

SECTION 1A - To be filled in by submitter of the Motion:

Report from	Town Clerk
On behalf of	N/A
Date	19 th April 2023
For Meeting of Council/Committee	Full Council
Date of meeting	25th April 2023
Agenda item no.	20/23-24
Confidentiality	N/A
TITLE OF MOTION	CAPALC/NALC AFFILIATION FEE
MOTION(S)	<ol style="list-style-type: none"> 1) To receive CAPALC & NALC affiliation renewal invite for '23-'24 (for period 1st April 2023 to 31st March 2024 (attached). 2) To approve continuation of CAPALC/NALC affiliation and approval of payment of the affiliation fee, including DPO Membership for '23-'24 of £686.88. 3) To decide to automatically renew the affiliation membership and payment for the following three years (until end '25-'26).
Background	<p>The Town Council's membership of CAPALC (Cambridgeshire and Peterborough Association of Local Councils) is up for renewal.</p> <p>An invite for renewal of the CAPALC/NALC affiliation was received by the clerk on 28th March 2023.</p> <p>Last year's costs were: £582.55 [£532.55 Affiliation fee, plus £50 for DPO membership scheme].</p> <p>There has been a small increase in fees, as explained in the attached documentation. This had previously been flagged up as well in CAPALC's monthly e-newsletters, with the fee changes as such: NALC increased their fee to 7.71p per elector, and CAPALC increases their fee by 5%.</p> <p>The '23-'24 invoice (attached) is for £686.88, which consists of: £638.88 for the affiliation fee, plus £50 for inclusion of the Data Protection Officer (DPO) scheme]. NB: The affiliation fee is based on electorate number at 1st January preceding the invoice.</p>
Issues/items for consideration by the Council	<p>CAPALC provides advice to the Council and Councillors on legal and procedural matters. This includes access to NALC advice; the only way the parish council can get access to NALC (National Association for Local Councils) and model mandatory documentation.</p> <p>As members the Council is able to access discounted training, receives regular update, has access to template documents and access to HR advice.</p> <p>The fee includes £50 for Data Protection Officer Benefits Scheme, providing access to the Data Protection Officer.</p> <p>The Council needs to consider the benefits provided by the CAPALC/NALC affiliation, as further explained in attached leaflet.</p>
Recommendations	For the Town Council;

	<ol style="list-style-type: none"> 1) To receive CAPALC & NALC affiliation renewal invite for '23-'24 (for period 1st April 2023 to 31st March 2024 (attached). <ul style="list-style-type: none"> ➤ See associated documentation for details. 2) To approve continuation of CAPALC/NALC affiliation and approval of payment of the affiliation fee, including DPO Membership for '23-'24 of £686.88. <ul style="list-style-type: none"> ➤ To approve the continuation of CAPALC/NALC affiliation for '23-'24, to be able to continue benefiting from the services and access to information and advice. 3) To decide to automatically renew the affiliation membership and payment for the following three years (until end '25-'26). <ul style="list-style-type: none"> ➤ To approve the automatic renewal of affiliation membership for the next three years, to ensure timely renewal and continuation of access to benefits.
Appendices	N/A
Documents:	Attached are; <ul style="list-style-type: none"> - 'CAPALC Affiliation Pack '23-'24': Includes an invite for renewal and a leaflet explaining the range of services provided by CAPALC and the National Association of Local Councils (NALC). - Affiliation invoice (shared with Cllrs only).

SECTION 1B - To be filled in by submitter of the Motion:

Input needed from Clerk?	N/A
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PLEASE NOTE: Agenda item requests: in order to be considered for inclusion on the agenda, motions with all associated papers *must* be received by the Clerk in a final format at least 7 clear daysⁱ before the meeting at which you would like your item to be considered – if any input is required from the Clerk please provide sufficient additional time for the Clerk to schedule in for any feedback and/or additional research that may be required.

SECTION 2 - To be filled in by the Clerk:

Meets/links with Council objectives:	Compliance; Advice	√
Staffing Implications: ⁱⁱ	YES: <ul style="list-style-type: none"> - Staff benefits from training, advice and information provision through CAPALC and NALC - Automatic renewal would reduce future staffing needs somewhat. 	√
Volunteer need implications:	YES: Councillors benefit from information, advice and reduced training fees through CAPALC/NALC affiliation	√
Equalities & Human Rights ⁱⁱⁱ	There are no equalities and human rights issues Details, where relevant: N/A	√
Crime and Disorder ^{iv}	Crime and disorder have been considered Details, where relevant: N/A	√
Biodiversity ^v	There are no (negative) bio-diversity implications Details, where relevant: N/A	√
Sustainability	Is in line with the Council's Plastic-Free Pledge – N/A	√
Financial ^{vi}	There are no financial implications at this stage – N/A	√
	There will be financial implications; Details: YES: affiliation fees, as detailed in this report and associated invoice	√
	There is provision within the budget	√

	Budget heading & details: YES : under Cost Code 'Annual Subscriptions' sufficient budget has been set aside for '23-'24 for CAPALC/NALC affiliation including DPO membership opt-in.	
	Decisions may give rise to additional expenditure; Details: YES – annual fee likely to rise slightly year-on-year, due to steady growth in numbers of electors in Northstowe, plus possible additional increase.	√
	Decisions may have potential for income generation; Details: POTENTIALLY – Remaining access to CAPALC information and advice might help obtaining notice of grant opportunities or cost-saving options.	√
Other Resource implications (besides finance):	Details: N/A	√
Health and Safety implications ^{vii}	Details: N/A	√
Legal	Power under which the spend can be actioned: ^{viii} Local Government Act 1972, s111 ('Ancillary Power')	√
	GDPR - Data Privacy Impact Assessment: ^{ix} Details, where relevant: N/A	√
	Other considerations: N/A	√
Risk Management	Material risks ^x exist and these are considered and being assessed: Details: N/A	√
Other Considerations:	N/A	√

ⁱ Northstowe Town Council's [Standing Order 9 b,d](#).

ⁱⁱ The Council has a legal duty to ensure it looks after employees' health and wellbeing (the Health and Safety at Work etc act 1974).

ⁱⁱⁱ The key legislation regarding unlawful discrimination is the Equality Act 2010, which amongst other requires the Council to monitor for compliance with the Equality Duty.

^{iv} The Council has a legal duty to act with due regards to crime and disorder in the area (Crime and Disorder Act 1998, s17).

^v The Council has a legal duty to have regard to conserving biodiversity (Natural Environment and Rural Communities Act 2006, s40).

^{vi} It is the RFO's duty to manage financial risks on behalf of the Council, as described in the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015, reg 4.

^{vii} See also Town Council's [Health and Safety Policy](#).

^{viii} See here for an [Overview of relevant discretionary powers](#) beyond the General Power of Competence.

^{ix} See also the Town Council's [Data Protection Policy](#).

^x See Town Council's [Risk Management Plan](#).