To: Member Parish & Town Councils
& LALC Executive Committee

Lancashire Association of Local Councils
Supporting Councils in the Palatine

AGENDA for the 82nd Annual General Meeting of the Association
Saturday 14th November 2026 at 3:00pm at in the Council Chamber at Lancashire County Council, Preston.

1. Welcome & Introductions
2. Speaker: Iain Hamilton, Chair of National Association of Local Councils (NALC).
3. Minutes of meetings to consider
   - 3.1 Minutes of the 81st Annual General Meeting held on 1st November 2025
   - 3.2 Extra-ordinary General Meeting of the Executive Committee held on 25th September 2026 (supporting information for item 6.1)
   - 3.3 440th Executive Committee meeting held on 5th September 2026 (supporting information for item 6.1).

   Recommendation: to receive and agree the minutes of these meetings
4. Appointment to Honorary Roles of President and Vice President(s) - from nominations received, in the pack

   Recommendation: to vote on proposed persons for the roles, nominations contained in the agenda pack:
   - 4.1 President
   - 4.2 Vice President
   - 4.3 Appointment of Auditor for 2026/2027 – proposed to be JDH Business Services Ltd, Flintshire

   Recommendation: to appoint JDH Business Services Ltd for 2026/2027
5. Reports
   - 5.1 Finance - Audited accounts 1 April 2025 to 31 March 2026

   Recommendation: to note the Audited accounts for 2025/2026
   - 5.2 Annual Report – delivered by Chair

   Recommendation: to note the Annual Report from the Chair.
   - 5.3 Chief Officer Report – circulated in the papers

   Recommendation: to note the Chief Officer report.

6. Motions from LALC

6.1 Membership Fees 2027-2028

“That the LALC membership budget for 2027/2028 be set at £70,000, with a base membership fee of £52.”

6.2 LALC Future Legal Entity

“That the Association Members agree in principle to work towards a company limited by guarantee and instruct Tozers to prepare the documentation required.”

NB: Members will be asked to attend an EGM in January/February 2027 to review the proposed board composition and draft Articles of Association – subject to membership approval.

7. Motions from Member Councils

7.1 Whitworth Town Council - Councillor Neal moved, and Councillor Smith seconded, a motion requesting a review of how road traffic incidents in Whitworth are classified, particularly where people have been killed or seriously injured.

8. Open Forum

9. Close of Meeting

Jessica Dibble, Secretary

AGENDA PACK - PAPERS INDEX

82nd Annual General Meeting | 14 November 2026

The agenda is at the front of this pack (pages 1-2).

3.1	Minutes of the 81st Annual General Meeting	4-10
3.2	Extraordinary Executive meeting - 25 September 2026	11-12
3.3	440th Executive Committee meeting - 5 September 2026	13-18
4.1	President nomination	19-22
4.3	Appointment of Auditor for 2026/2027	23
5.1	Audited accounts to 31 March 2026	24-29
5.2	Annual Report from the Chair	30-32
5.3	Chief Officer Report	33
6.1	Membership Fees 2027-2028	34-35
6.2	LALC Future Legal Entity - Consultation Outcome Report	36-45
7.1	Whitworth Town Council motion	46

Draft

Lancashire Association of Local Councils

Minutes of the 80th Annual General Meeting of the Association

held on Saturday 1st November 2025 at 2.30 pm
at Lancashire County Council County Hall, Preston

Present

Cllr Pat Hastings (Chair)
Cllr Alan Neal (President)
Cllr Phil Orme (Vice President)
47 Member Councils attended

Officers present:
Debra Platt, Chief Officer
Jessica Dibble, LALC Secretary
John Ashurst, Area Support Officer
Val Watson, Training Coordinator

1. Welcome and Introductions

The Chair opened the meeting and welcomed all attendees to the 81st Annual General Meeting of the Lancashire Association of Local Councils (LALC).

Apologies were conveyed on behalf of the keynote speaker, Amria Khatun (MHCLG), who was unable to attend due to personal circumstances. Ms Khatun had been scheduled to speak on Devolution and the Re-organisation of Town, Parish and Neighbourhood Councils, with a view of providing national insight into ongoing local government changes.

The Chair recorded appreciation on behalf of LALC to Mr Alex Downard, Head of Population Health and Strategic Operations at Lancashire County Council, for agreeing to step in at short notice to deliver a presentation on Devolution in Lancashire and Local Government Reorganisation.

