


Contact us

-  **Please contact the office on 01673 866596**
- For general enquiries including internal audit and advice, contact either Katrina – Line 1 (or mobile 07422 963475) or Andrew – Line 3 (or mobile 07549 019842). Flexible Monday - Friday
 - For general enquiries including website management service, invoices, training booking enquiries, contact Lindsey – Line 2 on Monday, Tuesday, Friday
 - For general enquiries including website/portal updates, e-news items, vacancies, contact Elaine – Line 4 on Fridays

Please note that there may be times when the LALC office is not manned, particularly if staff are out training or attending meetings. If you can't get hold of us by phone, please contact us via one of the methods below.



www.lalc.co.uk/contactus



enquiries@lalc.co.uk



Raise a new Enquiry on the portal (login required)

If any Clerks want to join the Clerks' eGroup, or any councillors want to join the Councillor eGroup, contact enquiries@lalc.co.uk.

This fortnightly newsletter is provided to member councils through the clerk and chair and should be circulated to all councillors. This eNews can also be found on the [LALC website](#) under News (LALC News). Other important information which comes up in between eNews publication dates is also shared on the website under News (Our Blog).

Training courses are available to book via the portal (login required)

The Training Bulletin is issued monthly, and courses are available to book via the portal. If there is any specific training which you feel would be valuable, and we don't currently offer it, please let us know and we will investigate. The Training Bulletin can be found on the LALC website www.lalc.co.uk/training-2-1.

Clerks – when booking training for your councillors, **please ensure that their email address is correct**. If not, they will not receive the booking confirmation or any joining instructions. If you have set up your

councillors on the LALC portal, you will be able to select their correct email address from a drop-down list when booking the training.

If you update your council email and are **already** booked on training, please let us know so that we can update your booking to ensure you receive the automatic reminders.

If one of your councillors resigns, and they were booked on LALC training, **please cancel their place**, so that others can book on. Failure to do so may not only deprive other councils from attending but could result in a non-attendance charge (see below).

Please note our **training cancellation policy**:

- For part day courses – please ensure we receive cancellations at least 48 hours in advance
- For full day events – please ensure we receive cancellations at least 5 working days in advance, as we need to pre-order and pay for lunches

Due to persistent non-attendance at booked events, it is unfortunate that LALC have had to amend the way we impose our cancellation fees. All members are charged 50% of the training cost when insufficient notice is received (as above) for non-attendance at training events. No shows will be charged at 100% of the course fee. All charges are regardless of whether the council is a member of the ATS or not.

Current vacancies	Position	Closing date
Fenton and Torksey Lock Parish Council	Clerk/RFO	No closing date
Brookenby Parish Council	Clerk/RFO	No closing date
Bardney Parish Council	Clerk/RFO	No closing date
Wilsford Parish Council	Clerk/RFO	31 st October 2025
Silk Willoughby Parish Council	Clerk/RFO	31 st October 2025
Folkingham Parish Council	Clerk/RFO	7 th August 2025
Woodhall Spa Parish Council	Clerk/RFO	28 th August 2025
Toft Newton Parish Council	Clerk/RFO	No closing date
North Scarle Parish Council	Clerk/RFO	13 th October 2025
Corringham Parish Council	Clerk/RFO	No closing date
Colsterworth & District Parish Council	Clerk/RFO	20 th September 2025
Upper Saxondale Parish Council (Notts)	Clerk/RFO	10 th October 2025
Crowland Parish Council	Senior Manager/Clerk RFO	No closing date

Vacancy advertising

LALC can advertise your vacancy on our website and in the fortnightly eNews. This is a **free** service. If you do not have a pre-prepared advert to send us, please complete our **Vacancy Template**, which can be found in the Members Portal under Document Templates.

Find us on  
@LincsALC & www.lalc.co.uk

*Do you have news to share?
[Get in touch](#) via our website.*

LALC will provide links but is not responsible for the content of external websites.

We also offer a **paid** advertising service, which ensures that your advert also appears on Lincolnshire County Council's website, Facebook, and LinkedIn (in addition to the LALC website and eNews). The current fee for this is £80 (this has increased in line with an increase in the LCC fee). Please complete the Vacancy Template (as above), ensuring that all requested information is completed, and then contact us at enquiries@lalc.co.uk. You will be invoiced for this service.

