

To: Member Parish & Town Councils  
& LALC Executive Committee

## **The 80th Annual General Meeting of the Association**

held on Saturday 2nd November 2024 at 2.30 pm  
at Lancashire County Council County Hall, Preston

### **A G E N D A**

1. Welcome & Introductions
2. Minutes of the 80<sup>th</sup> Annual General Meeting – to confirm and sign
3. Updates from the minutes
4. a) Annual Report – Chairman Phil Orme  
b) Membership, Training and Area Committee Annual Reports  
c) Accounts 2023/24 – Chief Officer Debra Platt

**Decision:** to adopt the two Annual Reports a) and b), along with  
c) Financial Accounts all covering period 1 April 2023 to 31 March 2024

5. Budget proposals for 2025 - 2026

**Decision:** to adopt the Budget proposals for 2025 - 2026

6. Officers and Auditors

**Decision:** to agree the appointment for 2025 - 2026, nominated are:

President: Rt. Hon. Sir Robert Atkins

Vice-Presidents: Cllr Eunice Houghton  
Cllr Alan Neal

Mr Brian Anderson  
Cllr Phil Orme

Treasurer Mrs Debra Platt

Accountants JDH Business Services Ltd

7. Motions from Member Councils

Whitworth Town Council. Proposer Cllr Neal, Seconder Cllr Royds

8. Open Forum

9. Close of Meeting

Debra Platt  
Chief Executive Officer

## **Lancashire Association of Local Councils**

### **Minutes of the 79th Annual General Meeting of the Association**

held on Saturday 4th November 2023 at 2.30 pm  
at Lancashire County Council County Hall, Preston

Present

Rt Hon Sir Robert Atkins	President
Cllr Phil Orme	Chairman
Mrs D Platt	Treasurer

and 35 member councils

In attendance

Mrs D Platt	Membership & Engagement Officer/CO
Mr J Ashurst	Area Support Officer

1. Welcome and Introductions
2. Minutes of the 78<sup>th</sup> Annual General Meeting were **agreed**.
3. Updates from the minutes
4. Annual Report – Chairman Phil Orme

Chair presented his report which had been circulated with the papers (and appended).

Chair added thanks to Debra and Val for the newly renovated LALC offering. Training offer is vastly improved and access to support and advice is excellent, also LCC Parish Champion Cllr Rigby for his support and attendance at the LALC meetings.

**Approved:** to adopt the Annual Report and Financial Accounts covering period 1 January 2022 to 31 March 2023

5. Budget proposal for 2024/25

A discussion was held regarding the placement of the NALC subscription amount and that some members felt it should be within the body of the LALC budget.

**Approved:** to adopt the Budget proposal for 2024/25, with an amendment to move the NALC subscription amount to be within the body of the LALC budget.

6. Officers and Auditors

**Approved:** to agree the appointment for 2024/2025, nominated are

President:	Rt. Hon. Sir Robert Atkins	
Vice-Presidents:	Cllr Colin Peacock	Cllr Eunice Houghton
	Cllr Alan Neal	Cllr Phil Orme
	Mr Brian Anderson	
Treasurer	Mrs Debra Platt	
Accountants	JDH Business Services Ltd	

7. Motions from Member Councils

- a) Ellel Parish Council discussing 20 MPH measures (as circulated) proposed and seconded (appended to these minutes)
- b) Broughton in Amounderness Parish Council 20 MPH enforcement (as circulated) proposed but not seconded (appended to these minutes)
- c) Elswick Parish Council & Weeton-w-Preese Parish Council 20 MPH proposed and seconded (appended to these minutes)

Sir Robert Atkins asked for a vote on Motions a and c (both appended to these minutes)

**Approved:** Motions a and c were approved with the meeting.

8. Open Forum

Councillor from Much Hoole PC wanted to personally send thanks to Val the Training Officer for all her assistance this year.

Councillor from Westhoughton PC wanted to thank LCC and LALC for this event and all the hard work to bring this conference and AGM to members.

Chair asked members at the meeting about the former events LALC used to run [before Covid] namely, the Spring Conference. A Councillor on MALC felt that there was a lack of involvement from neighbouring Councils and felt that a conference [face to face] may foster ideas and involvement and in the past they were well attended.

The meeting was asked if the relaunch of a face to face LALC conference would be supported by them – most members agreed.

9. Close of Meeting

Chair closed with saying this was a productive meeting and thanked all attendees for their presence and Officers for the organisation.

