

Parish Councillors, you are hereby summoned to a meeting of
Dinedor Parish Council
will be held on Thursday 20th June 2024 at 6.00pm
At Dinedor Village Hall

AGENDA

1. To receive Apologies, Declarations of Interest and requests for dispensations
2. To approve the minutes of the meeting held on [16th May 2024](#)
3. Public participation:
 - 3.1 Ward Councillors Report
 - 3.2 Matters raised by members of the public in attendance
 - 3.3 Police Report
4. Information item: Clerks Report
5. Financial Matters:
 - 5.1 To authorise payments now due:

• Print Plus		
Printing of May newsletter		£55.00
• Unity Bank plc		
Bank Charges – qtr to 30.6.2024 (DD)		£18.00
• Liz Kelso		
Office expenses (stationery, software, Ink)	£72.31	
VAT	£17.67	
Total		£89.95
• Acer Tree Services (Hereford) Ltd		
Tree Safety work on Dinedor Camp	£8,090.00	
VAT	£1,618.00	
Total		£9,708.00
 - 5.2 To note receipts since the last meeting
 - 5.3 To note budget review, account balances and bank reconciliation as at the date of the meeting
 - 5.4 To consider proposal for the opening and operation of a savings account for parish council surplus funds
6. Planning Matters
 - 6.1 To consider planning applications now due for observations:
 - 6.2 To note planning applications notified for permitted development, if any
 - 6.3 To note planning decisions by Herefordshire Council since the last meeting
7. Highway Matters
 - 7.1 Lengthsman Scheme report
 - 7.2 Footpath Officer Report
 - 7.3 Public Rights of Way project
 - To note report from Footpaths officer on work proposed on public rights of way in Dinedor
 - To agree application to Herefordshire Council for funding for work on public rights of way

- 8 Dinedor Camp
 - 8.1 Update on Community work group activity
 - 8.2 To note report from Dinedor Camp Steering Group meeting held 21.5.2024
 - 8.3 To consider amendments to Steering Group Terms of Reference
 - 8.4 To agree additional appointments to Dinedor Camp Steering Group
 - 8.5 To note update on Tree work carried out
 - 8.6 To consider support for family event and/or bonfire on Dinedor Camp
9. Village Hall Matters
10. To consider requests for councillor training
11. Information item: Reports from Councillors
12. Date of next meeting and items for the agenda

Liz Kelso

Clerk, Dinedor Parish Council
c/o 5 Deerhurst Drive, Belmont, Hereford HR2 7XX

Tel: 07977675 456

E-Mail: clerk@dinedorparishcouncil.gov.uk. Website: www.Dinedorparishcouncil.gov.uk

Issued: 14.6..2024

Members of the public are welcome to attend meetings of the parish council and may, at the discretion of the Chair, speak on some agenda items. In the interests of the health and well being of councillors, staff and members of the public in attendance, please do not attend the meeting if you are unwell, whether or not you have tested positive for covid19.

For further information about the work of the parish council or meeting procedures, please contact the Parish Clerk at the address above.

Unfortunately the Spring sunshine has turned back to rain and although the forecast for the week ahead looks to be improving nothing is guaranteed so please do be careful when travelling as heavy showers often lead to slippery road surfaces. Excess rain also leads to muddy fields and with farmers needing to enter and exit fields at the moment it is not uncommon to see mud on the roads. The vast majority of farmers are very diligent and clear up any mud very quickly but where you do spot a problem please let me or the locality steward know so signage can be arranged.

The recent warm and wet weather has led to a surge in growth on the verges. This can cause visibility / safety issues at junctions and on narrow roads. The delay in cutting potentially dangerous junctions has been raised with Herefordshire Council / Balfour Beatty and if you are aware of any that haven't yet been cut then please do let me know. Equally Balfour Beatty have started the normal verge cutting programme and there is a list of verges which are not cut due to community wildflower planting, if you are aware of any which should be on that list and would like to check then please contact me as soon as possible so we can avoid any inadvertent cuts.

