Sussex & Surrey Associations of Local Councils

November 2016 Newsletter

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Spring Conferences 2017

Surrey Spring Conference *2nd March 2017 at The Georgian House Hotel, Haslemere, start time 0930 for 1000, finishing at 1530 to be hosted by the Mayor of Haslemere*

East Sussex Spring Conference *14th March 2017 at Blackstock Farm, Hellingly, start time 0930 for 1000, finishing at 1530*

West Sussex Spring Conference *30th March 2017 at The Lodge Hill Centre, Pulborough, start time 0930 for 1000, finishing at 1530*

The cost per delegate for all conferences is £40.00 per head (ex VAT) to include refreshments and lunch

Programmes to be confirmed

Please visit our website for further details and booking forms: http://www.sussexalc.org.uk/index.asp

Update from Trevor Leggo, CEO of SSALC

Parking in Wealden and Rother

I am sure you will be aware that under the 2004 Act, parking became decriminalised and the responsibility of local authorities rather than the police. Wealden and Rother Districts have chosen not to adopt Civil Parking Enforcement which presents problems for some communities, particularly those with railway stations and commuter parking.

Where CPE does not exist the enforcement of parking remains the responsibility of the police, however realistically against the more pressing issues faced by the police and declining resources, parking on yellow lines is not a priority for the Chief Constable.

As part of a project for her degree course, Frankie Nowne, Clerk of Ticehurst intends to focus on this issue and will welcome input from communities in Wealden and Rother affected by this position.

An argument put forward by Rother is that parking charges could damage the economic regeneration of Bexhill; there are ways around this – if we look at the Chichester DC area differential charging arrangements are in place. For example those who visit the market towns of Midhurst or Petworth can park for an hour free of charge by entering their registration number into the machine, whereas in the city of Chichester payment is due immediately on entering the car park.

Scams and fraud

Those who attended Clerks' Networking Day on 1st November will have heard from police officers that the average loss to a victim of scamming or fraud in Sussex is £20,000. Through the Sussex Elders' Commission, Katy Bourne the Police & Crime Commissioner [PCC] is working to reduce the incidence of these offences through Operation Signature; SSALC believes that parish councils are in a good position to help in ensuring that advice and good practice is communicated effectively to elderly residents. This might be through luncheon clubs such as at Forest Row or the Roffey Friendship Group supported by North Horsham PC.

We will be looking for two or three pilot sites across Sussex where local councils can work with the PCC and Sussex Police Economic Crime Unit to test out measures within their communities; if this is of interest to your council, please let me know. A similar arrangement can be extended into Surrey as the two police forces work so closely together.

Find out more here: https://sussex.police.uk/advice/protect-yourself-and-others/fraud/operation-signature/

Councillors receiving information

We frequently encounter situations where it is evident that councillors are unaware of fairly fundamental information distributed by SSALC. This may of course be due to councillors not reading what they have been sent but we have examples of councillors not receiving the code to access the SSALC website, not being made aware of the newsletter or training programme and effectively being unaware of the services available to their council via SSALC.

To try to overcome this the SSALC Board will take an area and pilot an arrangement where information is sent direct to all parish councillors. At the moment it looks like this will be within the Horsham District but remains to be confirmed.

Referendum Principles

I hope you are all aware of the recent consultation on Government's proposal to extend Referendum Principles to those councils with a precept in excess of £500,000 and a Band D council tax level of £75.40 or more. Whilst this in itself will only affect 6 councils in Sussex and 1 in Surrey at present it could encourage Government to extend the idea to smaller councils.

This will of course have a seriously detrimental effect upon the ability of local councils to precept to cover any declining services provided by principal authorities. NALC, the various County Associations and several councils are making strong representation to Government and local MPs setting out the pitfalls of this short sighted policy. SERCAF, our regional body covering 9 counties in the south east will meet in Lewes on 24th November to review the position.

Trevor Leggo

SSALC Website

May we remind you that **ALL** Councillors should have access to the SSALC website, if you are unsure of your login and password details please contact Anna at anna.abrahams@ssalc.co.uk who will be able to assist you.

http://www.sussexalc.org.uk / http://www.surreyalc.org.uk

NALC Demands More Localism for Communities

National Association of Local Councils' (NALC) Annual Conference held on Wednesday 19 and Thursday 20 October 2016, saw a direction for putting local (parish and town) councils and communities more in control of how their lives are run and public services delivered to them.

NALC further demanded that the government's localism plans must include communities, neighbourhoods and local councils.

At the moment the government's localism thinking seems to be concentrating mainly on devolving powers and spending agreements to devolve powers from Whitehall departments to local areas. These areas are represented by consortiums of local principal (county, district, unitary or borough) authorities, coming together on a county-wide or sub-regional basis.

While these steps are welcome, this next phase of localism is by no means localist enough, nor is it bold enough. Devolution must not stop at the combined authority, county or district level.

Hundreds of delegates from local council and county association areas from around England gathered together to formulate a way forward for the sector to further turn the dreams of localism into a reality.

Marcus Jones MP, department of Communities and Local Government (CLG) local government minister, responded: "The government is pleased with the fantastic work many of you (local councils) are doing in bringing local devolution to life and encourage the further spread of this localist revolution."

"You are the champions of local, visible action - demonstrating that it is possible to fix the street lighting or install CCTV, or use community action to save a post office or pub or set the planning agenda in your area.

“Further, by making that direct connection between local issues and local action, you help counter that often voiced concern that “all politicians are the same”. This helps prove to electors that voting matters, which can only benefit everyone.”

