

**PLEASE NOTE THE VENUE AND TIME**

**SWANWICK PARISH COUNCIL**

Clerk to the Council

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10<sup>th</sup> April 2019

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **The 2<sup>nd</sup> Swanwick Centenary Centre, Chapel Street, Swanwick** on **Thursday 18<sup>th</sup> April 2018**.

**The meeting will commence at approx 7.30pm on the close of the Annual Parish Meeting that starts at 7.00pm when the business set out below will be transacted.**

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, these must be made **well in advance** (barring last minute emergencies) of the meeting giving the Clerk enough time to cancel if there is a prospect of the meeting not being quorate.

**2. Variation of Order of Business**

**3. 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 4D of Public Participation.

**4. 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 is 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.

**5. Minutes of Full Council**

**5.1 To receive the Minutes of the Meeting held 21<sup>st</sup> March 2019**

**6. Planning Matters**

**6.1 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.

**7. Clerk's Report**

- 7.1** Notice of vacancy in the Office of Parish Councillor
- 7.2** Councillor Attendance Record 2018-19
- 7.3** Annual Parish Council Meeting Thursday 16th May 2019
- 7.4** Limited Assurance Review of Annual Return for the Year ended 31st March 2019
  - 7.4.1** Annual Governance Statement 2018-19
  - 7.4.2** Accounting Statement 2018-19
  - 7.4.3** Annual Internal Audit
  - 7.4.4** Exercise of Public Rights

**8. Chair's Report (Verbal Report)**

**9. Councillors' Updates**

Website Activity & Social Media  
Village Hall Working Group  
Defibrillator Working Group  
Well Dressing 2019

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

10.1 DALC 04-2019

10.2 DALC 05-2019

## 11. Accounts

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

| Date     | Cheque     | To Whom Payable | Reason                                  | Amount<br>£    |
|----------|------------|-----------------|---|----------------|
| 18.03.19 | D/D        | Haven Power     | Electric Utility                        | 14.00          |
| 26.03.19 | BACS       | Grasstrack      | Gardening Maintenance Feb 18            | 252.00         |
| 29.03.19 | DEBIT CARD | Haven Power     | Disconnection of single phase meter     | 126.00         |
| 29.03.19 | DEBIT CARD | Amazon          | Well Dressing Paper Plates              | 19.80          |
| 29.03.19 | DEBIT CARD | Western Power   | Temporary supply of 3 phase electricity | 1,337.30       |
|          |            |                 | <b>Total</b>                            | <b>1749.10</b> |

### 11.2 To approve payments to the following:

| To Whom Payable         | Payment Ref | Reason                         | Amount<br>£   |
|-------------------------|-------------|--------------------------------|---------------|
| Iansprint               | BACS        | Copying Jan-Mar 2019           | 57.12         |
| Swanwick Baptist Church | BACS        | Meeting Room Hire Jan-Mar 2019 | 90.00         |
|                         |             |                                |               |
|                         |             | <b>Total</b>                   | <b>147.12</b> |

### 11.3 Income Received:

| Date     | Remittance   | Amount<br>£   |
|----------|--|---------------|
| 04.03.19 | BACS<br>ROW Maintenance DCC                                    | 315.00        |
| 26.03.19 | 605968<br>Defib Donation from Stan Brewster's Family & Friends | 500.00        |
|          | <b>Total</b>   | <b>815.00</b> |

## 12. Bank Reconciliation

### Cash Book Reconciliation 29.03.19

|                             |            |            |
|-----------------------------|------------|------------|
| Opening Balance 01.04.18    | 129,149.34 |            |
| Receipts to 29.03.19        | 156,061.31 |            |
| Sub Total                   |            | 285,210.65 |
| Unpresented cheques 2017/18 | 3,958.50   |            |
| Payments to 29.03.19        | 100,197.92 |            |
| Unpresented cheques 2018/19 | 0.00       |            |
| Sub Total                   |            | 104,156.42 |
| Closing Balance 29.03.19    |            | 181,054.23 |
| Bank Balance at 29.03.19    |            | 181,054.23 |

**13. 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`.

**14. Items for the next Agenda**

Items are invited for inclusion in next month's agenda

**15. Date of Next Meeting: 16<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.**

**SWANWICK PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
THURSDAY 21<sup>st</sup> March 2019 at 7pm**

**Present:** Cllrs Adams, Barnett, Chidlow, King, Payne, Soudah & Trenear.  
Clerk C Miles,

**Members of the Public:**

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

Cllr Wilson (left at 7.15pm), J Briggs, & R Castledine.

**642/2019 APOLOGIES:**

Cllr Goodier

**643/2019 VARIATION OF ORDER OF BUSINESS**

None

**644/2019 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. Barnett declared interest in item no.11.2

The Councillor remained in the meeting.

**645/2019 PUBLIC PARTICIPATION**

**645.1/2019 Public Speaking –**

**JB** reported that Severn Trent had eventually responded to his calls regarding accessing without prior permission Trust land that lies to the south of the Parish Council's Memorial Gardens.

