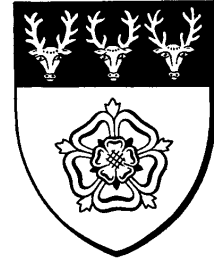


# Derbyshire Association of Local Councils



Church Street, Wirksworth, Matlock, Derbyshire, DE4 4EY.  
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[b.wood@dalc.org.uk](mailto:b.wood@dalc.org.uk)  
[www.dalc.org.uk](http://www.dalc.org.uk)

## **Circular No. 62/2009**

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

# **DALC & OTHER TRAINING – WINTER 2010 & BEYOND**

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- 1. LAW AND GOOD PRACTICE FOR PARISH COUNCILS –  
AN INTRODUCTION:**
  - a. Church Street, South Wingfield DE55 7NJ – 28 January 2010**
  - b. Ashbourne Town Hall DE6 1ES – Monday 22 February 2010**

**6.00PM FOR 6.30PM – 8.30PM – COST £15.00 PER MEMBER COUNCIL  
DELEGATE – INCLUDING LIGHT BUFFET TEA**

This is a very successful short course which gives an introduction to the law and good practice in respect of:-

- ❖ **The Agenda and Minutes**
- ❖ **The importance of the public**
- ❖ **Finance/Budget/VAT/Risk Assessment**
- ❖ **Communication**
- ❖ **The role of the Clerk**
- ❖ **The role of the Councillor**
- ❖ **The role of the Council**
- ❖ **Clerk/Councillor relationships**
- ❖ **The conduct of Town or Parish Meetings**
- ❖ **Response to Planning Consultation**
- ❖ **Complaints Procedure**
- ❖ **Confidentiality**
- ❖ **Freedom of Information**

## **2. ONE DAY TRAINING COURSE FOR CHAIRMEN AND OTHER PROSPECTIVE CHAIRMEN OF YOUR PARISH/TOWN COUNCIL – SATURDAY 24 APRIL 2010 – HULLAND WARD MILLENNIUM VILLAGE HALL, DOG LANE, HULLAND WARD, NR ASHBOURNE DE6 3EA**

This popular course to prepare Councillors for becoming Chairmen of their Parish/Town Council and for existing Chairmen to hone their skills is again arranged to coincide with the Annual Meeting of Parish/Town Councils in the County.

As the majority of Derbyshire Parishes are small to medium in financial terms, it has been found that some of the Chairmanship roles in respect of media relations, employment issues including bullying/conflict/ethics and diversity and Clerk/Chairman relationships, are best served by a separate course for present and future Chairs. The Course includes role-play in a “mock meeting”.

Clerks are actively encouraged to accompany their Chair on this course, which also allows, if advance notice is given, of the facility to concentrate on individual specific aspects of concern.

The course will be held at Hulland Ward Millennium Village Hall, Nr Ashbourne, on Saturday 24 April 2010 from 9.30am – 3.30pm (coffee and registration 9.00am) at a cost of £25.00 per member council delegate to include buffet lunch. Booking confirmations will include a location map of the venue.

## **3. FREEDOM OF INFORMATION TRAINING FOR CLERKS AND COUNCILLORS – WEDNESDAY 24 MARCH 2010 – IMPERIAL ROOMS, MATLOCK DE4 3NL – 6.00pm for 6.30pm – 8.30pm. Cost £15.00 per member delegate.**

In the recent past many Clerks have encountered difficulties in applying the Freedom of Information legislation, particularly in satisfying requirements for information from members of the public. To address this, and other aspects of a Clerk’s work, David Evans – the Good Practice Manager of the Information Commission has kindly agreed to give a presentation on F I matters at Matlock on 24 March 2010.

We are very lucky to have the benefit of David’s knowledge and to gain maximum benefit from such a training session, if you do have any specific questions, please let me know so that I can ensure that they are addressed on the night.

## **4. CLERK INDUCTION COURSES**

For 2010 Clerk Induction courses will be held on a quarterly basis.

