

## PLEASE NOTE THE VENUE AND TIME

### SWANWICK PARISH COUNCIL

Clerk to the Council  
76 – 80 Derby Road  
Swanwick  
Derbyshire DE55 1BG  
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07 February 2018

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick on Thursday 15<sup>th</sup> February 2018 at 7.00pm.**

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. 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 10D 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 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.

**5. Minutes of Full Council**

**5.1 To receive the Minutes of the Meeting held 18<sup>th</sup> January 2018**

**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** Village Hall Site – Intrusive Investigation/ Contamination Survey
- 7.2** Vacancies in the office of Parish Councillor
- 7.3** Councillor Attendance record 2017-18
- 7.4** Swanwick Recreation Grounds- Chapel Street
- 7.5** BT Poles on 76 – 80 Derby Road removal
- 7.6** Swanwick Old Peoples Welfare High Street
- 7.7** Gardening Maintenance Contract
- 7.8** Rights of Way Maintenance
- 7.9** Application for Hanging Baskets

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

**9. Councillors' Updates**

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

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

**10.1 DALC 3-2018**

## 11. Accounts

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

Date	Cheque	To Whom Payable	Reason	Amount £
18.01.18	3788	Groundsmiths (UK) Ltd	Grouting Spec & CA App'n	900.00
18.01.18	3789	G Soudah	Phone & B/band	22.50
			Phone & B/band	45.00
24.01.18	3790	Cancelled		0.00
24.01.18	3791	C Miles	Exp's - BT Poles Survey	298.00
			Printer cartridges	26.95
			1st & 2 <sup>nd</sup> Class Stamps	10.62
			Cleaning Materials	3.90
			Cleaning Materials	1.65
25.01.18	3792	Employee Salary	Wages Mth 9	1,242.33
25.01.18	3793	Employee Salary	Wages Mth 9	884.92
25.01.18	3794	HMRC	Tax & NI Mth 9	342.71
			<b>Total</b>	<b>3778.58</b>

### 11.2 To approve payments to the following:

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

### 11.3 Income Received:

Date	Remittance	Amount £
11.01.18	601371 Fraser Brown - S Young Santander - Defib	750.00
29.01.18	BACS HMRC VAT Repayment - 01.03.17 to 31.12.17	9518.86
01.02.18	601372 Xmas tree damage repayment	582.00
	<b>Total</b>	<b>10850.86</b>

## 12. Bank Reconciliation

### Cash Book Reconciliation

#### 12.01.18

Opening Balance 01.04.17	72593.88	
Receipts to 02.01.18	149635.67	
Sub Total		222229.55
Unpresented cheques 16-17	2287.71	
Payments to 02.01.18	87,306.33	
Unpresented cheques	2817.05	
Sub Total		86776.99
Closing Balance 02.01.17		135452.56
Bank Balance at 02.01.17		135452.56

**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'.

Tenders for Gardening Maintenance Contract  
Internet Banking

**14. Items for the next Agenda**

Items are invited for inclusion in next month's agenda

**15. Date of Next Meeting: 7.00pm 15<sup>th</sup> March 2018 at the Meeting Room at the rear of the Baptist Church, Derby Road.**

**SWANWICK PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
THURSDAY 18<sup>th</sup> January 2018 at 7.15pm**

**Present:** Cllrs Adams, Payne & Soudah, Clerk C Miles.

**Members of the Public:**

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

Cllr. Wilson, J Briggs, S Chidlow, R Castledine.

**439/2018 APOLOGIES**

Cllrs Barnett, Davies & King

**440/2018 VARIATION OF ORDER OF BUSINESS**

No variation proposed

**441/2018 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.11.2

The Councillor remained in the meeting.

**442/2018 PUBLIC PARTICIPATION**

**442.1/2018 Public Speaking**

**Cllr. David Wilson –**

Lily Street report has been withdrawn from AVBC Planning Board Meeting 15 January 2018 due to notice errors by AVBC. All speakers will be registered for the next meeting. Suggested all speakers should meet up before the meeting to ensure that they aren't repeating each other's points.

