

PUBLICATIONS' AND STATIONERY LIST AND ORDER FORM APRIL 2008

Warwickshire and West Midlands Association of Local Councils

(Affiliated to the National Association of Local Councils)

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NAME OF COUNCIL

We will send an invoice with your order, prices exclusive of postal charge except where indicated FOC – One Free of Charge per Council. Orders will be despatched electronically wherever possible. Please keep a copy of this list for your future use.

LTN – NALC's Legal Topic Note (Renumbered in Nov 07)

GPN – WALC's Good Practice Note

	£	No. ↓
Local Council Review Magazine		
All member councils receive one copy free of the six issues annually published		
Up to 3 additional Individual Annual Subscriptions (same as last year's)	13.50	
4 or more Individual Subscriptions	12.00	
ASK FOR SEPARATE ORDER FORM		
<u>Allowances</u>		
LTN 33 Councillors' Allowances	FOC	
<u>Assets</u>		
Guide on Asset Register and Depreciation	FOC	
<u>Audits</u>		
<i>Practitioner's Guide - Governance & Accountability in Local Councils in England and Wales 2003/2004 is being updated and will be available shortly</i>	FOC	
GPN Step By Step Guide to a Lighter Touch Audit and New Audit dates	FOC	
<u>Borrowing</u>		
All Councils must obtain permission in order to take out loans.		
Application form and guidance notes available through WALC	FOC	
<u>Burial Grounds</u>		
Church of England Parochial Fees Schedule from 1 Jan 2008	FOC	
LTN 64 Tombstones and Memorials in Council Cemeteries and Closed Churchyards – councils' responsibilities	FOC	
GPN A Ten Point Guide To Safety Inspections of Cemetery Memorials	FOC	
<u>Byelaws</u>		
LTN 14 General Guidance on Parish Councils' Powers		
<u>Chairman</u>		
Chairman's Role and Responsibilities – Guidance Leaflet	FOC	
LTN 02 The Chairman of the Local Council – Election and Candidacy	FOC	
GPN Duties, Responsibilities and Tips For Handling Meetings	FOC	
<u>Clerks</u>		
GPN Typical Timetable For The Clerk's Year	FOC	
<u>Climate Change and Sustainable Energy Act 2006</u>		
Parish Council's powers to encourage energy saving measures	FOC	
<u>Committees & Working Parties</u>		
LTN 01 Councils Power to Discharge Functions	FOC	
LTN 05 Parish and Town Council Meetings	FOC	
LTN 07 Non Councillor members of Committees	FOC	

Communications

Connecting with Communities Toolkit – NALC Idea – provides tips on how to communicate effectively - available on NALC website www.nalc.gov.uk FOC

Complaints

LTN 09 Handling Complaints including Code of Practice for Local Council FOC

Co-Options and Casual Vacancies

GPN Filling A Casual Vacancy and Co-Opting a New Member FOC

Councillors

**Essential Documents and Publications For A New Councillor
Acceptance of Apologies and Disqualification** FOC

Crime and Disorder Act 1998 s17

A practical guide on parish councils' duties under the Act FOC

Data Protection

LTN 38 Data Protection Act 1998- General Guidance FOC

**L02-03 NALC Legal Update on the Data Protection Act -
How Do Councils Register? (14.04.03)** FOC

Declarations

**Guidance Notes For the Signing of the Declaration of Acceptance of Office
and the Register of Members' Financial Interests By New Parish and Town
Councillors As Required By The Local Authorities (Model Code of Conduct)
Order 2007 – No. 1159** FOC

Direct Information Service published fortnightly by NALC

**Invaluable for keeping up to date with government and other agency initiatives
and policies. News roundup including funding sources, job adverts
26 issues per annum – Please ask for separate order form 90.00 +VAT
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years subscription starting from 1 April 2006**