“I believe that there’s never been a more exciting time to be part of a parish or town council, because there have never been such opportunities to cultivate better futures for our local communities. I value my good relations with the National Association and its Chair, Ken Browse, who I would particularly like to thank for all his hard work.”

Birmingham City Council leader, Cllr John Clancy, has committed the council to work with the local councils’ movement to develop local devolution deals within the city so making an evolution in devolution. The move follows the decision to create a new local council for Royal Sutton Coldfield, with the potential to localise delivery of many local services.

Cllr John Clancy, said: “We want to work with the government and with organisations such as NALC to take forward this agenda, as we develop our Future Council vision for 2020. One approach might be to develop devolution deals within the city, unleashing the creativity and ideas in our communities.

“In 2018 we will reach a watershed in Birmingham’s local government when we move to smaller one or two member wards and a four year election cycle. By then we will have a fully established combined authority and we may also have an elected mayor for the West Midlands.”

“But it’s essential that we also develop a new approach to local democracy and local services at the most local level. That will enable us to put in place a bottom up neighbourhood democracy, unique in urban Britain.”

NALC’s Annual Conference overwhelming passed a motion opposing the government’s plans to extend council tax referendum principles to local councils.

Further the conference passed motions:

- To encourage the creation of local councils across England and call on all the political parties to support this
- To call for an urgent introduction of a right of appeal for communities where a principal authority decides not to establish a new local council

Cllr Ken Browse, chairman of NALC, said: “We have a real opportunity over this Parliament to build on this and establish local councils as ‘local powerhouses’, complementing the more strategic work of the proposed.

“NALC is really pleased that our members are fully behind us in our three key aims of providing value-for-money services, creating new councils and increasing membership, and giving the sector a strong national voice.”

NALC Star Council 2016 Awards Winners

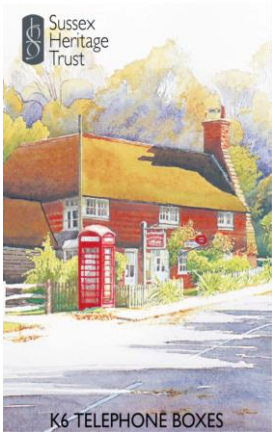
Congratulations to Cllr Carole Cockburn of Farnham Town Council, Surrey who recently won runner up of Councillor of the Year and Cllr Daniel Dunbar of Polegate Town Council, East Sussex who won runner up in Young Councillor of the Year in the NALC Star Council Awards 2016!

The Star Councils Awards are an all important recognition of all the amazingly effective hard work that is being undertaken by Local Councils, Local Councillors, Local Council Officers as well as County Associations.

NALC were inundated with hundreds of nominations which shows and highlights the localist powerhouse work being undertaken at the neighbourhood and community level. This all comes within the background of opportunities available through devolution and localism and the challenges of the difficult financial climate many local areas face at the moment.

Cllr Ken Browse, chair of NALC said “The judging panel included representatives from the DCLG, Local Government Association (LGA), SLCC and NALC as well as the award sponsors.

“The judging panel on the day had to make some very tough and difficult decisions because the standard of entries was so high. Indeed the judging panel remarked it was wonderful and amazing to see all this incredible community engagement going on in our sector. It was a day to make us proud of the sector!”



Save Your Red Phone Box

Sussex Heritage Trust campaigns for Red Phone Box survival

The red K6 public telephone boxes, much-loved and iconic features of the British landscape, have increasingly been under threat from the development of mobile technology, neglect and vandalism.
In the spring and summer of 2015 the Sussex Heritage Trust carried out a survey into the survival and condition of red K6 telephone boxes in East and West Sussex. This was in conjunction with Sussex Association of Local Council and the South Downs National Park Authority. The surveys indicated the telephone boxes were in slow decline and at worst critically at risk or had already been removed from their parishes.
The Sussex Heritage Trust has produced a guide, which explains the history of the famous red telephone boxes, provides information on their survival in Sussex and offers advice on how local communities can become involved in their future management, both to serve their original purpose and also for a range of new functions.
Chairman of Sussex Heritage Trust, Dr John Godfrey DL, said
"We hope that by producing this guide the Sussex Heritage Trust will raise the profile of red K6 telephone boxes as a significant conservation issue and help more towns and villages to become actively involved in their preservation."

> *The word 'icon' is quite loosely used these days and commonly associated with a symbol on a computer screen. In its true sense the K6 telephone box is an icon, as iconic as the MG sports car pictured driving past or the restored Spitfire flying overhead, a symbol of reassurance in a nostalgic way.*
>
> *I urge all communities in Sussex to preserve their K6 using imagination to bring them into use in different ways; we know that it can be the home of a defibrillator, a village in Wiltshire uses theirs for book exchange and in other parts of the country as tourist information points. From 2017 Sussex Associations of Local Councils will give an award each year for the most imaginative use of a K6 telephone box by any community in Sussex supported by its town or parish council.*
>
> ***Trevor Leggo, CEO of SSALC***

To download the guide please go to http://www.sussexheritagetrust.org.uk/index.php/projects-phone-box-restoration/
To join the campaign, post your pictures of red K6 public telephone boxes in Sussex on our instagram page: /sussexheritagetrust
Twitter.com/SussexHeritage
Facebook.com/SussexHeritageTrust
www.sussexheritagetrust.org.uk

Chairmen Discuss Planning Reform Agenda

The SSALC Chairs Networking Day, held at The Felbridge Hotel & Spa on September 27th 2016, discussed the changing planning system and the further changes which are around the corner.

