

PROZ ITEM 31

**Clerk to the Lieutenancy
for the County of East Sussex**
Mrs Cheryl Miller CBE

Westfield House, St Anne's Crescent
Lewes, East Sussex BN7 1RJ



Assistant Clerk
Mrs Hilary Humphreys MBA

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If calling ask for
Hilary Humphreys

Our reference

Your reference

25 July 2007

All Clerks
East Sussex Parish and Town Councils

Dear Clerk,

Firstly, I do hope that you will excuse this generic letter being sent to you by email but by so doing, the saving to the Lieutenancy Office will be quite considerable.

The Lord Lieutenant of East Sussex has asked me to write to you, to seek your assistance to ensure that worthy volunteer organisations from across the County are nominated for the prestigious National Award – ***The Queen's Award for Voluntary Organisations 2008***. Not only will this assist volunteers to receive the recognition they deserve but it will also serve to highlight the role of the volunteer and thereby encourage others to offer their services.

Set up to commemorate The Queen's Jubilee, The Queen's Award for Voluntary Organisations recognises and rewards excellence in voluntary activities carried out within the community. The Award is given in recognition of outstanding achievement by groups who volunteer their own time and through their actions are able to enhance and improve the quality of life and opportunity for individuals. Seventy-one voluntary groups won the National Award in 2007.

The closing date for nominations for the 2008 awards is 30 September 2007. Groups can be nominated by people who have been helped by the volunteers, members of the public, representatives of public bodies or other voluntary organisations but may not self nominate.

I enclose a copy of the nomination guidance notes, which I hope will prove useful to you. Further information about how to nominate a voluntary organisation can also be obtained on the following website: www.queensawardvoluntary.gov.uk or by telephoning 0845 000 2002

Yours faithfully,

Mrs Hilary Humphreys MBA
Assistant Clerk to the Lieutenancy

THE QUEEN'S GOLDEN JUBILEE AWARD FOR VOLUNTARY ORGANISATIONS

Nomination Guidance Notes

About The Queen's Golden Jubilee Award

The Queen's Golden Jubilee Award, which will be made annually, recognises and rewards excellence in voluntary activities carried out by groups in the community. The Award is given in recognition of outstanding achievement by groups of two or more people in the United Kingdom, who volunteer their own time to enhance and improve the quality of life and opportunity for individuals or other groups in the community.

Groups must be nominated for the Award. **Self-nomination is not permitted.** Each nomination must have the backing of two independent supporters.

Successful groups will be awarded a certificate with a citation giving details of their work. They will also receive a commemorative plaque for display at their main place of operation.

Eligibility Criteria:

A group of two or more persons is **eligible to be nominated** for the Award, if:

- It is providing a high quality service to benefit individuals or groups in the community*;
- It is operating and providing a service in the United Kingdom;
- It has been operating for a minimum of three years, (exceptions may be made for short-term projects); and
- It is made up entirely of volunteers (including Trustees) or it includes some paid staff but they are in the minority

** This could be a community of 'common interest', as well as a community in terms of locality. Examples of the former might be a group set up to support people in coping with rare diseases, or a group supporting an ethnic minority population*

A group **solely** concerned with fundraising for charitable purpose, e.g. branches of charity shops, is not eligible unless it is providing activities that are **additional** to, but different from, its fundraising work, which directly benefit the community.

Groups operating outside the United Kingdom are not eligible

Who can nominate a Group?

A nominator can be anyone who is independent of the running of the group, or of those involved in running it (i.e. should not be a partner or relative). Beneficiaries of a group's service are able to nominate the group.

Only one nomination per group is permitted.

Nominator's Role

As a nominator you must establish that the group is, in principle, eligible for consideration and is content to be nominated, and on the nomination form:

- Provide detailed background information on the group;
- Provide a testimonial on the group's worth and value to the community, and
- Obtain an endorsement from two independent supporters

The nominator must also inform the group if the nomination is unsuccessful

Supporter's Role

The two supporters can be anyone who is independent of the running of the group, or of those involved in running it (i.e. should not be a partner or relative) and can provide relevant comment based on their personal knowledge of the group's work. A volunteer with the group or a beneficiary of its services may act as one of the supporters but if they do the other supporter must be completely independent of the group.

The Assessment Process

Nominations will be assessed locally in each region of England and the process will include verification checks on the group and its work. A local Selection Panel, Chaired by the Government Office Regional Director, will then assess each nomination.

Short-listed nominations will be passed to The Queen's Golden Jubilee Award Committee for a final decision and recommendation to The Queen.

As a nominator you will receive acknowledgement of your completed nomination, or, if it is ineligible, you will be informed. You will be informed of the outcome of your nomination at the end of the assessment process. The announcement of winners will be made in June of each year.