It was noted that there would be a brief opportunity for questions following Mr Downard's presentation. The Chair also advised that any specific questions arising from the discussion would be collated and forwarded to Ms Khatun for her comments following meeting.

2. Speaker: Alex Downard, Head of Population Health and Strategic Operations (Public Health), Lancashire County Council

Cabinet member, Mr Alex Downard provided an update on Devolution and Local Government Reorganisation (LGR) in Lancashire. He advised that the County Council Cabinet would meet on 27 November 2025, with its preferred option for reorganisation to be submitted to Westminster on 28 November 2025.

He reported that 63% of residents responding to the recent consultation had opposed devolution, although engagement levels varied across the county.

Lancashire is pursuing a Level 2 ‘Devolution Deal’, which does not currently require a directly elected mayor, although this may be introduced at a later stage. The deal is expected to devolve approximately £20 million of funding per year, with responsibilities for education, transport and economic development transferring to the Lancashire Combined County Authority.

Mr Downard explained that the proposed Local Government Reorganisation would replace the existing fifteen councils, twelve district and three upper-tier with new unitary authorities within the next eighteen months. The objective of reorganisation is to improve efficiency, reduce duplication, and strengthen local service delivery. He noted that government criteria require proposed unitary authorities to serve a minimum population of around 500,000 to ensure financial sustainability. Smaller units, such as those with populations of 200,000 to 300,000, were considered unlikely to be self-sufficient. While this threshold has been applied nationally, Mr Downard acknowledged that exceptions exist elsewhere, such as in parts of Greater Manchester. Earlier proposals for smaller units in Lancashire had been rejected by the Secretary of State in line with the current guidance.

During a brief question session, members sought clarification on several issues. In response to questions on the costs of reorganisation, Mr Downard confirmed that there would be significant financial implications, but guidance had not yet been issued regarding how these costs would be met or apportioned between central and local government.

When asked about the possible introduction of a directly elected mayor, Mr Downard noted that while a mayor was not currently required under the Level 2 deal, it was widely anticipated that Lancashire would move to a mayoral model in future. He acknowledged concerns about low voter turnout in other areas but explained that the structure and governance model would be determined as part of the next phase of the process.

A further question was raised regarding concurrent funding for parish councils under the new arrangements. Mr Downard advised that no information was yet available on this matter and that detailed guidance had not been issued. He reiterated that the current focus remained on establishing the governance structure, with further clarification expected once national decisions had been made.

Cllr. Hastings thanked Mr Downard for his time today and for speaking on a subject which is particularly challenging during a time of uncertainty.

2:56pm Mr Downward left he meeting.

3. Minutes of the meetings to consider.

3.1 Minutes of the 80th Annual General Meeting 2 November 2024

The minutes of the 80th Annual General Meeting held on 2 November 2024 were considered. Members raised concerns that the record of discussion regarding the appointment of the President had not accurately reflected the

decision taken at that meeting. It was noted that the meeting in 2024 had agreed not to proceed with a vote on the appointment of President at that time, as due process under the Constitution had not been followed, and that this context should be included for completeness and transparency.

It was agreed that the minutes would be amended to reflect these points and circulated to members for confirmation. Subject to these amendments, the minutes were to be approved as a true and accurate record and would be brought to the Executive Committee in December for final ratification.

Proposed: Cllr Keith Martin
Seconded: Cllr Phil Orme

3.2 Minutes of the Extra-ordinary General Meeting 12 August 2025

The minutes of the EGM were approved as a correct and accurate record.

Proposed: Cllr Keith Martin
Seconded: Cllr Phil Orme

4. Appointment to Honorary Roles of President and Vice President(s)

4.1 President – Alan Neal

The Chair advised that one nomination had been received for each honorary role: Cllr Alan Neal for President and Cllr Phil Orme for Vice President. Both nominees were then invited to speak at the meeting.

Cllr Alan Neal outlined his long term commitment with LALC, first joining in 1987. He emphasised his dedication to fairness, equality, and representation across all member councils, noting the importance of supporting both Town and Parish Councils through forthcoming structural and devolution changes. He stated that, if elected, he would continue to champion the interests of Lancashire councils at both regional and national level, as he had done previously through his work with NALC and other representative bodies.

Following the statements, members were asked to vote. The members voted in favour of appointing Cllr Alan Neal as President, with one abstention recorded.

4.2 Vice President – Phil Orme

Cllr Phil Orme addressed the meeting and confirmed his continued commitment to supporting LALC and the wider local council sector across Lancashire and the North West. He reaffirmed his intention to represent member councils with integrity and to act in their best interests.

