

PUBLICATIONS

The following documents and publications are available from our County Office.
Prices quoted include discounts **for member councils only**: prices for non-members available from County Office.

Please order **in writing** and allow up to one month for despatch, as some orders may have to await delivery from the printers. Many documents are now available via e-mail, and this is our preferred method of despatch.

GENERAL

Basic Charity Law - Local Councils and Trustees

Legal Topic Note 28

Covers the principal roles played by local councils in the trusteeship of charities.
Published by NALC, 2007. Free.

Handling Complaints

Legal Topic Note 09

Recommended procedure for dealing with complaints by members of the public.
Published by NALC, 2007. [Free].

Data Protection Act 1998

Legal Topic Note 38

Summary of the main provisions of the Act. Published by NALC, 2007. [Free].

English village or town government

Leaflet explaining briefly what a civil parish and a parish (or town) council is.
Published by NALC, 2003. [Free].

Freedom of Information Act 2000

Legal Topic Note 37

Summary of the main provisions of the Act. Published by NALC, 2007. [Free].

Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004

Legal Update L05/01

The 2004 Regulations govern the 'appropriate limit' and the fees that can be charged for information requests which would exceed the 'appropriate limit' prescribed, and requests for 'unstructured' personal information (i.e. the manual records which are not held in a structured filing system) under the Data Protection Act 1998. Published by NALC, 2005. [Free].

Powers and Constitution of Local Councils

Booklet summarising the law regarding the constitution and powers of local councils. Published by NALC, 2002. [Price £6.00+ VAT].

A Guide to Becoming a Quality Council: Second Edition

Includes guidance on the new tests (Promoting Local Democracy and Citizenship; Staff Terms and Conditions; and Training for Councillors & Staff), that need to be met by councils wishing to obtain Quality status, and the application form that is to be passed to the County Accreditation Panel.

Available to download at www.nalc.org.uk. Second Edition, Published by the Commission for Rural Communities, April 2008. [Free].

Risk Management Guide and Template for Undertaking Risk Assessments

This risk assessment guide and template has been produced for use within West Oxfordshire District Council, but can be adapted by local councils.

Published by WODC, 2005. [Free].

FINANCE

Accounts Software for Local Councils

This is an Excel spreadsheet package specifically designed for use by parish councils and to assist in completing Annual Returns. It includes worksheets on receipts, payments, interest and transfers, reconciliation with bank accounts, and fixed assets. These are linked to the summary entries in an Annual Return worksheet. Produced by Worcestershire ALC. [£5 + VAT].

Applications for Loan Sanction

Guidance on applying for loan sanction, i.e. consent to borrow money issued by the Secretary of State to parish/town councils. Published by OALC, 2000. [Free].

Changing the Basis of Accounting due to Threshold Change: a Note for Practitioners

The revision of financial reporting thresholds in the Accounts and Audit Regulations 2003 means that local councils with an annual income or annual expenditure of less than £100,000 may now elect to report on a receipts and payments basis.

Published by NALC, 2003. [Free].

Governance and Accountability in Local Councils in England and Wales: a Practitioner's Guide

NALC/SLCC audit guidance, available to download from www.nalc.gov.uk

Guidance Notes for Parish and Town Councils on Planning a Project and a Grant Aid Application

Briefing note produced by ORCC. Available from OALC [Free].

Guide to Funding Opportunities in Oxfordshire – Fifth Edition

This new edition of the Guide gives an overview of funding opportunities across Oxfordshire. Local Authority grants are divided into the relevant Districts and general grant availability in major topic areas such as Learning, Community Safety and the Environment are also detailed. July 2008 [Free].

Available on the County Council's website, www.oxfordshire.gov.uk.

Loans to Parish and Community Councils by the Public Works Loan Board

Leaflet (Form LC2) setting out the terms on which the PWLB will lend money to local councils. Available from the Public Works Loan Board at www.pwlb.gov.uk/pwlbplending.htm

Model Financial Regulations

New version of model financial regulations for parish and town councils. Published by NALC, 2004. [Free].

Village halls and VAT: How the Parish Council Can Help

Guidance on VAT issues where the village hall is independent of the parish council. Published by ORCC and OALC, 2006. [Free].

FORMS

Parish/Town Council Next Meeting Notice (pkt 10)

[£3.00+ VAT]

Parish/Town Meeting Notice (pkt 10)

[£3.00+ VAT]

Tenancy Agreement for Allotment Gardens

[£2.50+ VAT]

The following forms are available from district councils free of charge:

- ***Declaration of Acceptance of Office***
- ***Declaration of Election Expenses***
- ***Notice of Vacancy for a Councillor***

District councils should be informed as soon as a vacancy occurs.