**Mr John Briggs –**

Lily Street application has been postponed due to it not being advertised correctly in the press, JB said that he had been pointing out several problems with the documentation since Sept 2017, it is not up to the public to point out AVBC's mistakes.

**Mr Rob Castledine (Caretaker) –**

Comments from members of the public –

1. Lack of rubbish bins in the village.
2. Litter behind the Swanwick Hall bus stop on Derby Road – RC to take a photo for the Clerk to submit to AVBC and also to request more bins.

**442.2/2018 Member's Observations**

**Cllr Bruce Adams –**

Complimented the Caretaker on litter picking during the week as it has been very windy on bin collection days blowing lots of rubbish all over the place.

**Cllr Brenda Payne** – also reported that members of the public had been complaining about the rubbish behind Swanwick Hall bus stop and she has asked them to report it to the school and AVBC.

#### **442.3/2018 POLICE MATTERS**

1. Payment for the repairs/replacement of damaged lights is due by 31<sup>st</sup> January 2018 under a Restorative Justice Agreement.
2. PSCO Plant has also spoken to member of public who was parking on the pavement at the Garden on the Green.

#### **442.4/2018 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST**

None

#### **443/2018 MINUTES OF FULL COUNCIL RESOLVED:**

Minutes of Full Council held on 21<sup>st</sup> December 2017 be received as correct account of the meeting. The minutes were signed by the Chair.

#### **444/2018 PLANNING MATTERS**

##### **444.1/2018 Planning Applications**

Lily Street deferred.

#### **445/2018 CLERK'S REPORT**

The Clerk's report was presented by the Clerk.

#### **445.1/2018 Village Hall Site – Intrusive Investigation/ Contamination Survey**

It was noted that Groundsmiths have completed the Phases 3 Grouting Specification and will submit it to the Coal Authority. The gas sampling is still being done for the Site Contamination Survey.

##### **PROPOSED:**

**445.1.1/2018** To pay Groundsmiths £750.00 to complete application to Coal Authority and submit the Specification of works necessary.

##### **RESOLVED:**

**445.1.2/2018** To pay Groundsmiths £750.00 to complete application to Coal Authority and submit the Specification of works necessary.

#### **445.2/2018 Vacancies in the office of Parish Councillor**

There are now a total of five vacancies for Parish Councillors. The Clerk urged members to increase the effort to persuade any resident to consider applying to be co-opted as a Parish Councillor. It was noted that Sue Chidlow has indicated that she is interested in becoming a Councillor.

#### **445.3/2018 Councillor Attendance Record**

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.

#### **445.4/2018 Swanwick Recreation Grounds- Chapel Street**

##### **NOTED:**

It was noted that AVBC has asked if SPC are ready to take over the grounds. The Chair will again request further information from AVBC before submitting it to the full Council for consideration. In principle and subject to satisfactory enquiries, the PC is amenable to take on sole trustee role.

#### **445.5/2018 BT Poles on 76 – 80 Derby Road removal**

It was noted that Openreach require £298 to do a survey on the site to determine if either of the poles are live. This will then enable BT to quote for the removal of the poles. If they are not live BT will refund the survey fees.

##### **PROPOSED:**

**445.5.1/2018** To pay Openreach £298 to do the survey.

##### **RESOLVED:**

**445.5.2/2018** To pay Openreach £298 to do the survey.

#### **445.6/2018 Swanwick Old Peoples Welfare High Street**

It was noted that Cadent have given us a date 16<sup>th</sup> February 2018 to disconnect the gas services, and are still waiting on Severn Trent to quote for the disconnection of water services. The Clerk approached the demolition contractor with the lowest quote and asked them to try and reduce it, they came back with a quote of £9,950.00 + VAT.

##### **PROPOSED:**

**445.6.1/2018** To instruct Cawarden to do the demolition at £9,950.00 + VAT.

##### **RESOLVED:**

**445.6.2/2018** To instruct Cawarden to do the demolition at £9,950.00 + VAT.

#### **445.7/2018 Gardening Maintenance Tender**

It was noted that we have not received any response to our Invitation to tender for the gardening maintenance contract for 2018; the deadline is 31<sup>st</sup> January, 2018.

