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From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
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To: CornwallALC Enquiries
Subject: CALC NEWS BULLETIN & TRAINING OPPORTUNITIES FOR MEMBERS: THURSDAY 10 APRIL 2025
Attachments: mobile-ran-power-resilience-technical-report-cfi-update.pdf; Link, Hints & Tips _ Local Government CDP Onboarding.pdf; Practitioners-Guide-2025.pdf; Model Standing Orders 2025 update (England).docx; Practitioners-Guide-2025 changes-to-the-guide.pdf; Eventbrite Talks Apr May Jun 2025.docx; Election timetable 2025 correct.pdf; FINAL Practitioners guide 2025 Addendum 090425.pdf; LOCAL ELECTION 2025 FAQ v3.pdf

Information Classification: CONTROLLED

To All Members –

We would like to draw your attention to a number of [news items](#) that may be of interest for members.

1. Please see the attached **Election FAQ** for advice and guidance on the Election process. Information can also be found on Cornwall Council website [here](#).
 There are still spaces available on the **Elections Part 2** online training session which is being held on **Monday 14 April 2025 at 10am via Teams**. If you would like to book, please email training@cornwallalc.org.uk to reserve your space.

2. NALC Legal Team have updated **Model Standing Order 14 & 18** – please see the attached template. Changes have been made to:

- Model Standing Order 18 further to the recent changes to procurement legislation and to ensure consistency with NALC's Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d and 18.f of the 2022 version.
- Model Standing Order 14 has also been updated to better reflect Code of Conduct requirements. MSO 14.a-c have been removed.
- NALC have also changed the language in the document, so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project – please note it has been brought to our attention that there are some errors with gender neutral terms - NALC will rectify these errors in due course.

3. A reminder that the Radio Teleswitch Service switch-off date is **June 30th 2025**, and the attached pdf. tells you what you need to know! This information has kindly been supplied by Jamie Whitford-Robson, Cornwall Council Emergency Management Manager.

4. NALC has published the **2025 edition of the Practitioners Guide**, bringing important updates for authorities preparing Annual Governance and Accountability Returns (AGAR) for financial years starting on or after 1 April 2025. The most notable changes to the Practitioners' Guide this year are:

- Email management — Every authority must now have a generic email account hosted on an authority-owned domain, for example, clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com.
- New Assertion — A new Assertion 10 has been added to clarify data compliance, previously covered under Assertion 3.
- Updated Assertion — Guidance on Assertion 9 (Trust Funds) has been updated to reflect changes to the AGAR for 2025/26 when Cell 11a and Cell 11b will be replaced with a single Cell 11.

These updates streamline processes, enhance transparency, and improve governance standards to help ensure your authority is ready for these changes.

I have attached a copy for your information and the Practitioners Guide can be downloaded from the CALC/NALC websites, along with the guide which details the changes made to page and paragraph numbers in the 2024 and 2025 guides and the addendum which has been released today.

5. The Simpler Recycling Waste duties has now come into force from 31 March 2025 and NALC Legal team have provided the following advice:

“From 31 March 2025 (or 31 March 2027 for micro-firms), all workplaces (businesses and non-domestic premises) in England have a legal duty to separate recycling and food waste from their non-recyclable waste. “Micro-firms” are workplaces with fewer than 10 full-time employees in total. Offices and premises used only or mainly for public meetings are included within the relevant non-domestic premises to which the rules apply. The government guidance is [here](#).

We will stay in touch with DEFRA and they have offered us assistance with questions and to provide updates on Simpler Recycling. We think that most councils will meet the micro-firm definition and be exempted until 31 March 2027.

We also recommend that councils that are within the scope of Simpler Recycling now seek advice from their principal authority/waste authority for guidance on the practical implications of the duties”

6. A reminder of the guidance and help services provided by **Dave Monk** and the **Illegal Money Lending team** – please refer to the flyer for the schedule of the free which are taking place in April, May and June 2025.

This talk will enable people to understand how illegal money lenders operate, the methods they use to find the next person to lend money to, the journey that borrowers go on, how to have a simple conversation with a service user, family member or friend to determine if they are in debt to an illegal money lender, what to do next and the support that is available to everyone involved.

