

## PLEASE NOTE THE VENUE AND TIME

### SWANWICK PARISH COUNCIL

Clerk to the Council

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10<sup>th</sup> October 2019

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 17<sup>th</sup> October 2019 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, 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 19<sup>th</sup> September 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** Vacancies in the Office of Parish Councillor
- 7.2** Councillor Attendance record 2019/20
- 7.3** Banking Update
- 7.4** Lamp post Poppies
- 7.5** VE Day Celebrations
- 7.6** Minster Way Entrance
- 7.7** Wildflower Grass Verge

**8. Chair’s Report (Verbal Report)**

**9. Councillors’ Updates**

Website Activity & Social Media  
Village Hall Working Group  
Defibrillator Working Group  
Remembrance Sunday 2019  
Civic Service 2019  
Well Dressing 2020

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

**10.1** DALC 11 - 2019

**11. Accounts**

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

Date	Cheque	To Whom Payable	Reason	Amount £
12.09.19	BACS	MSE	Village Hall Site Marking out	330.00
12.09.19	BACS	GSS	Interim grouting payment and JCB hire	6,360.00
17.09.19	DD	Haven Power	Electric Utility	14.00

30.09.19	DEBIT CARD	GEEJAY	Site fencing locks	16.75
30.09.19	DEBIT CARD	O2	Clerk Mobile Aug 2019	19.22
04.10.19	BACS	PKF	External Audis fees 2018-19	480.00
04.10.19	BACS	Grasstrack	Gardening Maintenance Aug 19	896.00
04.10.19	BACS	Iansprint	Copying June, July & September	35.92
			<b>Total</b>	<b>8151.89</b>

### 11.2 To approve payments to the following:

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 7 Year End 2020 Salaries	2719.89
HMRC	BACS	Mth 7 Tax & NI Contribution Year End 2020	691.64
NEST	D/D	Mth 7 Pension Deduction & Employer Contribution Year End 2020	230.14
Mh-p	Cheque	SPC Web Provision/Maintenance 2019-20	588.00
Cllr M Barnett	CHQ	Honorarium Qtr 3	80.00
LITE	BACS	Remove Minster Way tree lights	810.00
		<b>Total</b>	<b>5119.67</b>

### 11.3 Income Received:

Date	Remittance	Amount £
01.10.19	Cheque	P & D Whitaker – Defib Donation 300.00
07.10.19	BACS	Swanwick Primary School Defib Donation 874.00
		<b>Total</b> <b>1174.00</b>

## 12. Bank Reconciliation

### Cash Book Reconciliation

#### 30.09.19

Opening Balance 01.04.19	181,054.23	
Receipts to 30.09.19	519,332.72	
Sub Total		700,386.95
Payments to 30.09.19	105,235.41	
Unpresented cheques 2018/19	0.00	
Sub Total		105,235.41
Closing Balance 30.09.19		595,151.54
Bank Balance at 30.09.19		595,151.54

## 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: 7.00pm 21<sup>st</sup> November 2019 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> September 2019 at 7pm**

**Present:** Cllrs 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:**

J Briggs, R Grant & DR

**723/2019 APOLOGIES**

Cllr Goodier & Webster

**724/2019 Co-option of Councillor**

Cllr Soudah proposed to co-opt Rod Grant as Parish Councillor for the remaining term of this Council.

**RESOLVED:** To co-opt Rod Grant as a Parish Councillor for the remaining term of this Council.

**725/2019 VARIATION OF ORDER OF BUSINESS**

None

**726/2019 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.

None

**727/2019 PUBLIC PARTICIPATION**

**727.1/2019 Public Speaking –**

**DR** raised concerns about parking on High Street particularly outside of the Post Office, the Chair said that parking is an ongoing issue on High Street and residents should phone the non emergency police number at the time. It was discussed that the Government are currently looking at cars parking on pavements and the Clerk will contact Derbyshire CC to ask for more Traffic Enforcement presence.

DR also asked what was happening with the land formally known as the Swanwick Social Club, the Chair informed that the Council had to demolish it and fence it to make secure for safety reasons. If no claim is made within the next 12 years it will be registered in the Council's name and it is currently being used for storage etc.

**727.2/2019 Members' Observations**

**Cllr Mary Barnett –**

1. Reported that she had been asked why there are no seats around the Recreation Grounds any more, the Chair asked Cllr Barnett to ask them to contact AVBC with their query.