A presentation by SSALC planning consultant, Lindsay Frost set the scene. This covered the role and purpose of the planning system; the reforms implemented by successive governments since the 1990's; the problems that remain and why there is still a wide ranging planning reform agenda with yet more changes in the pipeline. These changes are likely to include:

- extending "permitted development rights " so people can do more things without the need to apply for planning permission
- speeding up planning applications and delivery of nationally important infrastructure
- further reforms to local plans and neighbourhood plans
- more devolution and funding through "growth plans" and "city deals" to local authorities who show a willingness to work together to deliver growth
- starter homes for purchase rather than affordable housing for rent
- any changes arising from amendment or repeal of European legislation following BREXIT

The session included a straw poll where chairmen were asked to indicate:

(a) what do you think is the most pressing problem with the planning system today ?
(b) what reform(s) would you make to overcome this problem ?

Nearly 50 responses were returned and displayed later in the day at the venue. There were a wide range of views, with enough suggestions for further changes to the planning system to provide the material for a "SSALC Planning Reform Bill ".

The responses often suggested a feeling of frustration with a system which many clearly felt was not responding to local concerns and sometimes rode roughshod over them. The promise and potential of "localism" evidently still has some way to go in Surrey and Sussex.

The main problems identified were:

- imposition of unrealistic housing targets in South East England and the need to promote more development in other regions which needed it to support regeneration
- most housing provision was market driven with little regard for local needs
- developers "land banking" rather than quickly building out planning permissions
- lack of infrastructure investment to support new development
- insufficient resources for local planning authorities to do their jobs properly
- insufficient weight given to town and parish council views
- inconsistent decisions on planning applications

Amongst the reforms suggested to tackle these problems included:

- better integration of planning across the country to reduce the imbalance in development between London and the South East and the rest of England
- measures to provide more smaller and specialist housing to meet local needs which could be delivered by private developers, local authorities or the voluntary sector
- financial measures (incentives or penalties) to reduce land banking
- getting infrastructure in closer step with housing development
- higher planning fees to better resource planning departments
- greater weight to neighbourhood plans and local views
- greater clarity of decision making to reduce perceived inconsistency

Thank you to all those who gave their views on planning reform. The system is always changing and the latest legislation - the Neighbourhood Planning Bill - was presented to Parliament in early September. …. And you can expect more as, after 2019, BREXIT starts to affect many different aspects of the way we manage the economy and the environment.

Lindsay Frost

SSALC planning consultant

Consultation goes live for Sussex Police Precept

Residents can now take part in Sussex Police & Crime Commissioner Katy Bourne's consultation for the Sussex Police Precept 2017/2018. This proposes to increase the police element of council tax rise by around £5 per household to fund over 100 new police officers and specialist staff.

The web address is https://www.sussex-pcc.gov.uk/priorities/budget/

"*We need the right people, with the right skills in the right place to protect you and fight crime," said Sussex PCC Katy Bourne.*

"That's why I want to invest in 100 new officers and staff in specialist teams to strengthen local policing and keep our communities safe."

"*I am responsible for setting the policing element of council tax in Sussex. I would like to ask households if they would be prepared to pay – on average - an additional £5.00 which would create an extra £3m for policing each year. When that is added to the £2m savings already identified, it allows Sussex Police to invest in over 100 police officers and specialist staff in the following areas."*

- **Community Priority Crime Teams:** *to investigate local crime problems, dismantle organised gangs and remove repeat offenders and provide a reassuring community presence.*
- **Expert Youth Teams:** *to target and support those younger people most at risk of committing crimes or becoming a victim of crime.*
- **Specialist Firearms Officers:** *for counter terrorism deterrence and response.*
- **Public Protection Investigators:** *to provide appropriate response and more capacity to deal with the increased reports of sexual offences and child protection cases*.

"*Sussex Police is modernising its services to meet the local policing and security needs of the 21st century. This new way of working has been acknowledged as ambitious and positive by Her Majesty's Inspectorate of Constabulary.* "

"Whilst that transformation is under way across all areas of policing and will take time, I want to make sure Sussex residents can see local policing being strengthened now."

The consultation, which began on the website this week and will include public engagements across Sussex, closes in January 2017. The PCC will then present her recommendations on whether to propose a rise in the precept to the Police and Crime Panel in January.

Sussex Police & Crime Commissioner

NALC Sustainable Communities Act 2007 (SCA) Toolkit

The Sustainable Communities Act 2007 (SCA) provides an opportunity for local people, communities and parish and town councils to ask central government via local government to remove legislative or other barriers that prevent them from improving the economic, social and environmental well-being of their area.

The Toolkit can be found in the Development Tools area of the NALC website http://www.nalc.gov.uk/ Please note that you will need to be logged in to view this area.

Be a Councillor in East Sussex

On the 4 May 2017 the people of East Sussex will elect the 50 representatives to serve as East Sussex County Councillors for the next four years.

East Sussex County Council have launched their **Be a Councillor in East Sussex** campaign to share the key messages for anyone interested in becoming a Councillor – the practicalities of standing for election, the remit of the Councillor role, the scope and scale of East Sussex County Council and the qualities that will enable someone to succeed as a Councillor.

Anyone interested in finding out more about the campaign or about becoming a Councillor is encouraged to visit the dedicated **Be a Councillor in East Sussex** website: www.beacouncillor.co.uk/east-sussex

Please note that both West Sussex & Surrey also have elections for County Councillors in May.

East Sussex County Council

eastsussex.gov.uk

Bright Ideas Fund

Bright Ideas Fund is now open.

The Community Business Bright Ideas Fund aims to give your community group the support and tools to start setting up your community business. It will also give your group the early stage finance that you need need to carry out consultation with local people and feasibility studies to develop a community business idea the community wants and needs.