Please note that Lincolnshire County Council require a closing date on their advert, as well as salary information (these are mandatory fields). LCC will remove your advert once the closing date has passed, so please consider the date carefully as you will have to pay again to re-advertise if your vacancy hasn't been filled by then.

We recommend all councils advertise their vacancy, job details, method of application and up to date contact details **on their own website** too.

Please let us know when the vacancy has been filled, so that we can remove it from our website/eNews. If your vacancy has not yet been filled and you are continuing to advertise, please let us know of any revised closing date. **If you no longer specify a closing date, please let us know so that we can update the vacancy adverts.**

The NALC Recruitment Manual (developed as part of the Civility & Respect project) is now available via the portal. Go into Knowledgebase and click on 'Recruitment Manual' in the 'Employment' menu area.

Sign up to the LCC Town and Parishes newsletter – email:

lcctownandparishnews@lincolnshire.gov.uk

Latest News

To see the latest NALC news (NALC login required): <https://www.nalc.gov.uk/news>

To see the latest SLCC news (No SLCC login required): <https://www.slcc.co.uk/news-publications/>

Now available to book: IOSH (Institution of Occupational Safety and Health) Safety training (Safety for Executives & Directors)

When: 14 October 2025, 10:00 – 17:00

Where: Welbourn Village Hall, LN5 0LZ

Cost: £145 plus VAT (includes lunch and refreshments)

Worknest will be delivering this 'Safety for Executives & Directors' course.

Do you have news to share?

Get in touch via our website.

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Do you have overall operational and strategic accountability for an organisation?

If so, are you confident you understand your legal responsibilities when it comes to protecting your employees and others? Our OSHA Safety for Executives & Directors one-day course is an excellent demonstration of your commitments to employee wellbeing and will help you minimise risk, ensure compliance and make better use of time and resources.

Learning outcomes

Delegates will emerge with an understanding of:

- The legal, moral and financial role of operational directors, owners of small businesses and senior executives, including their responsibilities, liabilities and accountabilitys, both personal and organisational;
- The importance of safety and health at top-management level and how integrating those objectives into other business management objectives can help to minimise risk, reduce losses and make better use of time and resources;
- How to plan the direction for safety and health through developing and implementing a safety and health policy, and integrating it into business systems - explain the value of an adequately resourced and efficient safety and health management system, the value and benefits of training at all levels, and when to access competent advice;
- The benefits of good safety and health management systems, the consequences of failing to manage effectively, and how to ensure internal controls are working;
- The importance of reviewing and continually improving management systems, especially following change or failure;
- The positive impact and improvement that an organisation's leaders can have on its performance through their attitude and support for improving its safety culture; and
- The importance of setting key performance indicators and targets, together with performance monitoring and review for continual improvement in safety and health management.

Course content

The course is broken down into five modules:

- The moral, legal and financial case;
- Plan;
- Do;
- Check; and
- Act.

Business benefits

The course gives an understanding of the moral, legal and business case for proactive safety, health and risk management, and of strategic safety and health management and its integration into holistic business management systems and procedures.

Assessment and certification

Every delegate completing the course will write a three-point action plan representing their personal commitment to implement what they have learned. Commitments should be appropriate for the level of responsibility the delegate has in their organisation. The assessment must be the delegate's own work but can be supported by trainer coaching.

Course tutors

The course will be delivered by a highly qualified, chartered health and safety practitioner.



Venue and duration

The course is delivered over one day and amounts to six hours' tuition. It can be delivered either face to face or Zoom as a remote course.



Who should attend?

The course is designed for senior leaders in any organisation. No previous qualifications or training is required.

Book via the portal in the usual way.

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Now booking:

Sustainability & Climate Change

Addressing the Biodiversity Crisis

Thursday 13th November, 10:00 – 12:00
Thursday 27th November, 10:00 - 12:00

Do you have news to share?

Get in touch via our website.

LALC will provide links but is not responsible for the content of external websites.