2. Reported potholes on Broadway and will let the Clerk have details of location so that they can be reported to Derbyshire CC, the Clerk also requested that the Members inform any one complaining about potholes that they can themselves go onto Derbyshire CC website and register the damage.

**727.3/2019 POLICE MATTERS**

None

**727.4/2019 REPRESENTATIONS OR EVIDENCE FROM MEMBERS DECLARING A PREJUDICIAL INTEREST**

None

**728/2019 MINUTES OF FULL COUNCIL**

**RESOLVED:**

Minutes of Full Council held 18<sup>th</sup> July 2019 be received as correct account of the meeting. The minutes were signed by the Chair.

**729/2019 PLANNING MATTERS**

**729.1/2019 Planning Applications**

None

**730/2019 CLERK'S REPORT**

The Clerk's report was presented by the Clerk.

**730.1/2019 Vacancies in the office of Parish Councillor**

Members noted the update.

**730.2/2019 Councillor Attendance Record**

Members noted the update.

**730.3/2019 Banking**

Members noted the update. Chair Soudah and the Clerk will visit the Bank and open up the relevant savings accounts.

**730.4/2019 Lamp Post Poppies**

Members noted the update and the Clerk will order the poppies.

**730.5/2019 VE Day Celebrations May 2020 and Well Dressing dates**

Members noted the update. Cllr Grant is to liaise with Derbyshire CC and Nottinghamshire CC and report back at the next meeting.

**730.6/2019 AVBC Climate Change**

Members noted the update and will closely monitor what AVBC decide to do.

**730.7/2019 Snow Warden Scheme 2019**

Members noted the update.

**730.8/2019 Wildflower Verges**

In the absence of Cllr Goodier the Clerk presented the members with the findings. Members noted the update.

**RESOLVED** to send in the verge application to Derbyshire CC.

### **731/2019 Chair's Report**

1. The Chair reported that the Grouting Company had requested an interim payment of £20,000 plus VAT and he has negotiated a reduction of £1500 on the final invoice.

**RESOLVED** to pay the interim invoice to GSS

2. The Chair reported that a JCB has been on site to widen the entrance to the site and also to locate the drains in order to make a new manhole on the boundary to make sure no waste goes into the drains.

### **732/2019 Councillor Updates**

#### **732.1/2019 Website activity & Social Media**

Analysis of website activity as follows –

Facebook reached over 50.

SPC Website had 211 visits.

#### **732.2/2019 Village Hall Working Group**

Met tonight and it was reported that suitable funding is not easily available, so the group are looking at a different approach of building the 2 properties and part of the car park first to create an income. The group also has to look/decide the legal entity of the village hall and these findings will be presented to the Council shortly.

#### **732.3/2019 Defibrillator Working Group**

No further meeting of the group, but the Council is still looking for further sites for defibrillators.

#### **732.4/2019 Remembrance Sunday 10th November 2019**

Still no luck in finding a new bugler for the event, so the Clerk suggested that a recording may be the only option and would liaise with the Church.

#### **732.5/2019 Civic Service Monday 9<sup>th</sup> December 2019**

The Clerk is now looking at catering prices.

### **733/2019 Correspondence & Circulars Noted**

### **734/2019 Accounts**

#### **734.1/2019 RESOLVED: To approve urgent payments**

<b>Date</b>	<b>Cheque</b>	<b>To Whom Payable</b>	<b>Reason</b>	<b>Amount £</b>
30.06.19	DEBIT CARD	Gee Jays	Waterer Parts	2.38
30.06.19	DEBIT CARD	Tesco	Copier Paper	8.85
30.06.19	DEBIT CARD	Gee Jays	Waterer Parts	50.97
30.06.19	DEBIT CARD	Post Office	Special Delivery PWLB	7.30
02.07.19	DEBIT CARD	Allpart mcr	3 x water containers	50.97
02.07.19	DEBIT CARD	Rontec	Caretakers fuel	30.01
01.07.19	3881	AV Voices	S137 Grant 2019	200.00
01.07.19	3882	Swanwick Baptist Church	S137 Grant 2019	200.00
01.07.19	3883	Swanwick PCC	S137 Grant 2019	200.00
01.07.19	3884	Swanwick Allotment Association	S137 Grant 2019	200.00
01.07.19	3885	Swanwick Pre School	S137 Grant 2019	200.00