Amount available per grant

A programme of support and grants of up to £20,000 is available to develop your community business idea.

A case study can be found here: http://mycommunity.org.uk/case_study/bright-ideas-fund-anglers-rest-community-pub-hub/

What the Bright Ideas Fund offers

- Online induction and ongoing support, either online, by phone or where possible through visits
- Community Business development plans, to help successful groups shape and develop strategies and plans for their community business
- Mentoring and visits, to inspire applicants and give them the opportunity to learn from peers
- Regional networking and events, to learn from social finance experts, successful community business leaders, funders and technical specialists.

Watch the Bright Ideas Fund FAQs webinar

Register to watch the recording of the Bright Ideas Fund FAQs webinar to find out more about the fund criteria, application process and FAQs here: https://attendee.gotowebinar.com/register/7790482263820522754?source=Bright+Ideas+FAQs+webinar

3SC Devolution Website

Subscribe to news about the 3SC devolution bid on their new website.

The 3SC website is now up and running. You can take advantage of it by signing up to receive news about the 3SC devolution bid directly from the website.

Please visit https://surreyandsussex.wordpress.com/ **and subscribe to updates in the box on the right hand side.**

Once you have done this, you will receive an email every time an update is posted.

If you have any problems subscribing to the website, please email Claire.vanheerden@surreycc.gov.uk

New ACAS guide - Managing People

Published 12th September 2016

ACAS, the organisation devoted to preventing and resolving employment disputes, has produced new free guidance to help managers, supervisors or team leaders gain skills in people management to deal with issues as they arise.

The guide covers:

- Understanding the role of a manager
- Leading and communicating
- Handling day-to-day tasks
- Handling less frequent and/or longer-term tasks
- Support and personal development

Download New ACAS guide - Managing People

Operation Watershed Active Communities Fund

The new round of Operation Watershed Active Communities Fund launched on 1st April 2016 and consists of £500,000 that local groups are encouraged to apply for funding to finance schemes and projects of all sizes.

The purpose of Operation Watershed Active Communities Fund is to support people in their local communities who want to work with the County Council to become more prepared for floods and help reduce the likelihood of flooding.

What is the aim of the Operation Watershed Active Communities Fund?

The funding is there to support communities who are willing to develop, support and sustain partnerships that bring together local people, businesses and landowners to ensure that those who suffer the impacts of flooding and those responsible for a huge network of drainage systems and ditches are working together to minimize the risk of local impacts in the future.

The aim of the Operation Watershed Fund is to provide funds to assist local communities finance projects.

Projects to be funded will be identified by communities and might include:

- Start-up costs to support the clearing of neglected ditches and funds to support initial clearing of private ditches that have been neglected
- Buying or hiring equipment such as shovels, waders or diggers for communities to use in project delivery
- Commissioning surveys and/or reports
- Set-up and training costs for Flood Action Groups
- Localised 'find and fix' improvements to help reduce impacts on the highway

Any constituted community or voluntary group from within West Sussex can apply for funding as long as the project meets the following criteria for eligibility:

- Projects must be directly targeted at benefiting the community
- They must address an issue related to extreme weather events
- Projects must demonstrate value for money and be able to provide measurable results
- Applicants can be existing groups with a formalized management committee or by newly founded organisations

While there is no upper limit on how much funding can be applied for, projects will be evaluated for value for money on a case by case basis, grants from £1,000 up to £60,000 have been awarded in the past.

Communities wishing to apply for funding should discuss with the Operations Watershed team who will happily provide advice and help at: operation.watershed@westsussex.gov.uk or by post at Operation Watershed, West Sussex County Council, Northleigh, County Hall, Chichester, PO19 1RH.

Changes to library opening hours

New opening times for East Sussex libraries come into effect from Monday 28th November.

The opening times of all libraries in East Sussex are available on our library webpages.

When libraries are closed you can still access the e-library to renew and reserve books, update your details and download e-books. For those unable to visit a library due to ill-health, disability or caring responsibilities, there is a home library service, where volunteers select and deliver library books to your home. For more details visit www.eastsussex.gov.uk/libraries

Library books can also be renewed through our 24 hour automated renewals line by calling 0345 6080195.

The changes to library opening hours follow a public consultation undertaken earlier in 2016, which proposed reducing opening times in order to save around £500,000 a year from library running costs, toward an overall savings target from the East Sussex Library and Information Service of £2 million.

The opening hours proposals were based on a detailed and careful analysis of a wide range of data the County Council holds about how and when people use their local libraries, and are designed to reduce opening hours at times when libraries are less busy. All libraries will be open on a Saturday and many will stay open until 6pm on a Thursday.

East Sussex Community Information Service (ESCIS)

ESCIS is the community information website provided by East Sussex Libraries. It holds information on the following:

- Local services
- Groups and hobbies (including support groups)
- Family information, including childminders
- Advice and information
- Events calendar

ESCIS lists over 8,000 organisations and has over 7,000 unique visitors a week making it an excellent place for you to promote information and services related to your town and Parish. All listings are free.

The Events calendar was added in 2016 and is a popular way to both promote the events you are holding and see what else is taking place in your area. You can search through a postcode search as well as through categories.

For more information, to list your parish or town council (please check that you are not listed already) or promote and event email info@escis.org.uk, alternatively visit www.escis.org.uk.

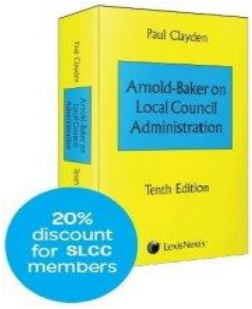
ESCIS advertising materials are also available, please let Vicki Holland know at vicki.holland@eastsussex.gov.uk or on 01273 481754 if you would like some for use within your area.