**JB** reported that he attended the AVBC Council meeting on 4<sup>th</sup> March 2019 and despite him requesting a slot to speak on the Local Plan and the implications of the review of the Green Belt at the meeting on 31<sup>st</sup> January, he was refused. He stated that the meeting was a shambles, Cllr Soudah said that the Parish Council would look at the Review of the Green Belt and would respond to the consultation to AVBC.

**Cllr Wilson** reported that he is now back in circulation after illness and he would catch up on the Local Plan developments.

**645.2/2019 Member's Observations**

**Cllr Barnett** noted that Swanwick Preschool is in need of funds to help with roof repairs and requested that a S137 Grant Form be sent to them.

**Cllr Chidlow** noted that there was a great improvement throughout the village due to the gardener's hard work.

**Cllr Trenear** noted that

1. There is a problem with moped/scooters riding through the footpaths between the top of the Brackendale Estate and the Mentmore area. The

Clerk said she would report it to the local PCSO's and sort out who was responsible.

2. There is also an increasing problem on High Street with people double parking, Cllr. Soudah said that this was a Highways issue which had been reported before but not been resolved.

### **645.3/2019 POLICE MATTERS**

All information regarding all police matters is on their website [www.police.uk/derbyshire/NR06/](http://www.police.uk/derbyshire/NR06/)

The Clerk informed the Councillors, that they have been invited to attend a Safer Together Event (date to be decided) being run by the local PCSO's and if they could let her know if they are able to attend.

### **645.4/2019 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST**

None

### **646/2019 MINUTES OF FULL COUNCIL**

#### **RESOLVED:**

Minutes of Full Council held 21<sup>st</sup> February 2019 are received as correct account of the meeting. The minutes were signed by the Chair.

### **647/2019 PLANNING MATTERS**

#### **647.1/2019 Planning Applications**

No representations or comments received & no Planning Applications considered.

### **648/2019 CLERK'S REPORT**

The Clerk's report was presented by the Clerk.

#### **648.1/2019 Rights of Way Maintenance**

Members noted the update.

#### **648.2/2019 Application to DCC to attach hanging baskets to Street Lighting Columns**

Members noted the update.

#### **648.3/2019 DALC Membership**

Members considered the two levels of subscription received from DALC for Membership.

#### **RESOLVED:**

To accept the higher level of subscription of £978.52

#### **648.4/2019 Notice of vacancy in the Office of Parish Councillor**

Members noted the update.

#### **648.5/2019 Councillor Attendance record 2018-19**

Members noted the update.

#### **648.6/2019 Annual Parish Meeting 18<sup>th</sup> April 2019**

Members noted the update.

## **648.7/2019 Statutory Annual Parish Council Meeting 16<sup>th</sup> May 2019**

Members noted the update.

### **649/2019 CHAIR'S REPORT**

The Chair reported that the developer of a major site within the Parish had approached the Council enquiring whether the Parish Council was interested to adopt and maintain the balancing ponds on the development.

#### **PROPOSAL:**

The Parish Council write to the developer and confirm that it would not be interested in adopting and maintaining the balancing ponds.

#### **RESOLVED:**

To inform the developer, that the Council would not be interested.

### **650/2019 COUNCILLORS' UPDATES**

#### **650.1/2019 Website Activity & Social Media**

Analysis of website activity as follows –  
Facebook reached 2100 in February 2019.  
SPC Website had 193 visits in February 2019.

#### **650.2/2019 Village Hall Working Group**

Members noted the update.

#### **650.3/2019 Defibrillator Working Group**

The group has not met up recently.

It was noted that a donation of £560 to our Defibrillator fund, has been received from Family and Friends of Stan Brewster.

It was noted that the Defibrillator at the Swanwick Primary School location, will be installed on June 3rd 2019.

It was noted that for the Cray's Hill site, we are still waiting for a quote from AVBC for the electrical fitting.

It was noted that the Clerk hasn't had anyone on Brackendale Road, offering to have a defibrillator fitted to their garden wall. Members were asked to see if there were any other alternative sites.

#### **650.4/2019 Well Dressing - Saturday, 18th May 2019**

It was noted this is progressing well.

### **651/2019 CORRESPONDENCE & CIRCULARS**

**None**

**652/2019 ACCOUNTS****652.1/2019 RESOLVED: To approve urgent payments**

| Date     | Cheque     | To Whom Payable | Reason                       | Amount<br>£    |
|----------|------------|-----------------|------------------------------|----------------|
| 04.02.19 | BACS       | Acclimatize     | Climbing Wall Deposit        | 100.00         |
| 04.02.19 | BACS       | Grasstrack      | Memorial Fence repairs       | 144.00         |
| 20.02.19 | BACS       | UKDMO - PWLB    | Loan No 504972               | 4,944.75       |
| 28.02.19 | DEBIT CARD | Potclays        | Clay for 2019 Well Dressings | 230.64         |
| 28.02.19 | DEBIT CARD | O2              | Clerks Phone                 | 16.80          |
| 28.02.19 | DEBIT CARD | Potclays        | Clay for 2018 Well Dressings | 267.32         |
| 28.02.19 | DEBIT CARD | Post Office     | Postage                      | 1.77           |
|          |            |                 |                              |                |
|          |            |                 |                              |                |
|          |            |                 | <b>Total</b>                 | <b>5705.28</b> |