01.07.19	3886	2nd Swanwick St Andrews Brownies	S137 Grant 2019	200.00
01.07.19	3887	CANCELLED	-	0.00
09.07.19	BACS	Grasstrack	Gardening Maintenance May 19	896.00
09.07.19	BACS	Breedon	SPS Defib Post Installation	391.20
09.07.19	BACS	Breedon	SPS Defib Supply	838.80
12.07.19	BACS	Ground Support Services	Grouting works/supervision deposit	4,200.00
12.07.19	3888	3rd Swanwick Brownies	S137 Grant 2019	140.00
12.07.19	3889	3rd Swanwick Rainbows	S137 Grant 2019	60.00
17.07.19	DD	Haven Power	Electric Utility	14.00
26.07.19	BACS	Grasstrack	Gardening Maintenance June 19	896.00
26.07.19	BACS	Grasstrack	Collecting plants/planting up	300.00
26.07.19	BACS	Grasstrack	Clearing of Village Hall site	288.00
26.07.19	BACS	Grasstrack	Clearing of Social Club site	72.00
26.07.19	BACS	KC Building Services	Prepare VH Site for Grouting	281.57
26.07.19	BACS	Swanwick Baptist Church	Room Hire May-June 2019	60.00
31.07.19	DEBIT CARD	O2	Clerk Mobile May 2019	20.22
31.07.19	DEBIT CARD	O2	Clerk Mobile May Credit 2019	-3.00
31.07.19	DEBIT CARD	AVBC	Planning Fee Prior Notification	48.00
31.07.19	DEBIT CARD	Archer Signs	Site Warning Signs	28.62
19.08.19	DD	Haven Power	Electric Utility	14.00
19.08.19	BACS	UKDMO - PWLB	Loan No 504972	4,911.56
30.08.19	3890	CANCELLED		0.00
30.08.19	3891	mh-p internet	SPC.ORG.UK Hosting 2019-20	108.00
30.08.19	BACS	Staff	Mth 5 Year End 2020 Salaries	2720.09
30.08.19	BACS	HMRC	Mth 5 Tax & NI Contribution	691.44
30.08.19	BACS	Grasstrack	Gardening Maintenance June 19	896.00
30.08.19	BACS	Iansprint	Aug 2019 Newsletter Printing	225.00
30.08.19	BACS	Woolley Moor Nurseries	Summer Planting	1,500.00
30.08.19	BACS	East Midland Demolition	Demolition of office etc	16,302.00
30.08.19	BACS	AVBC	Uncontested Election Costs	120.25
30.08.19	DD	NEST	Mth 5 Pension Deduction & Employer Contribution Year End 2020	230.14
31.08.19	DEBIT CARD	O2	Clerk Mobile June 2019	20.22
31.08.19	DEBIT CARD	O2	Clerk Mobile July 2019	20.22
31.08.19	DEBIT CARD	O2	Clerk Mobile June-July Credit 2019	-5.00
31.08.19	DEBIT CARD	Rural Action Derbyshire	Village Halls & Community Buildings Conference Tickets	72.00
31.08.19	DEBIT CARD	Land Registry	Minster Way Land Search	3.00
			<b>Total</b>	<b>37710.81</b>

**734.2/2019 RESOLVED: To approve the following payment**

To Whom Payable	Payment Ref	Reason	Amount £
Staff	BACS	Mth 6 Year End 2020 Salaries	2720.09
HMRC	BACS	Mth 6 Tax & NI Contribution Year End 2020	691.44
NEST	D/D	Mth 6 Pension Deduction & Employer Contribution Year End 2020	230.14
		<b>Total</b>	<b>3641.67</b>

**734.3/2019 Income Received Noted**

Date	Remittance	Amount £
03.07.19	BACS	PWLB 349877.50
24.07.19	BACS	HMRC VAT Repayment 06/19 2096.01
		<b>Total</b>
		<b>351973.51</b>

**735/2019 Bank Reconciliation Noted:**Cash Book Reconciliation 31.08.19

Opening Balance 01.04.19	181,054.23	
Receipts to 31.08.19	438,195.22	
Sub Total		619,249.45
Payments to 31.08.19	70,853.77	
Unpresented cheques 2018/19	108.00	
Sub Total		70,745.77
Closing Balance 31.08.19		548,503.68
Bank Balance at 31.08.19		548,503.68

**736/2019 Exclusion of Press & Public**

None.

**737/2019 Items for the next agenda**

None.

