

Dorset Association of Parish and Town Councils

(Affiliated to the National Association of Local Councils)

WEBSITE: www.dorset-aptc.gov.uk

Colliton Annexe
Colliton Park
DORCHESTER
DT1 1XJ

Tel/Fax: 01305 260972
E-mail: daptc@dorsetcc.gov.uk

EXECUTIVE COMMITTEE

Minutes of the meeting held on Saturday, 12th September 2009 at 10.15 am at the Colliton Club, Dorchester

09/42 ATTENDANCE

Present:

Cllr Lindsey Dedden	Chairman and Town & Larger Councils
Cllr Susan Bennett	Vice-Chairman and Northern Area
Cllr Alan Thacker	Central Area
Cllr Jill Barry	Central Area
Cllr Tony Gibb	Eastern Area
Cllr Mike Jones	Northern Area
Cllr Caroline Macleod	Purbeck Area
Cllr Janet Page	Western Area
Mr David Wragg	Western Area
Cllr Haydn White	Town & Larger Councils
Cllr Robin Cook	Town & Larger Councils
Dr Malcolm Macleod	President
Mr John Freeman	Vice-President

In attendance:

Mr John Parker	Chief Executive
Mrs Vanessa Gifford	Office Manager
Mr Paul Ackrill	Hon Treasurer

Apologies for absence received from:

Cllr Adrian Hibberd	Eastern Area
Cllr Lesley Gasson	Northern Area
Cllr Jackie Stayt	Northern Area
Cllr Bid Whittet	Purbeck Area
Cllr David Barrett	Town & Larger Councils
Cllr Ken Whetlor	Vice-President and Town & Larger Councils

09/43 WELCOME

The Chairman welcomed everybody to the meeting and introductions were made.

09/44 DECLARATIONS OF INTEREST

Cllr L Dedden declared a personal interest as Trustee for Dorset Community Action.

09/45 MINUTES OF THE LAST MEETING

The minutes of the meeting of 6 June 2009 were accepted by the Committee as a true and accurate record of events and signed by the Chairman.

09/46 MATTERS ARISING – NOT COVERED ELSEWHERE ON THE AGENDA

There were no matters arising.

09/47 CHAIRMANS REPORT

Written Report attached. (Paper 1)

It was agreed for DAPTC to write to DCC to establish how they need the parish and town councils support in keeping the IT connections in place after the Olympics, as a lot of partnerships are currently being hindered by bandwidths.

It was agreed to circulate the East Dorset draft protocol for Parish Plans to members, recognition of parish plans is needed in the Local Development Framework.

The Chairman made a plea as Non Executive Director of the Hospital Board, that Foundation Trusts are open to independent members of the community and members were encouraged to join.

09/48 CHIEF EXECUTIVES REPORT

Written Report attached. (Paper 2)

The Chief Executive added the following points:

- Commission for Rural Communities (CRC) – attended an event “Strengthening the role of local communities”. Highlighted guidance note “Service delegation to parish and town councils” on the CRC website.
- Current consultation on “State of Rural Services in England”
- The Chief Executive read a note from Sharon Sheppard thanking the office and members for the gifts and best wishes on her departure from DAPTC.

09/49 TREASURERS REPORT

Written Report attached. (Paper 3)

Paul Ackrill was nominated as Honorary Treasurer for the year 2010/11.

Proposed: Cllr Janet Page

Seconded: Cllr Alan Thacker

Agreed

Andrew Notley was nominated as Auditor for the year 2010/11.

Proposed: Cllr Tony Gibb

Seconded: Cllr Alan Thacker

Agreed

09/50 STAFFING ISSUES

The Office Manager outlined proposals for recruiting to the vacant post within the office. Following discussions and advice from an HR officer within DCC, it was proposed that the post be reduced to 16 hours a week, at SCP8 within the Dorset Grade 3. It was also proposed that the post be advertised on DorsetforYou only as a permanent Administrative Assistant. It was also proposed to increase the hours of the Office Manager to 28 hours per week, to try and facilitate more training.

The above proposals were put to the meeting:

Proposed: Cllr Tony Gibb

Seconded: Cllr Alan Thacker

Agreed Unanimously

09/51 PAPERS FOR CONSIDERATION

a) **Constitution Changes** Proposals attached (Paper 4) were put to the meeting.

Proposed: Cllr Tony Gibb

Seconded: Cllr C MacLeod

Agreed

b) **Introduction of AGM motions** Paper 5 was put to the meeting

The matter was discussed and agreed that the motions should not be presentations. A council could prepare flier to handout at the AGM. It was agreed that the Working Party should look at timings for next year and the next meeting of Executive would look at the future of resolutions, as the President pointed out that most of the resolutions were local and could be considered by the Executive during the year, and it could make Area Meetings stronger.

c) **Ad hoc IT support** Paper 6 was put to the meeting.

Proposed: Cllr Tony Gibb

Seconded: Cllr Robin Cook

Agreed

d) **Cost Recovery** Paper 7 was put to the meeting

The Chairman proposed that the Working Party look at the issue

Proposed: Cllr Lindsey Dedden

Seconded: Cllr Alan Thacker

Agreed

09/52 DCTP

The Chief Executive reported that the Training Partnership had agreed that the separate account for the training could be amalgamated with the DAPTC account, to save two accounts, and the DCTP accounts kept in a separate column in the accounts. The Chief Executive also reported that he would be looking to take money from the DCTP account for delivery of training not just administration in the future.

09/53 AGM

a) **Speaker Arrangements** The Highways Agency had agreed to speak at the AGM.

b) **Affiliation Fees 10/11** Paper 8 was put to the meeting and the following proposal was put:

To agree 3% on last years figure, and take no account of electorate figures

Proposed: Cllr Susan Bennett

Seconded: Cllr Haydn White

Agreed

09/54 WORKING PARTY UPDATE REPORT

a) **Update of meeting on 27 August** The following papers are outcomes of the meeting held on 27 August.

b) **System for subscriptions** In view of time limitations it was agreed to defer Paper 9 to the next meeting.

c) **Policy Statements** The attached Policy Statement (Paper 10) was agreed.

d) **Further Policy Statements for development** The meeting agreed for the Working Party to progress the statements detailed on Paper 11

e) **Annual Report and Accounts** Paper 12 was agreed by the meeting.

09/55 AREA COMMITTEE REPORTS

Reports attached. (Paper 13)

09/56 NALC REPORT

Report attached. (Paper 14)

09/57 REPRESENTATIVE REPORTS

- **SLCC** – report attached (Paper 15)

- **Play Forum** – report attached (Paper 16)
- **Local Admissions Forum** – report attached (Paper 17)

09/58 ITEMS FOR NEXT AGENDA

Agenda items to the DAPTC office by 20 November 2009

09/59 DATE OF NEXT MEETING

Saturday 28th November 2009 in the Colliton Club at 10.15am. PLEASE NOTE REVISED DATE

The meeting closed at 13.00

Paper 1

Dorset Strategic Partnership Board meeting 9th September – report to DAPTC Exec

IT infrastructure to be put in place re Olympic sailing at Weymouth/Portland.

Need business case to BT Openreach to extend beyond major centres to other parts of County.

Larger bandwidth

Public sector 30%-40% of demand.

MAA relevant – (leads on from Connecting Dorset?)

Need specific questions to be answered to BT to make the case.

DCC to procure a new system – poss for other public sector organisations to join this system?

Towns and Parishes to play whatever part asked to ensure that this golden opportunity is not lost!

Possibly need to ask District/Borough?County Councils what T&P Councils can do to help?

Ask for mandate to write to DCC re this?

Presentation from Sophie Trim Audit Manager, Audit Commission re Self Evaluation on Comprehensive Area Assessment.

Dorset Bournemouth and Poole –report to be made around themes and the report will be written for the public – “One Place” web site (report to be published on this?)

