

**PLEASE NOTE THE VENUE AND TIME**

**SWANWICK PARISH COUNCIL**

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8th May 2018

Dear Councillor

You are summoned to attend the **STATUTORY ANNUAL PARISH COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 17<sup>th</sup> May 2018 at 7pm.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate), both available at the meeting.

Clerk to the Council

**AGENDA**

**1. Apologies**

Members are reminded to give their apologies direct to the Clerk.

**2. Election of Chair**

**3. Election of Vice Chair**

**4. Chair & Vice Chair to sign the Declaration of Acceptance of Office**

**5. Register of Members' Interests**

**6. To determine the time and place of ordinary meetings of the full council up to and including the next Annual Parish Council Meeting.**

**7. To determine whether to re-instate Parish Council Committees or continue with Lead Councillors.**

**8. Variation of Order of Business**

**9. Apologies**

Members are reminded to give their apologies direct to the Clerk.

**10. Variation of Order of Business**

**11. Declarations of Interest**

Members must fill out the Declaration of Interests Forms for submission.

Members are requested to declare any personal or prejudicial interest they

may have in any item of the evening's business, and to explain the nature of that interest.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 10D of Public Participation.

## **12. Public Participation**

**A) Public Attendance & Speaking:** Residents wishing to speak need to book in with the Clerk, preferably prior to the meeting by email/phone or immediately prior to the start of the meeting.

**Whether wishing to speak or not, each member of the public is required to indicate whether or not they consent to have their name and/ or organisation recorded and published in the minutes of the meeting. Minutes are published on the Parish Council website and are available to the public under the Freedom of Information Act 2000.**

At the start of the meeting a period is available for members of the public to ask questions, make representations or submit comments. This is **LIMITED TO THREE MINUTES PER PERSON** – at the sole discretion of the Chair.

**B) Parish Council Members' observations will be taken alongside Reports from any Borough and County Councillors attending.**

### **C) Police Matters**

Information about the Safer Neighbourhood Team's activity in the area and an interactive crime map are available on the following web pages [www.police.uk/derbyshire/NR06/](http://www.police.uk/derbyshire/NR06/)

### **D) Representations or Evidence from Members Declaring a Prejudicial Interest**

Members indicating that they have a prejudicial interest in an agenda item and who wish to make a representation before leaving the meeting shall do so at this stage.

## **13. Minutes of Full Council**

**13.1 To receive the Minutes of the Meeting held 19<sup>th</sup> April 2018**

## **14. Planning Matters**

**14.1 Planning Applications for comment:** All applications can be viewed at [www.ambervalley.gov.uk](http://www.ambervalley.gov.uk) click on Planning and then click on Planning Applications and use the AVA reference number to search.

## 15. Clerk's Report

- 15.1 To review Standing Orders May 2016 (Rev. 06/17)
- 15.2 To review Financial Regulations May 2016 (Rev. 06/17)
- 15.3 To review Customer Complaint Procedure May 2016 (Rev. 06/17)
- 15.4 To review Code of Conduct May 2017 (Rev. 06/17)
- 15.5 Review of inventory of land and assets including buildings and office equipment May 2017
- 15.6 Review of the Council's and/or staff subscriptions to other bodies;
- 15.7 Review of the Council's Publication Scheme May 2016 (Rev. 06/17)
- 15.8 Review of Retention of documents May 2016 (Rev. 06/17)
- 15.9 Vacancies in the office of Parish Councillor
- 15.10 Councillor Attendance record 2017-18

## 16. Chair's Report (Verbal Report)

### 17. Councillors' Updates

Website activity & Social Media  
Well Dressing 2018  
Village Hall Working Group Meeting  
Defibrillator Working Group

