



Lancashire Association of Local Councils
Affiliated to the National Association of Local Councils
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LALC Finance & Management Committee

Wednesday, 2 July 2025 at 5.30 pm

Virtual meeting via Zoom – Meeting ID: 859 5762 5918 Passcode: 303812

<https://us06web.zoom.us/j/85957625918?pwd=utchaDCbEwSgenZLZmHNUusiV2hwCG.1>

AGENDA

1. Welcome and apologies
2. Minutes of the F&M Committee meeting held 2 April 2025 – to approve
3. Matters of update
4. Officer updates to be received
 - 4.1 Finance updates to 31/03/25 - circulated
 - 4.2 Area Support Officer update report - circulated
 - 4.3 Chief Officer report, verbal
5. Finance reports - circulated
6. Conference reflection
7. Any items to be discussed for future agenda or actions
 - 7.1 Items for Finance & Management Committee 13 August 2025
 - 7.2 Items for Executive Committee on 30 August 2025
8. Future meetings listed below – for your diary

Debra Platt
County Secretary

Finance & Management Committee Members:

Cllr Pat Hastings Chairman, Cllr Keith Martin Vice Chair,
Cllr Darren Cranshaw, Cllr Iain Hamilton, Cllr Jacqueline Hampson, Cllr Alan Neal,
Cllr Phil Orme, Cllr Gordon Smith

Finance & Management Committee Wednesdays at 4.30 to 5.30pm Virtual	LALC Executive Committee Saturdays at 10am virtual unless indicated
Tuesday 7 January 2025	
Wednesday 19 February 2025	
Wednesday 2 April 2025	Saturday 8 March 2025 Exec AGM
Wednesday 14 May 2025	
Wednesday 2 July 2025	Saturday 7 June 2025 LALC Spring Conference
Wednesday 13 August 2025	
Wednesday 24 September 2025	Saturday 30 August 2025
Wednesday 3 December 2025	Saturday 1 November 2025 AGM @ LCC conference tbc
	Saturday 13 December 2025

Finance & Management Committee Members:

Cllr Pat Hastings Chairman, Cllr Keith Martin Vice Chair,
Cllr Darren Cranshaw, Cllr Iain Hamilton, Cllr Jacqueline Hampson, Cllr Alan Neal,
Cllr Phil Orme, Cllr Gordon Smith

LALC Finance & Management Committee

Minutes of the Finance & Management Committee meeting held virtually at 4.30 pm on 2nd April 2025

Committee members attending:

Cllr Pat Hastings - Chairman
Cllr Darren Cranshaw
Cllr Keith Martin

Cllr Alan Neal
Cllr Phil Orme
Cllr Gordon Smith

Debra Platt, Chief Officer

1. Welcome and apologies

Apology from Cllrs Jan Finch, Ian Hamilton, Jacqueline Hampson.

2. To approve the Minutes of the meeting held on 7 January 2025 circulated.

Change Chair from PH to PO and DP to Chief Officer.

Agreed: Minutes were agreed.

3. Matters for update

Job descriptions have been done and advert is out with an aim to shortlist by the end of the month, leading to interview.

Northern Group – will discuss the circulated communication from another CALC suggesting 10% fee for collecting NALC subscriptions.

4. Officer updates to be received

4.1 Finance updates to 31/03/25 – circulated. **Received**

4.2 Area Support Officer update report – circulated. **Received**

Suggestion to research higher interest accounts to place monies. PO will look in to this.

Training budget did not account for all the overhead costs – research how to report a more complete figure.

Booking system link – send to Chair to research bookings.

5. Appoint a Treasurer

The Treasurer role will be more focussed on overviewing and scrutinising than hands on work. Member to volunteer.

6. Update on the Constitution review and implementation and work from that

Constitution has been reviewed and an EGM will be arranged.

Members discussed items for the Conference.

7. Any items to be discussed for future agenda or actions

A gift and letter of thanks will go to the former President and PO will deliver.

Devolution update

Training update

Area Committees update

KM updated on the Windfarm project and how Parish & Town Councils can and do get involved. Could this be a training opportunity – this would need research.

Area Committees – need to look at system when re-organisation has taken place to see if the areas need re-defining to match new unitary system.

8. Future meetings listed below – for your diary

Chair closed the meeting.

