

YLCA TRAINING AND DISCUSSION FORUMS

BULLETIN



FORTNIGHTLY UPDATE 1 TO 10 NOVEMBER 2023

**CLOSED CHURCH OF ENGLAND CHURCHYARDS,
ALAN FAIRCHILD MBE, FSLCC
WEDNESDAY, 1 NOVEMBER 2023
6.30PM TO 8.00PM**



COST: £25.00 OR £12.50 WITH SMALL COUNCIL BURSARY

This session will be covering the following subjects:

- closing Church of England churchyards by Order in Council
- notification and objections to closure
- continuation of burials in closed churchyards
- transfer of maintenance responsibility to parish and district councils – legal and financial implications
- faculty jurisdiction and the role of parochial church councils (PCC)
- funding open churchyards and extensions – legal “grey” and uncertain areas
- memorial management, safety checks and repairs
- health and safety responsibilities of councils and the PCC

Registration Link:

https://us02web.zoom.us/webinar/register/WN_Q_cFyRTiQ36yTvMRHPgqcw



**COUNCILLORS DISCUSSION FORUM
THURSDAY, 2 NOVEMBER 2023
6.45PM TO 7.45PM
FREE OF CHARGE**

An opportunity for councillors to liaise/network with each other. This forum is great for information sharing, asking questions and generally discussing issues. If you haven't already joined a discussion forum, please do give it a try. A YLCA officer is present throughout for support.

Registration Link:

https://us02web.zoom.us/webinar/register/WN_jPg_AqjDRsGpJh73-aKnQw

FORTNIGHTLY UPDATE 1 TO 10 NOVEMBER 2023

OVERVIEW OF DATA PROTECTION FOR LOCAL COUNCILS – DARREN BRIDDOCK, HEAD OF DATA PROTECTION, BREAKTHROUGH COMMUNICATIONS MONDAY, 6 NOVEMBER 2023 6.30PM TO 8.30PM



COST: £33.40 OR £16.70 WITH SMALL COUNCIL BURSARY

- Explore the fundamentals of data protection and what it means for councils and council officers
- Explore the fundamentals of freedom of information and what it means for councils and council officers
- Explore practical approaches to dealing with personal data you come into contact with as an officer of your council
- Explore IT security and cyber security issues and how these relate to data protection and keeping yourself and the council safe

Registration Link:

https://us02web.zoom.us/webinar/register/WN_0Dm1FBH8Qyy6X-2eYj_Nsg



FINANCE AND BUDGETING TUESDAY, 7 NOVEMBER 2023 1.30PM TO 3.00PM

COST: £25.00 OR £12.50 WITH SMALL COUNCIL BURSARY

This session will cover the council's finances and where to find information on proper practices, who is responsible for the council's finances? How should public money be dealt with? Having a budget in place is essential, but what is good practice for monitoring budgets? This is a useful training session for the council, finance committee and clerk/RFO.

Registration Link:

https://us02web.zoom.us/webinar/register/WN_HiCcVVTUQACI_8nbBePv6A

ALLOTMENTS – TENANCY AGREEMENTS, POLICIES AND SELF- MANAGEMENT OPTIONS – LIZ BUNTING AND PHIL GOMERSALL, NATIONAL ALLOTMENT SOCIETY WEDNESDAY, 8 NOVEMBER 2023 6.30PM TO 8.00PM



COST: £25.00 OR £12.50 WITH SMALL COUNCIL BURSARY

This session will cover the requirement to ensure documentation is robust and current. The options available to councils of direct let or self-managed, the advantages and disadvantages.

Registration Link:

https://us02web.zoom.us/webinar/register/WN_sf6c_g14QBe4bsZtO2vFSQ

FORTNIGHTLY UPDATE 1 TO 10 NOVEMBER 2023

It is the policy of the YLCA that councils with a gross income less than £5,000 per annum are entitled to a discount of 50% to encourage them to access training. If the Council qualifies for this, please let us know via e-mail and attach a copy of the last completed Annual Return. We will then invoice the Council with the relevant discounted amount.