Organised by colleagues from Cambridgeshire & Peterborough Association of Local Councils Ltd (CAPALC), these sessions will be delivered by Mike Deegan Consulting.

Mike Deegan has over 20 years' experience working with a charity and a decade as a councillor with his local parish council. His experience means he knows how to address relevant difficult situations to help find solutions and positive outcomes.

Both sessions will be via Zoom. Non-core training, £35. Book via the portal in the usual way.

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Now booking: Planning System Introduction

When: 27th October 2025, 18:30 – 20:30, via Zoom.

Delivered by Andrew Towlerton of Andrew Towlerton Associates.

In this session we aim to help councils understand their role within the planning system and how to get the most out of it. It will explore:

- Roles and responsibilities of local councils in planning
- Local plan making
- The National Planning Policy Framework (2012)
- Guidance on how to respond effectively to planning applications
- Use of material considerations and Community Infrastructure Levy (CIL) system.

Free for ATS members, £35 for non-ATS.

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Now booking: Preparing for internal audit – workshop (extra date)

When: 16th October 2025, 13:00 – 16:00

Where: LALC Office

Aimed at Clerks/RFOs. This workshop will cover the following topics:

- The Practitioners Guide
- Internal Controls
- Minutes, evidence and records
- Transparency
- Proper Practices
- Annual Internal Audit Statement

Attendees will need to bring a fully charged laptop to the session to access material online.

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Save the date: Clerks Networking Day (including SLCC Lincolnshire branch AGM)

The Clerks Networking Day, including the SLCC Lincolnshire branch AGM will take place on Thursday 20th November 2025, at Bracebridge Heath Community Hub & Library.

Further details to be announced in due course.

LCC Integrated Lifestyle Service consultation

Help shape the future of healthy lifestyle support in Lincolnshire. The Integrated Lifestyle Service consultation has now launched and is open for responses until 3 December 2025.

We're seeking views on the most effective ways to support people in Lincolnshire to live healthier lives. This includes feedback on the current service – One You Lincolnshire, which helps adults lose weight, be more active, drink less alcohol, or stop smoking – and whether other priorities might better meet our communities' needs.

Take part: <https://www.letstalk.lincolnshire.gov.uk/integrated-lifestyle-service-consultation>

Sedgebrook Parish Council clerk retires



After 16 years' service as Clerk to Sedgebrook Parish Council, Jane Bratton attended her last Meeting on Thursday 11 September. Her leaving gifts were presented by Chairman Gill Mahoney. (Left to Right, County Councillor Richard Litchfield, District Councillor Rob Leadenham, Parish Councillor Chris Warby and Parish Councillor Alec McNulty). A new Clerk has been appointed and will start on the 1 October 2025.

Latest Rural Services Network news:

<https://rsnonline.org.uk/category/news>

Latest Clear Councils newsletter:

<https://tinyurl.com/5dus5szw>

Statutory Guidance on Local Government Investments - why you need an investment strategy

Parish and town councils in England are required (under the Local Government Act 2003 and Statutory Guidance on Local Government Investments) to have a formal Investment Strategy if they hold money, funds, bank accounts, land, property and any other investments exceeding £100,000.

Councils with annual turnover below £100,000 are not legally required to adopt a formal strategy, but many still choose to do so for transparency and good governance.

The main difference:

Under £100k → A short, simple statement (often 2–3 pages) is sufficient, focusing on security, liquidity, and yield.

Over £100k → Must adopt a full strategy, published annually, which is more detailed and complies with MHCLG/DLUHC statutory guidance.

🔗 The same template structure can be used for both, but the level of detail should differ. For smaller councils, you can simplify; for larger ones, expand the detail and reporting requirements. The Investment Strategy once adopted should be published on your council's website.

The two Investment Strategy templates are available to download in the LALC portal (login required) under Document Templates.

Further information is available in the Knowledgebase in the LALC portal (login required):

<https://www.lalc.co.uk/wiki/page/176/>

Website Accessibility for Parish and Town Council websites

This has been mandatory since 2018 to ensure that all public sector websites are accessible for all including those with disabilities. The standards are international so that the producers of software and other tools to assist those needing to access websites can ensure that their products will work when a user comes onto your website.