A vote was then taken, with the majority of members voting in favour of Cllr Phil Orme’s appointment as Vice President and one vote recorded against.

4.3 Appointment of Auditor for 2025/2026 - proposed to be JDH Business Services Ltd, Flintshire.

Members considered the appointment of auditors for the 2025/2026 financial year. It was recommended that JDH Business Services Ltd, Flintshire, continue as the Association's auditors.

It was confirmed that JDH Business Services had been appointed following the withdrawal of the previous Treasurer and auditors, and had successfully completed two audit cycles for LALC. This appointment would therefore represent their third consecutive year in post.

Members discussed the merits of continuing with the current auditors for a further year to ensure continuity and consistency, with an intention to review alternative providers, including firms based in Lancashire, ahead of the next financial year.

Clarification was provided that the auditors act independently of the LALC's financial administration, which is managed by the Chief Officer and Secretary in the absence of an appointed Treasurer. Members were informed that efforts would continue to find a suitable candidate for the vacant Treasurer position.

Following discussion, the members voted in favour of appointing JDH Business Services Ltd as auditors for 2025/2026, with a majority vote in favour.

In line with the Constitution, Cllr Alan Neal then assumed the Chair of the AGM meeting in his capacity as President.

5. Reports

5.1 Finance - Audited accounts 1 April 2024 to 31 March 2025

The members received the audited accounts for the financial year ending 31 March 2025, which were included in the agenda papers.

Questions were raised to the Chief Officer regarding elements of the financial report. It was confirmed that the Service Level Agreement (SLA) funding from Lancashire County Council, received late in the previous financial year, would continue to support activities throughout the current and following year. It was noted that no further SLA contribution had yet been received.

A query was raised regarding the level of general reserves (£105,000). Members were advised that these reserves would be used to support future development projects and sector improvement initiatives. The Executive Committee would determine specific allocations once the NALC budget and subscription rates were confirmed, as these directly affect LALCs financial planning.

It was noted that NALC's indicative increase for 2025/26 was approximately 8.3%, compared with 5.3% in the previous year, and that the Executive Committee would need consider the impact on LALC's membership fees and budget priorities accordingly.

Members noted the improved financial position compared with previous years. One member felt that the current level of reserves represented a marked improvement from the financial challenges faced in recent years.

It was recognised that the reserves will provide flexibility to fund projects such as training, support for Area Committees, and potential initiatives linked to Local Government Reorganisation and devolution.

Members also requested continued clarity on how the Association's £50,000 annual contribution to NALC benefits LALC and its member councils. It was note that the Chair and President would raise this at the NALC AGM on 13th November 2025.

The audited accounts for 2024/2025 were received and noted.

Proposed: Cllr Phil Orme
Seconded: Cllr Greera Stevenson
Vote: Majority in favour, one abstention.

5.2 Constitution - to receive the adopted 2025 Constitution and appendices agreed at the Extra-ordinary General Meeting on 12 August 2025.

Members noted the 2025 revised Constitution and appendices as agreed at the Extra-ordinary General Meeting on 12th August 2025.

5.3 Annual Report - delivered by Chair

Chairs report was noted by members.

5.4 Chief Officer Report – circulated in the papers

Members considered the Chief Officer's Report, which had been included in the meeting pack.

Questions were raised regarding the timing and circulation of the agenda papers. Several members expressed concern that the Chief Officer's Report and accompanying documents had only recently been made available. It was suggested that, in future, papers be circulated to all member councils and clerks earlier to allow sufficient time for internal discussion and feedback.

The Chief Officer responded that all documents had been published on the LALC website in advance of the meeting, although the final version of the pack was uploaded close to the event due to amendments required to reflect the change of guest speaker.

Members agreed that improved timelines for the publication and circulation of AGM papers should be considered by the Executive Committee, with the aim of ensuring greater consistency. Subject to these observations, the Chief Officer's Report was received and noted.

6. Motions from Member Councils

The Chair noted that a motion had been received for consideration at the AGM. However, it was determined that the submission did not constitute a motion for AGM resolution, as the matters raised related to constitutional

provisions. Therefore, was agreed that the items be referred to the Executive Committee for discussion, as any changes of this nature would require a formal constitutional amendment rather than a standard motion.

The Chair confirmed that a motion submitted by LALC to NALC on Net Zero energy development has been accepted. It was noted that the motion calls on NALC to advocate for urgent national action to ensure that local knowledge is integrated through effective engagement with Town and Parish Councils at the earliest stages of Net Zero energy development.

