

## Town Clerk

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**From:** Wendy Amis <chiefofficer@derbyshirealc.gov.uk>  
**Sent:** 04 March 2024 16:42  
**To:** Town Clerk  
**Subject:** DALC March 2024 Newsletter

# March News



*Welcome to our March newsletter with a new look. We hope you find it easier to read and access the information it contains. Please remember that this is for everyone in the council so please share with councillors and staff. As always, we welcome any comments or queries.*

Wendy Amis | Chief Officer | Derbyshire ALC



Latest on Fraud and Cyber Crime

## We're on the Road Again!

We're excited to confirm five venues for our Spring Roadshow (with one for South Derbyshire still being organised)! Come and join us for a chance to chat with colleagues from other councils, hear news and updates, discuss the latest issues and – we hope – let us know what DALC can do to improve its service.

There'll also (of course!) be hot drinks and homemade cake, so come and join us at:

Wingerworth Community Centre – **Friday 26th April**

Wirksworth Memorial Hall – **Monday 29th April**

Chapel-en-le-Frith Town Hall – **Wednesday 1st May**

Ockbrook & Borrowash Parish Hall – **Thursday 16th May**

Dalbury Lees Parish Hall – **Friday 17th May**

Each day will have two sessions: 10am-12noon for clerks and officers, 12.30-1.30pm for chairs and councillors. Places, which are free, can be booked via the DALC portal.

If you would like to submit any questions before hand, please email them to [chiefofficer@derbyshirealc.gov.uk](mailto:chiefofficer@derbyshirealc.gov.uk)

***[Book Your Place Here](#)***

Now accounting for over 50% of all reported crimes, fraud and cyber crime are an ever-present in the modern world. In a bid to keep our member councils aware of the very latest threats, we've collaborated with Derbyshire Police's Cyber Protect Officer Samantha Hancock to offer two prevention courses in March. These sessions will benefit anyone who uses email, the internet or a smartphone/tablet – in other words, almost everyone!

Sessions are online, and registration is via the DALC portal.

Wednesday 20<sup>th</sup> March – 6.30-7.30pm – mainly for councillors, but clerks and admin staff are also welcome to join.

Thursday 21<sup>st</sup> March 10:00-11:00am – mainly for clerks and admin staff, but councillors are also welcome to join.

***[More Information...](#)***



### Climate Change Initiative

We are liaising with Derbyshire County Council to develop an easy way to inspire you and to take action to meet your biodiversity and environmental duties. There are also plans to offer a formal Derbyshire-wide accreditation for councils who can evidence climate and biodiversity action.

More information on this will be shared at our Spring Roadshows.



DALC Excellence Awards now open! New sponsor and new category!



### Save the Date

This year's DALC Day will be held on Thursday 17<sup>th</sup> October 2024 at the Chesterfield FC SMH Group Stadium.

Along with speakers and exhibitors, the day will include the DALC AGM and the 7th year of our Excellence Awards presentation.



Community Ownership - next funding window opens soon!

We're excited to announce that our 7th annual Excellence Awards are now open! And we're delighted to welcome a new Derbyshire sponsor – **TDP Ltd of Wirksworth** – who will be backing our new 'Environmental Project' category.

TDP are an award-winning manufacturer of 100% UK recycled plastic garden and street furniture, and have been keen participants in DALC's events for several years.

TDP's Commercial Director Kym Barlow, who is also Crich parish councillor, said: "We're really excited to be part of DALC's Excellence Awards, and look forward to hearing about the amazing environmental work we know is being done by councils throughout Derbyshire."

In addition to the new environmental category, we welcome entries in the Council, Clerk and Councillor of the Year categories.

*[Further details and an entry form can be found here.](#)*



Year End and Audit

With grants of up to £2million available to parish and town councils striving to save community assets, the third round of the Community Ownership Fund is about to open.

**Full details of how to apply can be found here**, but essentially the Fund aims to help councils buy or renovate assets that would otherwise be lost to the community. These could include community centres, cinemas and theatres, galleries, museums, music venues, parks, post office buildings, pubs, shops, or sporting and leisure facilities.

Some of the ways an asset might be lost include that it might be closed or sold, it's being neglected, it's at risk of damage or collapse, or it's not being operated in a sustainable way.

The asset must offer value to local people; grant recipients must be able to run it sustainably for the long term.



**Internal audit:** As we approach the financial year end, this is a reminder that all councils must appoint a competent internal auditor. Please do get in touch with us if you need an internal auditor, or visit our website for more information.

