

Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk> on behalf of CornwallALC Enquiries <enquiries@cornwallalc.org.uk>
Sent: 16 October 2024 17:09
To: CornwallALC Enquiries
Subject: Formal Notice to CALC AGM: Tuesday 12 November 2024, 7pm at Truro Council Chamber, New County Hall

Information Classification: CONTROLLED

Dear All,

CALC is pleased to invite councillors from our member councils across Cornwall to a face-to-face **CALC Annual General Meeting**.

On Tuesday 12 November 2024, 6.30pm for 7pm start in the Council Chamber, New County Hall, Treyew Road, Truro, TR1 3AY

Refreshments will be available from 6.30pm.

Networking

Our AGM will be a great opportunity for councillors to network, meet the CALC staff team and the CALC Executive.

Agenda

It is a legal requirement for company business to be conducted including receiving the annual report and accounts. The final agenda and all papers for the meeting will follow in the week commencing 21/10/2024. Company business will be conducted at 7pm and the keynote presentations will follow.

Venue

Please go to the left side of the building, through the revolving doors and walk up the main marble staircase (opposite Reception), turn left into the Long Gallery and left into the Council Chamber. Visitor parking is available and is free.

The location of the venue can be seen here: https://www.google.com/maps/place/New+County+Hall+-+Cornwall+Council/@50.2600113,-5.0695931,17z/data=!3m1!4b1!4m6!3m5!1s0x486b17b7bc2197af:0x90004bb303b3a81d!8m2!3d50.2600113!4d-5.0695931!16s%2Fg%2F11b6v6_b12?entry=tту&g_ep=EgoyMDI0MDkwOC4wIKXMDSoASAFQAw%3D%3D

Voting Representatives at the AGM

Our AGM is open to all member councils and councillors (officers are also welcome) and we hope that your council will support this event.

RSVP: In order to ensure that the meeting is quorate please can you let us know if your council will be sending a representative and if so, the name of the voting member who will be attending. We are very happy for more than one member to attend.

We look forward to welcoming you in person.

If you have any questions please do get in touch.

Kind regards,

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URL: www.cornwallalc.org.uk

The content of this email is intended for the named Council in membership of the Association and is based on the information provided at the time of the enquiry. The Association is neutral and unbiased and the advice given is for the benefit of the named council as a whole and the information provided is in line with current best practice. Details of the CALC Privacy Statement can be accessed from our website www.cornwallalc.org.uk.

Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk> on behalf of CornwallALC Enquiries <enquiries@cornwallalc.org.uk>
Sent: 11 October 2024 12:41
To: CornwallALC Enquiries; Training Cornwall ALC
Subject: CALC NEWS ROUND UP 11/10/2024

Information Classification: CONTROLLED

Dear All -

Just a quick email to draw your attention to a number of [news items](#) that have been added to the [CALC website](#) recently, full details of the stories listed below with PDFs and links to the associated documentation are available for members on the news or job vacancies pages.

News items and Briefings include:

- **NALC launched its new website earlier this week.** The revamped site features an advanced online resource library designed to provide invaluable support to its users. Parish and town councils, councillors, clerks, and council staff can create an account to access exclusive member benefits. Please use the following link to access your new account and you will be guided through the process of how to create your password and logging in for the first time:
<https://www.nalc.gov.uk/login/welcome-set-password.html?token=e39CBcbDa6855e08784925366Bd404B5-335934882A4fC1C8555c0A4ACBb93764>
- **The Martyn's Law Steering Group** reconvened on 2 October 2024 following the [first reading in the House of Commons](#) of the Terrorism (Protection of Premises) Bill on 12 September 2024. NALC and SLCC will track the bill's progress through the Commons and Lords stages, and we will issue parliamentary briefings as required, including ahead of the bill's second reading.
- As part of the **LGA's Civility in Public Life Programme**, they are hosting **Handling Online Abuse and Intimidation for Councillors** taking place on **Thursday 31 October at 2.00pm**. Councillors are welcome to register for this free session. Further sessions aimed at all councillors will be held later in 2024/2025. For more information and to book a place please follow this link: [Local Government Association](#)
- From **26 October 2024** the new positive duty for Councils to prevent sexual harassment in the workplace comes into effect.
- On **Thursday 7 November 2024, 10.00am** CALC will be hosting a Teams meeting for clerks and members of local councils.
Cornwall Council Officers led by **Tracie Langley, Chief Operating Officer** will give a Cornwall Council **Budget Update 2024/25 and 2025/26** for Town and Parish Councils along with the latest information relating to the Second Homes Council Tax Premium.
Given that this is likely to be a popular meeting we would ask councils to limit attendance to 2 people per council if possible, both officers or members are welcome.
If you wish to join please use the link below:
Microsoft Teams meeting
[Join the meeting](#) Meeting ID: 358 838 470 790
Passcode: Xbtvik

- CALC will host two online briefings, presented by **The Parish Council Domains Helper Service**, led by Sandra Lowe and Timothy Willott.