It was further noted that the form and submission process used by NALC for the receipt of motions was very user-friendly, and that LALC would look to adopt a similar template for use in its own motion submissions in future years.

7. Open Forum

It was suggested that LALC consider having a presence at the Royal Lancashire Show, providing an opportunity to showcase the work of Town and Parish Councils across the county and to promote public awareness of their role. Members agreed this would be a positive initiative and that the Association should explore participation for the next event.

Further discussion took place around asset transfers in the context of Local Government Reorganisation. It was noted that larger town councils may already have experience of managing such processes and could share best practice with smaller councils. Members emphasised the importance of retaining community assets in public ownership where possible and learning from other authorities that have successfully undertaken transfers.

Several members supported the idea of forming working groups to focus on key areas such as Devolution, Local Government Reorganisation and Highways It was agreed that the Executive Committee would consider establishing these groups to ensure members expertise and feedback are incorporated into future planning.

A proposal was also raised regarding the election of the Chair of the Association, with suggestions that the position might, in future, be elected directly by the membership at the AGM rather than by the Executive Committee. The President clarified that under the current Constitution, the Chair and Vice Chair are appointed by the Executive Committee at its first meeting following the AGM. Members acknowledged the need to ensure clarity and consistency in the terminology used and agreed that this matter should be reviewed by the Executive Committee at a future meeting.

8. Close of Meeting

In closing, the President Cllr. Alan Neal encouraged members to focus on the current Constitution and future direction of LALC, rather than historic practices, and confirmed that any constitutional ambiguities would be considered by the Executive Committee as part of ongoing work.

The next meeting of the Executive Committee was confirmed for Saturday 13th December 2025.

The President closed the meeting and thanked all attendees for their presence and Officers for the organisation.

Meeting closed:16:03

Lancashire Association of Local Councils (LALC)

Minutes of the Extraordinary General Meeting of the Executive Committee held virtually on 25th September 2026 at 5pm.

Members present:

Pat Hastings, Preston Area Committee
Alan Neal, Burnley and Pendle Area Committee
Phil Orme, Wyre Area Committee
Andrew Bell, Burnley and Pendle Area Committee
Darren Cranshaw, Chorley Area Committee
Mary Thomas, Burnley and Pendle Area Committee
Maggy Howells, Ribble Valley Area Committee
Jacqueline Hampson, Ribble Valley Area Committee
Glyn Stead, Fylde Area Committee
Luke Trevaskis, Lancaster Area Committee
Howard Thomas, Burnley and Pendle Area Committee
Mark Jinkinson, Burnley and Pendle Area Committee
Peter Collins, Fylde Area Committee

Officers Present:

Debra Platt, Chief Officer
Jessica Dibble, Secretary

1. Welcome and Apologies

The Chair welcomed members. The meeting proceeded once the required quorum of ten voting members was present. The Chair explained that the Committee was considering a recommendation for the AGM; the membership would decide whether to adopt the proposed fees.

Apologies were received from:

John Gordon, West Lancashire Area Committee
John Price, Bolton Area Committee
Gordon Smith, Fylde Area Committee
Eunice Houghton, South Ribble Area Committee
Stephen Houghton, Ribble Valley Area Committee
Jan Finch, Wyre Area Committee

A correction was requested to the description of this meeting in the invitation and minutes: it was an extraordinary meeting of the LALC Executive Committee,

rather than an extraordinary general meeting of the Association. The Secretary agreed to use the correct description when issuing the minutes.

2. Draft minutes of the Finance and Management Meeting

Members noted the draft minutes of the Finance and Management Committee meeting of 21st September 2026.

3. Membership fees for 2027/2028

The Chief Officer presented the updated report and the Finance and Management Committee recommendation. The proposal retained the existing method of allocating LALC subscriptions by council size, with a £52 base fee and a £70,000 LALC membership income budget for 2027 to 2028. The report also showed illustrative fees including the separate NALC and area secretary elements, and a draft operating budget.

Members discussed the effect on councils of different sizes, the size of a single Increase after nine years without a rise in the LALC fee, and the need to explain the historical position openly. The Chief Officer explained that a simple per-elector method had been considered by Finance and Management but would place a markedly greater burden on some larger councils. Individual estimates could be supplied on request, subject to changes in electorate figures.