As I mentioned in my previous reports, a new Public Rights of Way (PROW) scheme was due to be announced in May. I am pleased to confirm that details of this have been made available to all Parish councils via their Clerks – if you have been inadvertently missed off this list then please let me know and I will arrange for details to be sent to you. The scheme offers Parish councils the opportunity to apply for a fixed amount of funding to replace assets on PROW in their areas. The funding available for each asset is set at the rate Herefordshire Council would pay if they were to purchase the asset themselves. I would urge you to take up this funding opportunity as there is no guarantee it will be repeated but please do consult with the relevant landowner before applying so permission can be obtained for installation.

I have noticed that there has been an increase in pothole repairs over the last few weeks and although many areas require significantly more investment, it is a welcome step in the right direction. As always where you spot a repair completed by Balfour Beatty or a utility company that does not look to be of a sufficient standard please raise it with me and I will highlight it with the relevant team. Herefordshire Council does use its powers to force utility companies and Balfour Beatty to return and redo work where it does not meet the standards required however, if these issues are not flagged to them then they are unable to take action.

The third instalment of our additional funding to Parish councils (Aside from the increased Lengthsman Grant - £250k and the Prow Scheme - £250k) is the Local Drainage Fund - £445k. Expressions of interest were due in last month and I am told approximately 90 Parish councils registered their interest. Details of how to apply and the projects that can be funded will be published soon but please do not be concerned if your expression of interest has not been acknowledged. If you emailed the email address given in the initial invitation to express an interest (lengthsman@herefordshire.gov.uk) then you will have been included.

On a County level, you may be pleased to know that Herefordshire Council held its Annual Meeting last Friday and the current minority Conservative Administration retained control under our leader Cllr Jonathan Lester. The Chairman of Herefordshire Council remains Cllr Roger Phillips and the Vice-Chairperson is Cllr Steph Simmons.

Equally noteworthy was the publication of the Council's year end financials. When our administration took control of the council in May last year the predicted deficit was nearly £13.8m

for this year and over £19 million for 24/25. I am pleased to say that through targeted action the deficit for 23/24 was reduced to £8.7m and a balanced budget set for the 24/25 financial year. We are delivering against this budget now and although I cannot provide exact figures at this stage all the signs point to our targets being met.

On a final note I would like to reassure residents and Councillors that although Government may grind to a halt throughout the election, Herefordshire Council is not subject to the same restrictions and will continue with business as usual. This includes the delivery of vital services, road investment and associated projects. I will provide a written update prior to the General Election but no matter who you chose to vote for, please do make sure you are registered and able to exercise your vote on 4th July. As always if you have any concerns locally please contact me.

Dinedor Parish Council

Meeting to be held on 20th June 2024

Clerk's Report – Agenda item 4

The following items are brought to members attention but not the subject of a separate agenda item:

1. Financial Regulations

The Clerk is currently reviewing the new draft financial regulations as issued by NALC and will present any recommendations to the next meeting of the parish council.

2. Annual Governance and Accounting Return for year ended 31.3.2024

The Certificate of Exemption as agreed at the last meeting has now been sent to external auditors and receipt acknowledged by them. The period when electors can view the accounts and supporting papers is now open. If any issues are raised with external auditors, there may be further contact from auditors but otherwise no further comment or action is expected.

3. Insurance

Renewal of the Parish Council insurances, as agreed last month, has now been completed. Insurers have indicated that the premium amount applicable to the insurance of the cottage on Dinedor Outdoor Centre, and payable by Dinedor Outdoor Trust in accordance with the lease agreement, is £1,069.44 and an invoice for this amount has been raised and sent to the tenants.

