



## E-NEWS UPDATE...

### Upcoming LALC Training Availability

<b>Wednesday 25th March 2020</b>	<b>CLERKS TRAINING DAY (For New Clerks)</b>
	9.30 - 16:30
	Welbourn Village Hall, Beck Street, Welbourn, LN5 0LZ Places remaining
<b>Tuesday 7<sup>th</sup> April 2020</b>	<b>APPRAISALS (with Chris Moses – Personnel Advice and Solutions)</b>
	13:00-16:00
	St Andrews Community Centre, William Street, Saxilby LN1 2LP Places remaining
<b>Tuesday 21<sup>st</sup> April 2020</b>	<b>IT SKILLS - BEYOND THE BASIC EXCEL 2010</b>
	10:00-16:00
	Lalc Office, 8 Market Rasen Rd, Dunholme, LN2 3QR Places remaining
<b>Thursday 23<sup>rd</sup> April 2020</b>	<b>Emergency Planning (AM) &amp; PREVENT training (PM)</b>
	Emergency Planning: 10:00-13:15 & PREVENT: 14:00-16:15
	Washingborough Community Centre, Fen Rd, Washingborough, LN4 1AB Emergency Planning: Limited places available PREVENT: Places available
<b>Wednesday 6<sup>th</sup> May 2020</b>	<b>Financial Responsibilities for Councils</b>
	10.00-12.30
	St Andrews Community Centre, William Street, Saxilby LN1 2LP Places remaining
<b>Wednesday 6<sup>th</sup> May 2020</b>	<b>VAT/HMRC Updates – non-VAT registered Councils</b>
	13.30-14.45
	St Andrews Community Centre, William Street, Saxilby LN1 2LP Places remaining
<b>Wednesday 6<sup>th</sup> May 2020</b>	<b>VAT/HMRC Updates – VAT registered Councils</b>
	15.00-16.15
	St Andrews Community Centre, William Street, Saxilby LN1 2LP Places remaining

**Thank you to all those councils that have subscribed to the Annual Training Scheme for 2020/21.**

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### LALC's first Local Council Award Scheme (LCAS) Workshop has been arranged!

#### **About LCAS:**

The National Association of Local Councils (NALC) launched a new Local Council Award Scheme on 5 January 2015, supported by the Society of Local Council Clerks (SLCC) and the Local

Government Association (LGA). This replaces what was formerly known as the Quality Town and Parish Council Scheme.

*The scheme provides a framework to support local councils in demonstrating how they improve and develop to meet their full potential. It encourages progression by including three award levels: Foundation, Quality and Quality Gold – these offer councils the opportunity to show that they meet the high standards set by the local council sector, are compliant with all legal and procedural requirements, and have a positive ethos regarding sound management, training for both councillors and staff, and an effective programme of community engagement.*

#### **LALC & LCAS:**

As many of you may be aware, LALC are fortunate enough to have a local accreditation panel and we are looking to streamline the assessment of applications from Councils.

We have arranged our first ever LCAS workshop to be held on **Wednesday 13<sup>th</sup> May 2020** at the **LALC Office, Dunholme Old School, 8 Market Rasen, Dunholme, 10:00-15:00.**

This workshop is for those councils who would like to know more about the Local Council Award Scheme and for those that may be interested in completing an application at either foundation, quality or gold level.

This workshop is now available to book online via the LALC website. Please note as this is 'add-on' training, it will be found at the bottom of the drop-down list of courses.

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### **Came & Company, Streetscape, Wellers Hedleys, RYNAT and LALC – Joint FREE key services event for Town and Parish Councils**

On **Thursday 19<sup>th</sup> March 2020**, Came & Company Insurance Brokers, Streetscape Products and Services Ltd, Wellers Hedleys Solicitors, RYNAT Limited and LALC will come together and deliver a **FREE** event for all Town and Parish Councils in Lincolnshire.

The event will be held at: **Cranwell Village Hall, Old School Lane, Cranwell, Sleaford, NG34 8DF** and will run from **9.30am – 3.00pm.**

If you would like to attend, please book your place by emailing Amy Bestwick from LALC at [amy.bestwick@lalc.co.uk](mailto:amy.bestwick@lalc.co.uk)

Please see the flyer below for more information – please note this event is also open to Councillors not just Clerks as advertised on the flyer!