#### **445.8/2018 Parking on the Green**

It was noted that The Clerk has liaised with PSCO Plant about parking on the pavement in front of the garden on The Green. He has spoken to the owner and advised them to park elsewhere.

#### **445.9/2018 Mud on Derby Road**

It was noted that The Clerk has reported this issue twice to DCC Highways and is awaiting it to be dealt with.

#### **445.10/2018 Well Dressing**

It was noted that Swanwick Hall has confirmed that the Dining Room has been booked for 12<sup>th</sup> May 2018 for the Well Dressing event.

#### **445.11/2018 Crays Hill Bus Shelter**

It was noted that AVBC have reported to the Clerk that the bus shelter on Crays Hill has been damaged and it has been arranged for the Caretaker to repair it.

#### 446/2018 Chair's Report

Items covered during Clerk's Report.

#### 447/2018 Councillor Updates

##### 447.1/2018 Website activity & Social Media

Analysis of website activity as follows –

Facebook 263 visits.

SPC Website 206 visits.

##### 447.2/2018 Village Hall Working Group Meeting 15 November 2017

The VHWG had a meeting prior to the Swanwick Parish meeting. It has been decided to prepare the planning application for submission within 6-8 weeks. Also the grouting works would be put on hold until full planning application submitted to AVBC. The consultation may throw up a number of additional issues. Work on grouting, land clearance and preparation of the site will be on hold until planning application is determined.

##### 447.3/2018 Defibrillator Working Group

The next meeting is on 15<sup>th</sup> February at 6pm at the rooms behind the Baptist Church. We have received the second donation of £750.00 from Steve Young. The total of all donations received so far is £3137.50, which should get us two defibrillators.

##### 447.4/2018 Well Dressing

Swanwick Hall School has confirmed booking. The next meeting of the Well Dressing Working Group is on Tuesday 13th February at 6pm at the Parish Offices on Derby Road.

#### 448/2018 Correspondence & Circulars

Noted

#### 449/2018 Accounts

##### 449.1/2018 RESOLVED: To approve urgent payments

Date	Cheque	To Whom Payable	Reason	Amount £
05.12.17	3769	The Pantry	Civic Service Catering	475.00
07.12.17	3770	EMECS	SCC Asbestos Survey	300.00
07.12.17	3771	The Pantry	Civic Service Catering	95.00
07.12.17	3772	Cancelled		0.00
07.12.17	3773	M Barnett	Honorarium Qtr 4	80.00
11.12.17	3774	Cancelled		0.00
12.12.17	3775	New Farm	Xmas tree	250.00
11.12.17	3776	Crich Brass	Civic Service Band	140.00
31.12.17	3777	Employee Salary	Wages Mth 9	1,343.13
31.12.17	3778	Employee Salary	Wages Mth 9	884.92
18.12.17	3779	HMRC	Tax & NI Mth 9	411.41
18.12.17	3780	St Andrew's Church	Civic Service Programmes	39.00
19.12.17	3781	C Miles	Exp's - payment stamp design	6.00
			SPC payment stamp	19.32
			Civic Service - supplies	23.88
			Civic Service - squash	2.00



			Well Xmas lights	12.74
			Civic Service - O Juice	4.00
			Well Xmas lights batteries	7.00
			Postage	1.75
21.12.17	3782	Broughton Contracting	SCC Excavation	300.00
21.12.17	3783	LITE Ltd	Xmas Light Contractor	10,674.00
21.12.17	3783	LITE Ltd	Xmas Light Contractor	468.00
21.12.17	3783	LITE Ltd	Xmas Light Contractor	1,950.00
21.12.17	3783	LITE Ltd	Credit Note - Xmas Light Contractor used with payment 3783	-1,428.00
21.12.17	3784	Cadent Gas Ltd	SCC Gas Disconnection	1,230.00
03.01.18	3785	LITE Ltd	Xmas tree lights repairs	582.00
03.01.18	3786	Swanwick C of E Girls School Trust	Civic reception room hire	30.00
03.01.18	3787	Iansprint Ltd	copying Sept-Dec 2017	61.79
			<b>Total</b>	<b>17962.94</b>