## 18. Correspondence & Circulars (copies are available on the website)

- 18.1 DALC 06 - 2018

## 19. Accounts

### 19.1 To approve urgent payments made to the following:

Date	Payment Ref	To Whom Payable	Reason	Amount £
04.04.18	3813	Cawarden	SSC Demolition	11,940.00
05.04.18	3815	C Miles - Expenses	Well Dressing paper plates	7.00
			SSC - Sign Fixings	4.99
			Adhesive for plaques-Mem Gdn	7.99
			Cleaning Materials	11.55
			Copier Paper	10.00
			Printer cartridges	12.88
17.04.18	D/D	Haven Power	Electric Utility	13.00
17.04.18	3816	C Froggett	Village Hall Artist Drawing	60.00
17.04.18	3817	M Barnett	Honorarium Qtr 1	80.00
17.04.18	3818	Swanwick W.I.	Flowers WD18	20.00
17.04.18	3819	Lynne Barnett (CTS)	Flowers WD18	20.00
17.04.18	3820	Swanwick School & Sports College	Flowers WD18	20.00
17.04.18	3821	2nd Swanwick Scout Group	Flowers WD18	20.00
23.04.18	DD	NEST	Employees Pension Contribution 02/18	56.44
23.04.18	DD	NEST	Employers Pension Contribution 02/18	47.04
27.04.18	51112405	Employee Salary - R Castledine	Wages Mth 1	1,234.70
27.04.18	51112386	Employee Salary - C Miles	Wages Mth 1	863.20

30.04.18	51239289	Openreach	Removal of poles SPC Land	779.89
30.04.18	51239229	Zurich Town & Parish Insurer Trust	Annual Insurance 2018-19	445.27
30.04.18	51239261	The Two Counties Trust	WD-S Hall Dining room hire	311.50
30.04.18	51239276	HMRC Cumbernauld	Mth 1 Deductions	328.35
30.04.18	51239291	Ilkeston Fencing Ltd	SSC fencing alterations	798.05
30.04.18	51239658	Imperative Training Ltd	1 Defib and case	1,762.80
02.05.18	3822	Swanwick Primary School	Flowers WD18	20.00
12.05.18	3823	Sofia Steel Band Entertainment	Steel Band WD18	600.00
12.05.18	3824	J Smith	1st Aider WD18	50.00
			<b>Total</b>	19524.65

### 19.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
B Wood	BACS	Internal Audit 2018	113.20
Perennial Landscaping	BACS	Grounds Maintenance for April 2018	252.00
Iansprint	BACS	Various photocopying and adhesive labels	59.44
Staff	BACS	Mth 2 Salaries	2097.90
HMRC	BACS	Mth 2 Deductions	328.35
NEST	BACS	Mth 2 Mth 2 Deductions	103.48
The Chair	CHQ	1St Half Chair's Allowance	400.00
		<b>Total</b>	3354.37

### 19.3 Income Received:

Date	Remittance	Amount £
30.04.18	BACS HMRC VAT Repayment 03/18	512.39
30.04.18	BACS April 18 Precept	74625.00
03.05.18	601375 Swanwick Allotment Association	137.00
	<b>Total</b>	75274.39

## 20. Bank Reconciliation

### Cash Book Reconciliation

#### 02.05.18

Opening Balance 01.04.18	129149.34	
Receipts to 02.05.18	75137.39	
Sub Total		204286.73
Payments to 02.05.18	22794.15	
Unpresented cheques	160	
Sub Total		22634.15
Closing Balance 02.05.18		181652.58
Bank Balance at 02.05.18		181652.58

**21. Exclusion of Press & Public**

'That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) below by reason of the confidential nature of the business to be transacted'.

**22. Items for the next Agenda**

Items are invited for inclusion in next month's agenda

**23. Date of Next Meeting: 21<sup>st</sup> June 2018 at the Meeting Room at the rear of the Baptist Church, Derby Road.**

**SWANWICK PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
THURSDAY 19<sup>th</sup> April 2018 at 8.05pm**

**Present:** Cllrs Adams, Barnett, Davies, King, Payne & Soudah,  
Clerk C Miles

**Members of the Public:**

**Members of the public listed waived their right to anonymity under the Data Protection Act:**

S Chidlow, J Briggs, R Castledine

**484/2018 APOLOGIES**

**485/2018 VARIATION OF ORDER OF BUSINESS**

**Proposed:**

To take item on Co-option of councillors at this point in order to allow participation in meeting.