Presentation on Multi Area Agreement

5 themes to this – MAA summed up as lots of goodwill but little action. Targets to be agreed soon?

Performance report –

Some targets met or exceeded and some “reward” money as a result. Some targets caused problems re knowledge of these eg Hospital emergency admission rates – failed but did not realise that this would be a failed target.

Revision of Strategy

Changes result in this being needed and will take into account LSPs Parish Plans etc. Timetable set out for process- might need to be revised. Consultation phase is key.

Change of Government possible. Intend to carry on process and see what emerges. Timetable might have to be revised.

Review of Structure of DSP

Driven by Audit Commission publication – Dorset cited in two places as example of good practice. Also need to consider impact of “Total Place”

Questions about timing in light of previous item.
Objectives for change not clear

Suggested alternative models set out in paper but concluded that need to look at DSP targets – agreed performance of CSDG main issue.

Chairmanship of DSP Board

Agreement states “Independent Chairman”. 3 proposals in recommendation, only one would have resulted in IC but that was re-appointment of existing Chairman – has served 3 +1 years so feeling time for a change.

Other two proposals for LG Chairman – arguments for well rehearsed beforehand – arguments against well presented, not co-ordinated – feeling of perception of LG body strongly expressed. Vote 6 -5 so new Chairman for 1 year to be reviewed, Angus Campbell Leader DCC.

14 – 19 Strategy and Learning and Skills Council

LSC being abolished – functions and funding to go to LG but concerns that funding will not reach LG!

DSP invited to consider its role (not sure this happened) LSC staff being TUPEd to LG as appropriate.

Establishment of Dorset Safeguarding Adults Board

Model as that for safeguarding Children proposed – concern that this would just be more expensive bureaucracy. Feeling that more information is needed.

(Briefing by David Jenkins and Deb Appleby to Chairman and CE!)

PAPER 2

CHIEF EXECUTIVE'S REPORT TO EXECUTIVE COMMITTEE MEETING 12 September 2009

1. Working Group update

This will be dealt with under a separate agenda item.

2. Financial Reporting

I am pleased to report that there are no items of exceptional variance to be explained.

The honorary treasurer's report is a separate agenda item.

3. Training / Development

The Dorset County Training Partnership (DCTP) met 13 July. The next meeting is scheduled for 20 October. NALC development grant of £1,300 is now confirmed.

We have delivered three training sessions in this quarter – New Clerks; Councillors update and Clerks Seminar. Vanessa has also run a follow up session in the East of the County to examine difficulties experienced in compiling their portfolios by Clerks who had attended her previous CiLCA training. Two Clerks who underwent that training have already submitted their portfolios and await the results.

It is worth noting that there has been a very good response in terms of numbers for our training events. The Clerks Seminar attracted 34 attendees and the New Councillors training to be delivered 22 September has at time of reporting attracted 38 nominations.

Still to come this year:-

Chairmans Seminar – 7th October

Community Engagement event – 19 November

Planning – 1st December

4. Power of Well Being

Two councils have now received the required training to become eligible to operate the power of well being – Symondsbury and Thorncombe. Thorncombe is the first council to resolve that it is now eligible to use the power of well being (as of 1st September)

The following dates have been agreed for further councils to be trained:-

29 September – Verwood

02 November – Burton PC with Hurn PC

5. Regional Matters

The Chief Executive attended the last SWCLCA meeting on 18 June. The main current issues for SWLCA are:-

- **Progress of Unitary Councils and relationship with Parish Councils**

Wiltshire Association (WALC) reported that Wiltshire Council has some 98 members being predominantly Conservative. 18 Area Boards had been set up but WALC was concerned about whether or not parish councils concerns would be heard. Salisbury now has an elected council and has joined WALC but of the £2000 fee £1500 goes to NALC.

In Devon they were still awaiting the decision of the Boundary Committee which was supposed to be decided by July. Of the 60 seats 40 had been taken by the Conservatives taking over from the Lib Dems

In Cornwall there was also a shift from Liberals to Conservatives. There were to be three delivery areas and 19 Community network areas. There were concerns for local councils in that, similar to Wiltshire, it was only the unitary councillor that would be able to call in planning applications.

Somerset (not unitary)- change from Lib Dems to Conservative County Council; trial in South Somerset where committees were being made up of cllrs from County, District and Parish. However the parish rep would not have a vote and members of the public could speak in a short session. It was felt that the severe shortage of cash would drive the agenda with devolution of services but no cash following.

- **Regional Training Event**

The Devon County Secretary had been successful in acquiring £1700 from NALC for a regional Training event. It was agreed that further discussion would take place at Tiverton as it was agreed that the event would be better in the Autumn before the clocks changed.

- **Regional Spatial Strategies (RSS)**

It was noted that there were implications concerning the SW and other RSSs as a result of a judgement on legalities of East of England submission and Sec of States response. Planning Policy Documents – NALC was not on the Consultation list this had serious implications for the whole local council movement.

There was a regional meeting arranged in Taunton with the Chairman and Chief Executive of NALC on July 7th, which was attended by the Chief Executive and the Chairman. At this meeting the NALC representatives answered questions relating mainly to the NALC review; use of the recent funding from DCLG and DEFRA (what criteria attached); Quality Standards for CALCs; and method of commissioning work by NALC

There was a regional officers two day workshop in Tiverton on 19th & 20th August which was attended by the Chief Executive. The workshop received presentations from Anne Rehill of Standards for England and Emily Turner of South West Employers, both of whom addressed a number of concerns raised by those present. These issues included:-

Standards for England

Notifications by Standards Committees:

It would be helpful to provide procedural advice which suggested that parish councils should note a complaint but not have any discussion of the matter.

It would be useful to have some guidance, possibly including a flow chart to explain what a parish would get and when. Consider developing this jointly –SfE & SWCLCA

Planning – Pre application

It would be helpful to develop some training materials for parish councillors on what they can and can't do around being involved in pre-application discussions and subsequent meetings.

Noted the joint guidance produce with PAS and LGA and thought it might be useful to have some supplementary guidance for parishes on this matter

Ongoing communication

CALC officers to be offered the option to be part of the on line Forum being set up

Direct relationships with county officers would be appreciated

SfE to consider the possibility of having a named person CALCs could ring in the liaison team to bounce ideas off - potentially treated as enquiries

CALCs would appreciate information tailored for parishes, this means short and simple. A specific suggestion was a guide on how to manage meetings

SfE should consider getting its information on the local government update service if it is not already there

Democratic services officers are a key constituency as they tend to do the training elements and MOs the case handling

Bullying

The following might be possible in relation to bullying and will be discussed internally by SfE:-

- SfE might consider a call for all cases related to bullying and to do an analysis of what has been going on and what judgements the standards committees have been taking into account when making decisions on bullying cases
- SfE could then issue further guidance about how to deal with such cases
- SfE could also possibly identify bullying as a systemic risk and ask standards committees to pass all bullying cases to us
- SW county officers would call for member officer protocols at parish level and produce a draft model protocol that SfE could either joint badge or endorse and promote in some way.

South West Employers

- Equal Opportunities – Age related policy
- Variable Working
- Managing Absence
- Health & Safety
- Recruitment and Selection Policies

Emily brought to attention the number of fact sheets available from SW Employers and elsewhere (e.g. Susie Lamplugh Trust on 'lone workers') which offered guidance on many of these areas.

In addition to the guest speakers the workshop considered:

- Bid to NALC for project funding to produce Local Council Resource Pack
- Regional training event (Participative –v – Representative)
- NALC Model Standing Orders (Addition of a regionally produced 'Explanatory Note'; Suggestion to split 'Chairmanship' and Standing Orders' elements)
- Production of Member / Officer Protocol

- Update of Business Plan

John Parker
Chief Executive

Paper 3

DAPTC Executive Meeting 12th September 2009

Report of the Honorary Treasurer

1. Purpose of report

- 1.1 The purpose of this report is to provide an update on the financial situation for the current financial year (2009/10).

