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SALC NEWSLETTER

September 2023



Dear << Test First Name >>

Looking forward to catching up with as many of you as possible at the AGM and Conference on 19th October 2023. It will also be an opportunity to meet our new Chief County Officer, Sally Harman and give a proper farewell and thank you to our long serving Chief Executive (formally Deputy Chief Executive of SSALC), Anne Bott. Anne, you will be pleased to hear has agreed to stay on as a consultant for SALC. I am delighted that we have been able to retain her extensive knowledge and understanding of our sector.

The team have been very busy working with our colleagues in the Boroughs and Districts and Surrey County Council on various projects including a useful presentation and documentation of Emergency Planning for parish councils, which you will hear about at our conference. Also, working with Surrey CC Highways on changes in how they operate and communicate with us. I am enjoying our online Councillor and Clerks Forums and learning more about the challenges and frustrations your councils are experiencing. It is a great way for us all to communicate with each other and one I hope we can develop further.

Finally, Anna Beams, our Office Manager has a new contact email. It will be office@surreyalc.co.uk. As a first line of enquiry this will be the email to use.

Yours

Chris Howard
Chair, SALC



SALC AGM & Conference 19th October Dorking Halls 9h30 – 15h00

Tickets are now available for the SALC AGM and Conference on the 19th October 2023 at Dorking Halls. The cost is only £20 pp (includes lunch). We have a packed agenda with key speakers covering those subjects which affect you most including Planning, Highways and Policing. This conference is open to Councillors, Clerks and RFOs.

We note that you may need to secure Council approval for attending so we suggest you include an agenda item for approval at your next full Council meeting. In addition, if you haven't already done so, you will also need to approve the Council's voting representative for SALC who will be able to vote at the SALC AGM section of the day. We look forward to seeing you all there!

[See flyer for further details](#)



SALC Chair Forums to open up to all Councillors from this September.

We are opening our quarterly Chair Forums to all Councillors from this month making this communication channel as accessible and inclusive to all.

The next online Councillors Forum is this Wednesday 13th September at 19h30. If you have not received an invite and would like to join this call please contact Anna at office@surreyalc.co.uk.



Surrey CC Highways Parish and Town Council Engagement Project

Surrey CC Highways have set up a project to investigate what is important for Parish and Town Councils and how the Surrey CC Highways team

communicate. 15 Parish Councils and SALC are now involved in a focus group as part of this project. We look forward to updating you on the outcome.

You can find out what Surrey CC Highways works are happening in your area here:

- **One.network** - When works are ready to be delivered on the highway and have received a road permit they are logged onto this public website. Emergency works are included within 2 hours of them being logged with Surrey County Council. [One.network](#)
- **Roadworks Map** - The same information is also logged onto the Council's road works map, and you can sign up to alerts at [Roadworks - Surrey County Council \(surreycc.gov.uk\)](#)
- **Surrey CC Highways Bulletins** - Every week the Works Communications Team publish and email out a bulletin of all the works due to take place on the network within a borough/district in the next fortnight. You can view the latest version or sign up to the distribution list at [Weekly highways bulletin - Surrey County Council \(surreycc.gov.uk\)](#)
- **Winter Maintenance Programme** - Find out about the [Council's Winter Service](#) - salting programme and where the maintained grit bins are on the [Winter Service map](#)



Surrey CC Be Prepared Project

SALC have been supporting the Surrey Be Prepared Team in preparing guidance to Parish and Town Councils on their role in a community emergency and how to be prepared. Chris Moon from Surrey's Local Resilience Forum will be briefing Parish and Town Councils at our SALC AGM Conference on the 19th October on this project.

You can find more details on what the Surrey CC Be Prepared team do on their website at

[Welcome to Surrey Prepared - Surrey County Council \(surreycc.gov.uk\)](#)



Subscriptions 2024/24

Surrey ALC have completed their own budget calculations and looking forward to the 2024/25 council year and indeed 2025/26, can confirm that subscription rates will be fixed at a 2% increase year on year and for those councils who have their fees capped at the large council rate will see a nominal £25 increase in the annual rate. Surrey ALC has worked hard to maintain a low cost base and as such is able to pass on these cost benefits to its members through below inflation price increases.



Pay Award 2023-24 Update

The pay increase has been significantly delayed over the last couple of years – last year's agreement for 22-23 was finalised in April 2023. The delays are due to negotiations between the National Joint Council (NJC) and the unions.

Negotiations are still ongoing for 2023-24, updates can usually be found on the LGA website: <https://www.local.gov.uk/our-support/workforce-and-hr-support/local-government-services/national-employers-trade-unions>

We will circulate any further updates as soon as we receive them.