Many of the Parish and Town Councils using Lincolnshire County Council – provided websites may be asking whether they can meet the current Website Content Accessibility Guidelines 2.2 AA standard (WCAG 2.2 AA). LALC has sought re-assurance from Lincolnshire County Council that their websites are compliant. They have responded and say “Our [own] website meets 2.2 AA standard, and in most places is actually AAA. We are just in the process of updating our documentation showing this.” They have used Silktide to assess their website.

Lincolnshire County Council goes on to say, “The town and parish councils are built to the same accessibility standards, but it will be dependent on what changes each individual council have made to the [website] template, whether they still meet this. That is the responsibility of the parish, not ourselves. This includes content, images and their tags, uploads - for example, pdfs and word documents.”

To assist parish and town councils to check their websites LALC has created a Website Accessibility article in the Knowledgebase (LALC login required) under GDPR /FOIA area with further information including a simple checklist you could use to conduct some testing on your own websites:

<https://www.lalc.co.uk/wiki/page/177/>

Completing this work now will help town and parish councils update their Website Accessibility Statement. These Statements must be published on public sector websites setting out how compliant they are with the WCAG 2.2 AA standard and what steps they are taking to deal with any weaknesses. This will help councils comply with the new Assertion 10 specified in the Practitioners Guide and will need to be answered on the AGAR for 2025-26.

NALC: New Councillor's Statement of Assurance champions civility and respect in parish and town councils

A new initiative designed to strengthen positive culture in parish and town councils has been launched by the Improvement and Development Board (IDB).

The Councillor's Statement of Assurance invites councillors across the country to personally commit to upholding the highest standards of civility, respect and professionalism in their daily work and interactions.

While many parish and town councils have already shown their organisational commitment by signing the Civility and Respect Pledge, the new statement places the spotlight firmly on individual councillors. It asks them to take personal responsibility for setting the tone of their councils, ensuring that meetings, decisions and discussions are fair, inclusive and effective.

Read more (no NALC login required): <https://tinyurl.com/4m973mpx>

NALC: Survey to Gather Evidence on Models of Best Practice in Neighbourhood Governance

The government has launched a survey to gather evidence on local authority-led neighbourhood governance. It follows the English Devolution and Community Empowerment Bill, which will require all local authorities to put in place arrangements for effective neighbourhood area governance. The survey seeks examples of effective practice and partnership working from parish and town councils and county associations. It will help inform future regulations and is not a public consultation. The survey closes on 7 October 2025.

Take the survey: <https://tinyurl.com/5yxdwp2h>

NALC pushes for closer partnerships between parish and town councils and emergency services

We have urged the government to give parish and town councils a stronger role in preparing for and responding to emergencies. In our response to the government's consultation on strengthening the requirement for Category 1 emergency responders to establish and maintain partnerships, we stressed that parish and town councils are often the first tier of government to act when emergencies strike and bring vital local knowledge and community connections to emergency response efforts.

Data from a recent London School of Economics (LSE) emergency planning survey highlighted that 59% of respondents named knowledge of local conditions as one of the top contributions parish and town councils can make in emergencies, and 85% said their parish or town council supported the community at least some of the time during the COVID-19 pandemic. Despite this, only 42% reported having a comprehensive or partial emergency plan, and 55% said they knew little or nothing about their Local Resilience Forum (LRF), the multi-agency partnerships that coordinate emergency planning locally. We argued that this lack of engagement limits the contribution parish and town councils can make and called for stronger connections with LRFs. Many local parish and town councils have indicated they want to dedicate more time and resources to emergency planning but would need funding to do so effectively.

Read more (no NALC login required): <https://tinyurl.com/3fe9v7t5>

NALC nominations for the 2025 governance elections

Nominations are now open for our 2025 governance elections. The National Assembly held a special meeting on 15 September 2025 on the elections. They were encouraged to put themselves forward for various leadership roles, including NALC chair, vice-chairs and places on our committees. There are also opportunities for councillors and clerks not on the National Assembly to join our Larger Councils Committee and Smaller Councils Committee, where you'll represent your parish or town council nationally, shape our work, and strengthen local democracy. Details of how to nominate, eligibility criteria and the deadline are available here: <https://tinyurl.com/ye8w25rv>

SLCC: MHCLG's Ministerial Line-Up Shifts Responsibilities for Local Government and Devolution

The Ministry of Housing, Communities and Local Government (MHCLG) has undergone a significant reshuffle under its new Secretary of State Steve Reed MP.

