

CONFERENCE PROGRAMME

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| 08.30 am | Registration, exhibition and refreshments | Best Mate/AP Bar |
| 10.00 am | Annual General Meeting | Denman |
| 11.00 am | Exhibition and refreshments | Best Mate/AP Bar |
| 11.15 am | Conference opening and a word from our sponsors DALC Chairman & Sponsors: Cloudy IT and Wicksteer. | Denman |
| 11.25 am | Speakers: Cllr James McInnes and Donna Manson, Devon County Council | Denman |
| 11.50 am | Workshop A: Devon County Council | <i>Location determined on the day</i> |
| | Workshop B: Working with young people | |
| | Workshop C: Delivering rural affordable housing | |
| | Workshop D: Cyber Security | |
| 12.50 pm | Lunch, exhibition and networking | Best Mate/AP Bar |
| 1.50 pm | Speaker: Managing in a crisis with Brixham Town Council | Denman |
| 2:10 pm | Speaker: The role of the Monitoring Officer, Melanie Wellman | Denman |
| 2:45 pm | Workshop E: Crisis Communications | <i>Location determined on the day</i> |
| | Workshop F: Managing stress and illness in the workplace | |
| | Workshop G: Understanding personal impact | |
| | Workshop H: The National Living Map | |
| 3:50 pm | Closing remarks and prize draw | Denman |
| 4.00 pm | End | |

This event is sponsored by:



ANNUAL GENERAL MEETING

Important notes:

- Only one representative from each member council is able to vote during the AGM. Voting cards will be issued on arrival. Please ensure you know who your voting member is in advance.
- Agenda packs have been sent to member councils and can be viewed [on our website](#) (login required)

AGM AGENDA

- 1. Welcome address by the Chair of the Board, Elizabeth Brookes-Hocking.**
- 2. To receive apologies**
- 3. Minutes of the previous meeting**
 - 3.1** To agree the minutes of the meeting held on 27 September 2023 as an accurate record.
- 4. Presentation of the Annual Report and Accounts 2023/24**
 - 4.1** To receive a report of DALC's achievements during 2023/24.
 - 4.2** To receive the [annual statement of accounts and balance sheet](#), for year ending 31 March 2024.
- 5. Looking ahead**
 - 5.1** Emerging priorities in DALC's business plan and key objectives for the year ahead.
 - 5.2** Presentation of current proposals for subscription fees for 2025/26.

6. Motions

Board of Directors

- 6.1** To agree the appointment of the following individual as a non-executive director, with effect from the conclusion of the AGM, for a 3-year term of office:
 - 6.1.1** Lance Kennedy, Tiverton Town Council.
- 6.2** To approve the redesignation of the following three board-appointed directors as member-appointed directors for the remainder of their respective terms of office:
 - 6.2.1** Phillip Dredge, until October 2025 or nearest AGM
 - 6.2.2** Mike Joyce, until November 2025 or nearest AGM
 - 6.2.3** Ruth Pearson-Bunt, until December 2025 or nearest AGM.

6.3 Appointment of Internal Examiner

To agree the appointment Merlin Accountancy Services for year 2024/25.

7. Next meeting

- 7.1** To agree the next AGM be held on 1 October 2025, subject to venue availability.

OUR SPONSORS

Our event would not be possible without the generous support of our sponsors. Special thanks to:



[Cloudy IT](#) is at the forefront of revolutionising town/parish council operations, driving digital innovation in local governance. As a leading managed service provider, they enhance operational efficiency, security, and community engagement through their specialised services.



[Wicksteed](#) is a provider of playground equipment and with over 100 years of experience in play, no other company knows more about outdoor playgrounds than Wicksteed.

THE NETWORKING ZONE




We are delighted to be hosting a Networking Zone as part of our conference again this year. This is a dynamic space dedicating to showcasing the spirit of co-operation and collaboration, and fostering stronger relationships between local agencies and parish councils. See who's attending below:







CONFERENCE WORKSHOP DESCRIPTIONS

Due to room sizes, some workshops will have limited spaces, and spaces will taken on a first come first serve basis. Delegates are encouraged to [pre-book their preferred workshop here](#) to avoid disappointment. Any remaining spaces can be booked on the day.