**652.2/2019 RESOLVED: To approve the following payment**

| To Whom Payable | Payment Ref | Reason   | Amount<br>£    |
|-----------------|-------------|--|----------------|
| Staff           | BACS        | Mth 12 Salaries                                  | 2624.75        |
| HMRC            | BACS        | Mth 12 Tax & NI Contribution                     | 655.80         |
| NEST            | D/D         | Mth 12 Pension Deduction & Employer Contribution | 137.22         |
| Iansprint       | BACS        | February 2019 Newsletters                        | 225.00         |
| Cllr M Barnett  | CHQ         | Honorarium Qtr 1                                 | 80.00          |
|                 |             |  |                |
|                 |             |  |                |
|                 |             | <b>Total</b>                                     | <b>3722.77</b> |

**652.3/2019 Income Received  
Noted**

| Date | Remittance   | Amount<br>£ |
|------|--------------|-------------|
|      |              |             |
|      |              |             |
|      | <b>Total</b> | <b>0.00</b> |

**653/2019 BANK RECONCILIATION****Noted:****Cash Book Reconciliation 28.02.19**

|                             |            |            |
|-----------------------------|------------|------------|
| Opening Balance 01.04.18    | 129,149.34 |            |
| Receipts to 28.02.19        | 155,246.31 |            |
| Sub Total                   |            | 284,395.65 |
| Unpresented cheques 2017/18 | 3,958.50   |            |
| Payments to 28.02.19        | 93,725.53  |            |
| Unpresented cheques 2018/19 | 0.00       |            |
| Sub Total                   |            | 97,684.03  |
| Closing Balance 28.02.19    |            | 186,711.62 |
| Bank Balance at 28.02.19    |            | 186,711.62 |



**654/2019 EXCLUSION OF PRESS & PUBLIC**

- Review of Clerk's Salary.

**655/2019 ITEMS FOR THE NEXT AGENDA**

None

**656/2019 DATE & TIME OF NEXT MEETING:**

7.00pm 18th April 2019 at **the 2nd Swanwick Centenary Centre, Chapel Street, Swanwick.**

The meeting will be preceded by the **Annual Parish Meeting** at which local organisations and groups will be invited to report on the previous year's activities and their aspirations for the forthcoming year.

**Meeting closed at 20.10**

Signed:

Date:

# 7. Clerk's Report to Swanwick Parish Council Meeting 18<sup>th</sup> April 2019

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## **7.1 Vacancies in the office of Parish Councillor**

There are still three 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.

## **7.2 Councillor Attendance Record**

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.

## **7.3 Statutory Annual Parish Council Meeting Thursday 16th May 2019**

Just to confirm, the date of the Annual Parish Council Meeting is Thursdays 16<sup>th</sup> May 2019 and all elected Councillors will therefore take up office at the beginning of the meeting on that date.

## **7.4 Limited Assurance Review of Annual Return for the Year ended 31st March 2019**

Swanwick Parish Council is required by The Accounts and Audit Regulations 2015 to complete the Annual Return after 31st March 2019. The scale of fees for the Limited Assurance regime is set by the Smaller Authorities' Audit Appointments- Scale of fees 2017-18 to 2020-21'.

The fee payable is determined by level of income/expenditure; for the year ending 31st March 2019. Swanwick Parish Council falls into the band £100,001 – 200,000. The fees payable excluding VAT will be £400.

There is also provision for additional fees to be charged in the event that authorities fail to complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

## **The Proposal**

To authorise the Clerk to pay the Limited Assurance review fees of £400-00 (plus VAT).

#### **7.4.1 Annual Governance Statement 2018-19**

The Council is required to consider the internal audit work during the year and approve the Annual Governance Statement 2018-19 in advance of approving the Accounting Statement. The Annual Governance Statement is to be minuted, signed and dated by the presiding Chair and Clerk on the day of approval. A copy of which is attached.

#### **The Proposal**

To approve the Annual Governance Statement for year ended 31<sup>st</sup> March 2019.

#### **7.4.2 Accounting Statement 2018-19**

The Responsible Finance Officer is required to present the certified Accounting Statement 2018-19 to a meeting of Full Council for approval. The statement is to be minuted, signed and dated by the presiding Chair on the day of approval. A copy of the unaudited accounts is attached.

#### **The Proposal**

To approve the Accounting Statements for 2018/19.

#### **7.4.3 Annual Internal Audit**

The audit process also requires the appointment of an Internal Auditor, independent of the Parish Council, to review the accounts, on the basis of an assessment of risk and carry out a selective assessment of compliance with the relevant procedures and controls expected to be in operation during the financial year ended 31<sup>st</sup> March 2019. The Internal Auditor is required to certify the Annual Return 2018-19.

#### **The Proposal**

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

#### **7.4.4 Exercise of Public Rights**

The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (SI 2015 No.234) set out the rights of the public to inspect the accounts. The Parish Council is required to publish the statements as approved by Members together with a declaration of the status of the accounts. The Parish Council must set the dates for the 30 working day period for the exercise of public rights to include the first 10 working days in July 2019.