7. The Procurement Act 2023 came into force on 24 February 2025 – see here

<https://www.gov.uk/government/collections/transforming-public-procurement>

Please see the attached document for guidance on the enhanced version of [Find a Tender](#), which is the new platform for Contracting Authorities to publish quotation and tender opportunities, along with contract award.

8. NALC is seeking member support of a questionnaire being conducted and administered by a team led by **Professor Edward Page** of the **Department of Government at the London School of Economics (LSE)**. It asks about the role of parish and town councils in the preparation for emergencies.

A huge thank you to all of you completing and promoting the survey so far, we have had a very reasonable response so far, but we do need as many responses as possible, please.

The survey comes at a very interesting time for parish and town councils as a number of recent and ongoing inquiries and events have focussed attention on the nature of the emergency planning system. I think there is a good chance we might be able to make the case for recognising more effectively the role of local parish and town councils in any reform of the emergency planning system if we have good information about the experiences and plans of our members. I believe we have a very good story to tell on this matter and this might help us tell it.

It is important that the survey includes the experiences and views of as many councils as possible.

The survey has been kept brief, and with 20 questions takes around nine minutes to complete. It will remain anonymous and asks no questions that identify any individual council.

The LSE will eventually be using the material as part of a wider study to be published in professional and academic journals. Before that, the survey authors will make the survey results available to us at NALC.

You can reach the survey: [by clicking on this link](#)

Or paste this address in your browser: https://lse.eu.qualtrics.com/jfe/form/SV_d0Z5GPLm69DKs2G

If you have any questions about this research do email me at (chris.borg@nalc.gov.uk) or Professor Page at the LSE (e.c.page@lse.ac.uk).

9. Love Easter, Love Recycling – Pledge2Recycle Plastics is the national plastics recycling initiative whose mission is to promote consistency, remove confusion and increase plastics collected for recycling through education, communication and consistent messages.

They are working in conjunction with RECOUP, the UK’s leading independent authority on plastic resource efficiency and recycling to bring to you the Easter toolkit, including social media assets and posts, ways for schools to get involved and recipe cards for Easter Sunday lunch leftovers. Please follow this link [Pledge to Recycle | Local authorities](#)

10. Upcoming Training Opportunities

CALC will be offering a number of training sessions for new and re-elected councillors to attend Code of Conduct and Chairmanship training. We are currently working on an Autumn schedule to include training for Councillor Skills, Planning, Safeguarding, H&R and Civility & Respect.

Training Schedule April 2025 – July 2025

Monday 14 April 2025 10am-12pm	Elections for Clerks: Part 2	This short online session will look at next steps and the practical issues of induction and the annual meeting.	Online via Teams	Cost £35
Wednesday 7 May 2025 10am-12pm	Elections for Clerks: Part 2		Online via Teams	Cost £35
Tuesday 20 May 2025 10am-12pm	Code Conduct for Councillors	The training will cover the following aspects: Application of the code - General Obligations Registering and declaring interests - Dispensations Sanctions - Bias and Pre-Determination	Online via Teams	Cost £25
Tuesday 3 June 2025 6.30pm-8.30pm	Code Conduct for Councillors		Online via Teams	Cost £25
Tuesday 24 June 2025 6.30pm-8.30pm	Code Conduct for Councillors		Online via Teams	Cost £25
Monday 7 July 2025 6.30pm-8.30pm	Code Conduct for Councillors		In-person Venue: Liskeard Town Council, Public Hall, 3-5 West Street, Liskeard, Cornwall, PL14 6BW	Cost £27.50
Tuesday 8 July 2025 6pm-8pm	Chairmanship Skills for Councillors (Being a Good Chair)	Learn how the role of the Chair is vital to running well prepared, well organised and effective meetings. Suitable for Chair, Vice-Chair, Councillors and Clerks keen to explore how good Chairing contributes to good Council decision making. The session will cover: The leadership role of the Chair - Preparing to chair a meeting The legal powers and duties of the Chair Using Standing Orders for chairing meetings Managing council meetings - Public participation Managing difficult situations	In-person Venue: Fraddon Village Hall, The Old A30, Fraddon, St Columb Major, TR9 6NT	Cost £37.50
Tuesday 15 July 2025 7pm-9pm	Chairmanship Skills for Councillors (Being a Good Chair)		In-person Venue: Carn Brea Parish Council at Treloweth Community Hall, Moorfield Road, Pool, TR15 3QB	Cost £37.50

Please note - prices exclude vat

If you would like to book, please let us know as soon as possible by email to: training@cornwallalc.org.uk and please provide the following information:

Course Name:
Course Date you require:
Delegate Name(s):
Council Name
Email for invoicing purposes:
Email address for each of the delegate(s):

Please Note:

By placing a booking, you consent to your delegates details being shared with CALC or outside training providers, solely for the purposes of this training.

