



Cambridgeshire & Peterborough  
Association of Local Councils  
The Norwood Building  
Parkhall Road  
Somersham  
PE28 3HE  
[www.capalc.org.uk](http://www.capalc.org.uk)

March 2024

## ***Empowering and Equipping Local Councils to Benefit their Communities***

**Dear Council Chair and Councillors,**

Thank you for being members of CAPALC. I would like to invite you to renew for 2023-2024. Please find enclosed a membership renewal invitation.

The AGM agreed to a 5% fee increase. Like you, we saw significant cost increases last year and need to continue to pay our staff and suppliers fairly.

We have included a new leaflet explaining the achievements of CAPALC and the National Association of Local Councils (NALC).

We will be changing the passwords for member access to the CAPALC and NALC websites on 1 July 2024. We will advise members of the new passwords on renewal, prior to 1 July.

NALC works closely with government ministers and civil servants to help shape upcoming legislation for the benefit of local councils and their communities; no other local council support organisation has this direct access to government. In recent years NALC has persuaded the government not to impose capping of precepts and to exempt councils from the requirement to have a data protection officer.

CAPALC works in partnership with the local branch of the Society of Local Council Clerks, principal authorities and Cambridgeshire ACRE on your behalf.

We are continually reviewing the range of training courses, workshops and events to help member councils deal with the opportunities arising from the changing nature of local government. We now offer online and in-person events.

We do hope that your council will decide to be in membership of CAPALC for the coming council year. We ask you to nominate one of your councillors as a CAPALC representative. They would then be able to suggest opportunities and raise problems with us and be kept up to date with developments by email.

If your council or councillors need any further information, please contact the office, and a member of staff or the board will be happy to answer any questions.

Yours sincerely,

**Henry Clark, Chair**



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Cambridgeshire and Peterborough  
Association of Local Councils

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### Affiliation Fee Invoice

For the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

Council Name	Number of Electorates as of 1 <sup>st</sup> January 2024	District
Melbourn	4,052	South Cambs

Your standard annual membership fee to be paid before 30<sup>th</sup> April 2024 is:

**£971.92**

### Data Protection Officer Membership Scheme

For the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025

Further information about our DPO scheme and other benefits can be found on our 2024/2025 membership flyer.

Optional fee to join the DPO scheme - **£50.00**

**TOTAL amount including DPO Membership Option:**

**£1021.92**

Please make your cheque payable to **CAPALC Ltd** or  
by BACs Payment details below  
**Sort Code: 60-83-01, Account No: 20449285**

***Please check the above bank details before making your payment.***



**2024  
2025**



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**In 2023**

CAPALC provided over 233 teaching hours with 463 delegates.

For 2024 – over 250 teaching hours are already scheduled.

**In 2023**



CAPALCs membership helpdesk supported an average of 40 queries per month.

Queries are usually answered within 24 - 36 hours during the working week.

**24/25**



As a member of CAPALC your council is a member of NALC.

NALC holds the unique position as the representative body for local councils at Government level.



**24/25**

We provide indemnified legal advice through NALC and also through CAPALC's specialist consultants for HR, finance and data protection.

**24/25**



What we do for you .....

We support and represent local town, parish and parish meetings to be successful, effective and to act within the law.



**24/25**

Member councils have access to model statutory documents and other legal information through CAPALCs direct link to NALC

**24/25**



As a member, you will have the opportunity to network at Clerk and Councillor update sessions and CAPALC's annual conference.

Members will be informed with the latest legislative sector updates.



**24/25**

CAPALC services include.

Internal Audit, locum clerk, council health checks, Quality Council pre-application advice and we process borrowing applications for the DLUHC.

**24/25**



CAPALC send monthly e-bulletins and weekly email updates to members with topical information and legal advice.



**24/25**

Your council can obtain essential training, specialist subject training and bespoke council training opportunities at preferential membership rates.

**2024  
2025**







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## Member Benefits 2024/2025

### **Legal, HR and Finance – *included in annual affiliation fee***

In addition to the **NALC legal opinion service**, CAPALC will provide 1-hour indemnified expert advice (per specific individual issue), on HR and Finance matters through our contracted consultants with the first hour of advice included within your affiliation fee.

**HR Consultants** – WorkNest Advisory Service

**Finance Consultants** – Parkinson Partnerships

### **Data Protection Officer Scheme – *Opt-in***

***Opt-in Member Benefits DPO Scheme @ £50 per council***

CAPALC will provide indemnified Data Protection Officer (DPO) advice through our contracted consultants Priviness Ltd with the first hour of advice included within the opt-in payment of £50 for the DPO scheme membership.

The data protection scheme includes obtaining specialist advice for your council on matters such as how to handle Freedom of Information requests, subject access requests, loss of sensitive information and more.

**NB. For all the additional benefits detailed above**, if you choose to continue with one of our advisors after the 1-hour expert advice (per specific individual issue), the fee to be charged is typically in the region of £150 + vat per hour but a quote can be requested to verify individual requirements.

You may of course choose not to take this option & retain a consultant of your council's choice following the consultant's initial advice.

*Ends.*