	Year to 31.3.2024		Budget 2024-5		Actual to 31.5.2024		Forecast	
Income								
Precept	£	9,500.00	£	9,500.00	£	4,750.00	£	9,500.00
Grants	£	5,120.99	£	310.00	£	-	£	3,850.00
Outdoor Centre Insurance reimbursement	£	981.13	£	1,000.00			£	1,000.00
Transmitter income	£	2,000.00	£	2,000.00			£	2,000.00
Insurance Claim	£	-						
VAT reclaim	£	1,414.89	£	-	£	621.25	£	621.25
Other								
Total income:	£	19,017.01	£	12,810.00	£	5,371.25	£	16,971.25
Expenditure								
<u>General Expenditure</u>								
Staff costs	£	5,435.79	£	6,000.00	£	816.36	£	5,800.00
Temporary Staff Costs			£	-				
General Office Costs	£	639.99	£	500.00	£	40.00	£	500.00
Room Hire	£	264.00	£	350.00	£	120.00	£	350.00
Insurance	£	1,664.29	£	1,800.00	£	1,805.46	£	1,805.48
Lengthsman Scheme	£	1,820.00	£	3,000.00	£	466.00	£	3,920.00
Repairs & Maintenance - Other					£	-	£	4,790.00
Repairs & Maintenance - Camp	£	695.00	£	6,000.00	£	-	£	10,000.00
Purchases, other			£	600.00	£	-	£	600.00
Subscriptions	£	459.34	£	550.00	£	-	£	550.00
Audit Fees	£	249.75	£	300.00	£	283.25	£	283.25
Election costs	£	141.50	£	-	£	-	£	-
Advertising/publicity					£	-	£	-
Training	£	90.00	£	150.00	£	50.00	£	50.00
Website	£	225.00	£	250.00	£	-	£	250.00
Newsletter	£	330.00	£	400.00	£	55.00	£	220.00
Miscellaneous	£	330.00	£	100.00	£	-	£	100.00
VAT	£	621.25			£	159.85		
<u>Other Expenditure</u>								
Legal costs	£	-	£	500.00	£	-	£	-
Neighbourhood Plan	£	-	£	500.00	£	-	£	-
Donations & Grants	£	1,460.00	£	1,000.00	£	560.00	£	560.00
Total Expenditure	£	14,425.91	£	22,000.00	£	4,355.92	£	29,778.73
Net expenditure:	£	4,591.10	-£	9,190.00	£	1,015.33	-£	12,807.48
Reserves:								
Opening Balance	£	13,305.98	£	17,897.08	£	17,897.08	£	17,897.08
Add: Net expenditure	£	4,591.10	-£	9,190.00	£	1,015.33	-£	12,807.48
Closing Balance:	£	17,897.08	£	8,707.08	£	18,912.41	£	5,089.60

Dinedor Parish Council
Bank Reconciliation
Year to 31.3.2025

Opening Balance	£ 17,897.08
Add receipts	£ 5,371.25
Less Expenditure	£ 4,355.92
Balance	£ 18,912.41

Meeting

Per bank statement	31.5.2024	£ 18,912.41
Add receipts since statement:		
Less: payments not yet authorised at statement date		
s/o since last statement		

£	-	£ 18,912.41
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£	-
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Public Rights of Way Grant Application 2024/25**Parish Council Contact Details**

Parish Name	DINEDOR
Contact Name	
Contact Number	
Contact Email Address	Clerk@dinedorparishcouncil.gov.uk

Summary of Proposed Works

Total Number of Locations	9
Total Cost of Works	£2949.25 - £1890.00 estimated installation costs

We understand that that total funds for this scheme are limited and where applications exceed the total funds available then entirety of our request may not be funded. Subject to our proposal being accepted, we agree to enter into a Parish Lengthsman contract variation agreement to deliver the works, which we understand must be fully completed by 31st March 2025.

Signed

On behalf of DINEDOR PARISH COUNCIL

Dated

Dinedor Parish - Public Rights of Way Grant Application 2024/25

OVERVIEW

Dinedor Parish includes the important English Heritage Iron Age Hill Fort Dinedor Camp.

There are 4 particular Footpaths that provide access from Dinedor Village to Dinedor Camp and these are well used by both residents and visitors but do need repair and updating to the hardware as detailed in this application.

The Footpaths are those designated on the Herefordshire PROW Definitive map as DD7, DD8, DD11 and DD15.

Repair is needed because the gates and stiles are aging and are well used.

Updating is required due to changing mobility needs as users encompass an extended as well as older age group and because, since Covid lockdown, more dogs now accompany walkers – hence there are requests in this application for the funding of dog-gates at two stiles. There are also requests for the replacement of some stiles with self-closing pedestrian gates for mobility and accessibility reasons.