Morning Workshops

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| A | <p>DEVON COUNTY COUNCIL With Cllr James McInnes, Donna Manson and others</p> <p>Join Devon County Council for a workshop focussed on tackling Devon’s pressing highways challenges. The session will delve into the innovative strategies DCC is employing to address the issues, including the latest updates on bus travel and infrastructure. The workshop will conclude with an open Q&A session – your opportunity to engage directly with DCC representatives and have your questions answered. A must attend session for those interested in Devon’s transportation network.</p> |
| B | <p>MEMBERS PANEL: WORKING WITH YOUNG PEOPLE With Moretonhampstead PC, Uplyme PC, and Okehampton TC</p> <p>Hear from three of our member councils about the amazing and varied work they’ve been doing to engage young people in their area! Moretonhampstead Parish Council will discuss their school visit to talk about the work of the council, Zishan Adamson-Drage from Uplyme Parish Council will talk about their work engaging young people to help regenerate public land, and Okehampton Town Council will introduce their work setting up their Youth Council with speakers including clerk Emma James and some Youth Councillors.</p> |
| C | <p>DELIVERING RURAL AFFORDABLE HOUSING With Mandy Goddard, Devon Communities Together</p> <p>Find out what help and resources are available for rural parishes to get affordable houses built in the right place for local people. We’ll look at assessing local housing need, finding sites, different delivery models and how to retain community control of the process. This session will include a presentation from Alison Ward of Middlemarch Community Led Housing on community land trusts.</p>  |
| D | <p>CYBER-SECURITY: LEARN THE RISKS With David Hall, Cloudy IT, and Stephen King, James Hallam Insurance</p> <p>Strengthen your council’s cyber defences, enhance your data protection, and implement best practices that are achievable even for small councils. Key takeaways will include: cyber essentials framework, practical steps for small councils. Microsoft 365 security, FOI requests, cyber insurance overview, and an interactive Q&A.</p>   |

