



CAPALC
The Norwood Building
Parkhall Road
Somersham
PE28 3HE
www.capalc.org.uk

Cambridgeshire & Peterborough Association of Local Councils

February 2022

Dear Council Chairman and Councillors,

Thank you for being members of CAPALC. I would like to invite you to renew for 2022-2023. Please find enclosed a membership renewal invitation.

As explained and agreed at the AGM we have increased the fees by an average of only 2% to help meet inflation. We are able to keep this increase low by continued control of costs and increased income from training and other services. We have introduced an internal audit service to help members prepare for the AGAR. We have also taken steps to improve our efficiency and are now installing a CRM (customer relationship management) system to enhance our communication with members.

We have also included a leaflet explaining the range of services provided by CAPALC and the National Association of Local Councils (NALC). We will be changing the passwords for member access to the CAPALC and NALC websites on 1 July 2022. We will advise members of the new passwords on renewal, prior to 1 July.

NALC works closely with government ministers and civil servants to help shape upcoming legislation for the benefit of local councils and their residents; no other local council support organisation has this direct access to government. In recent years NALC has persuaded the government not to impose capping of precepts and to exempt councils from the requirement to have a data protection officer.

CAPALC also works in partnership with the local branch of the Society of Local Council Clerks and principal authorities on your behalf. We also work with principal authorities to foster good collaboration.

We are continually reviewing the range of training courses, workshops and events to help member councils deal with the opportunities arising from the changing nature of local government. We continue to live with the Covid-19 pandemic by keeping most of our operations and services online.

I do hope that your council will decide to be in membership of CAPALC for the coming council year.

If your council or councillors need any further information, please contact the office, and a member of staff or the board will be happy to answer any questions.

Yours sincerely,

Henry Clark
Chairman

Affiliated to the National Association of Local Councils

Cambridgeshire & Peterborough Association of Local Councils

Affiliation Fee Invoice

For the period 1st April 2022 to 31st March 2023

Council Name	Number of Electorates as of 1 st January 2022	District
Buckden & Diddington	2,405	Huntingdon

Your standard annual membership fee to be paid before 30th April 2022 is:

£674.02

Data Protection Officer Membership Scheme

For the period 1st April 2022 to 31st March 2023

Further information about our DPO scheme and other benefits can be found on our 2022/2023 membership flyer.

Optional fee to join the DPO scheme - **£50.00**

TOTAL amount including DPO Membership Option:

£724.02

Please make your cheque payable to **CAPALC Ltd** or
by BACS Payment details below

Sort Code: 60-83-01, Account No: 20449285

***Please note the above account details have changed in recent months,
please check these details before making your payment.***



MEMBER • BENEFITS 2022/23

What we do for you... we support and represent local town, parish and parish meetings to ensure your council is successful, effective and acts within the law.

- CAPALC provide straightforward aid and indemnified legal advice through our 'helpdesk' facility.
- CAPALC has direct access to obtain legal opinion from NALC's legal team for our member Councils.
- CAPALC take pride in being able to offer comprehensive support to member councils through our direct link to NALC and NALC's unique position as the only representative body able to support and campaign for local councils at government level.
- CAPALC will provide indemnified HR, Finance and DPO advice through our contracted consultants with the first hour of advice included within your affiliation fee & if applicable, the opt-in DPO scheme membership. **NB.** If you choose to continue with our advisor after the 1-hour free expert advice, the fee to be charged is typically in the region of £150 + vat per hour. You may of course choose not to go with this option & retain a consultant of your councils' choice.
- CAPALC Member Councils with a turnover of £250,000 and/or electorate of 6000 can become Direct Access Councils, this means direct access to NALC's legal team.



Contact Info

The Norwood Building
Parkhall Road
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Telephone 07594 766229

Email addresses

ceo@capalc.org.uk
helpdesk@capalc.org.uk
office@capalc.org.uk

CAPALC Website

www.capalc.org.uk

Affiliation fees

The fees are calculated & based on the individual council's electorate plus NALC's fee of 7.49p per elector. Contact CAPALC's office for more detail on your Council membership fee.

