

Milly Southworth

From: Julie Calleya <Julie.Calleya@cornwall.gov.uk>
Sent: 18 June 2025 09:23
To: CornwallALC Enquiries
Subject: CALC NEWS BULLETIN & TRAINING OPPORTUNITIES 17/06/2025
Attachments: ACSS Town and Parish Council retention schedule 2025.pdf; mobile-ran-power-resilience-technical-report-cfi-update.pdf

Information Classification: PUBLIC

To All Members –

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

1. Become the Deputy County Executive Officer for Cornwall!

CALC are now recruiting to fill a new role of Deputy CEO after a restructure. For full information see www.cornwallalc.org.uk/job-vacancies . Closing date 14th July 2025.

2. Document Retention Scheme 2025 – CALC and Kresen Kernow have now revised the retention scheme for Town and Parish Councils. The scheme details how long it is recommended for councils to retain certain categories of documents, and whether the documents should then be transferred to Kresen Kernow for archiving or destroyed. This supersedes CALC guidance issued in 2022.

The document can also be accessed via the CALC website in the document section – you will need to login to view the information.

3. Remote attendance and proxy voting consultation outcome

The government recently consulted on whether town and parish councils should be enabled to hold remote and hybrid meetings, and if proxy voting should be introduced. The consultation showed overwhelming support for remote meetings, and a small majority against the introduction of proxy voting. Nevertheless, the government has indicated that legislation will be changed to enable the use of remote and hybrid meetings, and to allow proxy voting in special circumstances. These changes will not be imminent – likely end of 2026 or later – and more guidance will be issued nearer the time. Full report here: [Remote attendance and proxy voting in local authorities: consultation results and government response - GOV.UK](#)

4. The LGA National New Councillors Welcome Event - for newly elected and recently elected councillors (in the last two years). You are invited to attend this year's [Local Government Association \(LGA\) national welcome event](#), taking place from **5:00 – 7:00pm on 19 June**.

The government-funded virtual session will provide councillors with an introduction to the work of the Local Government Association, councillor leadership and Sector Led Improvement programmes, as well as an insight into the support provided regionally to all elected members.

Attendees will have the opportunity to explore the national challenges facing councils, hear from experienced councillors on their top tips to equip councillors in their new role, and join an interactive breakout session with councillors from LGA's Political Groups

5. NALC has just released the redesigned and fully updated digital edition of **Local Councils Explained** - Whether you're just starting or have years of experience, this new edition provides the knowledge and tools you need to support good local

conduit between the police, the Commissioner and the public are invited to volunteer for the scheme. Advocates are not intended to be treated as political appointments. Every quarter the councillor advocates for each policing area will meet with a representative from Devon and Cornwall Police. A representative from the relevant Community Safety Partnership (CSP) will also be invited to attend along with any police engagement volunteers in the area. This discussion will enable each councillor advocate to raise issues on behalf of their council's communities and allow the police the opportunity to update all councillor advocates on relevant information and/or request support with a specific issue. After the meeting the police representative will send a brief written summary of the meeting, along with any other key documents and actions to the councillor advocates and the Office of the Police and Crime Commissioner (OPCC). The councillor advocates will then cascade the information discussed to all elected members from their own council. This form of contact is not designed for discussing individual cases or problem solving on specific issues. Those discussions should take place within existing processes (e.g. crime reporting) and forums (e.g. community safety partnership).

Each quarter advocates will be invited to attend a 'councillor advocate seminar' which will focus on one key priority area of:

- Antisocial behaviour
- Tackling drugs and alcohol
- Tackling serious violence
- Tackling theft including rural crime

(More information of the above priorities can be found online [here](#) as set out in the Police & Crime Commissioner's Plan).

Attendance at seminars will be exclusively for councillor advocates by prior confirmation and will provide opportunities to receive information and updates from professionals, and enable councillors to ask questions, raise queries and feedback on the views of their communities to the police and the Police and Crime Commissioner.

If you are interested in joining, please email Elizabeth Record, Community Engagements and Projects Officer at councilloradvocateopcc@dc-pcc.gov.uk to sign up.

10. 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.

11. [Cornwall VSF](#) is a charity dedicated to connecting, supporting and promoting community organisations. If you know of any groups in your area that would like more information about funding, training, mentoring, networking and more - they can contact engagement@cornwallvsf.org or visit [Cornwall VSF website](#). Here are some ongoing opportunities from VSF that will be really useful to the community organisations in your area:

- Funding for training courses - our VCSE Learning Academy offers funding for organisations to enhance training opportunities for staff and volunteers. [Training | Cornwall Voluntary Sector Forum](#)
- Free access to a range of health and wellbeing benefits - including counselling and wellbeing sessions led by qualified professionals for anyone working or volunteering in Cornwall's voluntary, community and social enterprise (VCSE) sector. [Care Coins | Cornwall Voluntary Sector Forum](#)

These offers are available to VSF members, sign up for [FREE VSF membership here](#).

12. We have been asked to circulate the following two surveys by students undertaking the **Community Governance degree programme**. Please offer your support by completing the online surveys.

- **Katherine Doughty, Town Clerk to Faringdon Town Council**, for her research project on '**An Assessment of mental Health & Wellbeing of Local Council Clerks in England**'

I am conducting a survey for my research project on 'An Assessment of Mental Health & Wellbeing of Local Council Clerks in England' which supports my BA Degree in Community Governance. It seeks to understand whether reports by Clerk colleagues and social media sites are representative of Clerks' mental ill-health across the sector, that might suggest it is at risk of losing talented staff. I'm also looking to understand whether there are key themes or issues that Clerks are experiencing which could suggest further research for finding solutions/improvements.

I would be incredibly grateful if you could please publish the link to my survey at

<https://www.surveymonkey.com/r/2JK653Y> by email and/or in your monthly newsletter so that I can receive as many responses as possible.

- **Celia Price, CEO and Clerk to Lancing Council**, for her research project on the **value of networking and how it influences the effectiveness of town and parish councils**.

		Venue: Fraddon Village Hall, The Old A30, Fraddon, St Columb Major, TR9 6NT	
Tuesday 15 July 2025 7pm-9pm	Chairing Skills for Councillors	<u>10 X PLACES AVAILABLE</u> Venue: Carn Brea Parish Council at Treloweth Community Hall, Moorfield Road, Pool, TR15 3QB	In-p
Tuesday 9 September 2025 6.30pm-8.30pm	Chairing Skills for Councillors	<u>15 X PLACES AVAILABLE</u>	Online v
Tuesday 16 September 2025 6.30pm-8.30pm	Councillor Skills for Councillors	<u>15 X PLACES AVAILABLE</u>	Online v

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):

Delegate Email(s):

Council Name

Email for invoicing purposes:

Clerk Email Address:

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

15. Job Adverts

Deputy County Executive Officer for Cornwall – CALC – Closing date Monday 14 July 2025

Part Time Clerk & RFO – St Austell Bay – Closing Date Monday 30 June 2025

Senior Maintenance Officer – St Ives – Closing Date Monday 30 June 2025

Kind regards,

Julie Calleya

Administration Assistant