**738/2019 Date & Time of Next Meeting****There is no meeting in August.**

Date of Next Meeting: 7.00pm 17<sup>th</sup> October 2019 at the Meeting Room at the rear of the Baptist Church, Derby Road.

**Meeting closed at 20.21**

Signed:

Date:



# 7. Clerk's Report to Swanwick Parish Council Meeting 17<sup>th</sup> October 2019

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

There are now a total of two 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 2019-20**

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 Banking update**

To discuss with Members.

## **7.4 Lamp post Poppies**

Update on the poppies.

## **7.5 VE Day Celebrations May 2020**

To be discussed with Members.

## **7.6 Minster Way Entrance**

To inform Members of recent developments

## Councillor Attendance Record May 2019 – April 2020

Name	May 16	June 20	July 18	Aug HOLS	Sept 19	Oct 17	Nov 21	Dec 19	Jan 16	Feb 20	Mar 19	Apr 16	%	2018-19
Barnett	√	<b>X</b>	√		√								<b>75%</b>	<b>91%</b>
Chidlow	√	<b>X</b>	√		√								<b>75%</b>	<b>64%</b>
Goodier	√	√	√		<b>X</b>								<b>75%</b>	<b>80%</b>
King	√	√	<b>X</b>		√								<b>75%</b>	<b>82%</b>
Payne	√	√	√		√								<b>100%</b>	<b>100%</b>
Soudah	√	√	√		√								<b>100%</b>	<b>91%</b>
Trehear	√	<b>X</b>	√		√								<b>75%</b>	<b>100%</b>
Webster	√	<b>X</b>	√		<b>X</b>								<b>50%</b>	<b>-</b>
Hayes	<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>50%</b>	<b>45%</b>
Smith	<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>0%</b>	<b>0%</b>

# Derbyshire Association of Local Councils



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## Circular No. 11/2019

To all Member Town and Parish Councils and Parish Meetings

### GENERAL CIRCULAR

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#### In this Circular:

- **DALC Annual General Meeting & Excellence Awards**
- **GDPR Additional Guidance**
- **Public Participation – Should you be naming individuals in your minutes?**
- **New guidance on Grievance and Disciplinary procedures**
- **Training**
- **Quick Tip**

#### 1. **DALC ANNUAL GENERAL MEETING & EXCELLENCE AWARDS**

WITH just three weeks to go before DALC's AGM on October 22nd, we're looking forward to welcoming delegates from all over Derbyshire to the ProAct Stadium in Chesterfield.

In addition to the prize ceremony for our annual Excellence Awards (which feature record entries in the Council, Councillor and Clerk of the Year categories), we'll have exhibition stands featuring a dozen businesses who specialise in our sector – ranging from volunteering to Xmas lighting, playground equipment to street furniture... and more!

This year, our expert speaker will be Peter McCrea FRICS FCI Arb., a Derby-based surveyor. In 2013, Peter was appointed by the Lord Chancellor as a member of the Upper Tribunal (Lands Chamber), based at the Royal Courts of Justice in London. His brief includes planning cases familiar to all of us in parish and town councils – from tree preservation orders to right-to-light appeals. Peter will give a fascinating insight into what goes through the mind of a decision-maker, how evidence is weighed and how a decision is explained to all parties involved.

So - if your council doesn't already have a delegate place/s booked, we'd love to hear from you. Remember, too, that each attending member council has an AGM vote on matters including election of DALC President and vice-President, approval of annual reports and accounts, and items on the agenda for decision.

Councillors and clerks from DALC member councils are invited to join us from 11am-2.30pm, with a buffet lunch included. Please let us know ASAP so we can finalise numbers with the venue.

## **2. GDPR ADDITIONAL GUIDANCE**

The Information Commissioner's Office (ICO) this week publish more advice for local (parish and town) councils, in response to prolonged pressure from NALC for continued sector-specific guidance. They have produced the [three top issues for town and parish councils](#) bite-sized resources, including a fact sheet on the use of personal devices, data audit and retention resource pack, and six steps to data sharing in local councils.

## **3. PUBLIC PARTICIPATION – SHOULD YOU BE NAMING INDIVIDUALS IN YOUR MINUTES?**

NALC legal's view is that minutes are not a verbatim records of a council meeting. Names are personal data for GDPR purposes and personal data has to be processed lawfully. It is a matter for a council if it chooses whether to name members of the public speaking or refers to them as "a resident" for example. Where councils do choose to identify members of the public, it would be prudent for them to exercise discretion and ask persons intending to speak if they would prefer their names and addresses not to be recorded in the minutes. The same principles would apply to the personal data of members of the public who contact the council in other ways.