2 Executive Summary

- 2.1 The finances have been reviewed by the Honorary Treasurer and the Chief Executive at the beginning of September 2009. A deficit of just over £2.5k is projected for the current financial year.

3 Financial Position

- 3.1 The attached Appendix reflects the current financial position and the expected financial position at year end.
- 3.2 The current budget, as shown in the grey column at the left hand side of the report, shows an expected deficit of almost £7.5k (the expenditure budget of £96.1k exceeding the income budget of £88.6k). This reflects the fact that office staffing arrangements are not fully funded, and the decision to increase the current year subscriptions by a % increase but NOT to add an additional fixed sum to the current year subscription charges to cover the staffing funding shortfall.
- 3.1 Expenditure to date has been reviewed and forecasts of further expenditure included. There are only minor projected variations from the budget, totalling a £364 overspend in the attached Appendix. It should be noted that, for the purposes of this budget monitoring statement, the staffing budget is assumed to be fully committed pending the outcome of imminent staffing changes (and the financial implications of the changes).
- 3.2 Income to date has been reviewed, together with forecasts of further income, and the Executive are asked to draw their attention to the variations against the income budget as follows:
- The income budget assumed £2.8k could be achieved through interest earned on balances held (shown on the attached as 'investment income'). The combination of poor or nil interest rates on savings accounts, together with reduced cash balances (due to the change in process for salary payments) means that negligible interest is expected to be earned this year. This is shown as a projected deficit of £2,733 in the attached Appendix.
 - The Miscellaneous Income budget line includes the unbudgeted sum of £5,750 secured by the Chief Executive in relation to the Standards Board pilot scheme.
 - There is unbudgeted income of £138 and £1,431 in the form of residual funds from the CAFD and Connecting Dorset schemes respectively.

Paul Ackrill
Honorary Treasurer
September 2009

Paper 4

Dorset Association of Parish and Town Councils

Executive Committee – paper

Executive Committee meeting: - 12 September 2009

Agenda Item	10(a)
Title	Proposed Changes to the constitution to be presented to the AGM
Purpose	To review changes to the wording of the constitution as proposed by the working group and agree those to be put to the membership at the AGM

Proposed Changes to the Constitution to be put to the Membership at the next AGM

Background

The decision of the Executive Committee at the meeting of the 6th June was that the wording of the Constitution in relation to the election of the NALC representative needed to be amended to make the position clearer. In addition during the discussions of the working group a number of minor wording issues in the Constitution were identified. The following five amendments are suggested.

Amendments

1 Section 7 b

Current wording:-

NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)

- a. The DAPTC will pay to NALC, by the required date(s) in each financial year, such fees as fixed by NALC at their Annual General Meeting.
- b. A NALC representative and deputies who will be members of the Executive Committee, will be elected annually at the Annual General Meeting.

Suggested new wording:-

- b The Executive Committee will elect from its membership A NALC representative and deputies. This election shall take place at the same time as the election of the Chairman and Vice-Chairman, this being the first meeting in each year after the AGM.

2 Section 10

Current wording:-

QUORUM AT ANNUAL GENERAL MEETINGS

The quorum at an AGM will be ten percent of the membership of the DAPTC. If, at an AGM, no quorum is present within half an hour of the time appointed for the commencement of business, the meeting will stand adjourned, to the same place, day and time in the next week, when the quorum will be five.

Suggested amendment:-

Line 2 – delete '*within*' and insert '*after*'

Line 4 – after '*five*' insert '*voting representatives of member councils*'

3 Section 12 c

Current wording:-

COUNTY EXECUTIVE COMMITTEE

c. The Chairman, by virtue of such office (see paragraph 12 below),

Suggested amendment:-

Delete '12' and insert '13' (correction of typographical error)

4 Section 12 I

Current wording:-

An elected member of the Executive Committee will retire when the Area Meeting, or Committee, which elected him, completes its election of its members to the Executive Committee.

Suggested amendment:-

Line 1 – delete '*will retire when*' and insert '*remains a member until*'

5 Section 13

Current wording:-

2. CHAIRMAN AND VICE-CHAIRMAN OF EXECUTIVE COMMITTEE

The Executive Committee will elect a Chairman and a Vice-Chairman at its first meeting in each year after the AGM. Once elected, the Chairman's position on the Executive Committee is not dependant on his membership of any DAPTC Area Committee. No person will be eligible to be elected Chairman for more than three years consecutively. Any person who has served three consecutive years as Chairman will again be eligible for election as Chairman after the passage of one year. The Vice-Chairman will perform the duties of the Chairman in his absence. If at any meeting the Chairman and the Vice-Chairman are absent, the Committee will elect a chairman from among their number for that meeting.

Suggested amendment:-

Line 1 – After '*elect*' insert '*from its membership*'

PAPER 5

Dorset Association of Parish and Town Councils

Executive Committee – paper

Executive Committee meeting: - 12 September 2009

Agenda Item	10(b)
Title	Presentation of motions at AGM – Time allowed & use of PowerPoint
Purpose	To agree time allowed and method for the introduction of each motion and the time allowed for debate.

Presentation of motions at AGM – Time allowed & use of PowerPoint

Background

There are potentially six motions for presentation at the AGM by member councils and one by an Area Committee. (All these motions have been circulated to member councils and are listed below for information). There has been a request from one member council that they be allowed to present their motion a by way of a PowerPoint presentation showing photographs.

Matters for Consideration

Equity: - If one member council is permitted to use PowerPoint to present their motion then this opportunity should be made available to all the other member councils putting forward a motion.

Also, member councils putting forward motions should be able to give some background and rationale in order to inform those members present who will be invited to vote on the motion

Time available: - Given the possibility of seven motions to be put and debated this could place a considerable strain on the time available for the meeting. If the use of PowerPoint were permitted this would almost certainly lengthen the time taken to put the motions. (PowerPoint presentations are notorious for over-running)

Resolution by Executive

The Executive Committee are invited to consider setting a procedure, including timings and method, for the putting of, debating and voting upon motions. This procedure can then be circulated to all member councils prior to the AGM.

PAPER 6

Dorset Association of Parish and Town Councils

Executive Committee – paper

Executive Committee meeting: - 12 September 2009

Agenda Item	10(c)
Title	Ad hoc IT Support by Consultant
Purpose	To decide whether to use an IT consultant to support councils and if so to set time and cost limits.

Ad hoc IT Support by Consultant

Background

The Connecting Dorset Project provided to those councils who participated, computer equipment to improve the councils' ability to function electronically as a statutory local council and participate more fully in 'e-government'.

As part of the project, councils were required to take up a standard email address with a '@dorsetparishes.gov.uk' domain name. This domain name is hosted by Nildram who were the project's preferred supplier. (In the event and for a variety of reasons not all councils participating took up the standard email address).

Consequent to the email addresses being set up by Nildram, some of the councils who were using broadband services supplied by other providers experienced difficulty in accessing the new email address. In a large number of these cases the clerks were able to resolve this difficulty with guidance from the staff in the DAPTC office. However there remain a few cases where more expert assistance is required.

Connecting Dorset funding provides for the training of Clerks as arranged via a contract with Dorset Adult Learning but there is no provision for funding technical support. During the implementation phase this technical support was provided by Tony Gibb as the Councils Co-ordinator. The implementation phase finished in February 2009. There is no 'exit strategy' under the project to cover continuing technical support. Nildram do provide some support in the shape of advice and assistance sheets but these are not able to address the more difficult issues incurred by the small number of councils mentioned above.

As a promoter and partner of Connecting Dorset, DAPTC actively encouraged councils to participate. In light of this, it is felt that the association should where possible support its members. As a test case, I negotiated with Barry Thomas of Sharpscape Business Solutions who was contracted to set up and who continues to arrange hosting etc. for the DAPTC website, to assist the clerk at Okeford Fitzpaine. This resulted in a total of six hours (including travelling time) support at a cost of £60 and the issue was resolved.