Training reminders will be sent one week before the event with any supporting documents (if applicable) and the Teams link will be sent with the reminder email.

A minimum of one week's notice is required for all cancellations.

Councils will be invoiced for all training by CALC.

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 – a full schedule is offered until the end of July 2025

Breakthrough Communications cover all aspects of council communications and community engagement - a full schedule is offered until the end of June 2025

For more information about any of the training opportunities or to discuss future opportunities for one-off training events, please do get in touch at training@cornwallalc.org.uk and if any members need help logging in to the [calc website](#), please contact us at enquiries@cornwallalc.org.uk

11. Job Adverts

Part Time Clerk & RFO – **Kenwyn Parish Council** – Closing Date Monday 17 April 2025

Part Time Clerk & RFO – **St Ewe Parish Council** – Closing date Friday 18 April 2025

Part Time Clerk & RFO – **Stoke Climsland** – Closing Date Friday 3 May 2025

Kind regards,

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Cornwall Association of Local Councils

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LOCAL COUNCIL ELECTIONS 2025

FAQs

To assist local councils to prepare for elections in May 2025 CALC have provided a guidance document "[Guide to Town and Parish Council elections in Cornwall: May 2025](#)". Subsequent questions have been raised and this FAQ sheet has been produced and will continue to be updated as more questions and answers are generated. This FAQ sheet should be used in conjunction with the aforementioned guidance.

Version 3

UPDATED: 13th FEBRUARY 2025

Pre-election period limitations

Can a Mayor's/Chair's event (charity balls, receptions etc) go ahead during the pre-election period?

Such an event can proceed if it has ceremonial or historic significance, but it should be made clear that the event is in relation to the mayoral office, and not the individual – it is an event of the Town/Parish Council, not the Mayor/Chair themselves. If fundraising is involved, it should be made clear that this is to benefit a charity, not a political fund. It is important to ensure that the promotion pre-and-post event, and speeches thereat, should not breach the stipulations of the pre-election period. All councillors and prospective councillors should be afforded equal opportunity to be able to attend.

Ad hoc events should not be organised to take place during the pre-election period.

Can Councillor surgeries, or "meet your councillor" events continue during the pre-election period?

It is advised that such events organised by local councils and/or held in local council premises do not take place during the pre-election period. Candidates including existing councillors can organise their own meetings elsewhere, but cannot use the council premises or owned buildings i.e. library.

What is the advice on holding an Annual Parish Meeting before the election which showcases various achievements?

The Annual Parish Meeting can take place any time between 1st March and 1st June (Local Government Act 1972, Schedule 12 part iii). The pre-election period is 14th March - 1st May. This allows for the Annual Parish Meeting to easily take place outside of the pre-election period, which is advised in all cases. If the Meeting is set to highlight and celebrate significant achievements of the Council and therefore of current Councillors, it must not be during the pre-election period. In the case where the Annual Parish Meeting simply sets out a normal annual report, and invites community groups to discuss theirs, it should not be an issue to hold this during the pre-election period. In any case, we suggest caution and to use the dates outside of the pre-election period.

Can planned Neighbourhood Plan consultation/forum events with councillors go ahead (e.g. “stage 5” consultation)?

Councils need to be mindful of the ability to transact non-controversial business, particularly if it is a critical point in a Neighbourhood Plan timetable. The management group for the neighbourhood plan will be a separate organisation to the council itself, and the monitoring officer has advised that such events need to be considered on a case-by-case basis. If you are in this situation, talk this through with the monitoring officer.

Candidate nomination procedures

How will candidate nomination packs be circulated and what are the associated costs for receiving hard copies?

Cornwall Council will circulate hardcopy nomination packs to a range of Cornwall Council and partner sites across Cornwall (including, for example, some libraries). A small charge will be made for this service. The amounts are not known but are thought to be low; these costs will be added to the final invoice being issued to local councils. Alternatively candidate packs can be collected from New County Hall free of charge.