NB. CAPALC provides 8 hours confidential advice if your council is in difficulties & reserves the option to negotiate & charge addition fees should further work on the same issue be required.



Above right: CAPALC Annual Conference, Sept 2021

Left: CAPALC Annual Conference, Sept 2021



MEMBER • BENEFITS 2022/23

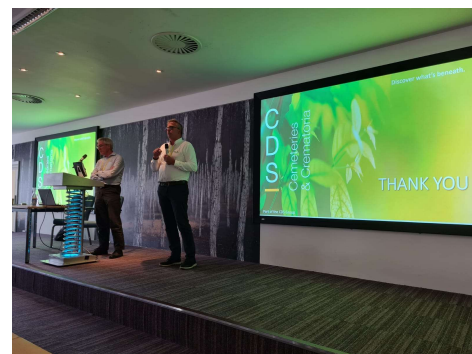
Additional Membership Benefits

- Membership area access on the CAPALC website for good practice guides, templates & advice
- Membership area access on the NALC website for model Standing Orders, Financial Regulations, template policies, Legal Topic Notes, briefings & more
- Monthly e-bulletin with legal updates & info
- Weekly legal updates & advice from NALC
- Regular sector updates from our Internal Auditor Representative Group
- Free job vacancy advertising in the e-bulletin & on CAPALC's website
- Discounted training opportunities for the Clerk, Councillors & all staff members
- Training includes Clerks: The Knowledge, CiLCA, Councillor courses & specialist sector subjects
- Locum Clerk service including RFO
- **CAPALC work collaboratively with Cambridgeshire County Council through 'Think Communities'**

Contact Info

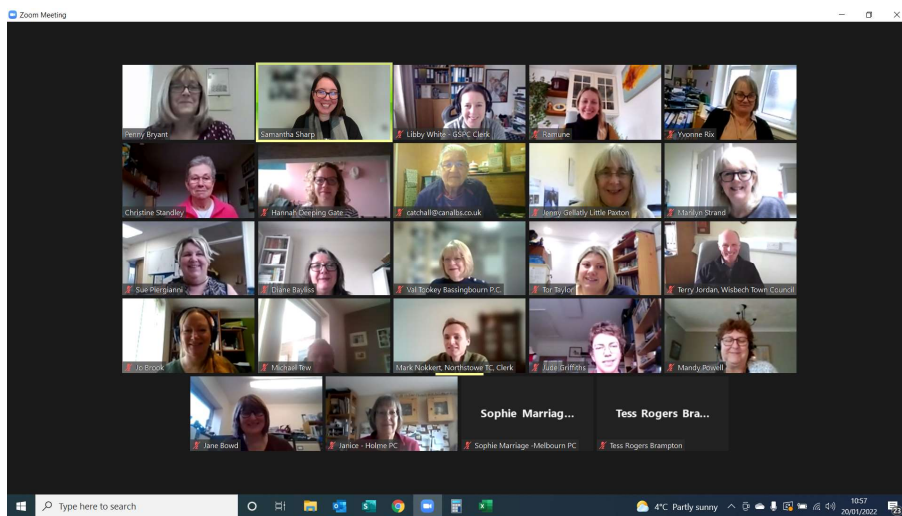
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Above right: CAPALC Annual Conference, Sept 2021

Below: Clerks & Councillors 'drop in' networking & legal update sessions held monthly via Zoom.
Screenshot below January 2022



CAPALC provides:

- Borrowing applications for the Public Works Loan Board (PWLb) & other sector loan opportunities
- Local Council Award Scheme pre-application advice
- Local Council 'health checks'
- Internal Audit Service
- Locum Clerk Service



MEMBER



BENEFITS

2022/23

At a glance ...

A Local Perspective

CAPALC and the Society of Local Council Clerks (SLCC) Cambridgeshire branch both recognise each other's organisation and the joint work and support for Parish, Town & Community Councils and Clerks that each does for the parish sector across Cambridgeshire & Peterborough.