The Course will cover: Agenda; Minutes; Administration; Finance; Member Services.

The Course is three hours in length and can be varied to accommodate particular aspects of being a clerk and will be held on the following dates:-

<b>Wednesday 24 February 2010</b>	-	<b>9.00am</b>	-	<b>12 noon</b>
<b>Wednesday 19 May 2010</b>	-	<b>9.00am</b>	-	<b>12 noon</b>
<b>Wednesday 18 August 2010</b>	-	<b>9.00am</b>	-	<b>12 noon</b>
<b>Wednesday 24 November 2010</b>	-	<b>9.00am</b>	-	<b>12 noon</b>

The Course is held at the DALC Office in Wirksworth with a maximum of five people attending. The cost - £15.00 per Member Council delegate. (Places allocated on a first-come-first-served basis.)

Please contact the DALC Office to reserve a place.

## 5. HM REVENUE & CUSTOMS – EMPLOYERS’ WORKSHOPS

HM Revenue & Customs deliver workshops to help employers with all the basic information required to operate a manual payroll.

The following workshops are **free of charge** and take place in an informal, friendly environment, led by experienced staff, who will any answer questions you may have.

Workshops will be held on the following dates and in the following venues and are generally in the morning.

VENUE →	DERBY	NOTTINGHAM	MANSFIELD
<b>WORKSHOP ↓</b>			
<b>Paying Your Employees</b>	01.02.2010 11.03.2010	15.01.2010 11.02.2010 10.03.2010 31.03.2010	22.01.2010 19.02.2010 02.03.2010
<b>(Paying Your Employees</b> Teaches you how to work out your employees’ tax and National Insurance, what records you need to keep and where to go for further help			
<b>Employers Annual Returns (P14 &amp; P35)</b>	04.03.2010 29.03.2010	18.03.2010	23.03.2010
<b>Employers Annual Returns</b> (Mar/Apr only) explains how to complete your End of Year Returns – the forms you need to send to the Revenue and the dates they are due			

### Please Note:

- Knowledge of PAYE is needed for all workshops. You may wish to attend “Paying Your Employees” before attending other workshops.
- **All workshops are subject to availability at the time of booking.**

- **Interested in attending?**

If you are interested in attending one or more of the workshops, please:-

- **Call:** 0845 6032691 to book a place
- **Go Online:** You can also request places at [www.hmrc.gov.uk/bst](http://www.hmrc.gov.uk/bst)

**Brian Wood**  
**SECRETARY/TREASURER**

**December 2009**

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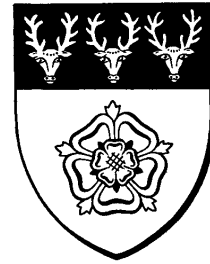
### **DIARY DATE REMINDERS**

DATE	SUBJECT	CIRCULAR REF	VENUE
18.01.10 (evening)	Power of Well Being Seminar	57/2009	Frank Wickham Hall, Etwall
28.01.10 (evening)	Law & Good Practice for Parish Councils Training	62/2009	South Wingfield
17.02.10 (day)	CiLCA 2-day Training Course (day two) and CiLCA fasttrack	57/2009	Wirksworth Office
22.02.10 (evening)	Law & Good Practice for Parish Councils	62/2009	Ashbourne Town Hall
24.02.10 (morning)	Clerk Induction	62/2009	Wirksworth Office
24.03.10 (evening)	Freedom of Information Training – Information Commissioners Officer	62/2009	Imperial Rooms – Matlock
29.03.10 (evening)	Power of Well Being Seminar	63/2009	Ashbourne Town Hall
14.04.10 (day)	CiLCA (day one of two)	63/2009	Wirksworth Office
24.04.10 (day)	Chairmanship – for Chairmen and prospective Chairmen/Clerks	62/2009	Hulland Ward Millennium Village Hall
12.05.10 (day)	CiLCA Fasttrack	63/2009	Wirksworth Office
19.05.10 (morning)	Clerk Induction	62/2009	Wirksworth Office
16.06.10 (day)	CiLCA (day two)	63/2009	Wirksworth Office
18.08.10 (morning)	Clerk Induction	62/2009	Wirksworth Office
13.10.10 (day)	CiLCA Fasttrack	63/2009	Wirksworth Office
24.11.10 (morning)	Clerk Induction	62/2009	Wirksworth Office