**STREETSCAPE, CAME & CO, HEDLEY'S, RYNAT LIMITED & LINCOLNSHIRE ALC PRESENTS**

**KEY SERVICES EVENT FOR TOWN & PARISH COUNCILS**

**THURSDAY 19<sup>TH</sup> MARCH 2020**

**CRANWELL VILLAGE HALL, OLD SCHOOL LANE, CRANWELL, SLEAFORD, NG34 8DF**

**Free training event for clerks of councils of any size.**

**Places limited to 50 and 2 per council**

**PROGRAMME - TIMINGS APPROXIMATE**

- 09:30 am - Registration & Coffee
- 10:00 am - Introduction to the day by Doug Beifield - Streetscape Products & Services
- 10:05 am - Presentation from Douglas Beifield – Sales Director for Streetscape advising on funding avenues & recreational equipment for your community spaces, as well as new products on the market
- 10:45 am - Presentation from John – Rynat Limited - Key things to look for when inspecting your play equipment
- 11:30 am - Refreshments
- 11:45 am - Presentation by Hedley's Solicitors
- 12:45 pm - Lunch and refreshments
- 1:45 pm - Presentation from David Palmer - Came & Co
- 2:30 pm - Q and A session
- 2:45pm - CLOSE

[www.lalc.co.uk](http://www.lalc.co.uk)

[www.streetscape-products.co.uk](http://www.streetscape-products.co.uk)

[www.wellerslawgroup.com/hedleys](http://www.wellerslawgroup.com/hedleys)

[www.rynat.co.uk](http://www.rynat.co.uk)

[www.parishinsurance.co.uk](http://www.parishinsurance.co.uk)



## **End of Year Accounts 2019/20...information from the Auditors**

PKF Littlejohn have advised the team at LALC that they are in the process of producing a new webinar to support the preparation and submission of councils end of year accounts for 2019/20.

The webinar should be available on the PKF Littlejohn to all by **Wednesday 11<sup>th</sup> March**.

Please note that the **submission deadline** for the receipt of approved AGARs and supporting documentation or Certificates of Exemption (as appropriate) will be **Wednesday 1 July 2020**; PKF

Littlejohn's **instruction emails will be issued in the last week of March** and the website will be updated in advance of that point – please inform them of any changes to the contact email address as soon as possible.

Please note that all 2018/19 instructions and additional sector guidance are still available via their website: <https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links> This includes the 2018/19 AGAR forms, instructions, guidance and additional documentation templates. These will be updated for the 2019/20 equivalent information in the coming weeks.



## **Coronavirus**

As the Coronavirus situation develops, we all should be using government advice to inform decisions and be checking that advice regularly. The Local Government Association (LGA) has published a very useful **list of different government advice sources** including for employers. Additionally, you may find the **advice** from ACAS useful in considering any employment-related matters that may impact your local (parish and town) council.

Where the law does not provide for a particular scenario (e.g. the holding of the annual council meeting outside of the statutory timeframe, if the government advises against meetings being held) we would be guided by the government as to what should happen. We will be engaging with government on this and a range of other issues and will keep you updated on any developments.

NALC itself as an organisation is affected and we have been revisiting our risk and continuity plans accordingly. As the government advice currently is broadly business, as usual, next week's Lobby Day and meeting of National Assembly will go ahead, we plan to hold our next cycle of meetings by telephone conference, but Spring conference has been postponed (more on that below). We also still plan to keep any commitments to attend events and meetings across the country. Of course, if government advice changes then we will reassess and communicate as soon as possible.

While we expect to continue to work as normal, it is worth preparing for all eventualities. Having considered our different communications channels, if there is a significant reduction in NALC capacity, then at a minimum we will keep the NALC website up to date with that information. This would be the first port of call for any local council wishing to know the status of our capacity.

## **NALC Spring Conference 2020 — POSTPONED!**

Yesterday NALC were informed that Aviva has taken the responsible decision, given its size, to cancel for the foreseeable future all internal and external events at Aviva due to the risk of Coronavirus. The Aviva City of London office remains open. As a result, NALC's Spring Conference due to be held on 17 March in the Auditorium of the Aviva City of London office is being postponed and will now take place at a later date to be confirmed. Given the nature of the circumstances, and these being out of NALC's control, we do hope those scheduled to attend will understand. More details will be made available in due course.

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## **PC-EB 1-20 - Dormant Assets – IMPORTANT CONSULTATION PLEASE RESPOND!**

### **Policy consultation e-briefing on dormant assets:**

The Treasury has issued a [policy consultation](#) in which the Government is proposing to expand the dormant assets scheme. The government is proposing to expand the dormant assets scheme to include a wider tranche of otherwise idle assets which may be put to better use for good causes.