Registration

Please ensure that you:

- have the approval of the council to attend YLCA training.
- register well in advance to secure your place (some sessions fill up very quickly), and ensure the email address provided is accurate when registering.

For all webinar training please:

- include the name of the council so that an invoice can be issued to the council.
- retain the confirmation e-mail automatically generated by Zoom upon registration, as this contains the link to join the webinar. Please keep this safe. (If you do not receive the confirmation e-mail please get in touch with us at admin@yorkshirelca.gov.uk). You will also receive reminder emails directly by Zoom.
- join the session at least 5 minutes before the start time as all webinars will start promptly.
- The presentation and handouts will be e-mailed to delegates after the session and an invoice will be issued to the council.

Please note that if less than five people register for a webinar training session, it may be cancelled. Anyone registered for a cancelled webinar or face-to-face training session will be advised of the cancellation by e-mail.

Cancellation:

Please note that if you are unable to attend a training session and do not cancel the registration, the council will be charged. Therefore, please cancel your booking as soon as you realise you will be unable to attend, this will allow someone else to take the place.

NIMBLE – TRAINING THROUGH E-LEARNING

YLCA is pleased to provide e-learning courses in conjunction with the National Association of Local Councils (NALC) and Nimble. We have provided a list of training sessions and if you would like a handout on any specific course before deciding to enrol please email admin@yorkshirelca.gov.uk or visit our website, events, training and CiLCA, then on to the Nimble training link which provides a synopsis of each session.



The cost is increasing from the 1 April 2023 and each session will be £17.50. All the courses are no longer than 45 minutes and you can start a course and return to complete it anytime within 12 months. It is a quick and easy way to get introductions to topics that will assist you are either a clerk or councillor for a parish/town council.

NALC/NIMBLE E-LEARNING COURSES		
Equality and Diversity and Inclusion Essentials	Display Screen Equipment Assessment Essentials	Human Factors Essentials
An Introduction to Local Parish and Town Councils	Team Leadership Essentials	An Introduction to Planning for Local Councils
Fire Safety Essentials	Personal Safety Essentials	Manual Handling Essentials
Data Protection Essentials	Health & Safety Essentials	Anti-Bribery Essentials
Homeworking Essentials	Information Security Awareness	Freedom of Information Essential
Understanding Precepts	Environmental Awareness Essentials	Stress Management Essentials
Anti-money laundering Essentials	Menopause Essentials	Time management Essentials
Working at Heights Essentials		
CIVILITY AND RESPECT E-LEARNING COURSES (NALC PROJECT)		
Standards in Public Life	Respectful and positive social media	Leadership in challenging situations
Emotional Intelligence and Personal Resilience for councils and councillors	An introduction to Behavioural Agility	Mental Health Awareness

Booking Process

Once you decide which training session you wish to enrol for, please go to the YLCA website Training section Online training opportunities provided by Nimble for member councils | [Yorkshire Local Councils Associations \(yorkshirelca.gov.uk\)](http://Yorkshire Local Councils Associations (yorkshirelca.gov.uk)) to download the booking form; upon completion send to admin@yorkshirelca.gov.uk . You will receive a confirmation e-mail once you have enrolled and instructions for what to do next. We hope you find this new way of learning as exciting as we do.

When you register for this training you will be asked to provide an email address. More than one person cannot register using the same email address.

YLCA are working with Breakthrough Communications to provide training for our members. The topics, dates and times are below for courses that are available.

Courses are held on Zoom and last between 1.5 – 2 hours. For a full description of each course content please email admin@yorkshirelca.gov.uk

The training costs £30.00 per session. Please email admin@yorkshirelca.gov.uk to register for a session.

Once you have made your booking, you will receive an email confirmation with more information directly from Breakthrough Communications. YLCA will then invoice the council for your place on the course.