Disability Discrimination Acts 1995 and 2005

LTN 27 Guidance on how to comply with the Act FOC

Elections & Casual Vacancies

LTN8 Local Council Elections FOC

**All About Parish and Town Councils – leaflet explaining work of councils
And to encourage electors to stand** FOC

GPN The Clerk's Role In Parish Council Elections FOC

Employment

**Guide to Good Employment Practice in Local Councils
NALC/SLCC January 2005** FOC

**New Model Contract of Employment and Job Description
NALC/SLCC updated March 2007** FOC

**New National Agreement on Salaries and Conditions of Service
NALC/SLCC January 2005** FOC

E07-03 Flexible Working (05/11/05) FOC

E12-04 Statutory Dismissal, Disciplinary and Grievance Procedure FOC

E14-04 Model Disciplinary Procedure and Model Grievance Procedure FOC

E06/06 Employment Equality (Age) Regulations 2006 FOC

Current Salary Scales and Car Allowance FOC

A Model Protocol for Councillor\Clerks Relations FOC

Plus many more Guidance Notes on Employment Issues

<u>Publications to help with appointment of a new clerk:</u>	
Model Job Application Form	FOC
Model Letter of Appointment	FOC
New Model Contract of Employment (as above)	FOC
Data Protection Code on Recruitment	FOC
Guidance for Interview Panel	FOC
<u>Ethical Framework</u>	
WALC Guidance on how to comply with the Local Authorities (Model Code of Conduct) Order 2007 and the Code for Parish and Town Councils	FOC
<u>Finance</u>	
Financial Regulations – model regulations which all councils should have in place. Available both in hard copy and electronically January 2004	FOC
<u>Freedom of Information</u>	
LTN 37 Guidance on the Freedom of Information Act 2000	FOC
L05-01 NALC Guidance on Freedom of Information and Data Protection (Appropriate limit and Fees) Regulations 2004 10.2.05	FOC
LO6-06 Publications Scheme	FOC
<u>Health & Safety</u>	
LTN 23 General Guidance	FOC
<u>Land</u>	
LTN 41 The Responsibilities of Councils as Landowners	FOC
LTN 68 Negligence, Liabilities and Occupiers' Liability	FOC
LTN 54 Protection of Ownerless Common Land	FOC
LTN 57 Easements over Common Land and Village Greens	FOC
<u>Litter, Graffiti and Control of Dogs</u>	
Guidance on powers under the Clean Neighbourhoods and Env. Act 2005	FOC
<u>Local Government White Paper – “Stronger and Prosperous Communities”</u>	
Briefing Notes on sections applicable to parish councils	FOC
<u>Meetings</u>	
LTN 05 Parish and Town Council Meetings – guidance on procedure	FOC
GPN Model Notice and Agenda For Summoning Councillors and Public To:	
(a) Ordinary Council Meeting and Model Agenda For Publication	FOC
(b) The Annual General Meeting for the Parish or Town Council	FOC
(c) The Annual Parish or Town Assembly	FOC
(d) First Meeting after an Election	FOC
LTN 6 Meetings of Parish Meetings – guidance on the Annual Parish Meeting or Assembly	FOC
GNP Excluding The Public During Meetings - Correct Procedure	FOC
Standing Order and Chairmanship Booklet - Guide to Proper Procedures for Local Council Meetings – being updated, available shortly	
<u>New Councillors</u>	
Introductory Booklet for New Councillors – “The Good Councillor’s Guide” Contains Role of Councillor, Meeting Procedure, Local Government Structure - vital for any new councillor published 2003, revised version in 2006	
Please ask for separate order form (including p & p subsidised by WALC)	1.50
GPN Procedure For New Councillors	FOC
<u>Nuisance</u>	
LTN 67 Private Nuisance	FOC
LTN 66 Public Nuisance and Statutory Nuisance	FOC

Partnership Working and Clustering
Reports and Guidance from the Local Government Information Unit FOC

Parish Meetings
LTN 3 The Powers of a Parish meeting in Parishes without Separate Councils
Parish Meetings and VAT (NALC Circular 731 April 22 1999) FOC
Parish Meetings and obligations under Freedom of Information Act 2000 FOC

Planning
LTN 58 Planning FOC
GPN Responding To Planning Applications FOC

Powers and Duties of Parish Councils
Powers and Duties of Parish Councils summary with reference to Acts FOC
LTN 31 Donations to Voluntary Bodies - Section 137 of the Local
Government Act 1972 as amended by Loc Gov and Housing Act 1989 FOC

Quality Status
Quality Status Revised Scheme Explained – A5 Guidance Booklet FOC
For details on how to apply and WALC Project Fund for Quality Status
Councils - contact WALC

Race Discrimination
LTN 26 Race Discrimination - Guidance for compliance with Race
Relations (Amendment) Act 2000 FOC

Retention of Documents
LTN 40 Local Council Documents and Records Retention FOC

Risk Assessment
GPN Guidance On Risk Management And How To Carry Out Risk
Assessment FOC

School Governors
L04-03 13.08.03 School Governance and parish and town councils'
right to nominate a governor for a primary school FOC

Training – information leaflets on:
Certificate in Local Council Administration (CiLCA) FOC
Society of Local Council Clerks “Working with your Council” course FOC
Univ. of Glos. home study course in Local Policy leading to Hons. Degree FOC

VAT
LTN 32 Local Councils and VAT FOC
GPN Councils and Community Projects FOC

Village Halls
LTN 21 Local Council Help for Village Halls FOC

Youth
Toolkit for Creating Youth Councils available on NALC web-site
www.nalc.gov.uk/createayouthcouncil Hard Copy from WALC FOC

STATIONERY - Essential To The Work Of Town & Parish Councils and Parish Meetings

Allotments Tenancy Agreements (each)	2.50
Notice of Display of Accounts (councils BI <£100,000) (each)	0.70
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Notice of Conclusion of Audit (councils BI >£100,000 over 3 years) (each)	0.70
Declaration of Acceptance of Office Forms (pkt 10)	3.00
Parish\Town\Community Council Next Meeting Poster (pkt 10)	3.00
Parish\Town\Community Council Annual Meeting Notices (pkt 10)	3.00
Parish\Town\Community Council Vacancy (pkt) 10	3.00
Packet of 5	1.50