Executive Committee Resolution

The Executive Committee is asked to consider authorising the Chief Executive to make use of Sharpscape Business Solutions to provide support for a maximum period of six months and to a maximum cost of £500, to councils experiencing difficulty in accessing the standard email address required under the Connecting Dorset project.

PAPER 7

Dorset Association of Parish and Town Councils

Executive Committee – paper

Executive Committee meeting: - 12 September 2009

Agenda Item	10(d)
Title	Cost recovery mediation/advice/training
Purpose	To agree a policy whereby costs involved in providing individual council mediation / advice / training can be recovered from the individual council concerned

Cost recovery mediation/advice/training

Background

On a number of occasions in the past, the Chief Executive has provided evening sessions to individual councils for the purposes of mediation, advice or training. The Office Manager has also provided 'out of hours' training / advice usually by way of personal visit to Clerks. With the exception of the recent 'Power of Well Being' training (£50 per training session) there has been no charge for these sessions and the Chief Executive or Office Manager has taken time off in lieu of payment.

With the ever increasing pressure to provide regular advice and training as well as maintaining good relations with principal authorities and other relevant organisations, it is becoming increasingly difficult to manage the time off in lieu and the number of hours owed is accumulating. While it is not anticipated that the staff will claim payment for all the additional hours incurred in the delivery of these 'exceptional' sessions, it would be most helpful if there was some capacity to levy a charge and pay some hours to help manage the time in lieu situation and assist in maintaining the regular functioning of the office. This will be particularly important in the immediate future as the office will be without the services of the Support Officer, while the association recruits a replacement and the number of councils requesting 'Power of Well Being' training is starting to build up.

As a rough comparison Devon charge £125 + mileage for well being training and Somerset charge £200 and travel per half day.

Executive Committee Resolution

The Executive Committee is asked to consider authorising a charge to individual councils who request attendance of the Chief Executive or Office Manager for the purpose of delivering mediation, training or advice to that particular council. The Executive Committee may also wish to consider requiring the Chief Executive and / or the working group to develop a policy statement on this subject.

PAPER 8

Dorset Association of Parish and Town Councils

Executive Committee – paper

Executive Committee meeting: - 12 September 2009

Agenda Item	12(b)
Title	Affiliation Fees 2010 / 11
Purpose	To inform the Executive of considerations to be taken into account when deciding the Affiliation Fees for the Financial Year 2010 / 2011

DAPTC Affiliation Fees 2010 / 2011

Background

At the 2008 AGM the 2009 / 2010 fees were set at an increase of 3% plus an additional sum of £4,000 estimated to be required to retain the Support Officer post. In the period between the AGM and the sending out of the invoices, the budget was reviewed and, because of anticipated savings and the unexpected opportunity to generate income through participation in a pilot scheme, the additional amount was not called for and was, therefore, not invoiced.

Following a query from Symondsburry, the question of how the 3% rise was calculated was investigated. The mechanism for implementing the increase is that the 3% rise is applied to the electorate multiplier in the existing spreadsheet used to calculate an individual council's affiliation fee. (i.e. the multiplier used for the 2008 /2009 fees as set at the 2007 AGM was increased by 3%).

However, the investigation also revealed that the 3% was added not to the basic multiplier used for 2008 / 2009 (25.79p per elector) but to the figure quoted in the accompanying notes and reproduced in the 2007 AGM report (extract attached – please note reference to 2007/8 subscriptions is erroneous or should be preceded by 'on' rather than 'for' as the section in which it appears is titled 'Subscriptions 2008/09'). This figure was 31.61p per elector (up to 2000) and represents the actual amount payable per elector after a 'one-off' additional amount, agreed at the 2007 AGM, was added to the basic increased fee already calculated as 3% on the 2007 / 2008 multiplier (i.e. 25.79p as shown above).

The net result of this error is that the multiplier for 2009 / 2010 became 32.56p per elector when (if applied to the basic figure) it should have been 26.56p per elector – a difference of 6p per elector (councils up to 2000 electorate). In effect this was a 22.56% increase on the basic multiplier for 2008 / 2009.

Considerations / Comments

- The total amount raised for 2009 / 10 was actually based on the amount estimated as needed to achieve a balanced budget. In other words the calculations to arrive at a 3% increase were done on the (as it transpires) enhanced multiplier.
- The far greater effect on the total subscriptions payable is the change in electorate numbers. This is evidenced by the fact that the highest percentage increase for 2009 / 2010, on actual amount invoiced, experienced by any council was 11.2% and that a number of councils actually saw a reduction in amounts invoiced (in one case 13.9%). This despite the 22.56% increase in the multiplier.
- The above situation highlights one of the potential pitfalls in using a multiplier applied to electorate numbers and supports, in the view of the Chief Executive, the need to move to a banded system where an agreed increase can be applied to an actual figure paid by councils in that band the previous year. Such a system would be more flexible in that change to electorate figures would be accommodated within

the band and movement between bands could be held over until the following year when electorate figures are confirmed by District Councils, thereby facilitating the budgeting process for both member councils and DAPTC.

Proposal

That, given the error last year and **subject to the budgeting process not revealing an unacceptable potential deficit**, the Executive holds fees at the 2009 / 10 level for 2010 / 2011 financial year. Also that the Executive explores alternative systems for calculating the affiliation fees (already in hand – see Agenda item 13b) and, after consultation with the membership, agrees the new system by the June 2010 meeting of the Executive, to be implemented for the 2011 / 12 Financial Year.

Considerations relating to the Proposal

Some members **may** feel that they were misled by the increase last year as it was reported that the 3% increase was to the 'basic' subscription. It may need a resolution for the membership to acknowledge the error and agree to accept the amounts invoiced for 2009 / 2010.

The NALC increase for 2010 / 11 has just been agreed at 1%, which equates to an increase of 0.05p per elector. On current electorate figures this would mean that, with no increase in income from subscriptions, there would be a need to cover additional expenditure (to NALC) of £12,400. The Executive may wish to consider an increase that matches or contributes to the estimated NALC increase figure to avoid such a significant shortfall.

Given the current and predicted rates of inflation, external costs are unlikely to rise by a significant amount – if they rise at all.

If it is decided that some increase is necessary to ensure the continued efficient operation of the association, then the 'base' for the increase must be made **very clear** to avoid continuing the confusion over the multiplier. As an example a 0.5% increase on the 2009 / 2010 invoiced amount (assuming no change in electorate numbers) would yield approximately £2,500 and, by extension a 1% increase would yield approximately £5,000. Using this base has the added advantage of councils being able to accurately predict their expenditure on fees for budgeting purposes in November rather than await the calculation based on the electorate figures which are not normally available until January or February (beyond the date that most councils have to set their precept by).

Extract from 2007 AGM Report

I am therefore recommending an increase in subscription for 2007/08 of 3% but also that a further £9,000 is raised in addition to cover part of the cost of the additional office support that has been required. This equates to an average increase of £65 per council.

These increases would change subscriptions as follows :-

- Parish meetings subscriptions would increase from £20.47 to £25.84.
- Smaller councils subscriptions would increase from 25.04p to 31.61p per elector.
- Larger councils subscriptions would increase from £475.62 plus 5.44p per elector over 2000 electors) to £600.51 + 6.87p per elector.
- Maximum subscriptions would increase to £1,254.89.

This policy will increase total subscriptions by approximately £10,157 assuming no changes in membership or numbers of electors

PAPER 9

Dorset Association of Parish and Town Councils

Executive Committee – paper

Executive Committee meeting: - 12 September 2009

Agenda Item	13 (b)
Title	System for calculating Affiliation Fees (Subscriptions)
Purpose	To provide additional information in relation to alternative methods of determining member's affiliation fees.