YOUR AUTUMN FOCUS



Your Autumn Focus

We recommend Councils focus on the following actions over the coming months: -

September:

- Review of council business plan/vision document
- End of quarter review of financial position

October:

- Start of budget setting process

November:

- Interim internal audit
- Agree staffing budget for next financial year

December:

- Final budget approved by council
- End of quarter review of financial position

As always with budget planning we recommend you include a sufficient allocation for training for both Clerks and Councillors. Mulberry and Co are running a number of Budget Planning and Precept Setting sessions which you can book here [Mulberry & Co | Categories Finance Training for Clerks and Officers \(mulberryandco.co.uk\)](https://mulberryandco.co.uk/Categories/Finance/Training%20for%20Clerks%20and%20Officers)



Audit 2022/23

All councils should now have submitted their AGAR and supporting documentation to the external auditors, if you have not, please contact the office - office@surreyalc.co.uk - and we can discuss this with you. In addition to this, councils have a statutory duty to publish on their websites the AGAR and the notice of electors' rights. **By the 30th September we remind all councils to ensure they publish the full audited AGAR and the notice of conclusion of audit.**

EVENTS



D-DAY 80

D-DAY 80 6 June 2024 marks the 80th Anniversary of the D-Day landings and parish and town councils are encouraged to take part by lighting a Beacon on that day representing the 'light of peace' that emerged from the darkness of war. The King's Pageantmaster, Bruno Peek, has produced a Guide to Taking Part and this, along with the official logo for the event, and the Certificate of Grateful Recognition, can now be downloaded from [D-DAY 80 BEACONS](#). Page 3 of the guide includes a message from the Prime Minister encouraging communities to take part, with the Introduction

to D-Day 80 on pages 5 - 6, along with the International Tribute on page 18, to be read out as Beacons are being lit that evening. A "beacon" can be anything from a small bonfire to a gas or even laser display.

We suggest all parish and town councils have an item on their next available agenda "To consider taking part in the D-Day 80 commemorations".



Free first aid training for Surrey residents

Free first aid training is available at various locations across Surrey, helping you gain the confidence and ability to react immediately and save a life.

The relaxed, two-hour session is suitable for beginners or those with existing knowledge.

The sessions are hosted by the British Red Cross and Surrey Prepared (a group made up of councils, emergency services, the Environment Agency, utility companies and the voluntary sector).

Spaces are limited and distributed on a first come, first served basis:

- **Guildford, Wed 27 September 2023 – 18:30 – 20:30**
- **Reigate, Wed 1 November 2023 – 18:30-20:30**
- **Shepperton, Wed 6 December 2023 – 18:30-20:30**

You can book here: <https://bit.ly/CommunityFirstAid>



Remembrance Sunday 2023

The Royal British Legion have launched a Councillor Network [RBL Councillor Network \(britishlegion.org.uk\)](https://britishlegion.org.uk). Members of the Network will receive regular communication about how they can support the Armed Forces community including Remembrance Sunday and the Poppy Appeal.

KEY MESSAGES FROM NALC



NALC launches consultation to update the Model Financial Regulations

NALC are working with The Parkinson Partnership LLP to update the 2019 Model Financial Regulations for England and Wales. The model financial regulations are part of a support package that local (parish and town) councils receive through their NALC and county association membership. They are an essential tool for councils of all sizes, setting out the framework within which the council ensures responsible, sustainable and compliant management of its finances. NALC are seeking views on the technical aspects of the regulations, and the responses will inform the revision and content of these regulations. To submit your views, please **complete the form** by 5 November 2023.



Civility and Respect Pledge

With your new Councils now in place you may want to consider signing or re-signing up to NALCs, SLCC and OVV's **Civility and Respect Pledge**. 1,300 councils have now committed to standing up to poor behaviour across our sector.



A new webpage dedicated to planning

NALC has launched a dedicated webpage on planning to help local (parish and town) councils in their local engagement with the planning system. The **planning webpage** has information on local councils' planning powers, case studies highlighting examples of how local councils have best used the planning system to help their communities, and valuable resources.



Artificial Intelligence (Ai)

SALC along with the UK's other County Associations have asked NALC for some direction on the evolution of Ai and its effects on Parish and Town Councils. NALC have committed to looking into its effects.

DATES FOR YOUR DIARY



Dates for your Diary

Online Clerks Forum 10h30-11h30 12th September 2023

Online Councillors Forum 19h30-20h30 13th September 2023

Surrey AGM and Conference 9h30-15h00 19th October 2023

Clerk Forum 10h00-11h00 16th January 2024

Councillor Forum 19h30-20h30 17th January 2024

Clerk Forum 10h00-11h00 23rd April 2024

Councillor Forum 19h30-20h30 24th April 2024

TRAINING



Training Programme for Local Councils

- delivered by Mulberry & Co preferred training provider of SALC

The Training Programme for Local Councils is designed specifically for Town and Parish Councils using trainers with a wealth of experienced within the sector.

The programme includes Councillors & Chairmanship Training and Clerks, RFOs & Officers Training :

- **New Councillors & Chairmanship Training Programme** – suitable for both new and existing councillors
- **New Clerks & Officers Training Programme** – suitable for new staff or those requiring training/refreshing on a specific topic
- **Finance Training** – for both councillors and Clerks, RFOs & Officers, new and existing
- **Planning Training** – suitable for both councillors and Clerks, RFOs and Officers, new and existing

- **Communications Training** – suitable for both councillors and Clerks, RFOs and Officers and brought to you in conjunction with Breakthrough Communications, topics include Data Protection, Social Media, Website Accessibility and Crisis Management

Further details, fees and booking forms can be found at www.mulberryandco.co.uk/council-training-programmes/

All training is also available to individual or groups of neighbouring councils to book on demand, either as laid out in the programme or as a completely bespoke training session. Please contact Anna Beams at anna@mulberryandco.co.uk to discuss your requirements.

New dates are now available for the remainder of 2023.



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