#### **The Proposal**

To approve the 30 day period commencing Monday 17 June – Friday 26 July 2019 for the exercise of public rights. **Notice to be posted on 14<sup>th</sup> June 2018**

## Councillor Attendance Record May 2018 – April 2019

| Name            | May 17   | June 21  | July 19  | Aug HOLS | Sept 20  | Oct 18   | Nov 15   | Dec 20   | Jan 17   | Feb 21   | Mar 21   | Apr 18 | %           | 2017-18     |
|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|-------------|
| Adams           | √        | <b>X</b> | <b>X</b> |          | <b>X</b> | √        | <b>X</b> | √        | <b>X</b> | √        | √        |        | <b>50%</b>  | <b>55%</b>  |
| Barnett         | <b>X</b> | √        | √        |          | √        | √        | √        | √        | √        | √        | √        |        | <b>90%</b>  | <b>64%</b>  |
| Chidlow         | √        | <b>X</b> | √        |          | √        | √        | √        | <b>X</b> | <b>X</b> | √        | √        |        | <b>70%</b>  | <b>10%</b>  |
| Davies          | <b>X</b> | √        | <b>X</b> |          | <b>X</b> | √        | <b>X</b> | √        | <b>X</b> | <b>X</b> | -        | -      | <b>33%</b>  | <b>45%</b>  |
| Goodier         | -        | -        | -        |          | -        | -        | -        | √        | √        | √        | <b>X</b> |        | <b>75%</b>  | -           |
| King            | √        | <b>X</b> | √        |          | √        | √        | √        | √        | <b>X</b> | √        | √        |        | <b>80%</b>  | <b>73%</b>  |
| Payne           | √        | √        | √        |          | √        | √        | √        | √        | √        | √        | √        |        | <b>100%</b> | <b>100%</b> |
| Soudah          | √        | √        | √        |          | √        | <b>X</b> | √        | √        | √        | √        | √        |        | <b>90%</b>  | <b>100%</b> |
| Trehear         | -        | -        | -        |          | -        | -        | -        | √        | √        | √        | √        |        | <b>100%</b> | -           |
|                 |          |          |          |          |          |          |          |          |          |          |          |        |             |             |
| Hayes           | <b>X</b> | <b>X</b> | <b>X</b> |          | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> |        | <b>0%</b>   | <b>0%</b>   |
| Wilson          | <b>X</b> | √        | <b>X</b> |          | √        | √        | √        | <b>X</b> | <b>X</b> | <b>X</b> | √        |        | <b>50%</b>  | <b>64%</b>  |
| Smith           | <b>X</b> | <b>X</b> | <b>X</b> |          | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> |        | <b>0%</b>   | <b>0%</b>   |
| Marshall-Clarke | <b>X</b> | <b>X</b> | <b>X</b> |          | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> | <b>X</b> |        | <b>0%</b>   | <b>0%</b>   |

# Derbyshire Association of Local Councils



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## Circular No. 04/2019

To all Member Town and Parish Councils and Parish Meetings

### GENERAL CIRCULAR

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#### In this Circular:

- VAT: Making Tax Digital Update
- Purdah Guidance
- External Audit News
- Report from the Committee on Standards in Public Life
- BREXIT: Government Guidance on Community Engagement
- Rural England's State of Rural Services 2018 Report
- Persimmon Homes – we're giving away £1 million

#### 1. VAT: MAKING TAX DIGITAL UPDATE

Our VAT consultant has provided updated advice on what councils who are registered for VAT need to do by the 1 October to comply with new legislation. For councils who reclaim VAT but who are not VAT registered, the legislation will not come into force in the near future. For more information please see [here](#). Clerks can contact the VAT office on 0300 2003700 to talk about the changes in more detail.

#### 2. PURDAH GUIDANCE

You will all now be moving into the pre-election purdah period and should have had notification from the District or Borough about this. If you would like further information about 'dos' and 'don'ts' during this period, please refer to the guidance from the Local Government Association [here](#). If you have any worries or concerns please contact us at DALC or your Monitoring Officer. Guidance for prospective candidates can be found on the Electoral Commission website [here](#).

### **3. EXTERNAL AUDIT NEWS**

Once again PKF Littlejohn are our external auditors. Following a number of issues last year, they have committed to some improvements including a webinar that you can listen to for updates. This is 40 minutes long so please be prepared but can be viewed on their [website](#) or via [YouTube](#). All forms and documents are expected to be sent out next week. We are also expecting an updated Practitioner's Guide in the next week or so which we will notify you about as soon as we receive it.

As before, to comply with proper practices, you will need to publish your AGAR (Annual Governance and Accountability Return) by 1 July 2019 and ensure that it is on the website for 6 weeks, including the first 10 working days of July. The auditors are recommending 17 June – 26<sup>th</sup> July.

