

**Dear Council Chair and Councillors,**

Thank you for being members of CAPALC. I would like to invite you to renew for 2025-2026. Please find enclosed a membership renewal invitation. The board agreed not to increase fees this year as we have built up sufficient reserves to allow us to do this whilst remaining financially sound. 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 website on 1 July 2025. We will advise members of the new passwords on renewal, prior to 1 July. To access the NALC website councils must register their account via [nalc.gov.uk](http://nalc.gov.uk).

Possibly the most significant opportunity/challenge facing town and parish councils this year will be the Devolution White Paper, which aims to create more unitary authorities. Whilst this mainly affects county and district authorities, NALC & CAPALC will be ensuring that the contribution of local councils is recognised and appreciated.

NALC works closely with government ministers and civil servants to help shape upcoming legislation, such as the Devolution White Paper, 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 continue 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, 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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Affiliated to the National Association of Local Councils

## **AFFILIATION FEE INVOICE**

**1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026**

District	<b>South Cambs</b>
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Council	<b>Melbourn</b>
Electorates @ 1 <sup>st</sup> January 2025	<b>4132</b>
CAPALC Membership	<b>£ 644.06</b>
NALC Membership	<b>£ 337.94</b>
*DPO Membership	<b>£ 50.00</b>

**Your annual membership fee is:**

**£ 1032**

**\*DATA PROTECTION OFFICER MEMBERSHIP SCHEME**

This is an optional fee to join the DPO scheme, if you decide not to take this offer, then the membership is:

**£ 982**

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.***

2025  
2026



**capalc**  
Cambridgeshire and Peterborough  
Association of Local Councils

**In 2024**

CAPALC provided over 249 teaching hours with 1010 delegates, empowering them to serve their communities better.

**In 2024**

CAPALC's membership helpdesk supported an average of 40 queries per month.

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

**25/26**

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.

**25/26**

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

**25/26**

What we do for you ....

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

**25/26**

Member councils have access to copyright model statutory documents and other legal information through CAPALC's direct link to NALC.

**25/26**

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.

**25/26**

CAPALC services include:

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

**25/26**

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

**25/26**

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

2025  
2026