**485.1/2018 Resolved:**

To vary order of business to consider co-option of candidates for the post of Councillor.

**485.2/2018 Vacancies in the office of Parish Councillor**

Cllr Soudah proposed to co-opt Sue Chidlow as a Parish Councillor for the remaining term of this Council (until elections to be held in May 2019).

The consideration to co-option of Alan Gibbs will be deferred until a future meeting when confirms his candidacy and he is in attendance.

**RESOLVED:** To co-opt Sue Chidlow as a Parish Councillor for the remaining term of this Council (until elections to be held in May 2019)

**486/2018 DECLARATION OF INTEREST**

Members were requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Cllr. Soudah declared interest in item no.11.1

The Councillor remained in the meeting.

**487/2018 PUBLIC PARTICIPATION**

**487.1/2018 Public Speaking - NONE**

**487.2/2018 Member's Observations**

**Cllr Mary Barnett –**

1. Several complaints about the lack of bins in the area. Chair Soudah responded that all bins were the responsibility of AVBC, who have been doing a cost cutting exercise, which has lead to a reduction of bins. The council will review this matter in the coming year.

2. Trees removed from Orchard Crescent but not replaced with new ones. Chair Soudah informed the councillor that residents should raise the issue with Futures Homes.

**Cllr Brenda Payne –**

Requested that the Well on Broadway be tidied up in preparation of the Well Dressing on 12<sup>th</sup> May.

**Cllr Bruce Adams –**

1. Apologised in advance for not being able to attend the Well Dressing due to holidays.
2. Asked if the possibility of some cars on High Street being able to park on the Swanwick Social Club site now it has been demolished, as parking is very tight. The Chair informed him that this was not an option as the Council had merely made safe the site and ownership was still being investigated.

**487.3/2018 POLICE MATTERS**

Cllr Soudah is to attend the next Meeting of the Safer Neighbourhood Team Liaison Panel.

**487.4/2018 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST**

None

**488/2018 MINUTES OF FULL COUNCIL**

**RESOLVED:**

Minutes of Full Council held 15<sup>th</sup> March 2018 be received as correct account of the meeting. The minutes were signed by the Chair.

**489/2018 PLANNING MATTERS**

**489.1/2018 Planning Applications**

No comments received & no Planning Applications considered.

**490/2018 CLERK'S REPORT**

The Clerk's report was presented by the Clerk.

**490.1/2018 Vacancies in the office of Parish Councillor**

Dealt with in VARIATION OF ORDER OF BUSINESS.

**490.2/2018 Councillor Attendance Record**

It was noted that in an effort to be transparent, the record of member attendance will be included in the Clerk's report as a standard item. Members are reminded to notify the Clerk of any apologies (barring emergencies) well in advance of the morning of the council meeting. This is to ensure that the Clerk is aware that the meeting is quorate or needs to be rearranged if not quorate.

**490.3/2018 Swanwick Recreation Grounds- Chapel Street**

It was noted Cllr. Soudah has requested further information from AVBC; in principle has been agreed to pursue sole trusteeship of the Charity subject to final details being provided. Cllr. Soudah will report to Parish Councillors when these issues have been resolved and then Members will then have an opportunity to make the final decision.

**490.4/2018 BT Poles on 76 – 80 Derby Road removal**

The quote from BT Openreach to remove the two poles on the site is £649.91 + VAT.

**RESOLVED:** To approve the payment of £649.91 + VAT to BT Openreach.

#### **490.5/2018 Swanwick Old Peoples Welfare High Street**

Due to further works being required, as a result of the neighbour part demolishing 2 outbuildings on the site, the demolition company costs are £750 + VAT and the fencing company £665.04 + VAT. The site has now been fenced off with a sign stating that it has been secured by the Parish Council.