Close 15:32



**Lancashire & Merseyside Association of Local Councils**  
**(Affiliated to National Association of Local Councils)**

# **Annual Report**

## **2023~2024**

**Lancashire Association of Local Councils**

**T: 01772 750 900**

**M: 07950 28 1111**

**E: [office@lalc.org.uk](mailto:office@lalc.org.uk)**

**W: [lalc.org.uk](http://lalc.org.uk)**

## Chairmans Report

Another year over and the Association goes from strength to strength. As the membership offer improves so does the number of member councils. The joining of every new council adds to the funds and allows for the continued improvement of services. This year saw us able to reinstate the annual conference, this was held at the Marriott in Broughton and was considered to be a total success at every level. So special thanks to Debra and the team for organising and staging the event and also to the commercial organisations who joined us. We are already thinking about next year.

Our relationships with LCC (evidenced by our AGM being accommodated by them after their Town and Parish conference) and SLCC continue to flourish. Our continued involvement in the Northern Group of Local Councils and the National Association of Local Councils is starting to have effect with Alan our NALC rep being elevated to Chairman of Scrutiny. I know that Alan has been ruffling feathers down *in that there London* and quite right too. A flourishing active value for money National Association has a great bearing on how the County Associations like ours are also successful.

I said last year that through joint working with LCC and the employment of John, the Area Support Officer, that defunct or inactive Area Committees were being re-established and I stressed that active and flourishing Area Committees are vital to the success of the Association as a whole and I am pleased to say that every area committee has now been resurrected or imminent. So, a big thank you to John.

We continue to have reps on several outside bodies who I know are all doing excellent jobs and showing the Association in good light thank you to them. I'm pleased to say we continued our sponsorship of the Lancashire Best Kept Village Competition and on their behalf, I would encourage you to think of entering, it's an excellent way of getting your Parish and its community working together to improve the villages for all.

I think this is an exciting time for Town and Parish councils as higher authorities are finding themselves cash strapped and looking to get out of providing services etc and the opportunities for the sector to step up are great. I'm sure LALC through Debra will always be on the end of a phone to assist with any difficulties in that area.

I will close as always by saying it's been an honour and privilege to serve you as your Chairman in an Association looking after a sector that I'm passionate about. Thank you to the team Debra, Val John, the F&M members and wider executive for all their efforts and input over the last year.

**Cllr Phil Orme**  
Chair LALC

## **Membership & Engagement**

Membership rose within the year with both new and returning members. The increased number of Councils in membership will lower the fees for all and there were continued efforts to encourage the local councils who were not in membership to join.

The number of Advice contacts made with the office was regularly high and they were all dealt with as efficiently as possible using the routes most suitable for the advice required.

The working relationships made with Lancashire County Council (LCC) and the Society of Local Council Clerks were maintained and there were meetings between the three bodies separately and collectively.

The joint project with LCC (an SLA) was granted at the very close of 2022/2023 and was worked through in the 2023/2024 year, with some parts of the projects being carried forward into the current 2024/2025, to complete the projects.

## **Training**

In this year, running alongside the regular training sessions presented by individual trainers, LALC offered, as part of the LCC SLA, other training subjects delivered by multiple organisations.

The commissioned course called '7 steps to being a good employer' was not well attended, so not repeated within the year. The three different 'Civility & Respect' training courses had a slow take-up but did fill up towards the end.

## **Area Committee Network**

The Area Support Officer (ASO) began working for LALC on 1<sup>st</sup> July 2023, as part of the LCC SLA. The role was to reinvigorate or revive the Area Committee system, following its decline during covid years.

The ASO attended most of the Area Committee meetings and encouraged colleagues from LCC and other relevant organisations to them to speak. The South Ribble Area Committee was brought back online, and the Fylde Area Committee was re-formed whilst working on the other areas to have a fully functioning committee system going forward.

### **Debra Platt**

Membership Services & Engagement Officer

**Item 4c**

**Lancashire Association of Local Councils**

**Financial Statements**

**For the year ended 31st March 2024**

Index to the Financial Statements for  
the year ended 31st March 2024

	Page
Report of the Accountants	1
Income and Expenditure Account	2
Balance Sheet	3
Notes to the Financial Statements	4-5



**ACCOUNTANT'S REPORT**

In accordance with the instructions given we have prepared, without carrying out an audit, the financial statements set out on pages two to five for the accounting period ending 31 March 2024 from the books and records supplied and from the information and explanations received.

A handwritten signature in black ink, appearing to read "John B. Jones". The signature is written in a cursive style with a large initial "J" and "B".