MEETINGS & DECISIONS

The Chairman of Local Councils

Legal Topic Note 02

Leaflet dealing with the question of whether a chairman of a parish or town council who is standing for re-election to the chair may preside over the council while the election of the new chairman is taking place at the time of the annual election of the chairman. Published by NALC, 2007. [Free].

Delegating Decisions

Guidance on good practice in improving the speed and efficiency with which council business is transacted. Published by OALC, 1997. [Free].

Delegation of Decision Making to Chairman or Committee

Legal Topic Note 04

Leaflet summarising the law relating to the delegation by a council of decisions. Published by NALC, 2005. [Free].

Excluding the Public and News Media from Meetings

Summary of the law relating to the power of local councils to exclude the public and press from meetings.

Published by OALC, 1999. [Free].

Parish, Town and Community Council Meetings

Legal Topic Note 05

Leaflet summarising the law and procedures relating to meetings of local councils and their committees and sub-committees. Published by NALC, 2007. [Free].

Parish/Town Council Minutes

Guidance on good practice in drafting, approval, custody, public inspection and related matters.

Published by OALC, Updated 2005. [Free].

Public Participation Sessions at Parish Council Meetings and Paragraph 12(2) of the Revised Code of Conduct

A briefing note issued by OALC, based on guidance from NALC, and endorsed by the Monitoring Officers in Oxfordshire.

Published November 2007. [Free].

Standing Orders and Chairmanship

Booklet that includes: (a) guidance on presiding at local council meetings; and (b) model standing orders for local council, updated to reflect the code of conduct for members. Published by NALC, 2003.

- (i) paper format [£6.00]
- (ii) electronic format [£12.75 +VAT] (sent directly to the purchaser's email address)

MEMBERS

Councillors Allowances

Legal Topic Note 33

The Local Authorities (Members' Allowances) (England) Regulations 2003.

Published by NALC 2007. [Free].

Defamation

Legal Topic Note 30

Commentary on major amendments to the law regarding defamation by libel and slander, and the implications for local councils. Published by NALC, 2007. [Free].

The Good Councillor's Guide

Essential guidance for town and parish councillors, issued as part of the National Training Strategy for Town and Parish Councils. Published by the Countryside Agency, 2003.

Available in:

(i) paper format from OALC, 60p per copy to cover postage and packing

(ii) electronic format as a download from
www.nalc.gov.uk/training/CouncillorGuide.pdf

Induction Pack for New Councillors

Produced to help clerks provide new councillors with key information (e.g. legal requirements) they need to perform their role. Published by the Oxfordshire Training Partnership for Local Councils, 2004. Available only in electronic format so that it can be adapted to meet the needs of the clerk's own council, sent directly to the purchaser's email address [£5.00 + VAT].

Elections Resources Pack

NALC has published an elections resources pack with the Electoral Commission. It includes a booklet for anyone wanting to know more about parish and town councils and the role of local councillors, a toolkit and posters. Available at: <http://www.nalc.gov.uk/Election%20Pack/index.html> [Free].

Local Council Elections in England and Wales

Legal Topic Note 08

Leaflet summarising the law relating to the election of parish, town and community councillors. Published by NALC, 2007. [Free]

Good Practice for Selection of Candidates Being Co-opted to a Local Council (L15-08)

NALC Legal Topic Note 8, "Elections" sets out the circumstances in which a parish and community council ("a local council") may exercise the power to co-opt a person on to the council. This Briefing which is available from the OALC office sets out NALC's good practice recommendations. Published by NALC, 2008. [Free]

The Parish Councillor's Guide

Updated 18th edition published by Shaw & Sons, 2003. Price £13.50 per copy, post free. Available from: Shaw & Sons Ltd, Shaway House, 21 Bourne Park, Bourne Road, Crayford, Kent, DA1 4BZ. Tel: 01322 621111. Fax: 01322 550553. email: sales@shaws.co.uk

PARISH MEETINGS

The Powers of a Parish Meeting in a parish without a separate Parish Council

Legal Topic Note 03. Published by NALC 2007. Free.

Meetings of Parish Meetings

Legal Topic Note 06. Published by NALC 2007. Free.

POWERS

Byelaws

Legal Topic Note 14

Guide to a parish/town council's powers to make byelaws. Published by NALC, 2007 [Free].

Disability Discrimination Act 1995

Legal Topic Note 27

Overview of the Act. Published by NALC, 2007 [Free].

Disposal of Land for Less Than the Best Consideration - Legal Update

Update on consents to the disposal of land 'for a consideration less than the best that can reasonably be obtained'. Published by NALC, 2003 [Free].

Highways

Legal Topic Note 72

Deals with the powers of Highway Authorities and local councils. Published by NALC 2007 [Free].