**RESOLVED:**

To pay both the Demolition and Fencing Company for the extra works.

#### **490.6/2018 Hanging Baskets**

A permit to have hanging baskets on the lamp posts in the village has now been received by DCC Highways

#### **490.7/2018 Grit Bins**

We have had a request for more Grit Bins on Beaulieu Way due to hazardous conditions recently. Derbyshire County Council no longer provides grit bins and this appears to now fall to Parish Councils to identify and fund any need identified. The cost per bin ranges from £85 to £123 + VAT depending on size.

**RESOLVED:**

To authorise the Clerk to order a Grit Bin for Beaulieu Way, to be funded under Section 137.

#### **490.8/2018 Limited Assurance Review of Annual Return for the Year ended 31st March 2018**

**RESOLVED:**

To authorise the Clerk to pay the Limited Assurance review fees of £400 (plus VAT).

#### **490.9/2018 Annual Governance Statement 2017-18**

**RESOLVED:**

To approve the Annual Governance Statement for year ended 31<sup>st</sup> March 2018.

The Chair Cllr G Soudah signed the Annual Governance Statement 2017-18. The Clerk signed the Annual Governance Statement.

#### **490.10/2018 Accounting Statement 2017-18**

The Accounting Statement 2017-18 certified on 19/04/2018 by the Clerk/RFO was presented to Members.

**RESOLVED:**

To approve the Annual Accounting Statement for year ended 31<sup>st</sup> March 2018.

The Chair Cllr G Soudah signed the Annual Accounting Statement 2017-18.

#### **490.11/2018 Annual Internal Audit**

Brian Wood has been approached to establish if he is available to provide Internal Audit services

**RESOLVED:**

To authorise the Clerk to appoint an Internal Auditor and to pay the appropriate fees on completion of the audit.



## 490.12 Exercise of Public Rights

### RESOLVED:

To approve the 30 day period commencing 4<sup>th</sup> June 2018 to 13<sup>th</sup> July 2018 for the exercise of public rights. **Notice to be posted on 1<sup>st</sup> June 2018.**

## 491/2018 Chair's Report

The report was presented to the Annual Parish Meeting held prior to the Full Council meeting. Nothing further to report.

## 492/2018 Councillor Updates

### 492.1/2018 Website activity & Social Media

Analysis of website activity as follows –  
Facebook has had 255 followers this month.

### 492.2/2018 Village Hall Working Group.

The plans have been submitted to AVBC. An artist's impression of the Village Hall will be put in the Village Newsletter and on display at the Well Dressing.

### 492.3/2018 Defibrillator Working Group

The first defibrillator has been ordered and will, hopefully be on display at the Well Dressing.

### 492.4/2018 Well Dressing

Cllr Brenda Payne updated the meeting on Well Dressing 2018 to be held on 12<sup>th</sup> May 2018.

## 493/2018 Correspondence & Circulars

### Noted

Cllr Paul Adams will assist the Chair and Clerk in reviewing the data protection requirements arising from the General Data Protection Regulations that come into effect on 25<sup>th</sup> May 2018.

## 494/2018 Accounts

### 494.1/2018 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
13.03.18	3805	Cancelled		0.00
13.03.18	3806	Ilkeston Fencing	SCC Fencing	769.17
15.03.18	3807	G Soudah	Phone & B/band	15.00
			Phone & B/band	31.14
			SCC Probate Search	40.00
21.03.18	3808	DALC	Annual Subscription 2018-19	754.19
23.03.18	3809/3810	Employee Salaries	Wages Mth 12	2127.25
23.03.18	3811	HMRC	Tax & NI Mth 12	342.71
26.03.18	3812	AVBC	Planning App Fee - Village Hall	2,310.00
			<b>Total</b>	<b>6389.46</b>