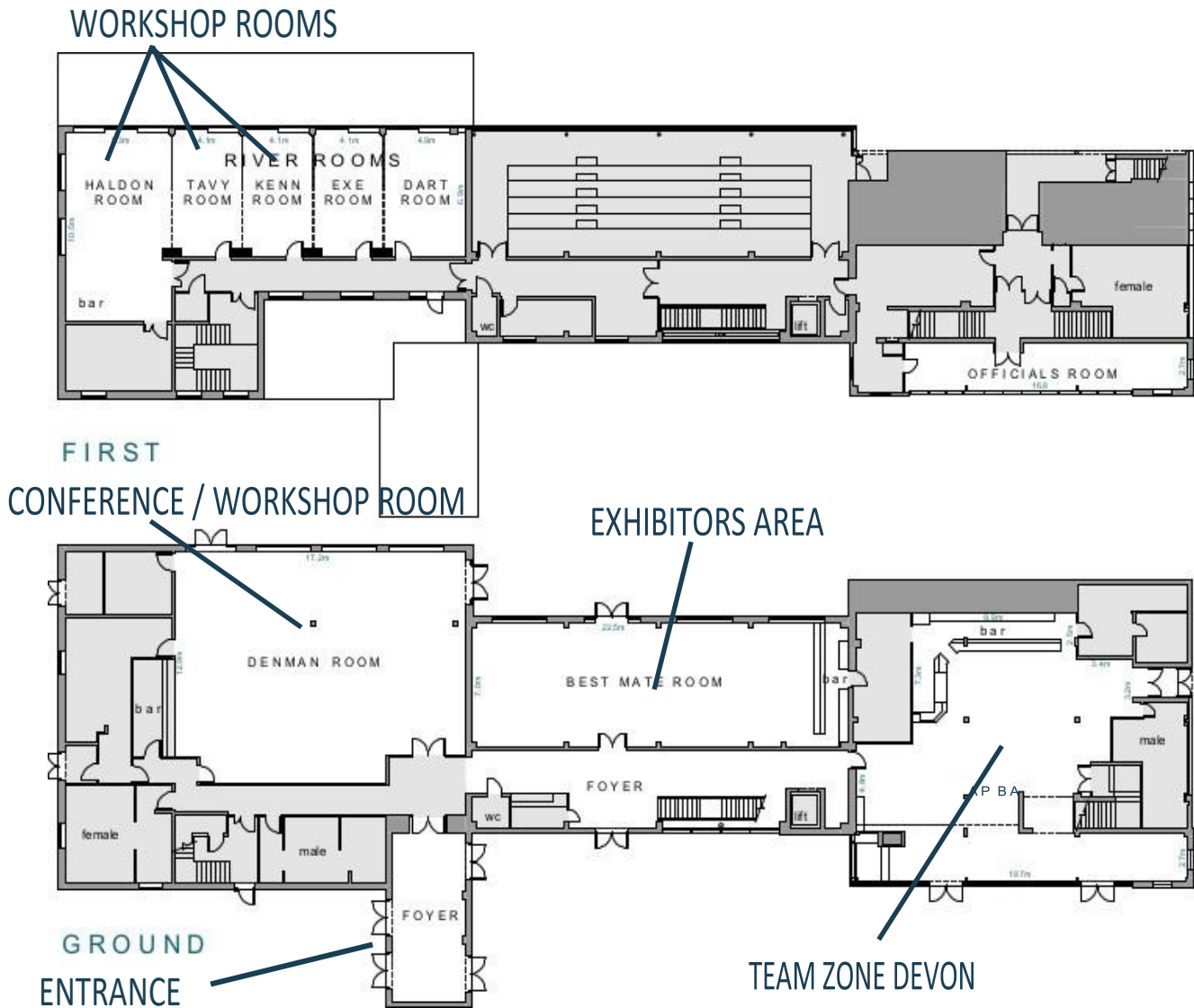
Afternoon Workshops

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| E | <p>CRISIS COMMUNICATIONS With Daniel Purchase, Breakthrough Communications</p> <p>A crisis can happen at any time. Whether flooding or a meeting going viral, there are many ways in which councils can find themselves in the eye of a media storm. This session will look at how you can prepare for a crisis with expert tips and effective steps you can take if the worst happens.</p>  |
| F | <p>MANAGING STRESS AND ILLNESS IN THE WORKPLACE With Simon Sanger-Anderson, Tozers LLP</p> <p>Simon Sanger-Anderson will deliver an overview of employment issues impacting local councils, reminding councils of their responsibilities as an employer, their duty of care towards employees, and offering practical advice about managing sickness absences and work related stress (and avoiding costly employment tribunals!).</p>  |
| G | <p>UNDERSTANDING YOUR PERSONAL IMPACT With Elise Callaghan, Devon Association of Local Councils</p> <p>DALC's Training Officer, Elise Callaghan, will explore the concept of personal impact and its significance for councillors and officers. Participants will delve into what it means to have a positive personal impact, the impact of incivility, and a focus on key skills such as effective communication, emotional intelligence and authenticity. The session will highlight why personal impact matters, emphasising its influence on relationships, reputation, decision making, and conflict resolution.</p>  |
| H | <p>THE NATIONAL LIVING MAP With Chris Mewse, Parish Online</p> <p>Learn more about the new project launched by Parish Online which maps local council statistics to help visualise organisational, environmental, and technological factors about local councils. This can help build a picture of how councils compare, and supports councils in their work such as addressing the climate emergency or neighbourhood planning.</p>  |

OUR EXHIBITORS

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|  | <p>Aubergine are the UK's leading experts in purpose-built, accessible, compliant websites for parish & town councils. Easy-to-use and with council-specific functionality, their websites also include a range of templates to support council activities.</p> |
|  | <p>Blachere Illuminations. Blachere has been developing, designing and manufacturing Christmas lighting products since 1973 and is the largest supplier of Christmas lighting in the UK</p> |
|  | <p>Breakthrough Communications provide advice, guidance and services on parish and town council communications and engagement, including data protection, GDPR and Freedom of Information. They also provide a range of communications and engagement training.</p> |
|  | <p>Cloudy IT help parish and town councils affordably maximise on the latest cutting-edge Microsoft 365 technology, digital solutions and training, to support your staff and drive the adoption of more efficient IT working practices.</p> |
|  | <p>Gallagher Insurance. Founded in 1927, Gallagher has grown to be one of the leading insurance brokers in the world. They recognise that the risk profiles of a town and parish differ from those of principal authorities.</p> |
|  | <p>James Hallam Insurance Brokers is the foremost independent council insurance broker for local city, town & parish councils with a long history in the sector going back over 20 years. They provide a tailored service to suit your individual council needs.</p> |
|  | <p>Outdoor Play. Outdoor Play UK has years of experience of manufacturing and installation of bespoke wooden playground equipment suitable for a variety of ages for schools, nurseries, disability centres, and public play spaces across all areas of the UK</p> |
|  | <p>Parish Online. Launched in September 2016, Parish Online is a UK-based company specialising in Cloud GIS, spatial data management and cost effective geospatial survey solutions. They provide access to digital mapping technology for your council.</p> |
|  | <p>Proludic. One of the leading outdoor play manufacturers in the UK, with 30 years experience focussing on maximising the play experience. Proludic is driven by its mission to transform children's play areas into social hubs that promote and enhance community life.</p> |
|  | <p>Scribe. Scribe provide an accounts package with full accounting support, purpose built for town and parish councils, designed to make it easy to produce compliant council accounts.</p> |
|  | <p>Tozers LLP. A multi-disciplinary team whose skills range from planning law, property advice, employment disputes through to an expertise and understanding in local council business. Experienced lawyers who can give you advice in plain English.</p> |
|  | <p>Unity Trust. Unity Trust offer commercial banking to organisations who are helping to create a better society and have a wealth of experience supporting local council customers, understanding their structure and the challenges they face.</p> |
|  | <p>Utility Aid is the UK's largest broker for the not-for-profit sector supporting organisations to find unbeatable savings on their energy bills. Utility Aid can also help, reclaim overcharges, manage administration and advise on all energy related matters.</p> |
|  | <p>Vaughtons. Based in Birmingham's history Jewellery Quarter, Vaughtons are one of the foremost names in the manufacture of Civic Regalia, with over 200 years experience.</p> |
|  | <p>Wicksteed Playscapes. Wicksteed has been designing; manufacturing; installing; landscaping and maintaining playgrounds since 1918. They boast the widest range of outdoor & adventure playground equipment in the UK.</p> |

THE VENUE



OTHER USEFUL INFORMATION

SOCIAL MEDIA

Please use the hashtag #DALCAGM24 on social media.

Find us at:

[Instagram](#) | [Facebook](#)

PRESENTATIONS

All of the presentations will be shared with delegates and members through our website and e-bulletin where possible.

If you are not currently receiving our e-bulletins, please email enquiries@devonalc.org.uk

**DALC e-bulletins are only available to member councils.*