



Cambridgeshire & Peterborough
Association of Local Councils
The Norwood Building
Parkhall Road
Somersham
PE28 3HE
www.cambs-peterborough-alc.gov.uk

March 2026

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 2026-2027. Please find enclosed a membership renewal invitation.

The AGM agreed to increase fees by 4% this year. 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 2026. We will advise members of the new passwords on renewal, prior to 1 July. To access the NALC website councils and councillors must register their account via nalc.gov.uk.

Possibly the most significant opportunity/challenge facing town and parish councils this year will be the Local Government Reorganisation, which aims to create unitary authorities for Cambridgeshire. 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 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 have recruited a deputy CEO, a finance officer and a new receptionist to provide better support and wider range of services for members. We have a new website containing useful information in an easily accessible format.

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 rejoin 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



Member Benefits 2026/2027

Legal and Finance – *included in annual affiliation fee*

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

NALC legal service - Requests must be placed through CAPALCs 'Support Ticket' service

NALC HR Consultants – WorkNest Advisory Service

Requests must be placed through CAPALCs 'Support Ticket' service

Finance Consultants – External consultant - Parkinson Partnerships

Requests must be placed through CAPALCs 'Support Ticket' service

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.

2026
2027



capalc

Cambridgeshire and Peterborough
Association of Local Councils

In 2025

CAPALC provided crucial learning opportunities through courses and events empowering councils to serve their communities better.

In 2025

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

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

26/27

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.

26/27

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

26/27

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.

26/27

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

26/27

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.

26/27

CAPALC services include.

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

26/27

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

26/27

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

2026
2027

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finance@cambs-peterborough-alc.gov.uk

Company Registration No. 12585308

Invoice



INVOICE TO

Melbourn Parish Council

INVOICE NO.	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
5856	05/03/2026	£1,067.33	04/04/2026	Net 30	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
01/04/2026	Affiliation Fee - CAPALC	Cambridgeshire and Peterborough Association of Local Councils (CAPALC) Affiliation Fee	1	664.64	664.64
01/04/2026	Affiliation Fee - NALC	National Association of Local Councils (NALC) Affiliation Share	1	352.69	352.69
01/04/2026	DPO Scheme	DPO Scheme - OPTED IN	1	50.00	50.00

BALANCE DUE

£1,067.33

UNITY TRUST BANK
Sort Code 60-83-01
Account 20449285