**JDH Business Services Ltd  
Carreg Lwyd  
Cefn Bychan Rd  
Pantymwyn  
Flintshire  
CH75EW**

**Lancashire Association of Local Councils  
Income and Expenditure Accounts  
For the year ended 31st March 2024**

	Notes	2023/24 £	15 months 2022/23 £
<b>INCOME</b>			
LALC Membership fees		38,286	41,634
NALC Membership fees		42,476	41,975
Training		3,650	5,831
Area Secretary fees		2,288	2,417
Bank Interest Received		1,195	204
Promotion Support		300	0
		<hr/>	<hr/>
Total Income		88,195	92,061
<b>EXPENDITURE</b>			
Affiliation Fees to National Association		41,520	41,593
Staff Costs		23,899	26,573
Conference/Promotion/Support		2,749	2,238
Office, IT and phone costs		3,689	2,148
AC Area Secretaries		1,605	1,736
Training		2,405	2,004
Accountancy fees		732	590
Depreciation - office IT equipment	1,2	526	476
Miscellaneous costs		118	319
		<hr/>	<hr/>
Total Expenditure		77,243	77,677
		<hr/>	<hr/>
<b>Surplus for the accounting period</b>		<u>10,952</u>	<u>14,384</u>

**Lancashire Association of Local Councils  
Balance Sheet as at 31 March 2024**

	Notes	2023/24		2022/23	
		£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible Fixed Assets	3		1,102		1,046
<b>CURRENT ASSETS:</b>					
Cash at bank and in hand		99,115		95,716	
Debtors	4	-		-	
		99,115		95,716	
<b>CREDITORS:</b> Amounts falling due within one year	5	732		590	
<b>NET CURRENT ASSETS</b>			98,383		95,126
<b>NET ASSETS</b>			99,485		96,172
 <b>Financed By:</b>					
<b><u>General Reserves:</u></b>					
Brought forward reserves			82,802		-
Funds from prior entity	6		-		68,418
Revenue surplus for the period			10,952		14,384
Carried forward reserves			93,754		82,802
<b><u>Restricted Reserves:</u></b>					
	7				
<b>Lancashire County Council SLA:</b>					
Brought forward reserves			13,370		-
Net surplus/(deficit) for the period			(7,639)		13,370
Carried forward reserves			5,731		13,370
<b><u>Total Reserves</u></b>			99,485		96,172

**Lancashire Association of Local Councils**  
**Notes to the financial statements**  
**For the year ended 31st March 2024**

**1 Accounting Policies**

**Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

IT equipment                      25% Straight Line

**2 Surplus for the year**

The surplus is stated after charging:

	2023/24
	£
Depreciation of tangible fixed assets	526

**3 Tangible fixed assets**

	<b>IT Equipment</b>
	£
<b>COST</b>	
At 1st April 2023	1,522
Additions	582
At 31st March 2024	2,104
<b>ACCUMULATED DEPRECIATION</b>	
At 31st March 2024	476
Charge for the period	526
At 31st March 2024	1,002
<b>Net book value</b>	
At 31st March 2023	1,046
At 31st March 2024	1,102

**Item 4c**

5

<b>4 Debtors</b>		2023/24	2022/23
		£	£
Debtors		-	-
		<u>-</u>	<u>-</u>
		<u>-</u>	<u>-</u>
<b>5 Creditors: amounts falling due within one year</b>		2023/24	2022/23
		£	£
Creditors		-	-
Accruals		732	590
		<u>732</u>	<u>590</u>
		<u>732</u>	<u>590</u>
<b>6 Funds from previous entity</b>		2023/24	2022/23
		£	£
The following start up funds were received from the previous entity:			
Previous LALC PTTC funds		-	27,472
Previous LALC closing bank funds		-	10,330
Previous LALC bank balances transferred 06/01/2022		-	30,466
Miscellaneous previous LALC items		-	150
		<u>-</u>	<u>68,418</u>
		<u>-</u>	<u>68,418</u>
<b>7 <u>Restricted Reserves:</u></b>		<u>2023/24</u>	
		£	£
<b><u>Lancashire County Council SLA</u></b>			
Brought forward reserves			13,370
INCOME			-
EXPENDITURE:			
	Training	4,489	
	Staff costs	3,150	
Surplus for the accounting period		<u>-</u>	(7,639)
Carried forward reserves			<u>5,731</u>
			<u>5,731</u>

## **Budget proposals for the financial year 1 April 2025 to 31 March 2026**

The LALC Executive members made some critical business decisions back in 2021 to preserve LALC for the future, making it more viable and streamlined going forward. This preservation work has brought about the current health of LALC with new members of staff, a revitalised Executive system, increased diversity and breadth of training and an active Area Committee system.

New approaches have improved and built close relationships with partners such as NALC, Lancashire County Council, Society of Local Council Clerks and with some Borough Councils which have reached out to LALC for advice and guidance on their Local Council activities such as setting up 'new' parish councils and assisting failing ones.

The Finance & Management Committee of the Executive has taken time to assess LALC services to its members and considered how it can further enhance the value of membership to them whilst attracting new or returning members and support the whole sector.

