

**Local councils EXPLAINED” is NALC’s new book for local councils in England and Wales, which will be published in October.**

**Local councils EXPLAINED clearly explains the role of parish, town and community councils, their councillors and officers and how they work. It offers comprehensive and practical guidance about the legal issues that local councils are exposed to.**

NALC’s new book will equip local councils with answers to frequently asked questions about all aspects of their work. There is commentary about:

- **committee and staff structures**
- **publication schemes**
- **handling freedom of information requests**
- **data protection**
- **neighbourhood planning (England)**
- **the general power of competence (England)**
- **preparing for meetings and agenda preparation**
- **rules of debate at meetings**
- **how to chair meetings**
- **work after meetings**
- **preparation of minutes**
- **code of conduct**
- **political groupings**
- **publicity about the work of a council**
- **councillors’ interests and dispensation requests**
- **predetermination**
- **precept setting and council tax increases**
- **accounts, audit and financial management**
- **contract negotiation**
- **staff management**
- **parish and community meetings**
- **working with volunteers, businesses, charities and other local authorities**
- **dealing with the media**
- **handling complaints**
- **judicial review**
- **community youth representatives (Wales) and**
- **much more**

Local councils EXPLAINED is:

- easy to understand
- uses examples, tables, and diagrams
- contains up to date statutory references
- is competitively priced at £49.99 only for NALC members (15% discount) and
- includes updated model standing orders (an electronic version of which is free to NALC members).

The Pricing Structure for Local councils EXPLAINED:

	Price per book	P&P
Non-member	£59.99	£5 + VAT for the first copy + £2.50 + VAT per additional copy to the same address
<b>Member rate</b>	<b>£49.99</b>	£5 + VAT for the first copy + £2.50 + VAT per additional copy to the same address
<b>Member rate for 10 or more copies</b>	<b>£39.99</b>	£14 + VAT for the first 10 copies + £6 + VAT per additional 10 copies to the same address

**How to order:**

To order Local councils EXPLAINED, **councils should contact ChALC via**

**hazelmerrill@chalc.org.uk**