### **4. REPORT FROM THE COMMITTEE ON STANDARDS IN PUBLIC LIFE**

At the end of January, the Committee on Standards in Public Life produced their report. This Committee advises the Prime Minister on ethical standards across the whole of public life in England. In 2018 it was directed to examine the structures and processes and practices of local government with a view to assessing whether existing arrangements are fit for purpose and to make any recommendations for improvement. The report has made 26 recommendations for change and 15 best practice solutions. I have tried to summarise the lengthy report [here](#).

### **5. BREXIT: GOVERNMENT GUIDANCE ON COMMUNITY ENGAGEMENT**

The Government have issued some guidance for councils to engage with their communities regarding Brexit. Whilst this is aimed more at principal authorities, there is useful information for our sector, both for Brexit and in general, regarding good ways of communicating. You can read more [here](#).

### **6. RURAL ENGLAND'S STATE OF RURAL SERVICES 2018 REPORT**

A new report has highlighted the state of rural services in England, showing basic mobile calls are not possible across main networks in a third of homes and residents are losing out as bus services are scrapped. It draws attention to the difficulties rural households face in accessing services such as broadband, public transport, libraries, healthcare, shops and young people's services. The State of Rural Services reports, the first published in 2016, are a response to concerns about gaps in the rural evidence base and aim to inform policy debate and help those making or delivering policies to take decisions which ultimately benefit rural communities.

This latest report highlights concerns that many local councillors will share: that rural areas are being left behind and are increasingly dependent on voluntary activity at a local level. It identifies growing expectations that are being placed on communities and volunteers to sustain vital services within rural areas and, all too often, to stop them from disappearing. Local (parish and town) councils play an increasing role in the provision of libraries, youth clubs, transport schemes and supporting village shops and pubs. There is growing evidence this ultra-local model of community action can deliver service improvements and help maintain strong communities. However, some communities have fewer volunteers than others and there will be limits to volunteer capacity and capability. [Read the \*State of Rural Services 2018\* report.](#)

## **7. GRANT FUNDING OPPORTUNITY – PERSIMMON HOMES**

In 2019 Persimmon Homes are giving away over £1 million to support children in health, sport, education and the arts through their Building Futures competition. They have joined forces with Team GB - the British Olympic Association - to give away over £1 million to help children in England, Wales and Scotland. There are monthly cash donations of £1,000 for 128 groups over four months from February to May 2019. Then in the final stages, prizes range from £100,000 down to £5,000.

Groups will be invited to enter the Building Futures initiative via <https://www.persimmonhomes.com/charity/building-futures> outlining how they would spend £1,000 and £100,000 respectively on their community project. Groups can nominate themselves from today.

**Wendy Amis  
Chief Officer**

**March 2019**

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***“Value for money, quality & responsive service to  
Member Councils”***

**[www.derbyshirealc.gov.uk](http://www.derbyshirealc.gov.uk)**

## TRAINING & EVENTS DIARY

| DATE                                   | SUBJECT                             | CIRCULAR/<br>REF | VENUE                       | COST   | CPD<br>POINT       | TRAINER           |
|--|-------------------------------------|------------------|-----------------------------|--|--------------------|-------------------|
| 1 April<br>2019                        | DALC Spring<br>Seminar              | 15/2018          | Willersley<br>Castle        | £50 per<br>delegate  | tbc                |                   |
| 4 April<br>2019<br>(10am –<br>2.00pm)  | Cemetery<br>Management              | 03/2019          | DALC<br>Office,<br>Cromford | £75 per<br>delegate to<br>include<br>lunch                 | 2 per<br>session   | Alan<br>Fairchild |
| 8 April<br>2019<br>(10am –<br>2.30pm)  | CiLCA Day 1                         | 16/2018          | DALC<br>Office,<br>Cromford | £250 * *   |                    | Jo Taylor         |
| 9 April<br>2019<br>(10am –<br>12.30pm) | Clerk<br>Essential<br>Training      | 16/2018          | DALC<br>Office,<br>Cromford | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis        |
| 20 May<br>2019<br>(10am –<br>2.30pm)   | CiLCA Day 2                         | 16/2018          | DALC<br>Office,<br>Cromford | **   |                    | Jo Taylor         |
| 3 June<br>2019<br>(6pm –<br>8.30pm)    | Councillor<br>Essential<br>Training | 16/2018          | DALC<br>Office,<br>Cromford | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis        |
| 1 July<br>2019<br>(6pm –<br>8.30pm)    | Councillor<br>Essential<br>Training | 16/2018          | TBC<br>(Erewash)            | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis        |
| 6 July<br>2019<br>(10am –<br>4.30pm)   | Community<br>Organising             | 16/2018          | TBC                         | £30 per<br>delegate  | 3 per<br>session   | TBC               |
| 8 July<br>2019<br>(6pm –<br>8.30pm)    | Essential Chair<br>Skills           | 16/2018          | DALC<br>Office,<br>Cromford | £50 per<br>delegate  | 1.5 per<br>session | Wendy Amis        |
| 9 July<br>2019<br>(10am –<br>12.30pm)  | Clerk Essential<br>Training         | 16/2018          | DALC<br>Office,<br>Cromford | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis        |
| 2 Sept.<br>2019<br>(6pm –<br>8.30pm)   | Councillor<br>Essential<br>Training | 16/2018          | TBC (South<br>Derbyshire)   | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis        |