(Unfortunately there has recently been some damage, leading to escape of livestock, to fences adjacent to stiles where there is no means of enabling dog access. There has been no similar damage where there are gates.)

Agreement of Grant Funding for the requests of this application will enable improvement of access from Dinedor Village to Dinedor Camp and the circular walks from Dinedor Village incorporating Dinedor Camp Iron Age Fort.

The Grant Application encompasses:

- Add dog-gates to two stiles
- Replace 4 stiles with Self-Closing Pedestrian Gates
- Add a Kissing Gate adjacent to an existing Farm Gate where there is currently no Pedestrian gate at all
- Replace a Stile with a metal Kissing Gate
- Replace an aging and already repaired wooden Kissing Gate with a metal Kissing Gate

Description of Proposed Works (insert further copies as required)

Ref No.	DD7/2
Location of work (What3Words)	52.027122, -2.684865
Short description of work	ADD DOG-GATE to Existing Stile
Photograph of the asset	
Cost Estimate (materials only)	Dog-Gate £75

Description of Proposed Works (insert further copies as required)

Ref No.	DD7 / 3
Location of work (What3Words)	52.0268560, -2.6889640
Short description of work	ADD METAL KISSING GATE adjacent to existing Farm Gate on Line of PROW DD7 as there is no Pedestrian Gate at this boundary Pedestrians have to suse the Faerm Gate which as can be seen from the Photograph can be daunting .
Photograph of the asset	
Cost Estimate (materials only)	Medium metal Kissing Gate £599.75

Description of Proposed Works (insert further copies as required)

Ref No.	DD7 / 4
Location of work (What3Words)	52.0279170, -2.6914310
Short description of work	REPLACE STILE which is very difficult to climb due to poor design and wear (and has no dog access) with medium metal Kissing Gate
Photograph of the asset	
Cost Estimate (materials only)	Medium metal Kissing Gate £599.75

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Description of Proposed Works (insert further copies as required)

Ref No.	DD7 / 5
Location of work (What3Words)	52.0268560, -2.6916140
Short description of work	REPLACE STILE with Self –Closing Pedestrian Gate
Photograph of the asset	
Cost Estimate (materials only)	Self-Closing Pedestrian Gate £250

Description of Proposed Works (insert further copies as required)

Ref No.	DDD7 / 6
Location of work (What3Words)	52.0P265940, -2.6924580
Short description of work	ADD DOG-GATE to Existing Stile
Photograph of the asset	
Cost Estimate (materials only)	Dog-Gate £75

Description of Proposed Works (insert further copies as required)

Ref No.	DD15 / 1
Location of work (What3Words)	52.0247750, -2.6929000
Short description of work	REPLACE STILE which is very difficult to climb due to poor design and damage (and has no dog access) with Self Closing Pedestrian Gate
Photograph of the asset	
Cost Estimate (materials only)	Self-Closing Pedestrian Gate £250

Description of Proposed Works (insert further copies as required)

Ref No.	DD15 / 2
Location of work (What3Words)	52.0247250, -2.6925690
Short description of work	REPLACE STILE which is very difficult to climb due to poor design and damage (and has no dog access) with Self Closing Pedestrian Gate
Photograph of the asset	
Cost Estimate (materials only)	Self-Closing Pedestrian Gate £250

Description of Proposed Works (insert further copies as required)

Ref No.	DD15 / 3
Location of work (What3Words)	52.0239360, -2.6932690
Short description of work	REPLACE EXISTING WOODEN KISSING GATE which is aging, wearing out and has suffered subsidence with medium metal Kissing Gate
Photograph of the asset	
Cost Estimate (materials only)	Medium metal Kissing Gate £599.75

Description of Proposed Works (insert further copies as required)

Ref No.	DD11 / 1
Location of work (What3Words)	52.0220000, -2.6938140
Short description of work	REPLACE STILE which is very difficult to climb due to poor design (and has no dog access) with Self Closing Pedestrian Gate
Photograph of the asset	
Cost Estimate (materials only)	Self-Closing Pedestrian Gate £250

Dinedor Parish Council

Dinedor Camp Management Steering Group Notes from a meeting held on 21st May 2024

Present: Cllr. Joe Davey
Brian Granthier
Cllr. Tim Greenow
Paul Davies
Andy Preedy

In attendance: Liz Kelso Clerk

1. Apologies

Apologies were noted from Hazel Preedy and Chris Waters

2. Notes from previous meeting

Notes from the meeting held on 14th March 2024, which had been previously circulated, were confirmed.