Updated Neighbourhood Planning Regulations - A Summary

New regulations for Neighbourhood Planning came into force on 1 October 2016. Follow this link for a very useful summary of the changes:

http://mycommunity.org.uk/2016/10/24/updated-neighbourhood-planning-regulations-a-summary/

Also some useful Neighbourhood Planning factsheets can be found at:
https://www.gov.uk/government/publications/neighbourhood-planning-bill-policy-factsheets
https://www.gov.uk/government/publications/neighbourhood-planning-bill-overarching-documents

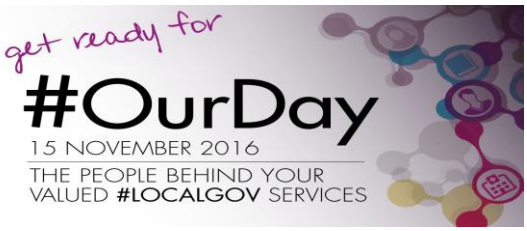


Arnold-Baker on Local Council Administration – Tenth Edition

May we remind you that you should now be referring to the tenth edition of Charles Arnold Baker.

Copies can be obtained through the SLCC website at a discounted rate for members:

http://www.slcc.co.uk/bookstore/category/essential-reference-guides/4/



Promoting local councils with #OurDay

#OurDay on 15 November as an important chance to shine a spotlight on the work of parish and town councils. Coming hot on the heels of the NALC Star Councils presentations and the LGiU C'llr Achivement Awards, #OurDay is an annual tweetathon organised by the Local Government Association to showcase the many and varied things councils up and down the country do to deliver the best for residents. You can sign-up to the thunderclap and use the twibbon to help spread the word of this fantastic day for local government. The LGA have also produced a toolkit to help councils to get the most out of the day, including posters and top tips. NALC would love you to get involved!

VISIT SURREY
www.visitsurrey.com

Visitsurrey.com – the tourism website for Surrey

Visitsurrey.com is the main communication tool for the destination management company Visit Surrey. Visit Surrey aims to promote Surrey as a great visitor destination, showcasing attractions, museums, gardens, theatres, cafes, pubs, hotels, B&B's, restaurants, sporting activities, countryside and events.

The visitor economy in Surrey is strong, with a turnover of over £2bn a year and seeing approximately 24 million day visitors (2012). This rich attraction of things to do, places to eat and where to stay is supported by a wide range of visitors. The most regular and the counties greatest supporters are our local residents. Many with good disposable incomes and leisure time, families, retired couples and youngsters are looking for days out, experiences, time with friends and family. At weekends, holiday times and evenings, all are looking to spend their time having fun and being out of the house. With such good supporters visitsurrey.com aims to provide Surrey residents with all the latest event and activity news, ideas for unique and special experiences, thoughts on 'hidden' gems, through to free things to do with the kids, and anniversary special celebrations.

Surrey has also been part of the growth of the 'staycation', and sees a good number of visitors taking weekend breaks. Particularly popular with Londoners and those across the south-east.

Visitsurrey.com is a fairly new website, going live on 1 February 2016. The old website was much loved and well used, but the technology was out dated and didn't provide website visitors with the digital functions many have become accustomed to.

The new website was created to be more visual, with bigger larger photos telling the story of Surrey. There is greater inspirational content giving a varied and changing mix of ideas and suggestions. One of the key parts to the website is easy navigation. It is well-known that the easier it is to use a website the longer the time visitors will stay on a website, and they are more likely to come back time and time again. Well known phrases and key words used across the tourism industry have been used so website visitors, and Google can find us easily. Visitsurrey.com features highly on Google usually within the top 5 results of most searches, and often number 1.

The new website sees around 65,000 individual visitors a month, who view around 200,000 pages. Visitors stay on average 2 minutes each time they visit. The website sees its peak visitors during the holiday seasons throughout the year.

As a Community Interest Company, not-for-profit, we do charge both tourism businesses and local councils to be part of the website, but our rates are considerably lower than those of the commercial advertising market.

For local authorities, from borough and district level down to town and parish level, we can offer promotion of your town, village or area. We know visitors are keen to visit our beautiful towns and villages and explore and experience life within them. Promotion to highlight what is on offer is key to ensuring visitors continue to visit. Towns and villages can have their own pages within the website giving key information and ideas to visitors, promoting the very best of their town or village.

We offer full town or village promotion at £500+vat per year, or individual venue promotion starts at £200+vat per year.

We believe Surrey is a hidden gem in the tourism world and we would like to work with as many partners across Surrey as we can to promote Surrey as a great place to visit.

If you would like more information about Visit Surrey please contact Anna Tomkins at managervisitsurrey@gmail.com or on 07554007422

First Aid Courses at Warnham Park

The half day courses take place at Warnham Park, the home of Jonathan and Caroline Lucas, organized by Caroline in her capacity as President of St John Ambulance, Sussex. Not only is the course informative but the afternoon tea is superb – I recommend it to anyone.

Trevor Leggo, CEO of SSALC

The popular Essential First Aid for Adults event is again being held at Warnham Park.

The date is Thursday February 9th 2017.

Starting at 1.45pm
Break in the middle for tea and cake
Finished by 5.15pm.
Accredited Certificate issued on completion of the event valid for 3 years.

There is no charge for this event, however should you like to make a donation to St John Ambulance on the day it would be most welcome, gift aid envelopes are available. This event is open to any adults who may wish to attend.