Introduction

At the last DAPTC Executive Committee on 06 June, I presented a paper on behalf of the Working Group on potential new systems for calculating member subscriptions and making reference to the systems used by other County Associations. I attached an example based on a simple multi banded system used by Warwickshire and West Midlands Association. The Executive Committee asked that the group research a comparative model based on the Kent Association's system of using equivalent band D properties per council.

The Kent Association Model (Mechanics)

We gratefully acknowledge the support given by the Kent County Secretary, Rodney Williamson, who took time to give the Chief Executive not only the 'mechanics' of their system, but also the experience of change and the potential drawbacks that were overcome

The basics of the Kent system is that each council pays 55.5p per equivalent band D property in their parish or town subject to a maximum figure of £980.

In addition each council pays a flat rate standing charge of £40 (It was strongly felt that all members should 'pay to belong' before calculating an additional amount per band D)

After testing the system they found that there were (a very few) councils where the band D equivalent properties were so few that at (the then equivalent of) 55.5p it did not cover the NALC subscription. They therefore, imposed a minimum requirement of meeting the NALC subscription plus 1p per band D property.

The Kent Association Model (Rationale and Experience of Change)

The underlying rationale for changing to the band D based system was that it was considered to be more equitable. It catered for the existence of fairly large rural councils which were not wealthy as well as the often smaller but wealthy enclaves in other council areas and would reflect the situation in the towns and larger conurbations.

The system also had certain 'logic' in that this is the basis on which the principal authorities work.

As with any change there was apprehension and resistance from the Kent councils and it required a long period of consultation, negotiation and information giving before the change came about.

For some councils the rate of increase was very large (This would also be the case for Dorset) and a limit of 15% on change over was agreed. Some councils, of course, enjoyed a decrease.

Despite having to gather new data on the band D equivalents by parishes and towns, the data on electorate numbers was still needed for the calculation of subscriptions by NALC.

The Kent Association Model as applied to Dorset

i) About the data

Appendix A is a breakdown of the fees for Dorset Parishes and Towns using the Kent Association Model together with a comparison of those fees against the current fees for 2009 / 10.

There is also a similar breakdown with a revision of the per band D multiplier (reduced from 55.5p to 45p) and in the case of East Dorset councils only (as an example) the effect of applying the current maximum to this revised Kent model

A note of caution

Most of the data used to arrive at the band D equivalents for parishes had to be calculated from information contained on the leaflet sent out with council tax bills. This data would need to be thoroughly checked should this system be agreed but for the purposes of illustration its accuracy should be acceptable.

It should also be noted that data was not available for one parish in West Dorset and the three parishes within the two Borough Councils were not included in the calculations. The effect of this on the total income will be marginal and on the illustrative property negligible.

ii) Some initial comments

Using the Kent figures it is apparent that this model produces an overall significant rise in income through fees (approx 62%). If we are to proceed, then new, more appropriate figures would need to be determined. As a first attempt the Kent model has been revised by reducing the multiplier to 45p. This still gives an approximate increase of 34% without applying any maximum figure (in East Dorset's case, as an example, the application of the current maximum reduces the increase to approx 24%)

The corollary to this is that a vast majority of (but not all – especially under the revised model) councils will be subject to an increase. In some cases this is relatively minor – less than £10 – but in others quite major - in excess of 100%. These major increases could be mitigated by the imposition of a maximum as occurs in the Kent model and our present model. It could also be mitigated by the capping of any increase by a fixed % on change over as per the Kent experience.

There is considerable variation in the increases when viewed on a District basis (see Summary sheet in workbook), with North and West District Local Councils experiencing the least percentage rises overall and East Dorset Local Councils experiencing over a 100% increase across the board. There is, of course, considerable variation between individual councils

The Warks. & West Mids. Model as applied to Dorset

I have included at appendix B the previously circulated calculations for Dorset using the Warks. & West Mids. Model for comparison. (This created a shortfall of approx £9K on current model's income)

Appendix A

	Total income under Kent model (55.5p)	Total income under current model	Actual Difference by District	% Difference by District / Total	councils paying less under Kent model
East Dorset	22,974.01	10,851.69	12,122.32	111.71	1
North Dorset	16,628.93	11,826.90	4,802.03	40.60	3
Purbeck	11,375.68	7,251.92	4,123.76	56.86	1
West Dorset	26,704.66	18,067.71	8,636.95	47.80	5
Total	77,683.28	47,998.22	29,685.06	61.85	10

	Total income under revised Kent model (45p)	Total income under current model	Actual Difference by District	% Difference by District / Total	councils paying less under revised Kent model
East Dorset (2)	18,748.66	10,851.69	7,896.97	72.77	7
North Dorset (2)	13,853.73	11,826.90	2,026.83	17.14	19
Purbeck (2)	9,382.44	7,251.92	2,130.52	29.38	3
West Dorset (2)	22,167.02	18,067.71	4,099.31	22.69	24
Total	64,151.85	47,998.22	16,153.63	33.65	53

Note:

East Dorset (3) shows effect of applying current system Max to revised Kent model(45p) for East Dorset councils (Appendix A 1)

The result is an income of £13500.79 a reduction of £5247.87 on the revised Kent model but an increase of £2649.10 (24.4%) on current model income

There is no change in the number of councils paying less but two further councils will have a 'nil' change as they are already on current maximum

Appendix A1

Council	Band D equivalent	rate per band D	cost per council (p)	standing charge (p)	total sub (p)	total sub (£)	total revised to old system Max	old system subs (-LCR)	Difference (w/o max applied)	Revised difference
Alderholt Parish Council	1272.1	45	57,244.50	4000	61,244.50	612.45	612.45	637.26	-24.82	-24.81
Colehill Parish Council	2985	45	134,325.00	4000	138,325.00	1,383.25	1,292.54	861.27	521.98	431.27
Corfe Mullen Parish Council	3993.3	45	179,698.50	4000	183,698.50	1,836.99	1,292.54	1027.79	809.20	264.75
Cranborne & Edmondsham Parish Council	2338	45	105,210.00	4000	109,210.00	1,092.10	1,092.10	252.67	839.43	839.43
Ferndown Town Council	7999	45	359,955.00	4000	363,955.00	3,639.55	1,292.54	1292.54	2,347.01	0.00
Holt Parish Council	671	45	30,195.00	4000	34,195.00	341.95	341.95	353.28	-11.33	-11.33
Knowlton Parish Council	714	45	32,130.00	4000	36,130.00	361.30	361.30	408.95	-47.65	-47.65
Pamphill & Shapwick Parish Council	375.87	45	16,914.15	4000	20,914.15	209.14	209.14	222.38	-13.24	-13.24
Sixpenny Handley with Pentridge Parish Council	582.99	45	26,234.55	4000	30,234.55	302.35	302.35	374.44	-72.09	-72.09
St Leonards & St Ives Parish Council	3829.1	45	172,309.50	4000	176,309.50	1,763.10	1,292.54	879.04	884.06	413.50
Sturminster Marshall Parish Council	803.9	45	36,175.50	4000	40,175.50	401.76	401.76	480.59	-78.84	-78.83
Vale of Allen Parish Council	616	45	27,720.00	4000	31,720.00	317.20	317.20	336.02	-18.82	-18.82
Verwood Town Council	6279.6	45	282,582.00	4000	286,582.00	2,865.82	1,292.54	1292.54	1,573.28	0.00
West Moors Parish Council	3276.5	45	147,442.50	4000	151,442.50	1,514.43	1,292.54	913.94	600.49	378.60
West Parley Parish Council	1776.2	45	79,929.00	4000	83,929.00	839.29	839.29	671.45	167.84	167.84
Wimborne Minster Town Council	2728.9	45	122,800.50	4000	126,800.50	1,268.01	1,268.01	847.53	420.48	420.48
						18,748.66	13,500.79	10851.69	0.00	2,649.10
									7,896.97	