**449.2/208 To approve the following payment.**

**Noted**

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

**449.3/2018 Income Received**

**Noted**

Date	Remittance	Amount	£
		<b>Total</b>	0.00

**450/2018 Bank Reconciliation**

**Noted**

**451/2018 Exclusion of Press & Public**

**RESOLVED:**

To approve the Clerks Contract of Employment from 1<sup>st</sup> March 2018.

**452/2018 Items for the next agenda**

None specifically proposed.

**453/2018 Date & Time of Next Meeting**

7.00pm 15<sup>th</sup> February 2018 at the meeting Rooms at the rear of the Baptist Church, Derby Road.

**Meeting closed at 20.15**

Signed:

Date:

# **7.0 Clerk's Report to Swanwick Parish Council meeting 15<sup>th</sup> February 2018**

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## **7.1 Village Hall Site – Intrusive Investigation/ Contamination Survey**

Groundsmiths (UK) Ltd are still doing gas testing. The grouting has been put on hold until further notice.

## **7.2 Vacancies in the office of Parish Councillor -**

There are now a total of five 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. S Chidlow, if still interested, will be invited to submit a brief résumé to be considered for co-option at the next meeting.

## **7.3 Councillor Attendance Record**

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.

## **7.4 Swanwick Recreation Grounds- Chapel Street**

Cllr. Soudah has requested further information from AVBC, which when it is received it will be reported to Parish Councillors and then Members will then have an opportunity to make a decision.

## **7.5 BT Poles on 76 – 80 Derby Road removal**

The payment of £298 for a survey has been paid and we are waiting for a date from BT when they will be doing the survey.

## **7.6 Swanwick Old People's Welfare High Street**

Cadent are to disconnect the gas services during 16<sup>th</sup> to 22<sup>nd</sup> February and the water services have been turned off.

The Clerk has approached the demolition contractor for a date when they will be doing the works.

### **7.7 Gardening Maintenance Tender**

We have received only two applications to our Invitation to tender for the gardening maintenance contract for 2018. Details of the tenders will be discussed under item 13 on the Agenda due to the commercial sensitivity of the tenders.

### **7.8 Rights of Way Maintenance**

The invoice for ROW Maintenance for 2017-18 is in the process of being submitted to DCC.

### **7.9 Hanging Baskets**

This application is in the process of being submitted to DCC Highways for a permit to have hanging baskets on the lamp posts in the village.

## Councillor Attendance Record May 2017 – April 2018

Name	May 25	June 22	July 20	Aug HOLS	Sept 15	Oct 19	Nov 16	Dec 21	Jan 18	Feb 15	Mar 15	Apr 19	%	2016-17
Adams	X	X	X		√	√	X	√	√				50%	75%
Barnett	X	X	X		√	√	√	√	X				50%	83%
Davies	X	X	√		X	√	√	X	X				38%	75%
King	X	√	√		√	√	X	√	X				63%	83%
Payne	√	√	√		√	√	√	√	√				100%	100%
Soudah	√	√	√		√	√	√	√	√				100%	100%
Hayes	X	X	X		X	X	X	X	X				0%	0%
Wilson	√	X	X		√	√	√	X	√				63%	83%
Smith	X	X	X		X	X	X	X	X				0%	0%
Marshall-Clarke	X	X	X		X	X	X	X	X				0%	0%