Email Jacqui.simes@ssalc.co.uk to book and tell her the name/s of the person/people wishing to attend and their email address. Jacqui will pass your details to me and we will be in touch directly before the event date.

With very best wishes,

Caroline Lucas
County President, St John Ambulance (Sussex)

Community Foundation for Surrey

Local giving for local need

Supporting local communities with the Power of Philanthropy

The Community Foundation for Surrey is an independent charitable trust that is dedicated to inspiring local giving for the needs of people in Surrey.
Through its family of Donors, the Community Foundation is able to support local grassroots community and voluntary groups who are working at a very local level and delivering projects that transform lives.

Projects such as:

- reducing isolation for older people,
- supporting children living in poverty
- providing training and skills for disadvantaged young people
- helping children and adults with disabilities,
- providing care for those suffering from mental ill health.

Or projects that bring the community together such as:

- good neighbourhood schemes
- local festivals
- community gardens
- facilities for community centers.

This tapestry of extraordinary grants supporting local communities has been possible because of the generous and increasing support of the Foundation's Donors, including individuals, families, businesses and Trusts.
Donors establish their own named fund or give collectively with other Donors for a specific area or theme such as the Surrey Young People's Fund. In this way Donors are actively involved and see the very real changes their funding makes.
If you would like to be involved in supporting a themed or local Fund for your area or set up your own bespoke Fund, or would like to apply for a grant, contact the Community Foundation for Surrey on 01483 478092 or find out more visit www.cfsurrrey.org.uk

Charity Reg 1111600

We've Gone Sailing – Frensham Pond Sailability

Three Counties Training

SUSSEX & SURREY ASSOCIATIONS OF LOCAL COUNCILS LIMITED

AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

East Sussex ALC Ltd. President - Lord Ampthill
West Sussex ALC Ltd. President - Michael Chater OBE
Surrey ALC Ltd. President – Michael More-Molyneux, HM Lord Lieutenant

CEO - Trevor Leggo
Assistant CEO - Anne Bott

New Programme for 2017!

Clerks Networking Day

Tuesday 21st March 2017 (0930 registration, 1000 start, finishing at 1530)
Fontwell Park Racecourse, Arundel, West Sussex, BN18 0SX
The cost per delegate for this event is £65.00 Ex VAT (£78.00 Inc. VAT)

Clerks Technical Networking Day

Tuesday 2nd November 2017 (0930 registration, 1000 start, finishing at 1530)
The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH
The cost per delegate for this event is £65.00 Ex VAT (£78.00 Inc. VAT)

Chair's Networking Day

Thursday 28th September 2017 (0930 registration, 1000 start, finishing at 1530)

The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH

Bookings will open for Chairs Networking Day on 6th June 2017.

The cost per delegate for this event is £65.00 Ex VAT (£78.00 Inc. VAT)

Legal & Finance Day

Thursday 13th July 2017 (0930 registration, 1000 start, finishing at 1530)
Fontwell Park Racecourse, Arundel, West Sussex, BN18 0SX*The cost per delegate for this event is £90.00 Ex VAT (£108.00 Inc. VAT)*

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Planning Update Events

Tuesday 24th October 2017 (1745 registration, 1800 start, finishing at 2100)
Councils Chambers, Uckfield Civic Centre, Bellfarm Lane, Uckfield, Tn22 1AE

Wednesday 8th November 2017 (1745 registration, 1800 start, finishing at 2100)
Wilfrid Noyce Centre, Crown Court, High Street, Godalming, Surrey, GU7 1DY

Tuesday 21st November 2017 (registration 1745, 1800 start, finishing at 2100)
Councils Chambers, Billingshurst Community Centre, Roman Way, Billingshurst, West Sussex, RH14 9QW
The cost per delegate for this event is £55.00 ex VAT (£66.00 inc Vat)

HR Training Events

Thursday 6th April 2017 (0945 registration, 1000 start, finishing at 1300)
Wellshurst Golf Club, North Street, Hellingly, East Sussex, BN27 4ED
FOR CLERKS & COUNCILLORS

Tuesday 6th June 2017 (0945 registration, 1000 start, finishing at 1300)
East Horsley Village Hall, Kingston Avenue, East Horsley, Leatherhead, Surrey, KT24 6QT
FOR CLERKS & COUNCILLORS

Thursday 5th October 2017 (1745 registration, 1800 start, finishing at 2100)
Mid Sussex Golf Club, Spatham Lane, Ditchling, East Sussex, BN6 8XJ
FOR COUNCILLORS ONLY

Tuesday 14th November 2017 (1745 registration, 1800 start, finishing at 2100)
The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH
FOR CLERKS ONLY – Councils with 2 or more members of staff
The cost per delegate for this event is £55.00 ex VAT (£66.00 inc VAT

Three Counties Training

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Chairmanship Training

Tuesday 21st February 2017 (1345 registration, 1400 start, finishing at 1700)
Mid Sussex Golf Club, Spatham Lane, Ditchling, East Sussex, BN6 8XJ

Tuesday 16th May 2017 (1745 registration, 1800 start, finishing at 2100)
The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH

Tuesday 4th July 2017 (1745 registration, 1800 start, finishing at 2100)
Wellshurst Golf Club, North Street, Hellingly, East Sussex, BN27 4ED

Tuesday 17th October 2017 (1345 registration, 1400 start, finishing at 1700)
The Felbridge Hotel & Spa, London Road, East Grinstead, West Sussex, RH19 2BH
The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT)