Monday 4 November 2024, 2pm for Councillors of local councils: Councillors are invited to join our upcoming event to find out more about moving to a [.gov.uk](https://www.gov.uk) domain.

In this session, representatives of the Helper Service will talk to councillors about the benefits of operating a [.gov.uk](https://www.gov.uk) domain, the costs associated with making the move, and the funding that is available to all eligible councils in this financial year 24/25.

They will also provide an overview of the practical help - through working sessions and accompanying guides - that is available through the Parish Council Domains Helper Service. If you wish to join please use the link below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 385 033 611 578

Passcode: H6Vgkm

Monday 11 November 2024, 2pm for Clerks of local councils: All Clerks are invited to join our upcoming session to find out more about moving to a [.gov.uk](https://www.gov.uk) domain.

In this session, representatives of the Parish Council Domains Helper Service will talk to you about the benefits of operating a [.gov.uk](https://www.gov.uk) domain, the costs involved and how to access funding in this financial year. They'll also talk about the practical support that is available for all councils making the move - from initial decision making, to choosing the right [.gov.uk](https://www.gov.uk) Approved Registrar to work with, all the way through to setting up your new domain and maintaining good working practices. If you wish to join please use the link below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 330 176 870 697

Passcode: 3ibBMD

- **CALC AGM** will take place on **Tuesday 12 November 2024, 6.30pm for 7pm start at New County Hall, Council Chamber, Truro, TR1 3AY** – the AGM is open to all member councils and councillors (officers are also welcome) and we hope that your council will support this event. Papers will be circulated in due course.
- **Democracy in Action 24** is a **FREE online webinar** hosted jointly by **NALC and LGA** on **Wednesday 13 November 2024, 12pm to 1.15pm**

This NALC **[Make A Change](#)** and LGA **[Be A Councillor](#)** event aims to promote the idea of standing for election as a local (parish, town and community) councillor at the May 2025 local council elections. We need people from all backgrounds and experiences who reflect the communities they serve to put themselves forward for election so Join this webinar to hear from experts in the field who have become brilliant local councillors at various local government levels, from all quarters.

This unique free event will provide a valuable opportunity to learn about the work and role of local councillors in your community and answer your questions about standing for election as a local councillor in May 2025. To secure your ticket please go to [DEMOCRACY IN ACTION Tickets, Wed, Nov 13, 2024 at 12:00 PM | Eventbrite](#)

- Cornwall Councils Head of Culture, Leisure & Libraries, Julie Zessimedes, gave a Teams briefing **A Framework for Leisure** on Monday 16 September 2024. Cornwall Council hopes to explore different funding opportunities to maintain a sustainable network of leisure facilities across Cornwall. Residents are being invited to contribute to a new framework that will be used to make decisions about Cornwall's leisure facilities over the next 10 years and you are invited to complete the survey and share it with people in your area - [Leisure Framework Consultation 2024 | Let's Talk Cornwall](#) The consultation runs until 23 October. **[On the Move: A Framework for Leisure Activity in Cornwall \(2024-2034\)](#)** sets out Cornwall Council's vision for leisure services.

Previous News items:

- NALC have refreshed the Advice Note on **basic Contract Law** – The advice considers how contracts are formed, types of contractual obligations, breach of contract and termination, and council powers in respect of contracts. Login to the NALC website to access the advice note.

- CALC has updated a short guidance note summarising the principles of **Declaring Interests and Dispensations** – please follow this link <https://www.cornwallalc.org.uk/uploads/faq-declaring-interests.pdf?v=1723719308> you will need to login into the CALC website to access the information.
- Does your area have a community orchard? Cornwall Orchard Network and Sustainable Food Cornwall are seeking to identify and make a list of all town & parish council orchards. They have a partial list already, but the information you provide will help them to understand what resources you need as part of their commitment to promoting food security, sustainability and community action. It will also help to strengthen the network and obtain further funding for supporting community orchards. Please complete the [Community Orchard Survey](#) to help Cornwall Orchard Network gather information about local community orchards.
- NALC has updated its HR policies including how-to-guides, a template contract of employment and The Good Councillors Guide to Employment. Local councils are encouraged to adapt these templates based on their specific needs and should ensure their policies align with their delegation or standing order schemes. These materials are exclusive to NALC members and were produced in collaboration with our employment law, HR, and health and safety services partner, [WorkNest](#). Login into the NALC website to access the information in the **Resources** section.