**494.2/208 RESOLVED: To approve the following payment**

To Whom Payable	Reason	Amount	£
	<b>Total</b>		<b>0.00</b>

**494.3/2018 Income Received  
Noted**

Date	Remittance		Amount	£
12.03.18	BACS	ROW Maintenance DCC		315.00
14.03.18	601374	Swanwick Allotments 1st Half Rent		225.00
		<b>Total</b>		<b>540.00</b>

**495/2018 Bank Reconciliation****Noted:****Cash Book Reconciliation****09.04.18**

Opening Balance 01.04.17	72593.88	
Receipts to 09.04.18	161626.53	
Sub Total		234220.41
Unpresented cheques 16-17	2287.71	
Payments to 09.04.18	106,741.86	
Unpresented cheques	3958.5	
Sub Total		105071.07
Closing Balance 09.04.17		129149.34
Bank Balance at 09.04.17		129149.34

**496/2018 Exclusion of Press & Public**

None.

**497/2018 Items for the next agenda**

None specifically proposed.

**498/2018 Date & Time of Next Meeting**

7.00pm 17<sup>th</sup> May 2018 at the Meeting Room at the rear of the Baptist Church, Derby Road. This meeting is the **STATUTORY ANNUAL PARISH COUNCIL MEETING**.

**Meeting closed at 20.59**

Signed:

Date:

# 15. Clerk's Report to Swanwick Parish Council meeting 17<sup>th</sup> May 2018

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## **15.1 To review Standing Orders May 2016 (Rev. 06/17)**

A review of the Standing Orders May 2016 (Rev. 06/17) is required by the Chair/Clerk.

### **The Proposal**

15.1.1 To approve the review of Swanwick Parish Council Standing Orders 2016

15.1.2 To approve publication of the Standing Orders to the Parish Council website.

## **15.2 To review Financial Regulations May 2016 (Rev. 06/17)**

A review of the Financial Regulation adopted in May 2016 is required by the Chair/Clerk.

### **The Proposal**

15.2.1 To approve the review of Swanwick Parish Council Financial Regulations 2016

15.2.2 To approve publication of the Financial Regulations to the Parish Website.

## **15.3 To review Customer Complaint Procedure May 2016 (Rev. 06/17)**

A review of the Customer Complaint Procedure 2016 is required by the Chair/Clerk.

### **The Proposal**

15.3.1 To approve the review of the Customer Complaint Procedure 2016 and

15.3.2 To approve publication of the Customer Complaint Procedure on the Parish Council website.

## **15.4 To review Code of Conduct May 2017 (Rev. 06/17)**

A review of the Code of Conduct May 2017 (Rev. 06/17) is required by the Chair/Clerk.

### **The Proposal**

15.4.1 To approve the review of the Members' Code of Conduct and

15.4.2 To approve publication of the Members' Code of Conduct on the Parish Council website.

### **15.5 Review of inventory of land and assets including buildings and office equipment May 2017**

A review of the Asset Register is required by the Chair/Clerk.

#### **The Proposal**

15.5.1 To approve the review of the inventory of land and assets including buildings and office equipment May 2017.

### **15.6 Review of the Council's and/or staff subscriptions to other bodies.**

Members will recall that the 2018-19 subscription for DALC was approved at the meeting in March 2018 Minute no. 475.10/2018. There are no further staff subscriptions.

### **15.7 Review of the Council's Publication Scheme May 2016 (Rev. 06/17)**

A review of the Council's Publication Scheme May 2016 (Rev. 06/17) is required by the Chair/Clerk.

#### **The Proposal**

15.7.1 To approve the review of the Council's Publication Scheme and

15.7.2 To publish the Council's Publication scheme on the Parish Council website.

### **15.8 Review of Retention of documents May 2016 (Rev. 06/17)**

A review of the Retention of Documents policy is required by the Chair/Clerk.