Councillor Briefing & Awareness Updates

Thursday 9th March 2017 (1745 registration, 1800 start, finishing at 2100)
Mid Sussex Golf Club, Spatham Lane, Ditchling, East Sussex, BN6 8XJ

Thursday 22nd June 2017 (0945 registration, 1000 start, finishing at 1300)
Forest Room, The Sussex Exchange, Queensway, St Leonards on sea, East Sussex, TN38 9AG

Thursday 21st September 2017 (1345 registration, 1400 start, finishing at 1700)
Billingshurst Community Centre, Roman Way, Billingshurst, RH14 9EW
The cost per delegate for this event is £55.00 Ex VAT (£66.00 Inc. VAT)

To see a complete list of our training events in 2017 and for links to booking forms please see our website at:
http://www.sussexalc.org.uk/events_training.asp

Bespoke Training

During 2017 we will be continuing to provide bespoke training for parishes across Sussex and Surrey. This training could range from Councillor Briefing and Awareness, Planning, Housing, Visioning, Chairmanship, HR, Social Media, plus more!

If you have a training need we would be delighted to hear from you!

CiLCA Programme

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. CiLCA not only provides the council with greater powers, it provides a practical way for the clerk to gain more confidence through a recognized qualification.

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 find out costs, how to enrol and important dates please visit "CiLCA Programme" on the Events/Training page of our website: http://www.sussexalc.org.uk/cilca_fast_track.asp

CiLCA Programme

Michelle Warner, Clerk to Ditchling Parish Council recently completed her CiLCA qualification with the support of SSALC. This is what she had to say about her training….

"I joined Ditchling Parish Council as the Clerk in October 2015 and in so doing agreed to undertake the CiLCA qualification. I had underestimated, however, how many other clerks in Sussex and Surrey were keen to become CiLCA qualified and how quickly the SSALC training courses became filled, it was not until April 2016 that I attended session one of the SSALC CiLCA training programme.

This first training session was first rate, the mentors Isabelle Mouland and Pauline Whitehead were competent, knowledgeable and encouraging. In a very packed morning we sped through the requirements of Unit one of CiLCA , Core Roles in Local Council Administration and Unit three, Finance for Local Councils. I left confident that I could now tackle these two units and resolving to complete at least one learning outcome a week, so that I would finish units one and three within twelve weeks. I left also, with an agreement signed by the mentors and by the chair of my parish council, stating that Ditchling Council would support me through my studies and ensure that new projects were limited during the study period. I have to say that my council were very understanding, but not all clerks will be so fortunate and this agreement is therefore vital.

Of course, I did not manage to complete one learning outcome a week, and in fact found that by trying to split the work into manageable chunks, it was too easy to ignore it and find other more interesting things to do. I found that setting aside whole days and hitting the studying hard paid off and by the time the second training session rolled around in July, I had completed the first two units. The second session was invaluable as we worked through the requirements of the remaining three units and the workings of EMMA the online portal.

Uploading completed units into the online portal for marking and hitting the send button was extremely satisfying. Units were marked very quickly, usually within 48 hours and comments were given on all learning outcomes submitted. Some of the learning outcomes I submitted did not reach the required standard and required some further work, but where this was the case the assessor was very clear in their requirements for improvement. If I found that I was struggling with a leaning outcome I would prepare my best answer and send it to Pauline Whitehead for review – sometimes the response from Pauline was – no further work needed, other times a complete re-write was required, with her guidance.

I have now completed the qualification, just before my first anniversary as a clerk."

Michelle Warner
Clerk to Ditchling Parish Council

Policies and Procedures

May we remind all councils, no matter how small that they should have adopted policies and procedures covering the following at the very least:

- Grievance
- Disciplinary
- Complaints
- Email, social media
- Data Protection
- Retention of documents

In addition, depending upon a council's responsibilities:

- Health & Safety
- Risk Assessment

SSALC will assist where it can in sourcing template examples.

Good Councillors Guide 2016

The Good Councillors Guide 2016 is available to download on our website (please ensure you are logged in): http://www.sussexalc.org.uk/publications_2016-01-01-GOOD-COUNCILLOR-GUIDE-2016-EDITION.asp

We are also selling hard copies of the guide at £2.00 per copy (plus postage and packaging for certain delivery requirements).
Please complete the online order form here:

https://www.surveymonkey.co.uk/r/QTNVW88

External Auditor 2016/17

For information on the future external auditor provision through NALC you can now access information via:
http://localaudits.co.uk/

Mark Mulberry, Mulberry & Co

SSALC is currently assisting with the following vacancies –

Parish Clerk & Responsible Financial Officer Hassocks Parish Council
Hours 37 hours per week to include time spent on evening meetings
Rate of Pay Starting salary of LC3 points 42-46 (£36,937 - £40,619) plus one incremental point for CILCA qualification
Closing Date 18/11/2016

Parish Clerk & Responsible Financial Officer Broadbridge Heath Parish Council
Hours 18.5 hours per week to include time spent on evening meetings
Rate of Pay LC2 points 30-38 (£26,556 - £33,106) pro-rated depending on experience.
Closing Date 05/12/2016

Parish Clerk & Responsible Financial Officer Alfriston Parish Council
Details will be on our website soon.

Contact Trevor Leggo on 01273 830202 / 07825 506649 or lcrecruit@ssalc.co.uk

To download an information pack for this vacancy & for all other vacancies visit:
http://www.sussexalc.org.uk/vacancies.asp

SSALC would like to welcome the following clerks, assistant clerks & office staff to their new roles:

Andy Beams – *Crowborough Town Council (Town Clerk)*
Janet Crowe – *Wonersh Parish Council (Parish Clerk)*
Janet Russell – *Capel Parish Council (Parish Clerk)*
Suzanne Hoyland – *Shere Parish Council (Assistant Clerk)*

Please note that these are the clerk changes that we are aware of since the last newsletter,
Sorry if we have missed anyone!
If you are a new clerk or we need to change our contact details for your council please email anna.abrahams@ssalc.co.uk as soon as possible.