**External audit:** You should expect to be hearing from the external auditor at the beginning of March. The key reference for recording and reporting your financial accounts is the **Practitioner's Guide**.

*Our Website*



### Defibrillator Offer

Clive Rowlandson of the British Heart Foundation discusses their mission to triple survival rates from out of hospital cardiac arrests by 2030 by increasing defibrillator installations and training more people in CPR.

### Free Royal Portrait - Deadline Approaching

Councils wanting to acquire a free official portrait of King Charles III are reminded that the deadline for application is Thursday 28th March.

Full details and a registration form for the portrait offer, which is being funded by central government can be found below.

*Find Out More...*



### Round Robin Email Update

As always, we're getting a steady stream of requests from clerks asking for advice on suppliers and contractors. These can range from Speed Indicator Device installers to website hosting companies – and many others in between! We'd remind members that because DALC is

To support defibrillator installation, a special offer on Defibrillator bundles is available for local town and parish councils and non-profits. To qualify, councils must commit to accessibility, provide suitable locations, and register on The Circuit – a national defibrillator network. Clive has a blog on the NALC website with more information.

*NALC Website*



**Templates**

A reminder that we have a range of template policies and procedures available for you to use. All can be accessed by clerks through the portal by clicking on 'Knowledgebase'. The new model contract of employment is also available here.

*DALC Portal*

unable to recommend individual companies, these requests are forwarded in our 'Round Robin' emails - asking for clerks' recommendations and shared experiences. Please remember, therefore, that these emails are a collaborative sharing platform, not 'official' DALC recommendations or advice!



**.gov.uk Email Addresses**

We previously mentioned that support is being offered to encourage councils to sign up to these email addresses. You can now register your interest in doing so and attend an introductory session through their **website**.

***Sign up...***



### Get Updated - April '24 Employment Law Changes

A number of changes to employment law come into effect this April. These range from start-and-finish times to the right to ask for home-working from day one of employment, and also include new arrangements for paying holiday-pay as part of an hourly rate. We'll be delivering a FREE training session on Wednesday 24th April at 10am. Places for the one-hour course can be booked via the DALC portal.

*DALC Portal*



### Flag Flying on Commonwealth Day

Commonwealth Day is being celebrated on 11 March 2024, marking the 75th anniversary of the Commonwealth and designated as the Commonwealth Year of Youth. The Union Flag must be flown on UK government department buildings. Additionally, if there is a second flagpole available, UK government departments are encouraged to fly the Commonwealth Flag, if they have one. Your council could choose to adopt a similar practice; but do refer to your flag flying policy if you have one. For more information, check out the government's Union Flag flying guidance for UK government buildings.

*Read More...*



## Improvement and Development Board

This sector-wide body has a new Chair – James Alexander – and now a refocused direction. As one of three representatives sitting on the Board on behalf of the County Associations, I was pleased that the immediate focus for improvement initiatives will be:

- Continuation of the Civility and Respect programme
- Sourcing sector data and understanding how we can make use of it
- Intervention (how to help councils when they encounter difficulties)
- Workforce matters with a review of clerk job profiles and working hours

## Featured Training

## March Chair and Clerk Forums

The next forums will be held on Wednesday 20<sup>th</sup> March, clerks at 1pm and chairs at 2.30pm. As a reminder, we are happy for other councillors to attend the Chair Forum where the chair is unavailable.

Our topics will include updates on Martyn's Law, annual meetings (and annual parish meetings) and General Power of Competence, plus any matters you wish to raise – items can either be sent to me in advance or taken at the forum.

The link for the sessions (same link for both sessions) is:

<https://us02web.zoom.us/j/4663925358?pwd=SUNVcFcyG5JaIFsZVZGSkhXVGpyZz09>

Meeting ID: 466 392 5358



18 April  
10am - 12pm

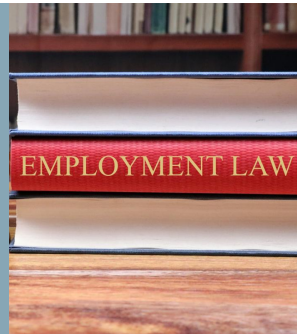


## Social Media

This session will provide background on what social media is, social media strategies and how to manage expectations.

Registration

24 April  
10am - 11am



## Employment Law Update

This one hour session is free and will enable Councils to respond to these new entitlements, and to update their terms and conditions of employment.

Registration

**Derbyshire ALC**

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