#### **The Proposal**

15.8.1 To approve the review of the Council's Retention of Documents Policy and

15.8.2 To publish the Retention of Documents Policy on the Parish Council website.

### **15.9 Notice of vacancy in the office of Parish Councillor**

There are now a total of four vacancies for Parish Councillors. I urge members to increase the effort to persuade any resident to consider applying to be co-opted as a Parish Councillor.

### **15.10 Councillor Attendance record 2017-18**

Attached to the agenda is a table showing attendance record of Members and Borough and County Councillors for the year 2017-18.



Updated 05/04/2018

# Derbyshire Association of Local Councils



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## Circular No. 06/2018

To all Member Town and Parish Councils and Parish Meetings

### GENERAL CIRCULAR

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#### In this Circular:

- External Audit News
- Neighbourhood Planning Support Grant
- Section 137 Allowance for 2018-19
- GDPR Update
- Updated Model Standing Orders and Legal Topic Notes 1,2,5,8, and 87
- Free Webinar: 'Community Organising' Training 24<sup>th</sup> April
- Project Management Training – 23 May 2018
- Councillor Essential Training – 21 June 2018

#### 1. EXTERNAL AUDIT NEWS

Notification of audit arrangements from PKF Littlejohn have now been sent out to all local councils. The audit pack contains an instruction letter and the new Annual Governance and Accountability Return (AGAR). If you have not received any communication please contact PKF Littlejohn at [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com) or 0207 5162200.

It is the statutory responsibility of the authority to approve and publish its accounting statements in the form of the annual return, therefore councils must ensure that they have received the AGAR.

If you have any other queries about completing your audit, please contact DALC.

## **2. NEIGHBOURHOOD PLANNING SUPPORT GRANT**

The Ministry of Housing, Communities and Local Government (MHCLG) have announced that Locality will continue to deliver their neighbourhood planning support programme for the next four years. The new programme – of which £22 million will be available to neighbourhood planning groups including parish and town councils – has many similarities with the existing programme with some changes to grant and technical support eligibility criteria, with the basic grant up to £9,000, additional grants for eligible groups up to an extra £8,000 and technical support available. Applications for the new programme will open on the 3 April 2018, information and guidance notes are now online on a brand new neighbourhood planning website [neighbourhoodplanning.org](http://neighbourhoodplanning.org) with a range of easy-to-use resources, guides, information, support and advice. The new programme also includes a new quarterly neighbourhood planning newsletter with all the latest neighbourhood planning news, learning and best practice. NALC has lobbied hard to ensure our councils can access funding and support to continue to lead the neighbourhood planning revolution so do make sure you make use of this support programme!

## **3. SECTION 137 ALLOWANCE FOR 2018-19**

The Ministry of Housing, Communities and Local Government has confirmed that the appropriate sum for parish councils for the purposes of section 137(4)(a) of the Local Government Act 1972 for 2018-19 is £7.86.

## **4. GDPR UPDATE & TRAINING**

NALC are in discussion with the Information Commissioners Office (ICO), DCMS and MHCLG about the role of the Data Protection Officer (DPO). This has been supported by research that suggests that the need for each council to employ a DPO will lead to an average increase in precept across the country of 1%. While these discussions are ongoing, advice from the ICO, through NALC, is to concentrate on becoming compliant with the requirements of the Act rather than focusing on appointing a DPO.

In the meantime, we are continuing to consider the most appropriate way of providing a DPO service to our member councils. We are hopeful that DALC may be able to provide this service for a small fee, proportionate to the size of the council, with some background support from NALC.

**Please note the change of date for the GDPR morning and afternoon courses which were due to take place on 23 April will now take place on 3 May – morning session at the Gothic Warehouse, Cromford Mill and the afternoon session in the DALC Office, Cromford.**

## **5. UPDATED MODEL STANDING ORDERS AND LEGAL TOPIC NOTES**

NALC have updated the model standing orders, incorporating or referencing new legislation introduced since the last standing orders were published in 2013. A briefing has also been prepared to illustrate the key changes to the document. Please could Councils review their standing orders and update to incorporate the changes specified.