Members discussed and outlined a number of proposals for the coming financial year which are contained in the budget overleaf. In the coming months, before the start of the 2025~2026 financial year, these will be researched and planned as they will need additional and new resources to bring them online.

The initiatives, centre around a number of themes, namely:

- Recruitment and retention of membership
- Local Council retention (Councillors & staff)
- Mentoring for Councils in difficulties
- Support for the smaller sized Local Councils
- Increasing training subjects available in line with Local Council need
- Setting up of 'Task & Finish' groups to tackle issues in the sector
- Networking and building and support for Area Committees

## **National Association of Local Councils (NALC)**

NALC has seen some big changes in very recent times and has made some changes for the better. A new, long anticipated and needed website, was launched in October and members are encouraged to visit, register themselves for their own personal account and use the massive resource which our memberships fund and shape.

NALCs subscription fee is to rise this year by 5%, from 7.94 pence per elector to 8.34 pence per elector. This decision was long debated by NALC's National Assembly on the 8<sup>th</sup> October.

**Item 5**

**Budget proposals for the financial year 1 April 2025 to 31 March 2026**

<u>Expenditure</u>	2024~2025
	£
Administration: committed office expenses	2,700
Office equipment	200
Meeting venues/rooms	250
Insurance	600
Advice services	3,300
Accountancy fees	750
Staffing three p/t officers (+ NI, WFH, mileage)	29,000
Administration Officer (LC3 SCP34 x 14hrs)	
Training Development Officer (LC2 SCP20 x 7hrs)	
Area Support Officer	
Committed other expenditures	
Best Kept Village Award sponsorship	2,000
NALC Affiliation estimate	42,116
Projects	
Area Committee building	600
Training support project	600
Membership building materials	250
Promotional materials, conference, leaflets	350
Membership promotion	2,000
<b>Total</b>	<b>84,716</b>

<u>Income</u>	2024~2025
	£
LALC subscription fees	37,000
Training revenue	4,500
NALC Affiliation estimate	42,116
Bank interest	1,100
<b>Total</b>	<b>84,716</b>

<u>NALC element explanation 2024~2025</u>	
Electorate of membership (estimated)	530,425
NALC subscription fee pence/elector	7.94
NALC Affiliation estimate (estimated)	42,116

<u>Expenditure</u>	2025~2026
	£
Administration: committed office expenses	3,000
Office equipment	300
Meeting venues/rooms	250
Insurance	800
Advice services	3,500
Accountancy fees	800
Staffing three p/t officers	28,070
Staffing on costs (NI, WFH, mileage)	9,600
Administration Officer (LC3 SCP34 x 14hrs)	
Training Development Officer (LC2 SCP20 x 7hrs)	
Area Support Officer	
Cover Advisor	
New officer (LC2 12-14 hrs) + all on costs	15,000
Area Committee Secretary commitments	6,000
Committed other expenditures	
Best Kept Village Award sponsorship	2,000
NALC Affiliation estimate	47,202
LALC Conference	2,000
Projects	
Recruitment and retention of membership	2,500
Local Council retention (Councillors & staff)	1,000
Mentoring for Councils in difficulties	2,800
Support for the smaller sized Local Councils	2,500
Setting up of 'Task & Finish' groups to tackle issues in the sector	2,000
Networking and building and support for Area Committees	3,000
<b>Total</b>	<b>132,322</b>

<u>Income</u>	2024~2025
	£
LALC subscription fees (no fee rise)	42,600
Training revenue	5,200
NALC Affiliation estimate	47,202
Bank interest	1,320
Reserves transfer	36,000
<b>Total</b>	<b>132,322</b>

<u>NALC element explanation 2025~2026</u>	
Electorate of membership (estimated)	565,966
NALC subscription fee pence/elector	8.34
NALC Affiliation estimate (estimated)	47,202

To: Member Parish & Town Councils  
& LALC Executive Committee

**The 80th Annual General Meeting of the Association**  
will be held on Saturday 2<sup>nd</sup> November 2024 at 2.30 pm  
at Lancashire County Council County Hall, Preston

**MOTION to 80th Annual General Meeting, Saturday 2nd November 2024**

**From:** Whitworth Town Council

**Proposer:** Cllr Alan Neal who is attending

**Seconder:** Cllr Mike Royds who is attending

Council would like to propose the following motion(s) for discussion:

LALC calls upon both LCC Road Safety Partnership and Lancashire Constabulary to reconsider their current policies on Highways Safety, given recent concerns raised in Parliament by Rossendale and Darwen MP.

Neither LCC Highways nor Lancashire Constabulary are resolving the large volume of Road Traffic Accidents in our Towns or Villages, within a ten day period there were SEVEN RTAs within a two miles stretch of the A671.