Clerks will be informed where their local collection site will be – and given the option to change if needed. The papers will then be available to collect well in advance of the notice of election (14th March). The number of nomination packs for each council will be in excess of the number of seats – which allows for one pack per seat plus a small amount spare.

A small number of blank nomination packs are held by the clerk, who can then distribute to interested parties and made available as appropriate. Arrangements for this should fit the local circumstances but could include being made available at local venues. The clerk is not involved in the completion or submission of the forms at all, but is on hand to help the smooth distribution if possible.

In addition, the nomination packs can be requested electronically via the [Cornwall Council website](#). Candidates printing forms themselves will need to ensure that they print correctly according to the format displayed on the screen.

Will the electoral roll be provided to clerks?

Clerks will not be provided with the electoral roll/electoral register unless they specifically request this from Cornwall Council. Candidates will need their electoral roll number to complete their nomination forms – if clerks hold the electoral roll then clerks can provide this to candidates. If clerks choose not to request the electoral roll, candidates can simply contact the Cornwall Council elections team directly to obtain their electoral roll number.

Will there be an option for online checking of nomination forms before in-person submission?

There is no option for on line checking of nominations papers, but Cornwall Council has published annotated forms which are available [online](#) and show candidates how to complete the forms. There is also a candidate briefing due to take place on 12th March, being delivered by Cornwall Council; more information on this will become available in due course.

When will appointments for nomination forms submissions be available?

Appointments will be able to be made at satellite sites every weekday & every Saturday morning from 17th March - 1st April. These sites are St Johns Hall (Penzance), South Wheal Crofty (Camborne), Chy Trevail, Bodmin, Carlyon House, St Austell, and Luxstowe House, Liskeard.

In addition, appointments can be made at New County Hall Truro between 17th March – 2nd April. Candidate applications must be submitted in person, preferably by the candidate.

Can a person stand to be a candidate for any ward of the parish that they reside in?

Yes. If a person is eligible to stand for a given town/parish, they can stand in any of the wards within it – not just the one in which they live/work.

Post-election and new councillors**When is the count for local council elections likely to take place and how will results be communicated to parish clerks in time for May 6th?**

At 10am on Friday 2nd May the “verification” of the vote takes place. The count for Cornwall Council seats will follow and, depending on the number of contested elections, the count will either continue on Friday for local councils (if there are not many to count), or will take place instead on Saturday 3rd May from 10am. The latter is thought to be the more likely scenario.

Results will be published online as they are declared. Emails will be sent to clerks by the end of Saturday (unless there are unforeseen anomalies).

Will contact information for newly elected members be provided other than their address on the electoral notices?

No. Cornwall Council are not able to pass on anything other than postal addresses to clerks. However, Cornwall Council write to each successful candidate, and have agreed to now include within the letter a request for the incoming councillors to contact the clerk at their earliest convenience.

You may wish to include a request for contact information in your own pre application information to candidates.

Do the Registers of Interests of outgoing Councillors need to be retained?

The latest guidance is that ROIs should be retained for 12 months after the Councillor ceases to be in the role. After 12 months the document should be destroyed. Councils should be mindful that the ROIs will include personal data for the spouse/partner as well as the former member.

What happens if the previous Chair is unable to attend and preside over the first item of the Annual Meeting?

If the previous Chair is absent, the Council must make arrangements to appoint a temporary Chair to Chair the first item (Local Government Act 1972, Schedule 12 part ii). The role of Chairing that item does not defer to the previous Vice Chair.

Is it mandatory for Councillors to attend Code of Conduct training within 6 months, and if they do not, what is the penalty?

It is in the Council's Code of Conduct that all members will undertake training within six months of taking office. If they do not then it will be a breach of the code if a complaint is made. Under a new regime it is possible that persistent refusal to attend training could lead to a greater sanction.

How many seats are there across all of Cornwall's local councils?

A combined figure of 2,051 seats across the Town, Parish, City and Community Councils.

Last minute changes to the process

Are Cornwall Council elections likely to be postponed and if so would the full cost of the local council election have to be borne by the local councils?

Cornwall Council have given assurances that elections will not be postponed in 2025. If hypothetically an election was postponed in this manner, the full cost would go local councils.