Updated 06/02/2018

# Derbyshire Association of Local Councils



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## **Circular No. 03/2018**

**To all Member Town and Parish Councils and Parish Meetings**

### **GENERAL CIRCULAR**

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#### **In this Circular:**

- **Data Protection Bill and GDPR**
- **GDPR Update - Training opportunity**
- **Final call for Transparency Fund applications from smaller councils**
- **Revised Legal Topic Notes**
- **New Year message from Cllr Sue Baxter, NALC Chairman**
- **Request to complete survey regarding funding for services in areas with a high proportion of second/holiday homes**
- **Help to clean up the Country**
- **Why councils need to take employee complaints seriously (HR Issues)**
- **Census Survey of Parish Councillors**
- **Councillor Essential Training**

#### **1. DATA PROTECTION BILL AND GDPR**

The Data Protection Bill has had its third day of Report Stage in the House of Lords. A number of amendments were considered regarding the impact of GDPR on parishes. Baroness Neville-Rolfe, a former digital minister herself, put forward three amendments seeking to place a new duty on the Information Commissioner (IC) to support smaller organisations including parish councils, provide for a discounted or no charge for parish councils regarding registration fees, and requiring the IC to undertake an assessment of the economic consequences of measures they have taken for public authorities and, in particular, parish councils. In response, the minister Lord Ashton confirmed the IC has agreed to issue advice to parish councils and recognised issues in relation to parish councils

had been aired vociferously. NALC are writing to the minister to follow up the debate in advance of Third Reading.

Following conflicting information in the sector, NALC held a short teleconference with the public sector policy team at the ICO to discuss a number of issues such as support and guidance and they confirmed their agreement with our view that clerks and Responsible Finance Officers cannot be the Data Protection Officer.

A reminder that there is a dedicated telephone advice line at the Information Commissioner's Office (ICO) to offer help to small organisations and parish councils preparing for the new data protection law and the GDPR. The number is 0303 123 1113.

## **2. GDPR UPDATE – TRAINING OPPORTUNITY**

We are offering an update on GDPR on Tuesday 13<sup>th</sup> February 1.30pm – 3.00pm. This will be held at the DALC offices (unless demand is such that we move to a nearby venue). The update will give 8 practical steps for Employers to take to comply with GDPR legislation (presented by Chris Moses, our HR consultant) and an update on news from NALC in terms of what will be included in the toolkit and plans for the DPO. The cost for this event will be £10 and please book in the normal way by contacting Glen in the office.

I am awaiting more definite news on when the toolkit to support compliance with GDPR will be available from NALC before planning the next training session – but envisage it will be mid March.

## **3. FINAL CALL FOR TRANSPARENCY FUND APPLICATIONS FROM SMALLER COUNCILS**

The final deadline for Transparency fund applications from councils with a turnover of less than £25,000 is Monday 12<sup>th</sup> February.

There are still more than 10 councils in Derbyshire that have no website and a number more that are not keeping them up-to-date. Please note that your Council needs to be compliant with the Transparency Code which includes publication of a range of information on a publicly accessible site.

The Fund allows eligible councils to apply for:

- Website and Internet connection set up cost
- Staffing costs and IT training
- Laptop and software set up costs

Note that no personal equipment should be used by the clerk – the council should own the equipment being used. Please see our website or call Glen in the office for more information.

## **4. REVISED LEGAL TOPIC NOTES**

NALC have revised 2 Legal Topic Notes which are available on our website: [LTN 82 Compulsory Purchase](#) – minor textual changes and an update of a web hyperlink

[LTN 87 Procurement](#) – revised to include the new financial thresholds for procurement applicable from 1 January 2018 plus rewording to add clarity.

## **5. NEW YEAR MESSAGE FROM CLLR SUE BAXTER, NALC CHAIRMAN**

A little late in the day I'm forwarding this – my apologies. The National Association of Local Councils (NALC) chairman, Cllr Sue Baxter, has written an open New Year letter to wish all local councils a very happy new year and a healthy, prosperous and successful 2018. Read it [here](#).