4. To agree the wording of the motion and the pitch

Members considered the draft explanation for councils. Members asked for a concise, factual account of the fee calculation, the services currently provided, the challenges experienced, and what additional income would support. Discussion included staffing capacity, project delivery, future sector changes, training provision and access to face-to-face training. The Chief Officer said the draft would be revised with input from Finance and Management and Gordon before circulation. Members requested an opportunity for representative input and sight of the final supporting material.

The Chair proposed that the following motion be put to the AGM:

“That the LALC membership budget for 2027/2028 be set at £70,000, with a base membership fee of £52.00”

The motion was carried for submission to the AGM. The spoken tally appears to be eight in favour and four against. The AGM will determine the fee proposal.

5 . Close

The Chair stated that the next scheduled Executive Committee meeting was Saturday 12 December 2026, following the AGM on 14 November. An additional meeting could be arranged if needed. The meeting then closed at 17:44

Minutes drafted by: Jessica Dibble
LALC Secretary
26/09/2026

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 Cllr Mark Jinkinson had replaced Cllr Alan Neal as the Burnley and Pendle Area Committee's representative on the LALC Executive Committee.

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 Hamilton, 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

Lancashire Association of Local Councils
Affiliated to the National Association of Local Councils
T: 01772 750900
E: office@lalc.org.uk

Nomination Form

Honorary Roles of President & Vice President(s)

for Lancashire Association of Local Councils

Lancashire Association of Local Councils (LALC) was formed in 1944 and is an independent organisation representing the interests of Parish & Town Councils in Lancashire, Merseyside, and Greater Manchester. The Lancashire Association also incorporates the Merseyside Association of Parish & Town Councils.

The aim of the Association is to offer support to member councils to help them achieve the highest standards of Local Government, to offer training and to represent the first tier of local government as widely as possible.

LALC is affiliated with the National Association of Local Councils (NALC), which gives members access to legal and policy advice. The Chairman and Chief Officer attend relevant events which provide updates on policy and provide networking opportunities with other County Associations.

LALC has a President, elected each year at the AGM in November. The President is regarded as the Ambassador for the Association and, as such, chairs the AGM. The President is automatically a (non-voting) member of the Executive Committee, offering a valued independent perspective.

The Vice Presidents are elected at each AGM and are prepared to act as President in the absence of the President. They are not automatically members of the Executive Committee unless they are members through an Area Committee.

Who are we hoping will apply?

- ✓ People with a knowledge of the Town & Parish scene in Greater Lancashire
- ✓ People who have a visible & vocal presence in Greater Lancashire
- ✓ People who understand the nature and commitment required from, councillors in Greater Lancashire
- ✓ People who are prepared to advocate on behalf of the Association to external bodies

V02/4

Role descriptors

President

- Be an **Advocate** capable of being heard by local/regional/national - media, government, civil servants, related industry.
- Be an **ambassador** acting as an advocate with a positive image, who is seen to represent the values of the Association
- Serve as a non-voting member of the Executive Committee.
- Chairing of AGM/EGM

Vice-Presidents

- Substitute for President in above roles
- Have a skill set that complements the President's

Treasurer

- To ensure that there is a financial strategy for LALC
- To ensure financial regulations and controls are in place
- Propose the budget at the AGM
- Work with the officers of LALC

A copy of the current constitution and the latest newsletter will be sent out with this nomination form.

Election system

The nomination forms are sent out by LALC 35 working days before the 14th November). In 2026, this will be the 25th of September 2026, and the forms will also be posted on the website.

The nomination forms must be received 10 working days before the AGM, which in 2026 is the 30th of October. This allows the completed forms to be sent out with the agenda on the 6th November (5 working days before the AGM on the 14th of November 2026.

The nominated candidate needs to be present at the AGM so that members can meet the candidates and so the President can chair the meeting after election.

Nomination form for President & Vice President

Roles Nomination Form

President 2026/27 Vice President	X ☐
Name	Alan Neal
Address	[Home address redacted for privacy]
Proposer (state Area Committee)	Cllr Mark Jinkinson Burnley & Pendle Area
Seconder (state Area Committee)	Cllr Michael Whitworth of Whitworth Town Council
Please explain how the nominee can meet the criteria set out. *NB: A short summary of their background and expertise is also welcomed, either by CV or covering statement, to help members understand their suitability for the role.*	The following is a summary of the nominees role in serving his community for nigh on forty years. He has served as a member of Whitworth Town Council from May 1987 to the present day. He has also served as a member of the Burnley and Pendle Area Committee since June 1987, and from 1990 until 2014 he was intially Vice Chair and subsequently Chair, following which from 2015 until 2025 he served as the Area Secretary. From June 1987 he has been a member of both the LAPTC/LALC Executive and the Finance and Management Sub-committee, a position in which, from 1996 until 1999 he served as Vice Chair. Then from 1999 until 2001 he served as Chair of the LAPTC/LALC Executive Committee. From 1996 until 2001, he represented LALC as Executive Deputy to NALC, then again from March 2020 until 2025, and he also attends as the LALC delegate to NALC.