For our sector, two key appointments stand out:

- Alison McGovern MP is now confirmed as Minister of State for Local Government and Homelessness. Her portfolio includes local government finance, reorganisation, homelessness, supported housing, and domestic abuse.
- Miatta Fahnbulleh MP has been appointed Parliamentary Under-Secretary of State for Devolution, Faith and Communities. Her responsibilities span English devolution, mayoral combined authorities, regional growth, investment zones, high streets, and faith-based engagement.

Matthew Pennycook MP retains his role as Minister of State (Minister for Housing and Planning).

Baroness Taylor of Stevenage also remains as Parliamentary Under-Secretary of State in the Lords. She is the Lords spokesperson for MHCLG and leads on local government engagement.

Samantha Dixon MP has also been appointed as Parliamentary Under-Secretary of State (Minister for Building Safety, Fire and Democracy).

These appointments replace former Parliamentary Under Secretary, Alex Norris, who has moved to the Home Office, along with former Minister of State Jim McMahon, and former Parliamentary Under Secretary Rushanara Ali, who have left government.

Do you have news to share?
Get in touch via our website.

LALC will provide links but is not responsible for the content of external websites.

NALC: Westminster Forum

Our Westminster Forum champions the interests of parish and town councils in parliament. It forms a grouping of parliamentarians and advocates passionate about local government, creating a unified and influential voice. Reforms to local government, particularly the devolution agenda, make it essential for the sector's voice to be represented and amplified at the highest levels. The Westminster Forum will help secure meaningful engagement and ensure parish and town councils are at the heart of decision-making.

The Westminster Forum will facilitate meetings bringing together MPs, Peers, and others to discuss priority issues for parish and town councils. It will provide a platform for dialogue between us and parliament, strategic briefings and updates on legislation affecting parish and town councils, opportunities for ministers, MPs, and sector leaders to engage directly, and mobilisation of parliamentary champions to advocate in debates, questions, and legislation.

The Westminster Forum met again on 15 September 2025 to discuss the Committee Stage of the English Devolution and Community Empowerment Bill. Co-chaired by our president Baroness Scott of Needham Market and John Milne MP, the forum considered potential amendments covering the themes of effective engagement with principal authorities, funding for parish and town councils, governance and powers. Among the amendments we are seeking to table several of our policy objectives, such as remote meetings, standards, councillor allowances and the general power of competence.

SLCC: Town and Country Planning Association Guides and Webinar

The Town and Country Planning Association is publishing a series of guides on community planning action to address issues such as flood risk, overheating and community retrofit.

These will be launched in a webinar on Tuesday, 21 October at 7pm. The event, titled 'Practical Hope Community Guides', is free, scheduled to last an hour, and can be accessed here:

<https://tinyurl.com/4nm3uxc4>

The guides provide practical advice, case studies, and key principals, as well as signposting community groups and those preparing a neighbourhood plan to further resources on each topic. This is a **free** resource intended to promote community empowerment, particularly in the face of reduced funding for communities to undertake neighbourhood plans, which offer a key tool for local areas to come together to address the effects of climate change.

The event is also an opportunity for community groups to learn more about the planning system and how it can enable place-based change.

Do you have news to share?

[Get in touch](#) via our website.

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SLCC: SAPPP Launching Sector-Wide Consultation on Proper Practices

As part of the review of the Proper Practices in governance and accountability for smaller authorities, the Smaller Authorities Proper Practices Panel (SAPPP) will be launching a sector-wide consultation in October. The consultation seeks to capture views on current issues with the Proper Practices and Practitioners' Guide. The outcomes will contribute to the re-write of Proper Practices and an accompanying new guide. The consultation, commissioned by SAPPP, has been prepared by the Chartered Institute of Public Finance and Accounting who will be drafting the new Proper Practices.