3. Update on Tree Safety Work

The clerk reported that following the various discussions with Historic England on the work they suggest and difficulties in aligning that work with the tree safety work recommended by the arboriculturist, the parish council has now agreed to proceed with the tree safety work as a separate project with work expected to start during June.

4. Historic England

Historic England has indicated that until the section 17 management agreement is in place, work being undertaken currently cannot be considered part of the “in kind” contribution towards the prospective grant funded work. Quotes for the work required will be needed before the section 17 agreement can be drawn up and agreed and at the present time, this needs further work.

Following on from the decision to progress the tree safety work, the parish council will review the work recommended by Historic England separately. In the meantime, it was agreed that community volunteer activity be largely concentrated on the draft specification anyway.

4. Community Volunteer activity

a) Current activity

It was agreed to continue with the current clearance of the bank and to mow the grass in the coming weeks. Paul Davies was thanked in particular for the work he has been doing on site. As noted above, work will continue as if the section 17 management agreement is in place.

b) Recruitment of community volunteers

Options for recruitment of volunteers to help with camp management were considered and there was thought to be some value in setting up a one off day/event for volunteers, possibly to include a family based activity such as a barbecue at the Outdoor Centre which might encourage volunteers as it was felt that a regular commitment might be daunting for people. Some organisations encourage their staff to volunteer in the local community and it might be possible to recruit help from local businesses at Rotherwas. Balfour Beatty also encourage staff to take part in voluntary litter picks etc. so might offer some help.

7. Any other business

In addition to the suggested barbecue/recruitment event, it was suggested that consideration be given to a bonfire in November as was held some years ago.

8 Date of next meeting

It was agreed that the next meeting would take place at a date and time to be agreed but provisionally 9th July at 6.00pm in the Outdoor Centre.

Dinedor Parish Council

Meeting to be held on 20th June 2024

Agenda item 8.3

Dinedor Camp Management Steering Group

Background

Dinedor Camp Management Steering Group was established by the parish council in 2016 to oversee the day to day management of the Camp with particular reference to organising the managing site maintenance and improvements through the Camp Management Plan which is agreed with Historic England.

The Steering Group is appointed and funded by the parish council. Terms of reference set out the make up of the group, areas of responsibility and how the group operates. The purpose of this agenda item is to consider changes to the terms of reference to reflect proposed changes to the group make up, amongst other things.

The Steering Group is separate from but manages the volunteers who help to carry out the practical aspects of work on the Camp. In practice members of the Steering Group often take part in the volunteer activity but membership of the steering group does not require this.

Group membership

The terms of reference indicate the group should be made up of:

- 2 parish councillors (currently Cllrs. J. Davey & T. Greenow)
- 2 representatives from Dinedor Heritage Group (currently Brian Granthier)
- 2 representatives from Dinedor Outdoor Centre (currently Andy & Hazel Preedy)
- 4 members of the public (currently Paul Davies, Chris Waters)

It is to be proposed that the current footpaths officers may wish to join the group.

Frequency of meetings

The current terms of reference suggest monthly or bi monthly meetings. It is to be proposed that this be changed to "as and when required" to reflect current practice.

Dinedor Parish Council

Dinedor Camp Management Steering Group Terms of Reference

Approved by the Parish Council at a meeting held on 23.8.2016

Amended at a meeting held on 15.09.2020

Name

The name of the group shall be the Dinedor Camp Management Plan Steering Group.