The Selection Panel will consider whether the nominated group:

- Meets a particular need;
- Provides community-focused voluntary activities of a very high quality;
- Has generated a high level of goodwill and respect amongst those it serves and the community as a whole;
- Has evolved locally and is locally run; and
- Has a proven track record of involvement in the community, normally over a period of three years or more, for the social, economic or environmental wellbeing of local individuals or groups.

Getting Advice of your Nomination

The following regional voluntary and community sector networks and local umbrella organisations within England may be able to provide you with advice: Rural Community Councils, Racial Equality Councils and Councils for Voluntary Service.

Alternatively, if you have any queries, you can 'phone Volunteering England, the national volunteering development agency, which in partnership with Geronimo PR, will manage the promotional campaign for the Award on **0845 000 2002**

Closing Date for Nominations: Nominations close each year on **30 September**.

To Apply for a Nomination Form:

Nomination Forms can be obtained on line after 2 June, at www.queensawardvoluntary.gov.uk

Or by 'phoning **0845 000 2002**



NALC NATIONAL CONFERENCE, 5-7 October 2007

Friday 5 October 2007

09.30 – 11.30	Registration (<i>Purbeck Foyer Entrance</i>)
11.00 – 12.00	Portfolio Sessions
11.30 – 12.30	Larger Local Councils Hustings (<i>Purbeck Lounge</i>)
12.00 – 13.00	Lunch (<i>Purbeck Hall</i>) (Standing buffet, limited seating)
12.00 – 13.00	NALC Legal Drop in Session
13:00 – 13:05	NALC Chairman Welcome (<i>Tregonwell Hall</i>)
13:05 – 13.10	Lord Mayor (<i>Tregonwell Hall</i>)
13:10 – 15:10	Local Government Question Time (<i>Tregonwell Hall</i>) Paul Cohen, Chief Executive, Local Government Association
15.10 – 16.10	Markets (<i>Purbeck Lounge</i>) Graham Wilson, NABMA David Preston, Oswestry Town Council
Larger Councils Session	
Smaller Councils Session	Parish Planning (<i>Tregonwell Hall</i>) Sylvia Brown, ACRE
16.10 – 16.20	Tea/Coffee/Biscuits (<i>Purbeck Hall</i>)
16.20 – 17.20	Chief Executive, NALC (<i>Tregonwell Hall</i>) John Findlay
17.20 – 18.20	Partnership Working (<i>Purbeck Lounge</i>) Lesley Hughes, Ivybridge Town Council Karen Bridgford, Devon County Council
Larger Councils Session	
Smaller Councils Session	Clustering (<i>Tregonwell Hall</i>) David Webb, DAPTC
18.20 – 19.00	CRC sponsored drinks reception (<i>Purbeck Hall</i>)



Saturday 6 October 2007

LARGER LOCAL COUNCILS VOTING CLOSSES AT 9.30AM

09.00 – 09.30	Tea and Coffee (<i>Purbeck Hall</i>)
09.30 – 10.15	Keynote Code of Conduct (<i>Tregonwell Hall</i>) Cllr Shirley Flint, The Standards Board for England David Prince, The Standards Board for England
10.20 – 11.20	Grants and funding (<i>Tregonwell Hall</i>) Helen Thorne, Big Lottery Fund Beverley Davies, Beaver Business Solutions Ltd
11.20 – 11.45	Tea/Coffee/Biscuits (<i>Purbeck Hall</i>)
11.45 – 12.45	Effective Councils (<i>Purbeck Lounge</i>) Tom McMullen, Cumbria Association of Local Councils
Satellite Session 1	
Satellite Session 2	Local Government and Voluntary & Community Sector (<i>Tregonwell Hall</i>)
Satellite Session 3	Creating the right public image (<i>Rear of Tregonwell Hall</i>) Myc Riggulsford, High Bickington Parish Council Alex Aikene, Head of Communications, Westminster City Council
12.45 – 13.45	Lunch Standing Buffet (<i>Purbeck Hall</i>) (Limited seating)
12.45 – 13.45	NALC Policy & Communications Drop in Session
13.45 – 14.45	Cybercommunities (<i>Rear of Tregonwell Hall</i>) Graham Harrop, Director Government, Microsoft Public Sector
Satellite Session 1	
Satellite Session 2	Councillor training (<i>Purbeck Lounge</i>) Lynne Lodge, Suffolk CTP and Elisabeth Skinner, University of Gloucestershire



Satellite Session 3

Sustainable communities (*Tregonwell Hall*)

14.45 – 15.15

Tea/Coffee/Biscuits (*Purbeck Hall*)

14.45 – 15.15

**NALC Development Drop
in Session**

15.15 – 16.15

Neighbourhood Policing (*Tregonwell Hall*)

Sharing Best Practice

Winners of the Community Empowerment Awards will split into two sessions to share their experiences in working with old people, young people, housing and Gypsies Travellers and migrant workers.

