, the page layout automatically adjusts to suit the resolution of the visitor's browser and the menu changes its presentation and method of operation to cater for the limited space.

Typical pages include: Allotments, Cemeteries, Contact us, Councillors, Councillor code of conduct, Councillor information, Council documents, Council meetings and minutes, Council responsibilities, Events, Finances and annual accounts, Gallery, Hall bookings, Local groups & clubs, Local organizations, Local planning applications, Members' register of interests, Neighbourhood plan, News, Newsletters, Open Spaces, Parish map, Sitemap, Useful links.

The system comes with a powerful Content Management System (CMS) that allows the council clerk and/or other non-technical users to maintain the content of the site easily and quickly, without incurring additional fees.

Each page of the CMS has a "What to do" panel, because it is designed on the premise that the users are non-technical and won't use the system enough to gain much familiarity - so each page assumes you don't know your way around and tells you what to do at every stage.

The CMS features several functions that automate principal so that keeping the website fresh and up-to-date is very quickly accomplished. The dedicated functions include a news/event editor, a meetings editor (for the publication of agendas, minutes, etc), a local planning applications editor (screenshot example shown here) and a newsletter editor. functions include the web page editor, a gallery editor and a planner (like a wipe clean whiteboard).



tasks

Other

Please visit www.pythononline.co.uk for further information and contact details. Our portfolio links to a number of our clients' parish council websites.

www.pythononline.co.uk

Mulberry & Co

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Mulberry & Co are a small family run firm of accountants and tax advisers specialising in providing focused advice on accountancy, audit and taxation matters. As registered auditors and Treasurers to the Sussex & Surrey Associations of local councils we can provide an Internal Audit function suitable for Town & Parish Councils of all sizes.

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e-mail: ian.davison@wellerslawgroup.com

www.hedleys-solicitors.co.uk

Specialists for over 30 years in legal advice and transactional work for parish councils: council governance, procedure and practice; common land and village green; footpaths and rights of way; village halls and charities; burial grounds and cemeteries; employment law; data protection and freedom of information; code of conduct and discipline; acquisition, disposals, leases, easements and licences of land; contracts and litigation.

Does your Council have a Planning problem?

I may be able to help

As a solicitor who is a Planning Inspector and a former Town Clerk in West Sussex, I have a unique blend of experience in Sussex and Surrey to offer advice and assistance to local councils when they encounter some planning issues.

If this is of interest, please contact me at the earliest possible stage

Sue Simpson
07758 741664

Chris Rolley Associates

- Delivering quality services and added value throughout the local councils sector.

We are a small independent Sussex-based consultancy working solely within, and for, the local councils sector. Our specialist skills and extensive practitioner knowledge of this, the first tier of local government, means we are well placed to assist parish and town councils meet the challenges of

- The new localism agenda;
- Public sector cuts and the need to ensure efficiency and effectiveness throughout the organisation;
- Societal change and the needs of the community;
- Ensuring quality is the imperative that drives service delivery;
- Providing value for money everywhere, and
- Achieving successful outcomes through people.

We provide a distinctive and value driven consultancy support service, which recognises at all times the primacy of the client and guarantees added value in everything we do. Client confidentiality is assured as is the quality of the service we commit to provide.

Whether you need help with organisational or staffing reviews, recruitment, assistance with governance, help in enhancing performance and/or developing performance management systems, or project management expertise, we may be able to help and would welcome the opportunity to quote for your business.

For a no-obligation opportunity to discuss your needs please contact Chris Rolley on 01342 825643 or 07857 242983 or David Carden on 07969 272640. Alternatively e mail chris@chrisrolley.co.uk
For further information view our website www.chrisrolley.co.uk

MA

Minton Associates (MA) is a management consultancy specialising in providing a variety of services to the public sector.

If your Council is thinking about a new project or consulting the public in your area please get in touch as we have considerable experience and skill in these areas.

We can also help in a range of other areas of Council business so please ask for a copy of our prospectus.

For excellent management support at affordable rates. Email: minton.bill@gmail.com or phone on 01903 773527

How to contact us...

SSALC Switchboard no. **01273 830200**

Suite C, Sackville House, Lewes, East Sussex, BN7 2FZ (Registered Office Address)
Company No. 8512101 (Registered in England)

Trevor Leggo

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Ian Davison (Solicitor)

Local Council Support Officer Sussex

Contactable via the SSALC office

Anne Bott (Solicitor)

Assistant Chief Executive

07515 892443

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Chairman East Sussex ALC: **Cllr Keith Stevens** (Wartling PC)

Vice Chairman: **Cllr Richard Jessop** (Battle TC)

Chairman West Sussex ALC: **Cllr Rodney Jackson** (Hurstpierpoint & Sayers Common PC)

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Chairman Surrey ALC: **Cllr Richard Olliver** (Horley TC)

Vice Chairman: **Vacancy**

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