|                                   |   |         |                         |  |                 |            |
|-----------------------------------|---|---------|-------------------------|--|-----------------|------------|
| 7 Sept 2019<br>10am – 12.30pm)    | Councillor Essential Training   | 16/2018 | DALC Office, Cromford   | *Enhanced Sub Councils up to 3 free places/£50 | 1.5 per session | Wendy Amis |
| 30 Sept. 2019<br>(10am – 2.30pm)  | CiLCA Day 1   | 16/2018 | DALC Office, Cromford   | £250 per delegate **                           |                 | Jo Taylor  |
| 30 Sept 2019<br>(6.00pm – 8.30pm) | Councillor Essential Training   | 16/2018 | Ashover Sports Pavilion | *Enhanced Sub Councils up to 3 free places/£50 | 1.5 per session | Wendy Amis |
| 7 October 2019<br>(10am – 2.30)   | Finance for Local Council Clerks: Budgeting, precept & Financial Management | 16/2018 | DALC Office, Cromford   | £75 per delegate                               | 2 per session   | Jo Taylor  |

|                                     |   |         |                            |  |                 |             |
|-------------------------------------|---|---------|----------------------------|--|-----------------|-------------|
| 7 October 2019<br>(6pm – 8.30pm)    | Essential Finance for Councillors                   | 16/2018 | DALC Office                | £50 per delegate                               | 1.5 per session | Jo Taylor   |
| 15 October 2019<br>(10am – 12.30pm) | Clerk Essential Training                            | 16/2018 | DALC Office, Cromford      | *Enhanced Sub Councils up to 3 free places/£50 | 1.5 per session | Wendy Amis  |
| 16 October 2019<br>(10am – 1pm)     | Essential Employment Law for Parish & Town Councils | 16/2018 | DALC Office, Cromford      | *Enhanced Sub Councils up to 3 free places/£50 | 1.5 per session | Chris Moses |
| 22 October 2019<br>(11am – 2.00pm)  | DALC AGM  | 03/2019 | Chesterfield Football Club |  |                 |             |

|                                   |                               |         |                               |  |                 |               |
|-----------------------------------|-------------------------------|---------|-------------------------------|--|-----------------|---------------|
| 23 October 2019<br>(6pm – 8.30pm) | Councillor Essential Training | 16/2018 | New Mills Town Hall (Library) | *Enhanced Sub Councils up to 3 free places/£50 | 1.5 per session | Wendy Amis    |
| 4 Nov. 2019<br>(10am – 12.30pm)   | CiLCA Day 2                   | 16/2018 | DALC Office, Cromford         | **   |                 | Jo Taylor     |
| 6 Nov. 2019<br>(10am – 1pm)       | Planning Nuts & Bolts         | 16/2018 | TBC                           | £50 per delegate                               | 1.5 per session | Lance Wiggins |

|  |  |                |                                      |                             |                            |                              |
|--|--|----------------|--------------------------------------|-----------------------------|----------------------------|------------------------------|
| <b>25 Nov.<br/>2019<br/>(6pm –<br/>8.30pm)</b> | <b>Essential Chair<br/>Skills</b>          | <b>16/2018</b> | <b>DALC<br/>Office,<br/>Cromford</b> | <b>£50 per<br/>delegate</b> | <b>1.5 per<br/>session</b> | <b>Wendy Amis</b>            |
| <b>28 Nov.<br/>2019<br/>(10am –<br/>1pm)</b>   | <b>Freedom of<br/>Information<br/>GDPR</b> | <b>16/2018</b> | <b>TBC</b>                           | <b>£50 per<br/>delegate</b> | <b>1.5 per<br/>session</b> | <b>Michele<br/>Sarginson</b> |

**\* Up to 3 delegate places free per council on the enhanced subscription scheme**

**\*\* Total fee for both days, plus follow-up support; a further payment is payable to SLCC for the examination and certificate**

# Derbyshire Association of Local Councils



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[admin@derbyshirealc.gov.uk](mailto:admin@derbyshirealc.gov.uk)  
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## Circular No. 05/2019

To all Member Town and Parish Councils and Parish Meetings

### GENERAL CIRCULAR

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#### In this Circular:

- **DALC Excellence Awards – Year 2 – launch today**
- **Internal Audit Check List**
- **External Audit**
- **Data Protection – clarification of Councillor exemption to paying a separate Data Protection fee**
- **Adverse Publicity for Parish and Town Councils**
- **Training courses**

#### 1. **DALC EXCELLENCE AWARDS – YEAR 2 - LAUNCHED**

YES, it's that time of year again! Following on from the success of our very first Excellence Awards in 2018, we're now inviting entries for this year's competition.

So... have *you* made a difference to your local community?

Has *your* council done work to be proud of?

Does *your* clerk or councillor go the extra mile to do a great job?

If the answer is 'yes' to any of the above, you need to send us a nomination.

The 2019 Awards, again sponsored by BHIB, are aimed at highlighting the outstanding work done by Derbyshire's councils, councillors and clerks.