Local Government Act 1972: General Disposal Consents 2003 - information Guide for Practitioners

Guide to consents to the disposal of land 'for a consideration less than the best that can reasonably be obtained' in the circumstances specified in the consents.

Published by NALC, 2003 [Free].

Planning

Legal Topic Note 58

An outline of the appeal mechanisms which may be of interest to local councils.

Published by NALC 2007. [Free]

Notification of Planning Applications and Decisions to Local Councils

Legal Topic Note 59

Summary of the law on consultation of local councils on planning applications.

Published by NALC, 2007 [Free].

Powers and Duties of Local Councils

Alphabetical list of the main powers and duties, with statutory references.

Published by OALC, 2003. [Free].

Powers of Parish Meetings in Parishes without Parish Councils

Legal Topic Note 03

Leaflet summarising the law relating to the powers of parish meetings.

Published by NALC, 2007. [Free].

Protection of Common Land

Legal Topic Note 53. Published by NALC, 2007. Free.

Easements Over Common Land and Village Greens

Legal Topic Note 57

An introduction to this complex subject. Published by NALC 2007 [Free].

The Provision of Play and Sports on Village Greens

Legal Topic Note 56

Information on what facilities can lawfully be provided. Published by NALC, 2007 [Free].

Good Practice Note on Play Policy

An OALC Good Practice Note on play policy, produced in collaboration with Oxfordshire County Council, Oxfordshire Play Partnership and Oxfordshire Playing Fields Association. It sets out the background and rationale for a play policy. A very brief model policy covering the main points is provided as an Appendix. Published by OALC, 2009. [Free].

Section 137, Local Government Act 1972

Legal Topic Note 31

Leaflet explaining this statutory provision which enables local councils to spend a limited amount of money for purposes for which they have no other specific expenditure power. Published by NALC, 2007 [Free].

Tombstones and Memorials

Legal Topic Note 64

Covers legal responsibility and occupiers' liability and negligence; local council cemeteries; safety work on memorials; disused burial grounds; planning considerations; and insurance and safety inspections. Published by NALC, 2007 [Free].

Closed Churchyards and disused Burial Grounds

Legal Topic Note 65.

The law relating to closed churchyards and disused burial grounds. Published by NALC 2007 [Free].

STAFF

Car Allowances For Local Council Employees: Revised Rates

Bulletin on the rates at which car allowances should be paid to local council staff from 1 April 2008.

Published by NALC, 2008 [Free].

A Clerk's Employment Status - Employee or Self-Employed?

Looks at some of the tests which can be used to help decide whether a clerk is employed or self-employed. Published by NALC, 2004 [Free].

Employment Matters

Legal Topic Note 22

This legal topic note focuses on how local councils should handle employment matters including disputes. Published by NALC, 2007 [Free].

Employment Tribunal Procedures

Outlines some of the basic procedures of an employment tribunal. Published by NALC, 2003 [Free].

Flexible Working

Explains the rights of parents young children to apply for a more flexible pattern of working hours as part of the 'family friendly' policies of the Employment Act 2002. Published by NALC, 2003 [Free].

Internal Auditor: Contract of Employment and Letter of Engagement

Model contract of employment and letter of engagement (self employed basis) for an internal auditor. Published by NALC, 2003 [Free].

The Local Council Clerk's Guide

By Paul Clayden. Second edition, 2004. Available from Shaw & Sons Ltd, Shaway House, 21 Bourne Park, Bourne Road, Crayford, Kent, DA1 4BZ. Tel: 01322 621111. Fax: 01322 550553. email: sales@shaws.co.uk

National Agreement on Pay and Conditions

A pay and conditions package agreed between NALC and SLCC. Four documents: a new national agreement, a new model contract, guidance on good employment practice, and salary scales. Published by NALC and SLCC, 2004 [Free].

Portfolio Guide and Assessment Criteria, Certificate in Local Council Administration

For those who wish to obtain the Certificate in Local Council Administration, which has been designed to meet the 'competent clerk' test in the Government's Quality Parish Status initiative. Holders of the University of Gloucestershire's Cert HE in Local Policy awarded before 2007 also meet the 'competent clerk' test [Free].

Statutory Dismissal, Disciplinary and Grievance Procedures

Guidance on the Employment Act 2002, which introduced statutory minimum dismissal and disciplinary procedures and grievance procedures. They apply to all employers (including local councils) and their employees. Published by NALC, 2004 [Free].

Variation of Employment Contracts

Deals with the implications of a local council wishing to vary an employee's contract. Published by NALC, 2004 [Free].

Working From Home

Guide to the legal implications of clerks working from home. Published by NALC, 2003 [Free].