Communicating with your community

Part 1 – Creating a communications strategy

Thursday, 9 November 2023 09.30am

Thursday, 7 December 2023 09.30am

Thursday, 11 January 2024 09.30am

Communicating with your community

Part 2 – Engaging with your community

Tuesday, 14 November 2023 09.30am

Wednesday, 13 December 2023 09.30am

Tuesday, 16 January 2024 09.30am

How councils can engage effectively with young people in their communities

Thursday, 30 November 2023 09.30am

Wednesday, 17 January 2024 09.30am

How councils can recruit a more diverse pool of local councillors

Tuesday, 5 December 2023 09.30am

Tuesday, 9 January 2024 09.30am

Get the most from local and regional media

Wednesday, 29 November 2023 09.30am

Wednesday, 24 January 2024 09.30am

Crisis communications for local councils

Wednesday, 22 November 2023 10.00am

Monday, 22 January 2024 09.30am

Data Protection for councils Part 1:

Foundations & theory

Monday, 27 November 2023 09.30am

Monday, 8 January 2024 09.30am

Data Protection for councils Part 2: Accountability and lawfulness

Friday, 1 December 2023 09.30am

Friday, 12 January 2024 09.30am

Data Protection for councils Part 3:

Data subject rights and information security

Monday, 4 December 2023 09.30am

Monday, 15 January 2024 1.00pm

Freedom of Information for local councils: obligations, procedures and exemptions

Friday, 3 November 2023 09.30am

Monday, 22 January 2024 1.00pm

Councillors training: Data protection training for parish and town councillors

Monday, 27 November 2023 6.30pm

Monday, 15 January 2024 6.30pm

Canva Part 1: Getting started

Tuesday, 28 November 2023 09.30am

Thursday, 11 January 2024 1.00pm

Canva Part 2: Advanced

Thursday, 30 November 2023 1.00pm

Thursday, 18 January 2024 1.00pm

Social Media Part 1: Getting started with social media for local councils

Monday, 11 December 2023 09.30am

Monday, 15 January 2024 09.30am

Social Media Part 2: Advanced social media strategies and tactics for local councils

Tuesday, 12 December 2023 09.20am

Thursday, 18 January 2024 09.30am

Councillors training: Social media skills for parish and town councillors

Thursday, 7 December 2023 6.30pm

VARIOUS FINANCE RELATED WEBINAR TRAINING COURSES BY THE PARKINSON PARTNERSHIP



The Parkinson Partnership is a retained financial adviser to YLCA (and other county associations in England) and we have received an update on additional courses that are being provided by them. These sessions are being offered nationally and the places on them are snapped up quite quickly, so please act swiftly to get bookings into us.

The sessions are interactive – delegates will need a device with a reasonable screen size such as a PC, laptop, or tablet to be able to participate fully. All courses listed are provided from 10.00am to 11.30am. The cost is £30 per delegate for each session.

To book a place e-mail to: admin@yorkshirelca.gov.uk.

FINANCE FOR COUNCILLORS

Thursday, 2 November 10.00am

Tuesday, 7 November 10.00am

Tuesday, 14 November 6.30pm

Thursday, 30 November 10.00am

PROCUREMENT

Tuesday, 28 November 10.00am

INTERNAL CONTROLS

Wednesday, 8 November 10.00am

Wednesday, 13 December 10.00am

ROLE OF INTERNAL AUDIT

Tuesday, 5 December 10.00am

VAT FOR UNREGISTERED COUNCILS (VAT126)

Tuesday, 12 December 10.00am

VAT FOR VAT REGISTERED COUNCILS

Thursday, 7 December 10.00am

BUDGETING FOR CLERKS & FINANCE STAFF

Thursday, 9 November 10.00am

Tuesday, 14 November 10.00am

Thursday, 23 November 10.00am

YLCA Training Bulletin is produced by:

Yorkshire Local Councils Associations, Suite 8, York House, Station Road, Tadcaster, LS24 9JF.

Tel: 01937 228602. E-mail: admin@yorkshirelca.gov.uk

Website: www.yorkshirelca.gov.uk

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