There are three categories; Councillor of the Year, Clerk of the Year, and Council of the Year.

Last year's winners of the BHIB Council of the Year award – Ripley Town Council – described their win as 'a wonderful boost for the whole town.'

Clerk Linda McCormick said: 'The DALC Excellence Award was something our whole community could take pride in. We had lots of compliments locally, and it really felt like the community came together to enjoy the accolade.

'We're so glad we made the effort to put in an entry.'

For 2019 nominations, the entry system couldn't be simpler – just email DALC with details, explaining in 250 words or less why your nominee deserves an award. Last year, we had entries that included details of innovative fundraising ideas, renovation projects, trouble-shooting skills, and healthy-living initiatives.

Entries are invited from everyone associated with a local council, as well as members of the public. Our judges will draw up a list of potential winners and request more info if needed.

DALC's chief executive Wendy Amis said: 'Building on the success of last year's awards, we're again determined to highlight the fantastic work done at local level across Derbyshire.

'We were delighted to get good-quality entries in all our categories last year, and we're aiming to repeat that in 2019. Much of the work done at local level doesn't get the recognition it deserves, so our Excellence Awards help redress the balance.'

Winners and runners up will be announced at DALC's AGM on October 22nd, and will each receive a framed certificate and county-wide recognition for their hard work via local media press releases and photos.

Entries close on 6<sup>th</sup> of September, and winners will be invited to attend the DALC AGM to collect their award.

Eligibility: Councillor of the Year – the entrant must be an elected or co-opted DALC Member parish or town councillor in 2019. Council of the Year (DALC Member) – the nomination must refer to work carried out from 2018 onwards. Clerk of the Year – the nominee must be a DALC Member parish or town council clerk in 2019.

Nominations are invited from any Derbyshire resident, councillor, clerk or council – in a summary of 250 words or less, to [awards@derbyshirealc.gov.uk](mailto:awards@derbyshirealc.gov.uk)

## **2. INTERNAL AUDIT CHECKLIST**

We have updated the internal audit checklist for you to give to your internal auditor. Please do ensure that your auditor uses this checklist as it will provide constructive feedback to you regarding best practice and the governance of your council. The form is available [here](#). If you have any questions about this please do get in touch.

## **3. EXTERNAL AUDIT**

Clerks should be receiving emails from PKF Littlejohn at the moment with instructions for completing the end of year audit (The Annual Governance and Accountability Return – commonly referred to as AGAR). There have been a number of changes based on issues and experience of the process last year. However, the annual Governance Statement and the Accounting Statements remain unchanged. Changes include:

- Separate forms for parish meetings (which will only be distributed to parish meetings)
- Additional internal audit objectives, including a requirement for the internal auditor to confirm that the council has correctly claimed exemption in the previous year and that the public rights provision was in line with regulations.

- If any responses in the Annual Governance Statement are 'no' then the reasons need to be published online.

Please ensure you complete the correct documentation for the size of the council. If the Council's turnover is under £25K then the Council can exempt themselves from submitting the forms to the auditor. If over £25K then documents need to be sent to the auditor for a limited assurance review. If the auditor needs to send a reminder, there will be an additional fee of £40 for each reminder.

If you have not received any communication from the auditors by the end of the week, please check your spam folder – at least one clerk has found their documents there!  
The Governance and Accountability for Smaller Authorities: A Practitioner's guide is now available on the website [here](#), along with a [summary of changes](#) to support clerks in the preparation of these documents. However, if you have any queries, please do get in touch.

PKF Littlejohn have produced a presentation to talk you through the audit process. It is about 40 minutes long and can be viewed on youtube [here](#).

#### **4. DATA PROTECTION – CLARIFICATION OF COUNCILLOR EXEMPTION TO PAYING A SEPARATE DATA PROTECTION FEE**

The [Data Protection \(Charges and Information\) \(Amendment\) Regulations 2019](#) came into force on 1 April and have changed the rules around paying the data protection fee and means members of the House of Lords, elected representatives and prospective representatives are exempt from paying a fee. The Information Commissioners Office (ICO) has updated the [local council FAQ's](#) on its website and [data protection fee guidance](#) to reflect these changes. NALC's analysis of the regulations is this also includes co-opted councillors, and the ICO has indicated it agrees with this view.

#### **5. ADVERSE PUBLICITY FOR PARISH AND TOWN COUNCILS**

We were very sad to read an article in the Sunday Times entitled 'What do parish councils do?' about the tribulations in the parish of one of our non-member councils. NALC are addressing this and intend to send out a news item giving the alternative view of the good work parish councils do for their communities, and the opportunities for working together. We very much hope that the adverse publicity does not affect any of you but please do get in touch if we can help at all and I will also share the information from NALC when it becomes available.

#### **6. TRAINING COURSES**

##### **Health and Safety – from Contractor Management to Corporate Manslaughter**

A smorgasbord of topic subjects including Fireworks Guidance and including indemnity limits dos and don'ts.