Dorset Association of Parish & Town Councils**Subscriptions 2009/2010 using Warks & West Mids model**

Category	Scale of Electors	Number of Councils in each category	Subscriptions 2008/2009 £	Subscriptions 2009/2010 £ (3%)	Estimated overall income for year 2009/2010
1	0 - 150	6	33.86	34.88	209.28
2	151-250	17	51.49	53.05	901.85
3	251-350	17	79.68	82.07	1,395.19
4	351-450	10	102.70	105.78	1,057.80
5	451-550	15	131.00	134.93	2,023.95
6	551-650	11	153.66	158.27	1,740.97
7	651-750	4	184.85	190.40	761.60
8	750-850	8	205.03	211.18	1,689.45
9	851-950	11	230.94	237.87	2,616.55
10	951-1050	5	266.51	274.51	1,372.53
11	1051-1200	7	298.91	307.88	2,155.14
12	1201-1400	4	325.22	334.98	1,339.91
13	1401-1650	3	381.01	392.44	1,177.32
14	1651-2000	4	468.22	482.27	1,929.07
15	2001-2500	3	498.83	513.79	1,541.38
16	2501-3200	5	534.62	550.66	2,753.29
17	3201-4150	3	562.47	579.34	1,738.03
18	4151-5400	2	633.17	652.17	1,304.33
19	5401-7000	7	715.25	736.71	5,156.95
20	7001-9000	4	809.92	834.22	3,336.87
21	9001-14,999	5	970.28	999.39	4,996.94
22	15000-24,999	0		-	-
23	25,000+	0		-	-
Total subscribers		151			-
Parish meetings		4	21.08	21.71	£ 86.85
				Total estimated income	£ 41,285.25

* Notes

1 - 08/09 Subs do not include additional subscription

2 - 08/09 Subs based on 08 electorate

3 - 08/09 subs per group based on average subs paid by councils within that group

4 - Total estimated income using current system is £50,147 (excluding charge for LCR) - almost £9k more

4A - Given 4 above, some care will be needed when setting baseline for this system if adopted

Dorset Association of Parish and Town Councils

Executive Committee – paper

Executive Committee meeting: - 12 September 2009

Agenda Item	13(c)
Title	Policy statement proposal – Political Neutrality
Purpose	For Approval

DAPTC Executive Committee – Working Group

Policy Statement Proposal

Short Title	Political neutrality
Background/ Reasoning	Some Parish Councils and, in particular, Town Councils have members who belong to various political parties. In whichever way individual Councils seek to accommodate political differences, these are particular to that Town or Parish Council and should not influence the views of their representatives on the various levels of DAPTC
Draft Proposal	DAPTC should act and be seen to act independent from any political bias. Members serving on any committee of DAPTC should not allow any political affiliations to influence the decision-making process

Dorset Association of Parish and Town Councils

Executive Committee – paper

Executive Committee meeting: - 12 September 2009

Agenda Item	13(d)
Title	Policy Statements for Development
Purpose	To guide the working group as to what further Policy Statements should be reviewed / developed

Policy Statements for Development

Following discussion at the last working group meeting, the group suggested the following areas where a policy statement should be reviewed or developed. The Executive Committee is invited to direct the working group to progress these and any others which the Committee considers appropriate.

Data Protection Policy
Employment Policy
Equality and Diversity Policy

Dorset Association of Parish and Town Councils

Executive Committee – paper

Executive Committee meeting: - 12 September 2009-09-08

Agenda Item	13(e)
Title	Annual Report & Accounts (and ancillary matters)
Purpose	To inform the Committee of the deliberations of the working group on the timing of the publication of the Annual Report and Accounts and ancillary matters for consideration

Annual Report & Accounts

The current situation is that the members first see the Annual Report and Accounts at the AGM in November and then it is only those who attend the AGM. The general membership relies on their members attending the AGM or waiting for the report to be posted on the website post AGM.

This position means that the accounts in particular, when presented, relate to a period which ended some 8 months earlier.

The common practice by most other County Associations is to publish an Annual Report in August / September (usually co-inciding with return of accounts from audit). Should DAPTC move to this position?

Ancillary Matters

The Statement of Accounts should be presented in a clearer fashion which would be more easily understood by the majority of the membership. (e.g. take out the 'balanced off' items such as CAFD and Connecting Dorset)

Affiliation Fees should be notified to the membership earlier rather than wait until the AGM – there is nothing in the constitution that requires approval at the AGM – setting of fees is the responsibility of the Executive Committee. This would mean that the budgeting process would also have to be completed earlier. The NALC affiliation fee is set at its AGM which must be held in September or October (usually in September) so DAPTC fees could be set immediately after that. This would help members in their own budgeting and precept setting process.

Consideration should be given to providing training on 'motions' and 'resolutions' to better equip councillors and clerks in participating in all meetings

PAPER 13
AREA MEETING REPORTS FOR SEPTEMBER EXECUTIVE

Central Area (14 July)

This meeting was held on 14th of July at the Digby Hall in Sherborne. 8 councillors attended, along with Mrs Gifford of DAPTC and Dr Evans of West Dorset District Council.

The guest speaker was Mrs Clare Walsh from the Citizens Advice Bureau in Sherborne. She talked about the origins of the CAB, the changing role it has adapted to playing in the current economic climate, and the way in which it strives to be accessible to all.

Cllr Barry was elected as a new standards board representative.

Dr Evans updated the meeting on the status of the monitoring officer, plastic recycling, community transport, the regional special strategy, and the relocation of their offices.

Following his report the members decided to invite the recycling officer to be their next guest speaker.

Jill Barry

Eastern Area (29 July)

22 attendees at West Moors Parish council offices. Keith Mallett, Monitoring Officer EDDC, spoke to Members about recent changes to the system for granting dispensations within the Code of Conduct.

There was concern from Members that councils must have the opportunity to discuss the DAPTC AGM motions well in advance of the meeting so that the representatives have a proper mandate. Councils are therefore asked to submit any motions within the deadline.

It was suggested that the resolutions made at the AGM are copied to local MPs to increase awareness of councils' affairs and concerns and the Chairman agreed to do this.

Northern Area (8 September)

Reps to report - meeting only this week

Purbeck Area (29 July)

18 attendees at Sandford Community Hall. Presentation by Purbeck District Council on their draft policy for identifying delegated applications. The presentation provided an opportunity for Cllr Wharf and the Officers to explain the reasons behind the nominated procedures and to clarify how delegated applications would be considered in future.

Town & Larger (24 July)

15 Attendees at the Town Hall, Dorchester. Guest Speakers: Pathfinder Update- Alison Henderson and DCC Property Review- Clive Tee

Western Area (After Executive)

PAPER 14
Report for Executive Committee on 12 September 2009 - NALC

This report covers the NALC AGM and Conference which took place on Friday 4th and Saturday 5th September 2009 in London and was attended by the DAPTC Chief Executive and the DAPTC NALC Representative.

AGM

The meeting reappointed Rt. Hon. Earl of Lytton as President and Lithgow, Nelson & Co. as Auditors.

The meeting approved the minutes of the 62nd AGM and The Annual Report and Accounts for 1008/2009. There was some questioning and discussion over the differences shown in the accounts and in the budget figures shown in Appendix 2 to the Agenda (relating to Affiliation Fees under separate agenda item) which was explained by the fact that due to timing, the budget figures had to be based on a best estimate. A request was made that in future grants etc be detailed under 'operating income'.

The meeting agreed the affiliation fee for year 2010/2011 should be 5.19p per elector – an increase of 1% on the current rate.