### **Context & proposals**

A range of assets were considered for inclusion in any expansion of the dormant assets' scheme based on genuine dormancy and participants' willingness to transfer them. The new scheme would likely include - dormant bank accounts, insurance policy proceeds, share proceeds and unit proceeds (all dormant). Investment asset proceeds and distributions would also likely be included, as would certain other dormant asset distributions. Expanding this scheme would also need to provide proportionate improvements to consumer protection, also NALC is minded to highlight in a short response:

1. That many so called assets which principal authorities transfer to local councils are in fact liabilities and dormant assets should be exempted from being transferred to local councils as a result of local government re-organisation and new council creation;
2. Local councils still have to pay business rates on public conveniences they own or manage (whether these are assets or liabilities) so the Treasury should consider as part of this consultation how it intends to factor into the scheme physical assets such as public conveniences which principal authorities do not want to run and which local councils cannot afford to manage to the toilet tax and other financial burdens; &
3. That local councils still also have to pay business rates on many other assets or liabilities they own or manage (such as village or community halls for instance). The Government should also consider when wider physical liabilities in parished areas which are not owned by a principal authority or a local council – become dormant – how they are managed locally and financially.

### **Consultation questions**

NALC will be responding to the below consultation questions and is interested in the sector's views:

**Question 1:** Do you have any comments on the proposed scope of assets in an expanded scheme (subject to ensuring tax neutrality)?

**Question 2:** Do you have any comments on the proposed definitions of assets? These definitions should be read in the context of proposed definitions of dormancy and eligible participants; &

**Question 6:** Are there any other assets that the government should consider for inclusion in an expanded scheme?

### Your views

Please email your responses to this consultation to [chris.borg@nalc.gov.uk](mailto:chris.borg@nalc.gov.uk) by 17.00 on Friday 27

March, 2020. a

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**Personnel**

**Advice &**

**Solutions Ltd**

## Coronavirus

### **How can a Council reduce the risk to Employees?**

The risk level is currently identified as moderate. Councils could encourage employees to be extra-vigilant with washing their hands, using and disposing of tissues etc. If a Council has the capacity to do so, it may be worth designating an 'isolation room' where an employee who feels ill can go and sit away from the rest of the company and privately call '111' before taking any further necessary action.

### **If an Employee is not sick but is in quarantine or self-isolation, does the Council have to pay them sick pay?**

There is no legal right to sick pay in these circumstances. However it would be good practice and a means of preventing Employees coming into work and potentially spreading the virus to the rest of the workforce.

### **What if Employees do not want to come to work?**

Employees can request time off as holiday or unpaid leave but there is no obligation on Councils to agree to this. If an employee refuses to attend work, a Council is entitled to take disciplinary action.

### **Pay**

If a Council requires its workers to stay at home, it is obliged to pay them their full pay. Whether or not the Government would intervene with a subsidy for Employer to cover the cost is unknown. No such initiative has been mentioned from government sources. However it would be highly unlikely that the government would issue such an edict.

More likely is the possibility of staff taking time off because the schools have closed, and they need to look after dependent children. In that case, the time off would be taken as unpaid Time off for Dependants.

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**Lincolnshire County Council hosted website update...**

Lincolnshire County Council has a new accessible and mobile-friendly website. As a result, are upgrading the town and parish council websites that they currently host. This upgrade will ensure that these websites are also mobile-friendly and are up to date with the latest accessibility requirements.

Support for the current websites will end on 31 March. This means that they will remain active and available to use but will not be fixed if anything goes wrong with them. LCC are aiming to switch them all off by 30 April. However, they will only switch off your current website when you're happy that the new one is ready.

As numbers on each session are limited, LCC are providing free training sessions for those who administer the T&P websites (for example the clerks) and will be providing access to your new websites throughout March and April. Please ensure that you are booked on one of these sessions as access to your new website will only be available to those who attend the training.

**To book on a session contact the engagement team on [engagement@lincolnshire.gov.uk](mailto:engagement@lincolnshire.gov.uk)**

If you do not currently have a website hosted by LCC, please let them know if you would like to develop one. You can book on to one of the training sessions.

**Town and parish council website training dates:**

<b>Date</b>	<b>Time</b>	<b>Location</b>
Monday 16 March	1:30pm - 3:30pm	Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL (Newland room)
Tuesday 17 March	9:30am – 11:30am	Festival Hall, Caistor Road, Market Rasen, Lincolnshire, LN8 3HT
Wednesday 18 March	2:30pm – 4:30pm	Huttoft Village Hall, Sutton Road, Huttoft, Alford, Lincs, LN13 9RG
Wednesday 18 March	10:30am – 12:30pm	St Andrews Centre, William Street, Saxilby, Lincoln, LN1 2LP
Thursday 19 March	1:30pm - 3:30pm	LALC Offices, 8 Market Rasen Rd, Dunholme, Lincoln, LN2 3QR
Friday 20 March	10am – 12pm	Caistor Town Hall, North Street, Caistor, LN7 6QU
<b>FULL</b> Monday 23 March		
Tuesday 24 March	9:30am – 11:30am	Pinchbeck Community Hub and Library, 48 Knight Street, Pinchbeck, Spalding, Lincs, PE11 3RU
Tuesday 24 March	1:30pm - 3:30pm	Billingborough Village Hall, Chapel Street, Billingborough, Lincolnshire, NG34 0QH