Purpose

The purpose of the Steering Group shall be to Investigate and identify an appropriate structure for delivery of the Dinedor Conservation Management Plan. And to support the parish council to carry out the following tasks:

- Identify sources of funding
- Take responsibility for planning, budgeting and monitoring expenditure on the Plan and report back to the parish council on these matters.
- Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible
- Determine the work to be undertaken and agree schedule with all stakeholders.
- Identify priorities and timescale for local action in the Conservation Plan,
- Regularly report back to the parish council on progress, issues arising and outcomes from the work of the Steering Group

Membership

The Steering Group will be made up from a good cross-section of the community, including not less than two (2) parish councillors nominated by the parish council, two (2) representatives from the Outdoor Activity Centre, two (2) representatives from Dinedor Heritage Group and not more than four (4) members of the public.

Roles

- At the first meeting, the Steering Group will elect a Chairperson, and a Secretary
- If thought appropriate, the Steering Group may also elect a Communications Coordinator, and a Volunteer Co-ordinator
- Wherever possible all other members should have a specific role, to be agreed by the Steering Group.

Roles and relationships

- Parish Council insurance will cover the previously agreed activities of the Steering Group and volunteers, but steering group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.
- The Steering Group, either via an appointed officer or via its parish council members will provide a regular report to the parish council for endorsement
- The parish council will provide the opportunity for the endorsement of regular reports via its meeting agenda
- The make up and purpose of the Steering Group will be regularly reviewed by the full Steering Group
- It is expected that all Steering Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.

Meetings

- The Steering Group will normally meet monthly (but every two months as a minimum) or as may be required
- At least three clear days' notice of meetings shall be sent to members via the communications method agreed with and appropriate to each individual member
- Whenever possible, notices of meetings should detail the matters to be discussed
- The secretary shall keep a record of meetings, and circulate notes to Steering Group members and the Parish Council in a timely fashion. The latter will publicise the notes via their usual methods
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Steering Group and made available to the public via notice boards/websites
- All meetings should be held in public and be open to the public
- The quorum shall be 3 or one third of the total number of members of the steering group, whichever is the greater
- Copies of the Parish Council Code of Conduct will be available at all Steering Group meetings.

Finance

- All grants and funding will be applied for and held by the parish council who will ring-fence the funds for Dinedor Camp Management Plan purposes only
- Notification of all planned expenditure will be given to the parish council before actual costs are incurred, for approval
- The Finance Co-ordinator shall keep a clear record of expenditure supported by receipted invoices and will regularly review and update the budget in liaison with the parish clerk.
- The Finance Co-ordinator in partnership with the parish clerk will draw up and agree with the Steering Group procedures for volunteers who wish to claim expenses.
- The Finance Co-ordinator will report back to the Steering Group and the parish council on planned and actual expenditure for the project
- Invoices will be made out in the name of the parish council who will pay them at their next scheduled parish council meeting.

- Subject to prior approval by the Parish Council, Members of the community who are involved as volunteers with the Steering Group may claim back any previously agreed expenditure that was necessarily incurred in connection with their role as a Member of the Steering Group. This could include postage and stationery, telephone calls, travel costs.

Dissolving the Steering Group

The Steering Group may be dissolved at any time by the group itself by notification to the Parish Council or by the Parish Council, at any time.



HALC WISE OWL TRAINING ... MAY TO AUGUST 2024

To book any of the following courses or free sessions, check with your Clerk and email lynda@halchereford.gov.uk
Information packs and pens will be issued at each training event.

“IN HOUSE SESSIONS”

Book your preferred date & time for a bespoke two-hour training session, exclusively for your councillors at your local venue for only £250 + mileage.

‘WHAT’S MY ROLE?’

Saturday CiLCA ... 18th May: 09.30–15.00 at HALC office - £250 per person inc. lunch.

Discover the specific roles, responsibilities and statutory duties of councillors, clerks and RFOs (Responsible Financial Officers). What is the difference between Section 137 and the General Power of Competence? How does the Code of Conduct affect you as a councillor or Chairman?

‘LAWFUL PURSUITS’

Saturday CiLCA ... 15th June: 09.30–15.00 at HALC office - £250 per person inc. lunch.

Non-compliance with lawful requirements could cost your parish council dearly. This course gives a detailed overview of lawful procedures including Core Documents ... Standing Orders ... Code of Conduct ... Grants Policies ... Employment & Equality Law ... Health & Safety Legislation ... Delegated Powers ... Committees and Working/Steering Groups.