26 September 2019 – DALC Office, Cromford – 10am – 1pm - £50 per delegate.

Please contact the DALC Office to reserve places – 01629 826655 – [admin@derbyshirealc.gov.uk](mailto:admin@derbyshirealc.gov.uk)

**All you need to know about Risk Management but were afraid to ask**

Risk Assessments including a practical on how and when to complete, Health & Safety induction, Slips, Trips and falls, Playground Inspections, Manual Handling.

14 November 2019 – DALC Office, Cromford – 10am – 1pm - £50 per delegate.

Please contact the DALC Office to reserve places – 01629 826655 – [admin@derbyshirealc.gov.uk](mailto:admin@derbyshirealc.gov.uk)

**Wendy Amis  
Chief Officer**

**April 2019**

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**TRAINING & EVENTS DIARY**

| DATE                                       | SUBJECT                             | CIRCULAR/<br>REF | VENUE                         | COST   | CPD<br>POINT       | TRAINER    |
|--|-------------------------------------|------------------|-------------------------------|--|--------------------|------------|
| 20 May<br>2019<br>(10am –<br>2.30pm)       | CiLCA Day 2                         | 16/2018          | DALC<br>Office,<br>Cromford   | **   |                    | Jo Taylor  |
| 3 June<br>2019<br>(6pm –<br>8.30pm)        | Councillor<br>Essential<br>Training | 16/2018          | DALC<br>Office,<br>Cromford   | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis |
| 1 July<br>2019<br>(6pm –<br>8.30pm)        | Councillor<br>Essential<br>Training | 16/2018          | TBC<br>Draycott               | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis |
| 6 July<br>2019<br>(10am –<br>4.30pm)       | Community<br>Organising             | 16/2018          | TBC                           | £30 per<br>delegate  | 3 per<br>session   | TBC        |
| 8 July<br>2019<br>(6pm –<br>8.30pm)        | Essential Chair<br>Skills           | 16/2018          | DALC<br>Office,<br>Cromford   | £50 per<br>delegate  | 1.5 per<br>session | Wendy Amis |
| 9 July<br>2019<br>(10am –<br>12.30pm)      | Clerk Essential<br>Training         | 16/2018          | DALC<br>Office,<br>Cromford   | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis |
| 2 Sept.<br>2019<br>(6pm –<br>8.30pm)       | Councillor<br>Essential<br>Training | 16/2018          | TBC (South<br>Derbyshire)     | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis |
| 7 Sept<br>2019<br>10am –<br>12.30pm)       | Councillor<br>Essential<br>Training | 16/2018          | DALC<br>Office,<br>Cromford   | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis |
| 26 Sept<br>2019<br>(10am –<br>1pm)         | Health & Safety<br>etc              | 5/2019           | DALC<br>Office,<br>Cromford   | £50 per<br>delegate  | 1.5 per<br>session | BHIB       |
| 30 Sept.<br>2019<br>(10am –<br>2.30pm)     | CiLCA Day 1                         | 16/2018          | DALC<br>Office,<br>Cromford   | £250 per<br>delegate **                                    |                    | Jo Taylor  |
| 30 Sept<br>2019<br>(6.00pm<br>–<br>8.30pm) | Councillor<br>Essential<br>Training | 16/2018          | Ashover<br>Sports<br>Pavilion | *Enhanced<br>Sub<br>Councils<br>up to 3 free<br>places/£50 | 1.5 per<br>session | Wendy Amis |

|                              |   |         |                       |                  |               |           |
|------------------------------|---|---------|-----------------------|------------------|---------------|-----------|
| 7 October 2019 (10am – 2.30) | Finance for Local Council Clerks: Budgeting, precept & Financial Management | 16/2018 | DALC Office, Cromford | £75 per delegate | 2 per session | Jo Taylor |
|------------------------------|---|---------|-----------------------|------------------|---------------|-----------|

|                                  |   |         |                            |  |                 |             |
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|                                |                               |         |                               |  |                 |               |
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| 4 Nov. 2019 (10am – 12.30pm)   | CiLCA Day 2                   | 16/2018 | DALC Office, Cromford         | **   |                 | Jo Taylor     |
| 6 Nov. 2019 (10am – 1pm)       | Planning Nuts & Bolts         | 16/2018 | TBC                           | £50 per delegate                               | 1.5 per session | Lance Wiggins |
| 14 Nov 2019                    | Risk Management etc           | 5/2019  | DALC Office, Cromford         | £50 per delegate                               | 1.5 per session | BHIB          |

|                             |                             |         |                       |                  |                 |                   |
|-----------------------------|-----------------------------|---------|-----------------------|------------------|-----------------|-------------------|
| 25 Nov. 2019 (6pm – 8.30pm) | Essential Chair Skills      | 16/2018 | DALC Office, Cromford | £50 per delegate | 1.5 per session | Wendy Amis        |
| 28 Nov. 2019 (10am – 1pm)   | Freedom of Information GDPR | 16/2018 | TBC                   | £50 per delegate | 1.5 per session | Michele Sarginson |

\* Up to 3 delegate places free per council on the enhanced subscription scheme

\*\* Total fee for both days, plus follow-up support; a further payment is payable to SLCC for the examination and certificate