LALC calendar 2025

Finance & Management Wednesdays at 4.30 to 5.30pm Virtual	Executive Saturdays at 10am virtual unless indicated
Tuesday 7 January 2025	
Wednesday 19 February 2025	
Wednesday 2 April 2025	Saturday 8 March 2025 Exec AGM
Wednesday 14 May 2025	
Wednesday 2 July 2025	Saturday 7 June 2025 Face to face also LALC Spring Conference tbc
Wednesday 13 August 2025	
Wednesday 24 September 2025	Saturday 30 August 2025
Wednesday 3 December 2025	Saturday 1 November 2025 AGM @ LCC conference tbc
	Saturday 13 December 2025

Item 4.1

Training Report

April 2024-April 2025

LALC provides training through different sources.

We use online trainers who provide training session via Zoom.

Whistlestop Tour for New Councillors & Clerks, which is very popular & receives good attendance. This course will probably run around 6-7 times a year.

The other is the Planning for Parish & Town Councils. This doesn't generate as many delegates & therefore is not provided as often, possibly around 4 times a year.

We also provide e- courses through Nimble, which once the delegates are registered & have a password can be accessed over the next 12 months.

These are charged at £18 for members & £30 for non members.

We also use The Parkinson Organisation. This provides financial training sessions & they are charged at £35 & £60 for members & non members. It costs LALC £400 a year & we are at the moment about braking even, probably as they only provide financial training.

Breakthrough is our 3rd online provider. These training courses are invoiced as delegates book onto them.

I am currently arranging 3 new free short training sessions with them for councils to get a taster of what they offer & how.

They are Code of Conduct/Standards, Chairmanship/Leading the council & Preparing for the financial year end.

Over the period stated above LALC has provide 127 delegates with training from 50 different councils across our area.

The amount earned from the 2 main training providers is about £1300.

The Planning for Parish & Town Councils has run at a loss twice as I have cancelled twice & didn't want to cancel again so went ahead at a loss.

Item 4.1

We are charged £400 for this 2 1/2 hr training session, but no cancellation charge. The New Councillors & Clerks is only £150 for 2 hours. They are provide by different people.

All training options are listed on the Training page of the LALC website & are booked online. I then invoice all clerks before the training is delivered.

Full payment is expected if cancellation is less than 7 working days as more & more delegates were just emailing the day before saying they could not attend.

I have occasionally been asked if we plan any face to face training, but this tends to be by people who remember us providing it this way years ago.

Overall, most people are very happy with the Zoom training then they don't have to come home from work & travel to a venue.

I have arranged training for full councils to have the training provider present face to face, but this comes at a cost of providing the training & the travel expenses for that provider. They have also done a full council training session via Zoom, which is obviously less expensive for them.

I am always looking to see what other training providers might be offering but the cost is often too much for us to provide.

AREA SUPPORT OFFICER – JOHN ASHURST

Employee information

Report start date 1/5/25

Report end date 31/5/25

Short-term action items

	Due date	Status
Attendance at Lancaster Areas Committee Meeting and engagement of speakers	21/5/25	Completed
Compile Agenda, call meeting and attendance at the West Lancs Area Committee with speakers	10/4/25	Completed
Attendance at Wyre Area Committee Meeting	30/3/25	Completed
Reorganisation of ASO's filing system by Area Committee, Parishes and Contacts	31/5/25	On Going

Long-term goals

Goals	Due date	Progress
Attendance at and participating in LALC Conference Set up stall	7/6/25	Ongoing
Attendance at more Area Committee Meetings as they arise. Call and arrange AGM's as necessary	2024/2025	Ongoing
Still trying to arrange South Ribble Area Committee and Blackburn Area Meetings acting as Area Secretary if necessary	2024/2025	Ongoing
Distribution of LALC information leaflets and links to relevant websites as an aid to Councillor decision making via Area Committee Chairperson or direct to Parish Clerks or Parish Councillors if contact details known	2024/2025	Ongoing
Distribution of latest LALC Newsletter and relevant documents from LCC Parish and Town Councils Conference	2024/2025	Ongoing

Accomplishments

Successfully resurrected the Lancaster Area Committee by Acting as Chairman and Secretary
 Successfully resurrected the Ribble Valley Area Committee with appointment of Area Secretary
 Successfully resurrected the Fylde and South Ribble Area Committees
 Successfully requested the involvement of relevant Speakers and Presentations by Police and LCC

Concerns

Continuation of the Blackburn and South Ribble Area Committees is giving cause for concern.
 Awaiting new Secretaries