## **4. NEW GUIDANCE ON GRIEVANCE AND DISCIPLINARY PROCEDURES**

NALC has updated its guidance related to discipline and grievance procedures for local (town, parish and community) councils. An updated discipline and grievance policy that reflects the most up to date best practice and case law is available for all councils in membership of NALC and their county association as well as to members of SLCC. This is the first step of a joint project between NALC and SLCC to promote good governance in local councils. Both organisations are committed to supporting the sector to be increasingly vibrant, dynamic and a vital part of their local communities. Having appropriate employment policies in place are essential in order to build a productive relationship between the council and its staff. In particular a discipline and grievance policy plays a key part of reducing the risks to both parties, and NALC's model policy has been written by its specialist solicitors who have designed a bespoke policy to suit the needs of local councils.

The revised LTN 22 now contains the following:

- an explanation of Ledbury High Court Ruling
- the procedural options that remain available to councils post-Ledbury
- councils' duty of care towards their staff
- the respective roles of councillors and council staff
- links to template letters that councils can adapt for their procedures.

For more information related to good employment practice the Good Employers Guide is a useful and accessible introduction aimed at local councillors. Electronic copy is available.

## **5. TRAINING**

### **Clerk Essential Training Course – 24 October 2019**

A further Clerk Essential Training Course has been arranged for 24 October 2019 – 10am – 12.30pm to cover all basic elements of the position. Venue: DALC Office Cromford. For enhanced member councils, up to three free of charge places are available or for basic members the cost is £50 per delegate. Please contact the DALC Office for reservations.

### **Councillor Essential Training – 9 December 2019**

A further Councillor Essential Training Course has been arranged for 9 December 2019 – 6pm – 8.30pm to cover all elements of the role. For enhanced member councils, up to three free of charge places are available or for basic members the cost is £50 per delegate. Please contact the DALC Office for reservations.

## **6. QUICK TIP**

Non-councillors – under 18s?

We were recently asked if under 18s can sit on committees as non-voting members. NALC's view is yes, they can.

A person cannot be appointed as a non-councillor committee member if they are disqualified from being a councillor by virtue of s.104 (1) of the Local Government Act 1972. Being a minimum 18 years old is a qualification condition for councillors, but this condition does not apply to non-councillor members of committees.

Persons under 18 can only be non-councillor members of committees. If councils in England wish to have under 18s involved in full council meetings they could invite them to take part in public participation.

**Wendy Amis**  
**Chief Officer**

**October 2019**

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Member Councils”***

TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
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
16 October 2019 (10am – 1pm)	Essential Employment Law for Parish & Town Councils	16/2018	Gothic Warehouse, Cromford Mill	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Chris Moses
16 October 2019 (6pm – 8.30pm)	Essential Councillor Training		DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
22 October 2019 (11am – 2.00pm)	DALC AGM / Excellence Awards	03/2019	ProAct Stadium,  Chesterfield			
23 October 2019 (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
24 October 2019 (10am – 12.30pm)	Clerk Essential Training	11/2019	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis
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	DALC Office, Cromford	£50 per delegate	1.5 per session	Lance Wiggins
11 Nov. 2019 (10am – 1pm)	Internal Auditor Training	08/2019	DALC Office, Cromford	£50 per delegate	1.5 per session	Jo Taylor
14 Nov 2019	Risk Management etc	5/2019	DALC Office, Cromford	£50 per delegate	1.5 per session	BHIB
18 Nov 2019	Councillor Essential Training		DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis

21 Nov. 2019 (10am – 4pm)	Emergency First Aid for the Workplace Training		DALC Office, Cromford	£95 per delegate	2.5 per session	Judith Richter - TrainAiding
25 Nov. 2019 (6pm – 8.30pm)	Essential Chair Skills	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Wendy Amis
26 Nov. 2019 (10am – 2.30pm)	Law & Good Practice	08/2019	DALC Office, Cromford	£75 per delegate (to include lunch)	2 per session	Alan Fairchild

28 Nov. 2019 (10am – 1pm)	Freedom of Information GDPR	16/2018	DALC Office, Cromford	£50 per delegate	1.5 per session	Michele Sarginson
9 Dec 2019 – (6pm – 8.30pm)	Essential Councillor Training	11/2019	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£50	1.5 per session	Wendy Amis

\* 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.