CAPALC is the membership organisation for Parish, Town & Community Councils as the corporate body.

The SLCC is the membership organisation for individual people ie the Parish, Town or Community Clerk.

The National Perspective

The National Association of Local Councils (NALC) lobbies government on issues that affect the parish & town council sector.

A national protocol was agreed in October 2014 between NALC together with the independent County Associations (CALC's), and the SLCC and its county branches.

CAPALC and NALC, our national affiliated body, provide affordable expert opinion, support, training and mentoring to Cambridgeshire & Peterborough parish, town and community Councils.

Membership of CAPALC includes membership of NALC.

CAPALC's remit is defined by you, the members

Our commitment is to provide a range of advice and professional services to member councils in an efficient and timely manner through our telephone and email helpdesk on topics such as:

- Training opportunities for Clerks, Chairmen & Councillors
- Local Council Awards Scheme
- Borrowing Applications
- Council statutory powers & duties
- Council & committee meeting procedures
- Councillors Code of Conduct
- Councillors Declarations of Interest
- Council budgets, precepts & finance
- Agendas & Minutes
- Risk Management
- Employment, staff contracts & job descriptions
- HR & Disciplinary procedures
- Responding to planning applications & working with the planning process
- The Localism Act & the opportunity & challenges for local councils
- The General Power of Competence



MEMBER • BENEFITS 2022/23

Training at a glance ...

The list of support topics is driven by you and reflects your needs as enablers for your community. Training is online or face to face when restrictions permit. Topics include but not exclusively.

- Certificate in Local Council Administration (CiLCA)
- Clerks: The Knowledge (new Clerks & refresher course)
- Councillor training (new Councillors & refresher)
- Chairmanship
- HR
- Finance
- General Power of Competence
- Planning
- Allotment management
- Cemetery management
- Risk management
- GDPR updates
- And more...

The Member Council's remit...

As a member of CAPALC your Council agrees that its members will:

- Abide by the Council's Code of Conduct & the seven Nolan Principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & Leadership
- Have a training budget for Clerks, council staff & Councillors
- Maintain good standards of governance & financial control of public funds
- Be open & transparent in how it conducts its meetings & dealings with the public
- Ensure all council staff have a contract & job description & regular performance reviews
- Nominate a voting member for CAPALC AGMs & other Association meetings
- Provide CAPALC with up to date full contact details of the Clerk & Chairman

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CAPALC networking & learning opportunities ...

- Local Annual conference 'Share the Vision, Shape the Future'
- Drop in – online (Zoom) networking sessions.
- Pop up cafés across the county for Clerks & Councillors (when lockdown restrictions permit)



Member Benefits 2022/2023

Legal, HR and Finance – *included in annual affiliation fee*

In addition to the **NALC legal opinion service**, CAPALC will provide 1-hour indemnified expert advice (per specific individual issue), on HR and Finance matters through our contracted consultants with the first hour of advice included within your affiliation fee.

HR Consultants – Human Capital Department

Finance Consultants – Parkinson Partnerships LLP

Data Protection Officer Scheme – *Opt-in*

Opt-in Member Benefits DPO Scheme @ £50 per council

CAPALC will provide indemnified Data Protection Officer (DPO) advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

NB. For all the additional benefits detailed above, if you choose to continue with one of our advisors after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour but a quote can be requested to verify individual requirements.

You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

Ends.



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Cambridgeshire and Peterborough
Association of Local Councils

Internal Audit Service

CAPALC Ltd offer the following services to town and parish councils;

- * Year end internal audits
- * Mid year audits for larger councils if required
- * Quality council checks in preparation for an application for the Local Council Award Scheme with NALC
- * A council 'health' check to ensure essential policies and processes are in place

All our services including our Internal Auditors have Professional Indemnity Insurance cover.

FOR MORE INFORMATION EMAIL
OFFICE@CAPALC.ORG.UK