Wednesday 25 March	9:30am – 11:30am	Kexby cum Upton Village Hall, Upton Rd, Kexby, Gainsborough DN21 5NF
Thursday 26 March	10am – 12pm	South Holland District Council, Priory Road, Spalding, PE11 2XE
Thursday 26 March	1:30pm – 3:30pm	South Holland District Council, Priory Road, Spalding, PE11 2XE
Friday 27 March	10am – 12pm	Jubilee Hall, High Street, Heighington, Lincoln, LN4 1JS
Friday 27 March	10am – 12pm	Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL (Committee room 4)
Monday 30 March	11am -1pm	North Kesteven District Council, Kesteven Street, Sleaford, NG34 7EF
Monday 30 March	10am – 12pm	Royal Oak, Tattershall Bridge, Lincoln LN4 4JH
Thursday 2 April	10am – 12pm	Mablethorpe Library CAP, Stanley Avenue, Mablethorpe, LN12 1DP
Friday 3 April	1:30pm – 3:30pm	Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL (Newland room)
Monday 6 April	10:30am – 12:30pm	The Millennium Hall, 16 High Street, Cherry Willingham, Lincoln, LN3 4AQ
Tuesday 7 April	1:30pm – 3:30pm	Uffington Village Hall, 55 Main Road, Uffington, PE9 4SN
Thursday 9 April	10am - 12pm	West Lindsey District Council, Guildhall, Marshalls Yard, Gainsborough, Lincolnshire, DN21 2NA
Thursday 9 April	1pm – 3pm	West Lindsey District Council, Guildhall, Marshalls Yard, Gainsborough, Lincolnshire, DN21 2NA
Wednesday 15 April	10am – 12pm	East Lindsey District Council, Room 112, Tedder Hall, Manby, Louth, LN11 8UP
Wednesday 15 April	1:30pm – 3:30pm	East Lindsey District Council, Room 112, Tedder Hall, Manby, Louth, LN11 8UP
Thursday 16 April	6pm - 8pm	Oliver Roper Parish Meeting Room, Lincoln Lane, Thorpe on the Hill, Lincolnshire, LN6 9BH
<b>FULL</b> Tuesday 21 April		
Wednesday 22 April	1:30pm – 3:30pm	Welton Library and Community Hub, Manor Park Sports Ground, Hackthorn Road, Welton, Lincoln, LN2 3PA
Monday 27 April	6pm - 8pm	Oliver Roper Parish Meeting Room, Lincoln Lane, Thorpe on the Hill, Lincolnshire, LN6 9BH



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Department  
for Culture  
Media & Sport



**LOTTERY FUNDED**

## **Lincolnshire Community Foundation #iwill funding for local organisations**

**Lincolnshire Community Foundation** is delivering #iwill funding for local organisations to promote volunteering to help young people aged 10 to 20 (up to 25 if they have a disability) develop their skills, confidence and experience, with priority being given to applications encouraging 10-14 year olds from less affluent social economic groups to get involved in local initiatives. In previous rounds, successful projects have included training young coaches to deliver sporting activities, arts awards, intergenerational projects and fundraising activities. Groups can apply for volunteer training, expenses, skills development projects, staff/sessional costs for expansion, **but** not for existing youth provision. The fund will not cover large capital expenditure.

£28,000 is available and groups can apply for up to £5,000 as long as they support enjoyable activities that demonstrate a positive impact on the wider community. Projects that incentivise young people will be considered, they do not necessarily have to be led by a youth group and can be for one off events. Continuation funding for previously funded organisations is available where they can demonstrate effective and impactful use of previous grant funding.

The closing date for receipt of applications is on 20 March 2020, with decisions notified in early April 2020 and is open to registered charities, constituted community groups and other charitable organisations, but statutory organisations aren't eligible to apply

For further information, or to have a chat about a prospective application or to obtain an application form, please contact Sue Fortune, Joint CEO at the Lincolnshire Community Foundation: telephone 01529 305825 email [sue.lincolnshire@btconnect.com](mailto:sue.lincolnshire@btconnect.com)