The meeting considered the following matters raised by County Associations with the following results:-

Essex Association of Local Councils

Participatory Budgeting

The Essex Association of Local Councils wishes to propose that NALC lobby DCLG, the LGA, and the IDeA to use the example of the Community Initiative Fund to promote that all Counties, Districts, Boroughs and Unitary Councils undertake to give capital budget funding to be used for community projects. This budget should be devolved to the local communities and in parished areas to the first tier Councils to agree where the money is spent, thus achieving participatory budgeting, such as the scheme currently operated in Essex.

Result: - Carried 'nem con'

Hampshire Association of Local Councils

In accordance with the current Constitution each member council pays its County Association an annual subscription and the County Association then pays one to the National Association. The Constitution should then follow the same logical order of membership, thus;

The Hampshire Association of Local Councils proposes that the NALC Constitution is amended to clearly state that member councils are members of their County Association and thus it is County Associations who are the members of the National Association of Local Councils.

Note from the Chief Executive:

[This motion seeks to adopt a policy that the membership of the National Association should be county associations, not the town and parish councils in England.

It is not a proposal for the immediate amendment of the Constitution, which would require a two thirds majority of those present and voting to be successful.

It is a policy motion: it would require a simple majority in order to become policy, which National Council would then have to seek to implement at a future General Meeting.

The Hampshire Association are aware of this and have confirmed that this is the intent of their motion. It is also recognised that, if the motion were to be adopted, more detailed work would have to be undertaken on the democratic, political, financial and legal implications.]

The decision is of course one for the AGM, but delegates need to recognise that this would be a major change of policy, ending the national membership of local councils, which has been the basis of the Constitution and the National Association for over 60 years]

Result: - motion failed

NALC National Council

Motion 1

That the resolution adopted at the AGM 2008, relating to the timing of National Conference and the AGM, be rescinded

This motion seeks to rescind the resolution, moved by Herefordshire and adopted at last year's AGM.

Note from the Chief Executive:

[The resolution set timescales for the National Conference and AGM. The motion was intended helpfully, but has led to real organisational problems: in particular the impact on the timescales for the preparation of the audited accounts and budget, the production of the Annual Report and the consideration of motions.

Essentially, all of these have had to be brought forward by three months in order to meet the requirement for National Council to approve proposals at its last meeting before the AGM.

In practice, the timescale has meant that authority has had to be given to Executive Committee, or to the Chairman and Vice Chairman, to make decisions on behalf of National Council.

This motion is designed to reinstate some flexibility in the timing and organisation of Conference and the AGM.]

Result: - Motion Carried

Motion 2

That paragraph 3 (a) of the Constitution be amended as follows: at the end of the first sentence add ‘...; except in London, where there shall be a Greater London County Association, covering the whole of the Greater London area as established in the Greater London Act 1962”

Note from the Chief Executive

[This motion seeks to amend the Constitution to provide a county association base for any new councils in London. The current provision only provides for county associations in shire county areas under the 1972 Local Government Act. If this motion is adopted, the Executive Committee will set up an interim Greater London county association, which would be fully operational once sufficient councils have been created.]

Result: - Motion Carried Unanimously

Staffordshire Parish Councils Association

That NALC requests Government to consider tighter regulation for the use of SATNAVS by HCV operators as there are numerous instances of traffic using unsuitable roads leading to potential property damage, nuisance and pedestrian/vehicle conflict.

Result: Proposing Association not present – referred to NALC Policy Committee

Worcestershire County Association of Local Councils

Worcestershire County Association of Local Councils calls on the National Association to challenge the unsatisfactory situation of “double taxation” incurred by some parish and town councils, and consequently their residents, in particular in respect of street lighting paid for both through parish precept and through council tax.

In the past reimbursement was often made by a principal authority’s concurrent function grant. This is now very seldom made.

Currently there are towns and parishes which retain responsibility for lighting through installation, maintenance, and power supply costs. However, when a new town or parish council is created, it is not required to take over the same responsibilities.

We recognise that schemes offered by principal authorities may reduce costs. This does not address the core issue of “double taxation”.

This Association considers this situation to be anomalous and calls on NALC to challenge it on behalf of its members.

Result: Proposing Association not present – referred to NALC Policy Committee

CONFERENCE

The Conference Agenda is attached as an Annex

Summary highlights from the programme are:-

Stuart Burgess, CRC

Made reference to and/or answered questions on:-

- Rural Broadband (speeds) – probably 2nd priority behind affordable housing; Community broadband initiative in Cumbria
- Wind Turbines & Tourism – dilemma of needing energy but question of how to generate it
- Devolution of power – will not happen in real terms until Government give a lead by giving up power and money
- Ageing population in rural communities (second homes) – money raised in council tax on 2nd homes should be re-invested in affordable housing
- Farming Support – Food security is rising on the political agenda but farmers will need to work together better to maximise efficiency

Rt Hon Rosie Winterton MP

Made reference to and/or answered questions on:-

- Strengthening Local Government – John Denham consultation ‘Building Britain’s Future’
- First lines of democracy – people need to not only feel that they have got a say but that their views will be taken account of.

John Findlay, NALC Chief Exec.

Made reference to and/or answered questions on:-

- Localism – appears in various guises on the political agenda of all the major parties
- Central Gov. grants - £4million to NALC over last 8 years
- Regional development & support fund (£160k) – available to regional groupings of County Associations – Central focus on developing new parishes (all projects mentioned were directed at this focus)
- CiLCA – about 1000 Clerks qualified
- Power of Well Being – 15 councils already declared eligibility
- New NALC booklet – “It takes all sorts” aimed at encouraging involvement in local democracy
- 3 Key Word for the sector and NALC – Investment; Partnership; Development

Michael Chater, NALC Chairman

Made reference to and/or answered questions on:-

- Future Change – particularly parishing of urban areas
- NALC as a family – usual family tensions but require trust and a positive, constructive attitude if going to progress

Cllr Richard Kemp – Local Government Association

Made reference to and/or answered questions on:-

- Why parish and town councils are important
- What NALC could do better
- What NALC and LGA could do together

He made particular reference to the ‘Total Place’ programme of the LGA

Matthew Taylor MP – Taylor Review

Made reference to and/or answered questions on:-

- Report – explaining the vision as set out in his report
- Sustainability – sustainability will necessarily involve change
- Communities must decide on housing – but need to arrive at their decisions by asking the right questions –e.g. how do we keep the school/shop/pub for and beyond next ten years.
- Rural development – not massive development but some small scale development (cottage industry style)
- Retiring as MP – will become Chairman of the National Housing Federation and also of the (about to be formed) Rural Coalition

Dr Robert Chilton – Standards for England

Made reference to and/or answered questions on:-

- Role of SfE as ‘Strategic Regulator’ – Pre-empts (monitors/advises/guides); Prevents (analyses/predicts/engages); Protects (influences/intervenes/restores)
- Outcomes of a respected ‘Strategic Regulator’ – adds value to local governance; ensures local standards framework is a success; continues to improve business capability and effectiveness
- Local Assessment process – new DVD out soon
- Code changes – due late autumn; likely to amend ‘private’ behaviour subject to the code only when behaviour amounting to a criminal offence
- Enquiries – SfE receiving approximately 300 per month nationally by telephone
- Getting things right – not putting things right

Workshops

Workshops were held as per the attached agenda. It is anticipated that NALC will report on outcomes.

PAPER 15
SLCC REPORT FOR SEPTEMBER EXECUTIVE

3/4 July - SLCC Branch/CALC Partnership - a special event - Northampton

The event was held in Northampton at the Marriott Hotel. The whole event was sponsored by Blachere illumination and Vaughtons and both did presentations to the meeting.

The programme contained:-

'What the Local Council Sector needs to achieve in the next 5 years' John Findlay OBE

- 8,500 local councils - 80,000 Councillors - 25,000 staff
- 210 new councils
- Power of Well Being
- New procedures for creating local councils
- New Councils in London
- Power to change the name of a council
- Community Empowerment White Paper - recognition and support of the first tier of local government.
- Promotion of Quality Parish Status
- Promotion of National Training Strategy
- Local Democracy Bill - non contentious hope that this will proceed.
- Community Empowerment Bill - dropped for this parliament
- Conservative Green Paper - New power of general competence, abolition of Standards Board.
- Key opportunities for the future.