LALC will share links to the consultation, once it is open.

NALC White Ribbon Steering Group

The NALC White Ribbon Steering Group met on 17 September 2025 to discuss its future direction and our upcoming White Ribbon Day campaign. We agreed to expand the group, so if you are interested in joining, please contact us at ines.mitchell-rodriquez@nalc.gov.uk. We are particularly encouraging men to step forward, as ending violence against women and girls starts with men, though everyone is welcome. Cllr Kay Wesley of Congleton Town Council shared some of the work taking place at her council, including an upcoming event aimed at supporting parents of children aged between 10 and 16 as they navigate relationships, social media, online pressures, and mental health challenges. The group reflected on renewing our accreditation for another year and will discuss how we can continue delivering on our action plan at the next meeting. The meeting marked a positive step forward in shaping our continued commitment to ending violence against women and girls.

Find out what your parish or town council can do: <https://tinyurl.com/2syrha7i>

NALC blog: Why Civic.ly Champions Climate Innovation in Parish and Town Councils

In this week's blog, Civic.ly highlights the vital role parish and town councils play in climate action. As the Star Council Awards 2025/26 Climate Response of the Year category sponsor, they showcase local innovation and impact. Their tools help parish and town councils manage assets sustainably, track energy use, and cut emissions. It's a powerful example of technology supporting community-led environmental change.

Read the blog (NALC login required): <https://tinyurl.com/5jnuumhe>

LCC: Pothole Pro trials have begun!

A year-long LCC assessment of the latest pothole-battling machine is underway in Lincolnshire.

Lincolnshire County Council has begun live-trialling the latest JCB Pothole Pro machine to see if the specific bit of kit can help improve the county's road network.

Able to work on issues like potholes with a high degree of accuracy, the Pothole Pro is being put through its paces on a variety of roads in Lincolnshire as part of the year-long trial programme.

Similar machinery was tested for 9 weeks in 2021. This time, the trial is focused on ‘Reactive Patch’ repairs in addition to the normal potholes. Later in the trial we also intend to explore the wider aspects of what the machine can do with other fault types that the Highway Service need to deal with.

Read more: <https://www.lincolnshire.gov.uk/news/article/2485/pothole-pro-trials-have-begun>

[illegible]

GUILTY: Care Home Director ignored Subject Access Request

The director of a care home in Bridlington, Yorkshire, has been fined £1,100 and additional costs of £5,440 after being found guilty of refusing to respond to a request for a resident's personal information – known as a subject access request.

In April 2023, a woman requested personal information about her father from Bridlington Lodge Care Home. Jason Blake, 56, was found to have blocked, erased, or concealed records held by Bridlington Lodge Care Home to prevent this information being disclosed.

This family put their trust in Bridlington Lodge Care Home to look after their father, and they had a right to receive information about his care.

By ignoring this request for personal information and refusing to provide any explanation, Mr Blake believed he was above the law. Not only did he dismiss the family's request, he also tried to avoid scrutiny by asking the ICO to cancel his registration.

The Information Commissioners Office hopes this successful prosecution reminds all organisations that data protection applies to everyone, and subject access requests must be handled lawfully and responsibly.

Source: ICO

[illegible]

Your Heart Your Future



Friday 24th October 2025 | 1.00 pm – 4.00 pm
Stamford Arts Centre
27 St Mary's Street, Stamford PE9 2DL
No booking required

AIMS OF THE EVENT

It is estimated that more than 7.6 million people in the UK have cardiovascular disease. It is a significant cause of mortality and morbidity, accounting for a quarter of all deaths in the UK

We want to reduce that number through raising awareness and understanding of various cardiac conditions. We aim to help you reduce your heart risk, to empower you to improve your heart health, to live well with a known heart problem and to prevent you from being one of these statistics.

Agenda

- Heart Attack
- Cardiac Arrest
- Heart Failure
- Cardiac Prevention and Rehabilitation

There will be a chance to ask questions and to meet other people who may be living with a cardiovascular condition. This session is free of charge.



**Stamford &
District Lions**



North West Anglia
NHS Foundation Trust