Delegates have the opportunity to attend both sessions

16.20 – 17.10

Sharing Best Practice 1

Housing (*Tregonwell Hall*)
Andrew Smith, English Rural Housing
Association

Sharing Best Practice 2

Older People (*Purbeck Lounge*)
Chris Bain, Age Concern

17.15 – 18.05

Sharing Best Practice 1

Gypsies, Travellers and Migrant Workers
(*Tregonwell Hall*)
Chris Whitwell, Friends, Families &
Travellers

Sharing Best Practice 2

Young People (*Purbeck Lounge*)
Dave Phillips, National Youth Agency

19.15 – 20.00

Civic Reception (open to all delegates)
(*Purbeck Hall*)

20.00 – 24.00

Conference Dinner (*Solent Hall*)
With live entertainment from the Blachere
House Band (Tickets must be presented to
gain entry, no tickets no admission)

Sunday 7 October 2007

09.00 – 09.30

Tea and Coffee (*Purbeck Hall*)

09.30 – 10.45

Topical Motions for Debate
(*Tregonwell Hall*)

10.45 – 11.15

Sam Shippen, Chairman of SLCC
(*Tregonwell Hall*)

11.20 – 12.30

12.30 – 12.45



Climate Change Debate (*Tregonwell Hall*)

Chairman's Closing remarks
(*Tregonwell Hall*)

**National Association of Local Councils Conference
Bournemouth International Centre, 5–7 October 2007**

Please complete one form per delegate (form may be photocopied)

SECTION A – DELEGATE RATES

All prices are inclusive of VAT	Discounted Weekend Rate (Book before 3/8/07)	Discounted Day Rate	Weekend Rate	Day Rate
Member councils with a budgeted income under £25,000 and county association staff and executive committee members	£223.25 <input type="checkbox"/>	£86.36 <input type="checkbox"/>	£248.06 <input type="checkbox"/>	£95.96 <input type="checkbox"/>
Member councils with a budgeted income over £25,000	£340.75 <input type="checkbox"/>	£117.21 <input type="checkbox"/>	£378.61 <input type="checkbox"/>	£130.23 <input type="checkbox"/>
Non member councils with a budgeted income under £25,000	£334.88 <input type="checkbox"/>	£129.54 <input type="checkbox"/>	£372.08 <input type="checkbox"/>	£143.94 <input type="checkbox"/>
Non member councils with a budgeted income over £25,000 and other organisations	£511.13 <input type="checkbox"/>	£175.81 <input type="checkbox"/>	£567.92 <input type="checkbox"/>	£195.34 <input type="checkbox"/>

Please tick one box only

I will be attending as a weekend delegate or as a day delegate

Day delegates only: which day will you be attending

The conference is covered by the Local Authorities (Members' Allowances) (England) Regulations 2003 and local councils may pay the statutory allowances for those attending. Qualifying councils may recover the VAT element of the conference registration fee.

Section A: Delegate Cost £

**SECTION B -
EVENTS**

I would like to attend the conference dinner: £36.00 inc VAT

My partner would like to attend the conference dinner: £36.00 inc VAT

My partner would like to go on the conference outing: A full day trip cost £19.00 inc VAT

A visit to Compton Acres, 12 individual beautiful gardens set in 10 acres with spectacular views over Poole Harbour. The afternoon would be spent in Poole Quay where you can walk around the Quay and the Old Town.

Section B: Total events cost £

Please note: All prices are inclusive of VAT **Total Fee (Add Sections A and B)** £

Please note: This booking form constitutes a legally binding contract. It may be necessary for reasons beyond the control of the National Association of Local Councils to change the content and timing of the programme, the speakers, the date or venue. In the unlikely event of the conference and exhibition being cancelled, the National Association will automatically make a full refund but disclaim any further liability. Upon receipt of your booking form your place(s) will be confirmed. Any cancellation must be received, in writing, up to 21 days before the event: after this date a fee will be charged. Substitute delegate(s) can be named at any time before the programme begins.

Print name	Organisation
<input type="text"/>	<input type="text"/>

Signature	Date
<input type="text"/>	<input type="text"/>

The information in this form may be used to inform you of future NALC events and products. If you do not wish to receive this information, please tick here

CF3 Please return your completed form to: NALC Conference 2007, NALC, 109 Great Russell Street, London, WC1B 3LD, or Fax to 020 7436 7451. For more information, email: conference@nalc.gov.uk or call 020 7637 1865. Unfortunately we are unable to take telephone bookings. Please return by 3 August 2007 to receive discounted rates.