## **6. REQUEST TO COMPLETE A SURVEY REGARDING FUNDING FOR SERVICES IN AREAS WITH A HIGH PROPORTION OF SECOND/HOLIDAY HOMES**

Cromer Town Council in Norfolk are seeking a route to progress concerns about the problems with second home ownership (locally and nationally) and their impact upon residents. They, supported by NALC, would like to submit a proposal under the Sustainable Communities Act for legislative change to enable better funding for services provided to permanent residents in areas with a particularly high proportion of second homes and holiday homes. The Government have asked that we support that request with evidence that the change is required. To that end we would ask if you could complete the attached short survey **by 7 February 2018**. It will take just 10 minutes to complete. The survey link is <https://www.surveymonkey.co.uk/r/ZJNSWPY> . . The responses to this survey will help support the proposal to be submitted to the Department for Communities and Local Government by around Easter 2018 under the Act, by Cromer Town Council.

## **7. HELP TO CLEAN UP THE COUNTRY**

On the weekend of 2-4 March 2018, Keep Britain Tidy wants you to get outdoors, get active and help clear up the rubbish that lies around us. Please check out their website for more details and sign up to help, [here](#).

## **8. WHY COUNCILS NEED TO TAKE EMPLOYEE COMPLAINTS SERIOUSLY (HR ISSUES)**

Councils occasionally find themselves faced with Employee complaints about lack of resources, unsafe working practices or procedures, which the Employee genuinely believes could result in the Council being in breach of its legal obligations.

Employee concerns about unsafe facilities/equipment, lack of training to carry out certain activities, unsafe working practices caused by lone workers locking up late at night, or Clerk/RFO's pointing out that Councillors' proposals breach legal requirements, may constitute a "protected disclosure". If so, failure to treat such concerns seriously could result in Whistleblowing claims from Employees against a Council. To read the full article please follow the [link](#)

## **9. CENSUS SURVEY OF PARISH COUNCILLORS**

Help NALC find out more about diversity of local councils by taking this simple survey. It will be a vital piece of information for NALC in their mission to build an understanding of what local councils look like in the 21st century. [Take the survey](#)

## **10. COUNCILLOR ESSENTIAL TRAINING COURSE**

Due to high demand we have arranged a further Councillor Essential Training course to take place in the South of the County at the Frank Wickham Hall, Etwall on 22 February 2018 – 6.00pm – 8.30pm. Please note that all Enhanced Member Councils may have up to three free delegate places at this training and for Non-enhanced Members the cost is £40 per delegate. Please contact Glen to reserve delegate places as soon as possible.

**Wendy Amis  
Chief Officer**

**February 2018**

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Member Councils”***

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## TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
05 Feb 2018 – (10am – 1pm)	Clerk Essential Training	12/2017	Cromford	*Enhanced Sub Councils up to 3 free places/£40	1	Wendy Amis/Glen Ingham
12 Feb 2018 – (6pm – 8.30pm)	Councillor Essentials Training		Cromford	*Enhanced Sub Councils up to 3 free places/£40	1	Wendy Amis/Glen Ingham
13 Feb 2018 (10am – 1pm)	Conducting Staff Appraisals	10/2017	Cromford	*Enhanced Sub Councils up to 3 free places/£40	1	Chris Moses – HR Specialist
13 Feb 2018 (1.30 – 3.00pm)	GDPR Update	03/2018	Cromford	£10 per delegate		Wendy Amis
22 Feb 2018 (6pm – 8.30pm)	Councillor Essentials Training	03/2018	Frank Wickham Hall, Etwall	*Enhanced Sub Councils up to 3 free places/£40	1	Wendy Amis/Glen Ingham
27 Feb 2018 (9.30am – 4.30pm) -	Introduction to Project Management: Practical Tools and Techniques	14/2017	Cromford	£110 per delegate to include buffet lunch	3	John Stannard
5 March 2018 (10am – 3.30pm)	CiLCA Day 2	14/2017	Cromford	# £250	2.5	Jo Taylor
12 March 2018 (10am – 3pm)	Law & Good Practice of Local Council Meetings + Update on GDPR Legislation	09/2017	Cromford	£60 per delegate	2.5	Alan Fairchild
17 April 2018	Spring Seminar	14/2017	Morley Hayes		2.5	

**\* 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**