SSALC Recruitment Service

- We will create and supply a suggested advert for the post and advertise the vacancy on our website. We will also send it round in an email to our 307 clerks.
- We will create an application pack including a job description, person specification and an application form which will comply with the requirements of current employment law.
- We can be identified in the advert as available to answer any questions that prospective applicants may have.
- We will email out the application packs/make them available for download on behalf of the council.
- We will be the recipient for completed application forms and pass them to the council with a schedule of applicants showing their relevant experience and SSALC's recommendations.
- We can attend shortlisting and interviews to advise the council on conditions of employment.
- We can assist the council with the format of the interviews and provide any equipment necessary for any presentation that candidates may be required to give.
- Invite candidates for interview letting them know of venue/timing details and any requirements.
- Supply suggested questions to ask in the interviews in line with current conditions of employment.
- Offer the post to the successful candidate, create & send the letter of appointment and prepare a contract of employment in accordance with councils' instructions.
- Contact unsuccessful candidates with councils' feedback.
- We can provide information on probation and appraisal processes.
- We can work with the council to provide appropriate interim support during the period of the vacancy and review the roles of other employees if the council so wishes.
- We will ensure that current employment law is followed at all times.
- Council's that use our recruitment service will be entitled to a discounted place on our New Clerk's Course. This will be added to your quote.

If you would like to find out more about this service or you would like SSALC to assist you with a vacancy please email - lcrecruit@ssalc.co.uk or tel. 01273 830203

Mulberry & Co

Chartered Certified Accountants
Registered Auditors &
Chartered Tax Advisers
Lichfield House, 60 Abbots Ride, Farnham, Surrey, GU9 8HZ
Tel: 01252 820343 / 077 1041 0552
email: mark@mulberryandco.co.uk
www.mulberryandco.co.uk

Mulberry & Co are a small family run firm of accountants and tax advisers specializing 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.

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 organization;

· 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 recognizes 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 organizational 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 email *chris@chrisrolley.co.uk*

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 Chief Executive	01273 830202 / 07825 506649	trevor.leggo@ssalc.co.uk
Jacqui Simes Finance & Office Manager	01273 830201	jacqui.simes@ssalc.co.uk
Isabelle Mouland Member Support Officer (On maternity leave as of 27 May)	01273 830203	isabelle.mouland@ssalc.co.uk
Anna Abrahams Events, Training & Communications Manager	01273 830204	anna.abrahams@ssalc.co.uk
Lois Crouch Administrative Apprentice	01273 830203	office@ssalc.co.uk
Anne Bott Assistant Chief Executive	07515 892443	anne.bott@ssalc.co.uk

Chairman East Sussex ALC: **Cllr Keith Stevens** (Wartling PC)
Vice Chairman: **Cllr Richard Jessop** (Battle TC)

Chairman West Sussex ALC: **Cllr Terry Oliver** (Broadbridge Heath PC)
Vice Chairman: **Cllr Mike Beal** (Selsey TC)

Chairman Surrey ALC: **Cllr Dr Richard Olliver** (Horley TC)
Vice Chairman: **Cllr Harry Fitzgerald** (Dormansland PC)

(All Chairmen's/Vice Chairmen's email address' can be found under the 'Contact Us' page of the SSALC website)

www.sussexalc.org.uk / *www.surreyalc.org.uk*

SSALC Officer Cover – Maternity Leave

Isabelle Mouland, Member Support Officer of SSALC leading on Surrey queries and the Recruitment Service is now on maternity leave.
Continuing seamless service, Isabelle's role and duties will be covered by other SSALC Officers. The following list provides details of who you will need to contact:-

Surrey queries – Anne Bott, Assistant CEO on anne.bott@ssalc.co.uk / annemareebott@hotmail.co.uk or 07515 892443

Sussex queries – Jacqui Simes, Finance & Office Manager on jacqui.simes@ssalc.co.uk or 01273 830201

Recruitment – Trevor Leggo CEO on trevor.leggo@ssalc.co.uk or 01273 830202

Events/Training – Anna Abrahams on anna.abrahams@ssalc.co.uk or 01273 830204

Finance – Jacqui Simes, Finance & Office Manager on jacqui.simes@ssalc.co.uk or 01273 830201

CiLCA Programme – Isabelle Mouland (from home), izzyswan@sky.com or Pauline Whitehead (from home), pauline.whitehead@twentyoneseven.co.uk

Request to follow SSALC on Twitter!

Our profile is designed to give our members quick updates on recently released legislation, Finance updates, LTNs etc. For longer articles, we will direct you to our website.

Please note our profile is private and we will only accept/follow your councils profile and not individual councillors.

Follow us **@SussexSurreyALC**

Office Opening Hours for the Seasonal Holidays

The SSALC office will be closed from 1pm on 23rd December until Tuesday 3rd January

If you have an **URGENT** query during this period you can contact Trevor Leggo on 07825 506649

Trevor and the team would like to take this opportunity to wish you all the compliments of the season!

If there is anything you would like to see in future editions of our newsletter or if you would like to write or include an article please contact Anna at anna.abrahams@ssalc.co.uk. We are particularly interested in articles about completed projects or achievements by Councils or individuals.

SALC

SURREY ASSOCIATION OF LOCAL COUNCILS