Lancashire Association of Local Councils (LALC)

Minutes of the 440th meeting of the County Executive Committee of Lancashire Association of Local Councils held virtually on 5th September at 10am.

Members present:

Pat Hastings, Preston Area Committee
Keith Martin, South Ribble Area Committee
Phil Orme, Wyre Area Committee
Eileen Smith, Blackburn Area Committee
Darren Cranshaw, Chorley Area Committee
Gordon Smith, Fylde Area Committee
Stephen Houghton, Ribble Valley Area Committee
Eunice Houghton, South Ribble Area Committee
Maggy Howells, Ribble Valley Area Committee
Jack Speight, Bolton Area Committee (11:10)
Peter Collins, Fylde Area Committee
Jacqueline Hampson, Ribble Valley Area Committee
Glyn Stead, Fylde Area Committee
John Gordon, West Lancashire Area Committee
Luke Trevaskis, Lancaster Area Committee
Andrew Bell, Burnley and Pendle Area Committee

Officers Present:

Debra Platt, Chief Officer
Jessica Dibble, Secretary

1. Welcome and Apologies

The Chair, Cllr Pat Hastings, welcomed members to the meeting.

Apologies were received from:

Cllr. Jan Finch

Cllr. Alan Neal

Cllr. Mark Jinkinson

Cllr. Mary Thomas

Cllr. Iain Hamilton

2. Minutes of the 439th Executive Committee meeting held on 13th June 2026 circulated to approve

The minutes were circulated prior to the meeting. Cllr Phil Orme asked that the minutes from the meeting dated 13th June 2026 be amended to update Peter Collins correct council information.

It was further requested that going forward on attendees that the area committees are listed rather than council information – members agreed this was a good idea. The secretary confirmed she would amend the layout of the minutes.

Resolved: That the minutes of the meeting held on 13th June be approved as a correct record subject to the amendment above.

Proposed: Cllr. E Houghton
Seconded: Cllr. E Smith

3. Minutes of the Finance and Management Committee held on 15th August 2026

Not present.

4. Comments on reports received

4.1 Presidents Report – Cllr. A Neal

Members received the President's report and expressed their thanks

It was noted that Mark

4.2 Lancashire Offshore Wind Energy Update - Cllr G. Smith

Lancashire Offshore Wind Energy: the detailed update was noted. A second tranche of letters had been sent to MPs and other stakeholders, and stronger links with several MPs were welcomed.

5. Matters of update

Membership of the Finance and Management Committee and the capacity of the relevant task group were reviewed.

Resolved: Cllr. L Trevaskis was co-opted to the Finance and Management Committee, subject to his agreement, which he gave.

It was further requested that any members who were interested in joining 'How LALC Operates' T&F Group are to email Debra and Debra will review the request against the group's geographic coverage and skills needs

6. Officer updates

6.1 Finance Report

The Executive finance report and monitoring statement were presented. At 1 September 2026, the combined cash balance had increased by £426.59 since the previous Executive report. The accounts were reconciled with no reported anomalies.

Membership receipts were behind the full-year budget because some invoices remained unpaid, but no membership cancellations had been reported and collection was expected to be substantially complete by October. Training income was stronger than in the previous year, including two CiLCA cohorts, although associated delivery costs also increased.

Members asked for clearer disclosure of general and earmarked reserves in future budget reports, and separate visibility of staff time charged to projects.

Resolved: Additional officer time spent on the environment, planning and growth/offshore wind project may be charged to that project budget.

6.2 Chief Officer Report and Budget Update

The Chief Officer presented an early projection for the current year and a provisional 2027/28 planning model. The model included committed costs, training, a possible project officer, NALC fees, project budgets and potential conference income. It was stressed that this was a planning proposal, not an approved budget.

Members supported moving toward a balanced recurring budget that protects reserves, while noting that underspend may indicate delayed activity rather than success. Further work is required on the member offer, risks, reserves, potential company costs, project delivery, staffing assumptions and income sensitivity.

Resolved: Finance and Management Committee and officers to refine the budget model, member offer, reserves analysis and project risk assessment before a further Executive decision.

6.3 LALC Fees Report

Members agreed that LALC's own fee element, unchanged for approximately nine years, must be reviewed to support financial sustainability. Concerns were raised that the draft motion was too broad without actual fee figures and supporting rationale, and that smaller councils need adequate time to obtain a mandate.

The discussion indicated support for a phased increase to the minimum charge, with £35, £45 and £50 over three years discussed, but no fee schedule was approved at this meeting.

Resolved: Item 6.3 was adjourned. A further Finance and Management Committee meeting and a short special Executive Committee meeting will be arranged in September to settle the budget, fee figures, rationale and final AGM motion.