CHAIR’S CHAT ... Monday 17th June ... 19.00-20.00 via ZOOM ... FREE

An opportunity for PC Chairs to exchange information on current issues with their counterparts across the county, as well as receiving topical updates, chairing tips and answers to queries raised on the night.

‘IN THE HOT SEAT’ ... Monday 24th June 19.00-21.00 at HALC office - £50 per person.

If you have just taken on the role of Chair or simply wish to update your current skills, why not come along for some hot tips to ensure that your PC meetings run like well-oiled decision-making machines and finish within two hours! As Chair, you need to understand the laws regulating your role, including all aspects of the Code of Conduct. You are in total control of your PC meetings so you need to be confident that you can cope with any scenario!

‘CLERKS’ CONVERSATION’ ... Tuesday 25th June ... 11.00-12.00 via ZOOM ... FREE

An opportunity for Clerks to receive a brief update from HALC on current topics, as well as exchanging information on local issues.

'LEADING LIGHTS'... Monday 1st July: 19.00-21.00 at HALC office ... £50 per person.

Are you an effective councillor? Do you understand your duties & responsibilities? What are the implications for your parish council of non-compliance with audit regulations, PAYE, Pensions, GDPR, website accessibility? Does the Code of Conduct worry you? What is your role in the planning system? If you are a new councillor or simply want to update your knowledge, this is the course for you.

'FUN WITH FINANCE'

Saturday CiLCA ...13th July: 09.30-15.00 - HALC office - £250 per person inc. lunch

This course covers all aspects of PC financial management including Setting a budget (Precept)/Participatory Budgeting/Bank reconciliations Risk management/Grant funding/Contract law/Payroll procedures/VAT legislation-business & non-business/ Internal & External Audit/Choosing the right bank account/Electronic banking.

'PLANNING OVERVIEW'... Tuesday 16th July: 19.00-21.00 at HALC office - £50 per person.

This evening course will give delegates an overview of all aspects of local and national planning together with an insight of the implications of the Code of Conduct when councillors are commenting on planning applications.

'BEST BEHAVIOUR' ... Thursday 18th July: 19.00-21.00 HALC office - £50 per person

What are the responsibilities of councillors under the Code of Conduct and what are the different types of interest they need to understand? Who do councillors go to for advice and what happens if a complaint is made about you to the Monitoring Officer? As a clerk, are your agendas and minutes fit for purpose in relation to the Code? Is your website in compliance and what about your declaration of interest book?

'TWO CAN TANGO' ... Thursday 1st August 19.00-21.00 at HALC office ... £50 per delegate.

Don't fall foul of VAT legislation – come along and learn how to work cost-effectively with your village hall on small or large projects. If you take part in Village Hall Committee meetings, you are likely to be a Trustee in law and should understand the implications of that role, particularly in relation to Code of Conduct matters at parish council meetings. What is the difference between a 'Custodian Trustee' and a 'Managing Trustee'? Can parish councils loan money to a village hall? If you are a parish councillor and a village hall trustee, this is definitely the course for you.

'PLANNING WITH THE COMMUNITY'

Saturday CiLCA ...3rd August: 09.30-15.00 at HALC office - £250 per person inc. lunch.

All you need to know about planning including overview of national & local planning system; legal rights of PCs; proper process to avoid Judicial Review challenges; 'Material' comments on planning applications. importance of Neighbourhood Plans; acquiring Section 106 Monies. Effective Communication with local residents is crucial for planning and many other purposes. Make the most of parish meetings; produce local newsletters; modernise your website and use social media.

'CAT FLAP' ... Thursday 8th August ... 19.00-21.00 at HALC office ... £50 per delegate.

All you need to know about Community Asset Transfer (CAT) for PCs thinking of taking on new assets now or in the future, as well as the Community Right to Bid which follows an application to list a property as an Asset of Community Value. Furthermore, what do you know about the Community Right to Challenge? Parish Councils need to be aware of how they can safeguard local property and services for the benefit of their community.



All HALC Training courses are available to councillors & clerks from CALC member PCs.

Check with your Clerk and Email lynda@halchereford.gov.uk

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