[http://www.derbyshirealc.gov.uk/uploads/model-standing-orders-2018-\(england\).docx](http://www.derbyshirealc.gov.uk/uploads/model-standing-orders-2018-(england).docx)

<http://www.derbyshirealc.gov.uk/uploads/l04-18---2018-model-standing-orders.pdf>



A number of legal topic notes have also been updated including reference to the new standing orders. All are available on our website.

LTN 1: <http://www.derbyshirealc.gov.uk/uploads/1---councils27-powers-to-discharge-their-functions-revised-april-2018.pdf>

LTN 2: <http://www.derbyshirealc.gov.uk/uploads/2---the-chairman-of-local-councils-revised-april-2018.pdf>

LTN 5: <http://www.derbyshirealc.gov.uk/uploads/5---parish-and-community-council-meetings-revised-april-2018.pdf>

LTN 8: <http://www.derbyshirealc.gov.uk/uploads/8---elections-revised-april-2018.pdf>

LTN 87: <http://www.derbyshirealc.gov.uk/uploads/87---procurement-revised-april-2018.pdf>

## **6. FREE WEBINARE: 'COMMUNITY ORGANISING ' TRAINING 24 APRIL**

NALC are providing some training by way of a webinar to support councils wanting to organise community support for projects. You can book onto this training through the following link: <https://www.eventbrite.co.uk/e/community-organising-and-local-councils-tickets-43606801116>

## **7. PROJECT MANAGEMENT TRAINING – 23 MAY 2018 – DALC OFFICE, CROMFORD – 9.00AM – 4.30PM – TO INCLUDE A BUFFET LUNCH - £110 PER DELEGATE**

We have secured the services of a very experienced trainer in project management to deliver a one- day course targeted at the local council sector. The nature of the training means that we ideally want 10-12 delegates to get the best out of the day and ensure we cover the trainer's costs (at a heavily discounted rate over his usual fees).

This course will help you to plan and run your projects, large and small more effectively. This is suitable for project managing not just construction projects but also a range of one-off or ongoing events such as Christmas lights, Floral decorations, Playgrounds, Devolved Powers projects and so on. It will cover:

- What helps projects run well and what gets in the way
- Successful projects checklist
- Planning your project; includes project set up, remits and specifications, key actions, priorities, timing, milestones.
- Running your project; includes, team working, decision making, communication, roles and responsibilities, contingencies, monitoring
- Completing your Project; evaluation and sign off
- How to apply the tools and techniques to your own projects

Please contact the DALC Office to secure delegate places.

## 8. COUNCILLOR ESSENTIAL TRAINING COURSE

A further Councillor Essential Training course is planned for 21 June 2018 at the DALC Office, Cromford, 6.00pm – 8.30pm. The cost involved: for enhanced subscription councils – up to 3 free of charge places; or £45 per delegate for basic subscription councils. Please contact the DALC Office to reserve delegate places.

**Wendy Amis**  
Chief Officer

**April 2018**

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Member Councils”***

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### TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
3 May 2018 (am – 10am – 12.30pm)	GDPR Training	05/2018	Gothic Warehouse. Cromford	£45 per delegate	1.5 per session	Michele Sarginson
3 May 2018 (pm – 1pm – 3.30pm)	GDPR Training	05/2018	DALC Office, Cromford	£45 per delegate	1.5 per session	Michele Sarginson
23 May 2018 – (9am – 4.30pm)	Project Management Training	06/2018	DALC Office, Cromford	£110 per delegate	3 per session	John Stannard
21 June 2018 (6.00pm – 8.30pm)	Councillor Essentials	06/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Wendy Amis/Glen Ingham

**\* Up to 3 delegate places free per council on the enhanced subscription scheme  
# for both days and follow up support; a further £250 is payable to SLCC for the  
examination and certificate**