

MINUTES OF PARISH LIAISON MEETING

Wednesday 14th June 2023 / 16:30 – 18:30

Canalside Café (Waterside Centre), Bath Yard (off Bath Lane), Moira DE12 6BA

Attendance

Town and Parish Councils

Ashby de la Zouch Town Council – Clerk Jack Fargher and Deputy Clerk Melanie Mitchell
Ashby Woulds Town Council – Clerk Andrea Robinson and Cllr Laurence Ordish
Castle Donington, Parish Council – Clerk Fiona Palmer and Chairperson Cllr Leonara Cope
Coleorton & Swannington Parish Council – Cllr Ann Stafford and Clerk Fiona Palmer
Heather Parish Council – Clerk Jan Shepherd and Chairperson Cllr Phillip Harris
Lockington cum Hemington Parish Council – Cllr Mike McIntyre
Oakthorpe, Donisthorpe & Acresford Parish Council – Cllr Kelly Grove
Sweepstone & Newton Burgoland Parish Council – Clerk Karen Stirk and Chairperson Cllr Andrew Milner
Whitwick Parish Council – Vice Chairperson Cllr Peter Moulton
Worthington Parish Council – Chairperson Cllr Chris Jones

Presenters

Catherine Ridgway – NWLDC, Community Focus
Gillian Haluch – NWLDC, Community Safety

Stall Holder

Ian Webster – NWLDC, Senior Enforcement Officer
John Bright – NWLDC, Waste Services Development Officer
Julia Marshall – NWLDC, Climate Change Programme Manager
Lily Walker – NWLDC, Recycle More Officer
Lucie Hoelmer – LCC, Senior Environmental Partnership Officer
Sue Garside – Resident, Volunteer Tree Warden

Officers

Allison Thomas – NWLDC, Chief Executive
Emma Trahearn – NWLDC, Community Focus Team Leader
Jake Atkinson – LRALC, Chief Executive
Jason Knight – NWLDC, Leisure Services Team Manager
Molly Kendrick – NWLDC, Communities Administration Support Officer and note taker
Paul Sanders – NWLDC, Head of Community Services

Sent apologies

Breedon Parish Council
Charley Parish Council
Ellistown & Battleflat Parish Council
Kegworth Parish Council
Measham Parish Council
Osgathorpe Parish Council
Stretton en le Field Parish Meeting

	Detail	Actions
	SIGNING OF THE JOINT CHARTER WITH PHOTOS NWL Town and Parish Councils and Allison Thomas, CEO, NWLDC	
	OPENING THE MEETING , Paul Sanders NWLDC 17:00 Welcomed all to the meeting. Thanks given for the photos taken & signing of the charter.	

<p>Paul Sanders firstly wanted to pay tribute to Dawn Roach, Clerk of Measham Parish Council who sadly passed away 29th April 2023. Dawn has been a Clerk at Measham Parish Council for over 20 years. She was a fabulous friend and colleague and a dedicated Clerk. She will be greatly missed.</p> <p>Paul thanked Jan Shepherd for her 22 years of hard work and service as Clerk with Heather Parish Council. Congratulations given for her retirement and best wishes from all.</p> <p>Thanks to Fiona Palmer, Jan Shepherd & Cathy Tibbles who formed the working group to refresh the Joint Charter, really pleased it has been agreed from all parish and town councils in NWL.</p>	<p>NEW SAFEGUARDING POLICY AVAILABLE PARISH AND TOWN COUNCILS – Gillian Haluch, Community Safety Officer & Designated Safeguarding Officer, NWLDC</p> <p>Following discussions last year in NWL, it became apparent that parish and town councils do not have safeguarding policies. Some may have protocols when doing events but there isn't a standard policy across the board all parish and town councils can access. As it was raised by NWL and taken to the district and boroughs safeguarding group.</p> <p>Safeguarding is everyone business and safeguarding issues can be raised at any point, by anyone - the Clerk, Cllr or a member of the public. Parish and town councils are the heart of the communities and need to act if they are presented with information which is a safeguarding issue, but how?</p> <p>GH informed the group that this issue of a safeguarding policy was taken to the safeguarding boards across Leicester, Leicestershire and Rutland and they have developed a policy in conjunction with LRALC that parish and town council can adopt if they wish too.</p> <p>The district and borough safeguarding group also designed a leaflet which gives suggestion on where to refer any safeguarding concerns you may have. Paper leaflet available but an electronic version is also available. We will be looking at some free training in the future for NWL town and parish councils.</p> <p>The Leicestershire Safeguarding Boards and LRALC fully support this policy and leaflet.</p> <p>Any queries to contact Jake Atkinson at LRALC or Emma Trahearn at NWLDC.</p> <p>Questions Q – Is there anything different in this policy than what a school would cover? A – Yes, a school has a statutory responsibility, the information would be different.</p> <p>Q – All church trustees must undergo safeguarding training. This has resulted in having no trustees. A – What was the barrier? Q – It was an online course; it is not suitable for the elderly. A – We can provide print outs to go through. Safeguarding protects the very vulnerable. It is there as a toolkit to feed any concerns into, you have the assurance you are protected and can protected the vulnerable. If there is a desire to have a face to face training session we can look into this.</p> <p>Q – What would the scenario be? I cannot see where my staff would be exposed to young children as a safeguarding concern. What is the relevance to me? A – It is not just children it is children and adults. Q – Adults with issues? A – Vulnerable adults. Parish and town councils are at the centre of the community and information is always transferred. It is to help p/t councils be prepared with how to report issues / concerns. It is if you see something that doesn't look right. It is there to also support</p>
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	<p>you and your own staff within your team. It is about knowing what to do with the information. Anyone can have a safeguarding issue at any point.</p>	
	<p>ACCESS FOR TOWN AND PARISH COUNCILS TO SKILLGATE – Catherine Ridgway, Community Focus Officer, NWLDC.</p> <p>NWLDC have a training system called Skillgate. This system allows you to complete various training session in your own time. It is interactive with videos, images and requires you to click on everything to learn more and complete the training.</p> <p>Pleased to announce that Skillgate is available to town and parish councils should they be interested, and it is free of charge.</p> <p>You will be given individual access (Clerk, Cllrs, and any other staff) so access will only be granted if you are interested by contacting Catherine Ridgway. You can pick and choose the training they might be suitable to you and your parish/town council, for example safeguarding, emergency planning, GDPR, information security (a full list will be shared).</p> <p>Any courses provided will not duplication training LRALC would deliver.</p> <p>The presentation goes into the detail, and it will be followed up with an email from Cat.</p> <p>Questions Q - Are certificates provided? A - It is logged on the system what sessions have been completed and certificates can be printed off.</p> <p>Q - How long are the sessions? A - Sessions are 30 mins – 1hr approx.</p> <p>Q – Would policies go along with the sessions provided? A – No Skillgate is just training. However, if you want to find a policy linked to some training, please contact LRALC as they may have copies, alternatively they can speak to NALC to source a policy. SLCC also has various policies/guidance/information that might be helpful to Clerks.</p> <p>Q – Was the course list shown an example. A – Yes there is loads more available.</p> <p>Q – Any for stress managements training? A – Yes</p>	
	<p style="text-align: center;">18:00 CLOSE AND THANKS – Paul Sanders</p> <p>If there are any topics, you want to discuss for a future Parish Liaison please email Emma Trahearn (emma.trahearn@nwleicestershire.gov.uk)</p>	
	<p style="text-align: center;">FUTURE MEETING DATES Clerks Only Meeting – September 2023 Parish Liaison Meeting – December 2023</p>	