Action: Chief Officer to prepare the detailed budget and fee options. The office to circulate dates for the two meetings and issue the AGM supporting papers as early as possible.

6.4 Secretary Report

Members noted receipt of the report.

7. LALC Future Entity

7.1 To agree the Consultation Pack

The consultation pack and presentation were reviewed. Members welcomed the work completed and requested factual and drafting amendments to avoid implying that the future committee structure or final legal form had already been decided.

Action: Amend FAQ 10 to state that no formal decision has been made. Remove the wording from PowerPoint implying that the existing district area committees will automatically merge into four unitary committees. Apply the final branding and proofreading changes before issue.

Resolved: The consultation pack was approved for circulation, subject to the agreed amendments.

Proposer: Cllr. G Stead

Seconder: Cllr. P Collins

7.2 District Area Committee Consultation

District area committees are to meet during September or October and return feedback before the end of October. Each district area committee and each parish/town council will receive the full pack and response form.

Members stressed that the proposal must be presented consistently across all areas. Frequently asked questions should be updated as recurring points emerge.

7.3 Proposed AGM Motion – Company

The two-stage legal process was explained: an AGM decision in principle would authorise preparation of the documentation; a later EGM would consider the report and any final decision to proceed.

Resolved: Approve the following motion for the AGM: **'That the Association Members agree in principle to work towards a company limited by guarantee and instruct Tozers to prepare the documentation required.'**

Action: Include the proposed January/February EGM timetable and the two-stage explanation with the AGM papers.

8. LALC AGM

The revised arrangements were considered. The AGM will follow the Lancashire County Council conference, beginning at 3:15 pm in the Council Chamber at County Hall. The room provides electronic voting facilities. Ian, as NALC Chair, has been invited as keynote speaker.

Members discussed the risk of late-afternoon attrition against the cost and historic quorum risks of holding a separate meeting.

Resolved: The AGM will remain on Saturday, 14 November 2026 at 3:15 pm, at County Hall, following the Lancashire County Council conference.

Proposer: Cllr. P Orme

Seconder: Cllr. E Houghton

Action: The officers will promptly reinforce the AGM's importance, timing and access arrangements to all members; provide papers well in advance (at least seven days was requested); and ask Lancashire County Council whether remote access can be provided for the AGM.

9. NALC

9.1 Chair Report

The Chair's report was received. Members were reminded of the NALC AGM on 12th November; the number of LALC voting representatives is to be confirmed.

9.2 Project Key Stone

The Project Keystone update was noted. Initial survey findings suggested concerns about future capacity, strategic clarity and structural change, but members cautioned that the response rate was below 5% and questioned aspects of the survey design and workshop process. The work remains ongoing and outcomes should not yet be assumed.

Action: Confirm LALC's voting entitlement for the NALC AGM. Feedback members' concerns about the survey design, response rate and transparency through the appropriate NALC channel.

10. Reports from representatives on outside bodies

10.1 CPRE

Regular activity was reported. The GM Ringway project is complete; lottery funding of approximately £40,000 has been secured to explore a Liverpool route.

LCC working group: the next meeting was reported as the 21st. Issues raised will be fed back.

Springfields nuclear fuels neighbourhood liaison: Cllr. K Martin confirmed representation and will report after the late-September meeting.

10.2 Forrest of Bowland Joint advisory committee

The report and minutes was welcomed. An executive summary of the 74-page management strategy is in preparation. Work continues to clarify the Haweswater aqueduct community fund, eligibility criteria and decision-making arrangements.

11. Future Meeting Arrangements

Members were asked to diarise future meting dates (below). Additional F&M and Executive meeting dates to be circulated as agreed.

12. Private and Confidential – Finance and Management Personnel Committee

The Committee moved into the private and confidential personnel item. The Secretary was asked to leave; Debra remained initially to provide a report.

Resolved: The substance of this item must be recorded in a separate confidential minute, circulated only to authorised members.

Finance & Management Committee Wednesdays at 5pm. (Virtual)	**LALC Executive Committee Saturday at 10am Virtual unless indicated**
Wednesday 25th November 2026	Saturday 14th November 2026 – AGM & LCC Conference
	Saturday 12th December 2026
	LALC Conference & EGM 30th January or 27th February, Delta Marriot, Broughton
Wednesday 3rd March 2027	Saturday 13th March 2027
Wednesday 12th June 2027	Saturday 15th June 2027

13. Close

Part 1 of the meeting closed at 12:27 and the Secretary left the meeting to allow the Executive Committee to consider the Private and Confidential Item in relation to personnel.

Minutes drafted by: Jessica Dibble
LALC Secretary
06/09/2026