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

**PLEASE CHECK THE DALC WEB SITE FOR CURRENT TRAINING COURSES**

[www.dalc.org.uk](http://www.dalc.org.uk)



**FREEDOM OF INFORMATION TRAINING FOR  
CLERKS AND COUNCILLORS – WEDNESDAY 24  
MARCH 2010 – IMPERIAL ROOMS, MATLOCK  
DE4 3NL – 6.00PM FOR 6.30PM – 8.30PM.  
COST £15.00 PER DELEGATE – INCLUDING  
BUFFET TEA**

I/We will be attending:

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PC/TC/PM

Particular interest item(s) if any: 

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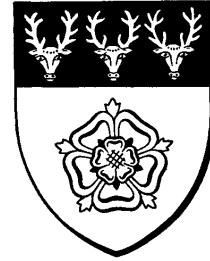
Enclosed cheque made payable to “DALC” for £

**ALL BOOKINGS MUST BE RECEIVED AT DALC OFFICE BY  
FRIDAY 19 MARCH 2010**

**NB: Confirmation of booking will include a detailed location  
map.**

**No refunds after 19 March 2010**

**DALC  
Church Street  
Wirksworth  
Matlock  
Derbyshire DE4 4EY**



**COURSE FOR CHAIRMAN & OTHER  
PROSPECTIVE CHAIRMEN OF YOUR  
PARISH/TOWN COUNCIL AND CLERKS  
– THE ROLE OF THE CHAIRMAN**

**Saturday 24 April 2010 at Hulland Ward  
Millennium Village Hall, (with Loop facility)  
Nr Ashbourne DE6 3EA – 9.30am – 3.30 pm (registration  
and coffee 9.00am) at a cost of £25.00 per  
member council delegate to include buffet lunch.**

**I/We will be attending:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **PC/TC/PM**

**Particular interest item(s) if any:** \_\_\_\_\_  
\_\_\_\_\_

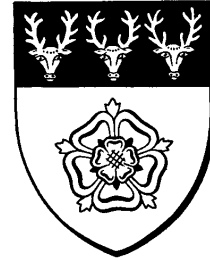
**Enclosed cheque made payable to “DALC” for £**

**ALL BOOKINGS MUST BE RECEIVED AT DALC OFFICE BY  
FRIDAY 16 April 2010**

**NB: Confirmation of booking will include a detailed location  
map.**

**No refunds after 16 April 2010**

**DALC  
Church Street  
Wirksworth  
Matlock  
Derbyshire DE4 4EY**



**LAW AND GOOD PRACTICE FOR PARISH COUNCILS – AN INTRODUCTION- 6.00PM FOR 6.30PM – 8.30PM - £15.00 PER DELEGATE TO INCLUDE BUFFET TEA**

- a. Church Street, South Wingfield DE55 7NJ – Thursday 28 January 2010
- b. Ashbourne Town Hall, DE6 1ES – Monday 22 February 2010

I/We will be attending: (please state a or b)

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PC/TC/PM

Particular interest item(s) if any: \_\_\_\_\_

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Enclosed cheque made payable to “DALC” for £

**ALL BOOKINGS MUST BE RECEIVED AT DALC OFFICE ONE WEEK PRIOR TO THE DATE OF TRAINING**

**NB: Confirmation of booking will include a detailed location map.**

**No refunds on cancellations received after one week prior to training date.**

DALC  
Church Street  
Wirksworth  
Matlock  
Derbyshire DE4 4EY