'Aspirations for the Clerks Profession and its role in building the future.' Nick Randle

- Developments since 2001:- growth of the SLCC; NALC/SLCC protocol; National Training Strategy - CiLCA, CPD, Institute; 2004 Terms and Conditions Agreement; Dignity at Work Policy.
- Development of the Society:- ; 3,600 members in 42,000 councils; turnover £1,000,000; Comprehensive Service Package.
- Clerks Profession:- trends in the sector lead trends in the profession

Sector Trends

- Increased Service Quality
- Community led Strategies
- Quality parish
- Partnership Working
- Council Projects
- New Services
- Improved corporate governance

Profession Trends

- Training & CPD
- Customer service skills
- CiLCA
- Networking Skills
- Management skills
- Service skills
- Financial and procedural management skills

- Vision for the profession.
- Where are we now?
- The role of the Clerks Profession
- What do we need now:- Consistent messages and a consistent voice with government, other local government entities, the community: A continuous training and professional development culture; a Clerks Code of Conduct managed within the sector and not externally; efforts to ensure dignity at work and proper respect for professional

work: Universal application of the 2004 Terms and Conditions agreement; a serious focus on engaging all Clerks and Council in do or die change.

Regional Discussion groups for Expectations Exercise - Richard Walden/Meera Tharmaraah.

'What the CALC expects of the SLCC Branch'

'What the SLCC Branch expects of the CALC'

Interesting how all the different CALC's and SLCC branches work. For example, Norfolk SLCC holds a day event with four speakers and work in partnership with their CALC and they make a profit! Some CALC's are concerned of the competition for training and then losing profit. Suggestion of carrying out joint training with Councillors and Clerks. All trying to target 'backwoodsmen'.

The Employment Relationship Bethan Osborne/Ian Mark.

In this session the topics were:-

- Employment - objectives
- Employment - topics
- SLCC process for Employment Issues:-
Clerks can call Advice Hotline 0845 658 8267 8.00am-8.00pm or email advice@slcc.co.uk
- Process of dealing with employment enquiries - NALC
- Line Management
- Terms and conditions/contract of employment
- Job Evaluation
- Performance Management
- Dispute Resolution
ACAS code of practice April 2009
- Redundancy/Restructuring
- Bullying

Guest Speaker Andy Sawford Chief Executive of Local Government Information Unit.

Unfortunately Mr.Sawford sent a text to apologies but he had forgotten that he had agreed to attend and speak!!

'The North/South Divide - myth or reality.' SLCC Chair, Sam Shippen.

Sam reflected on here recent career move from Horden PC in Durham to Seaford TC in East Sussex and the support received from the respective CALCs and Society Branches.

The event concluded with attendees feeling that the event had been beneficial but that those who had attended were already talking/working together, but it was very interesting to see how other branches and calcs were communicating. Nick Randle confirmed that the two sponsors were willing to sponsor the event again next year.

As an aside there was a quiz on Friday night and I am pleased to state that the representative of the Dorset Branch of the SLCC and the representative of the DAPTC were on the winning team!!!!

9 July - Dorset Branch Meeting at Bridport

I did a presentation to clerks on the Power of Wellbeing which was well received. Some clerks now saying they will take Module 7.

Next Branch Meeting 8th October

At Lytchett Minster and Upton Town Council office - I will be attending.

SLCC Annual Conference - 23 - 25 October 2009

I will be attending this event.

Vanessa Gifford

Officer Manager/SLCC Rep

DAPTC

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Report to DAPTC Executive Committee on the Play Forum

This meeting was held on the 16th of July in the offices of North Dorset District Council.

All the district councils attended.

Concerns were raised about the play rangers. This service has proven to be very popular amongst users, and the rangers themselves love the job, but the hours are insufficient for them to live on their wages alone, so there has been a tendency for them to migrate to related jobs after a relatively short period of time following the completion of their training. The district councils are to look into solutions to keep the scheme running.

The playbuilder bid is nearing completion, with only minor alterations now needing to be done to finish the document. Most councils have now returned their contracts and designs are being drawn up and in several cases the work is ready to go to tender.

Half of the project funding was due to be distributed in the week following the meeting.

A few parish councils had been angered to find that their play areas were being visited by the design team/equipment suppliers without their fore knowledge or consent. This was due to an oversight and the people involved have apologised.

The next meeting is on the 12th of November.

Report to DAPTC Executive Committee September 2009

The Local Admissions' Forum

Purbeck Reorganisation

Those councillors living in the Purbeck area will be well aware of the extensive debate regarding the proposal to change the schools' organisation here to a two tier arrangement. The debate has been difficult, with many parents, teachers, pupils and, I hope, local councillors, expressing their concerns and opinions.

The situation at the moment is that the D.C.C. Cabinet has recommended that a two tier system in principle be taken, with details of the schools at Wool, Swanage, Sandford, Lychett Minster, Wareham and Bere Regis, in various aspects be addressed. Please visit www.dorsetforyou.com/purbeckreview for the most up to date information. Statutory Notices will be issued in the Spring term 2010, after which further consultation will take place. The subject will be on the agenda of the next meeting of the Admissions Forum on September 29th, unfortunately too late for the Executive meeting.

Role and Composition of the Forum

I said in my last report that the Government is always changing the rules and regulations and this year is no exception. The core membership will now be reduced to 20, having increased it hugely two years ago. Fewer numbers of Heads and Governors (from 9 to 6), officers reduced to 2, other Local Authorities reduced from 6 to 2. Other representations remain the same, including the armed forces, ethnic minorities and DAPTC. The minutes record 'In particular the DAPTC provides a community perspective which can help inform the decisions of the Forum' !

In practice this will not alter the attendance greatly, but it does put a lot of extra work for the administrators.

The new Code of Practice demands that all admissions' authorities are required to consult with parents and other relevant bodies. Devon had targeted CABs, libraries and GPs in addition to parents and various avenues were suggested. The key purpose is to raise awareness for parents.

The Forum's Annual Report update

This has been approved by the D.C.C's Cabinet, submitted to the Schools' Commissioner and sent to all schools. The subjects covered were Exceptional Circumstances; Catchment Areas (a county wide review will begin this term, particularly regarding shared catchment areas); Appeals. Members of Appeals' Committees will now have mandatory training. Strong cases for Primary Schools with small admission numbers are often difficult, but it was said that the panels were always mindful of funding issues. Head teachers were encouraged to attend Appeals, but timing made it difficult in their busy lives.

Oversubscription Criteria

Dorset uses a number of tie breakers when allocating school places; medical reasons will no longer be used. This is a complex area, with many options, but the Forum will put its recommendations to the Dorset Ass. of Head Teachers, for their comments.

Objections to the Admission arrangements of Lychett Minster and Highcliffe Governors' would be supported

In Year Co-ordination

From 2010, all applications will need to be coordinated, and Dorset is working closely with Bournemouth and Poole on this.

Other subject debated were Fair Access Protocol, Part time/ full time arrangements, Composite prospectus for 2010/11, and Transport Policy
I have not gone into detail about these subjects – it would take many pages ! But if you want more information about any matter, please contact me, or look up the minutes in [dorsetforyou](#).

The Forum agreed that it was considered inappropriate to have County Councillors as members of the Forum because of conflicts of interests.

Members were very sorry that **Mr Phil Farmer** who has headed the team of Admissions administration, will be leaving this month. He has been very highly regarded indeed; his indefatigable dedication to this complicated and arduous work has been immensely appreciated by the Forum, as has his consistent courtesy. Members wished him well in his retirement.

June Salt September 2009