CALC Training Opportunities include:

- **Code of Conduct for Councillors:** an online training sessions via Teams for Councillors to attend Code of Conduct training with Sarah Mason on **Tuesday 19 November 2024 at 6.30pm-8.30pm** – Cost £20 + vat per delegate – book now to secure your place!
- **Code of Conduct for Clerks:** an online training session via Teams for clerks with Sarah Mason on **Tuesday 19 November 2024 at 10.30am-12.30pm** – FREE
- **Being A Good Chair:** We are inviting expressions of interest for an online training session - if you would like to register your interest please let us know as soon as possible by email: training@cornwallalc.org.uk with 'Being A Good Chair' in the subject line, including the delegate name, email and sponsoring council.
- **Planning Training with planning expert, Andrew Towleron**
 - 1) **An Introduction to Planning:** In this online webinar there will be a focus on the roles and responsibilities of local councils in planning, local plan-making, the National Planning Policy Framework, developer contributions and guidance on how to respond effectively to planning applications, including the use of material considerations.
Wednesday 6 November 2024 at 6.30pm-8.30pm – Cost £30 + vat per delegate **RESTRICTED AVAILABILITY**
 - 2) **NEW Heritage & Conservation:** In this online webinar there will be a particular focus on heritage, local plans and Class Q permitted development (which concerns the conversion of agricultural buildings into new homes) issues and how they interact with the planning system and the role of local councils in this.
Wednesday 20 November 2024 at 6.30pm-8pm - Cost £30 + vat per delegate **RESTRICTED AVAILABILITY**

For further information on other training opportunities, follow this link to the CALC website and calendar: <https://www.cornwallalc.org.uk/list-of-courses> and <https://www.cornwallalc.org.uk/training1>

- SWALC/Nimble E-Learning provide a variety of 'work at your own pace' interactive computer-based modules suitable for councillors and officers covering a broad range of subjects from information security awareness to civility and respect modules.
- **Steve Parkinson** specialises in financial/VAT advice and training for the local council sector and has recently released his Autumn & 2025 schedule
- **Breakthrough Communications** cover all aspects of council communications and community engagement and a full schedule is offered on a bi-monthly basis

Other Training Opportunities include:

- **Cornwall Council: Planning Policy Update on 7 November 2024, 4pm-6pm**

Cornwall Council invites all local councils for an update on **planning policy, focusing on community, health and coastal planning topics, along with a further update on the Government's proposed changes to the National Planning Policy Framework.**

This is an online event, via Teams, there is no need to book and places are not limited and this is open to clerks, officers and councillors. The presentations from this event will be made available afterwards on the [Local Council Planning Training](#) webpage.

If you wish to join please use the link below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 330 963 104 072

Passcode: iEBiNF

- **Community Governance with the SLCC:** Governance covers the ways in which people and organisations work together and independently, making decisions for the benefit of a local community.

A range of qualifications are available, awarded by the De Montfort University (DMU) including Certificate of Higher Education (Level 4), Foundation Degree (Level 5), Honours Degree (Level 6) and MA in Public Leadership (Level 7).

Who can Take Community Governance? Any officer whose council would benefit from a deeper understanding of how local councils work – especially officers with CiLCA or new officers coming into the profession. The qualification is also open to councillors. For more information visit [SLCC | Community Governance](#) or email commgov@slcc.co.uk for more information and please note:

Registration Closes 11 December 2024

Job Vacancies include:

- Antony Parish Council – Part-time Parish Clerk/Responsible Financial Officer – Closing Date for applications Sunday 13 October 2024
- Mawnan Parish Council – Part-time Parish Clerk/Responsible Financial Officer – Closing date for applications Thursday 24 October 2024
- St Levan Parish Council – Part-time Parish Clerk/Responsible Financial Officer – Closing date for applications Thursday 25 October 2024

For more information about any of the training opportunities please email training@cornwallalc.org.uk and if any members need help logging in to the [calc website](#), please contact us at enquiries@cornwallalc.org.uk

Kind regards,

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