

gill.rowe@westlancsdc.gov.uk

2 June 2006

**Mrs G L Rowe**  
**585004**

GLR/JL

**To: All Parish Clerks**

Dear Colleague

**CONSTITUTIONAL TRAINING FOR PARISH COUNCILS**

At Standards Committee on 1 June 2006 I was asked to write to each Parish Council in West Lancashire seeking their views on whether they would wish the District Council to provide Constitutional training for Parish Councils and what form they would find most helpful, with a view to assisting Parish Councils develop their own Protocols.

I should be grateful if you could let me have the views of your Parish Council on this issue. This will then enable the Standards Committee to assess the need and demand for such training before deciding whether to ask the District Council to provide funding for this training.

In addition, Members thought it would be helpful if I provided you with a copy of the ACSeS Parish Toolkit. The Toolkit is intended for Parish Clerks but is also useful for Parish Councillors. It includes information and advice on Parish Council employees, ensuring effective governance of Parish Councils, danger zones, the role and responsibilities of Parish Councillors and elections of Parish Councillors. I enclose two copies of the Toolkit, one for yourself and one for your Chairman. I hope that you find it useful.

If you would like a copy of the Toolkit in electronic form please do not hesitate to contact my Secretary Julie Lacey, on 585002 after 14 June 2006, or by email on [julie.lacey@westlancsdc.gov.uk](mailto:julie.lacey@westlancsdc.gov.uk).

Kind regards,

**Gillian L Rowe LL.B**  
**Council Secretary and Solicitor**

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