V02/4

	The above account of the nominees journey in local government amply illustrates his knowledge and experience. This gives him an unparalleled ability to understand and advise on issues relevant to the future development of LALC, and to represent and champion LALC both locally and at national level.
On the day of the AGM a single slide will be shown summarising the details submitted in this nomination. Is the nominee happy for the LALC to prepare the slide? Yes If the nominee is preparing the slide themselves, please can this be sent in with the nomination forms.	
I agree to be nominated for the role of President/Vice President. I will attend the AGM on the 14tth November 2026	Signed ***R A Neal*** **Date 14/9/26.**

Should you have any questions regarding either role, please do not hesitate to contact us by email at office@lalc.org.uk or by calling 01772 750900**.**

V02/4

AGM AGENDA 4.3

4.3 Appointment of Auditor for 2026/2027

Prior to this Annual General Meeting it is not known if the AGM will agree (or disagree) to the proposal at 6.2, being the LALC Future Legal Entity proposal.

An assumption on the accounting procedures required going forward could not be made.

It is proposed that, depending on the decision made at item 6.2, the appointment of the auditors for 2026/2027 and beyond be made at the Extra-ordinary General Meeting to be held in February 2027.

Chief Officer

1 October 2026

AGM AGENDA ITEM 5.1

Lancashire Association of Local Councils

Financial Statements

For the year ended 31st March 2026

Lancashire Association of Local Councils

Index to the Financial Statements for
the year ended 31st March 2026

	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 2026 from the books and records supplied and from the information and explanations received.



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 2026

	Notes	2025/26 £	2024/25 £
INCOME			
LALC Membership fees		42555	42887
NALC Membership fees		46683	43304
Training (including RPII and CiLCA)		7843	8560
Area Secretary fees		1780	2543
Bank Interest Received		1226	1433
Promotion Support		1580	1280
Total Income		101,667	100,007
EXPENDITURE			
Affiliation Fees to National Association		47425	42734
Staff Costs		46200	28117
Conference/Promotion/Support		2965	6190
Office, IT and Admin costs		5814	7070
AC Area Secretaries		2304	1912
Training		3992	1461
Depreciation - office IT equipment	1,2	526	526
Total Expenditure		109,226	88,010
Surplus for the accounting period		(7,559)	11,997

Lancashire Association of Local Councils
Balance Sheet as at 31 March 2026

	Notes	2025/26 £	£	2024/25 £	£
FIXED ASSETS:					
Tangible Fixed Assets	3		50		576
CURRENT ASSETS:					
Cash at bank and in hand		104,272		115,278	
Debtors	4	-		-	
		104,272		115,278	
CREDITORS: Amounts falling due within one year	5	780		1,488	
NET CURRENT ASSETS			103,492		113,790
NET ASSETS			103,542		114,366
Financed By:					
General Reserves:					
Brought forward reserves			105,751		93,754
Revenue surplus for the period			(7,559)		11,997
Carried forward reserves			98,192		105,751
Restricted Reserves:	6				
Lancashire County Council SLA:					
Brought forward reserves			8,615		5,731
Net surplus/(deficit)			(3,265)		2,884
Carried forward reserves			5,350		8,615
Total Reserves			103,542		114,366

Lancashire Association of Local Councils
Notes to the financial statements
For the year ended 31st March 2026

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:

	2025/26 £
Depreciation of tangible fixed assets	526

3 Tangible fixed assets

	IT Equipment
	£
COST	
At 1st April 2025	2,104
Additions	-
At 31st March 2026	2,104
ACCUMULATED DEPRECIATION	
At 1st April 2025	1,528
Charge for the period	526
At 31st March 2026	2,054
Net book value	
At 31st March 2025	576
At 31st March 2026	50

4 **Debtors**	2025/26	2024/25
	£	£
Debtors	-	-
	-	-

5 **Creditors: amounts falling due within one year**	2025/26	2024/25
	£	£
Creditors	0	732
Accruals - accountancy	780	756
	780	1,488

6 **Restricted Reserves:**		2025/26	
		£	£
Lancashire County Council SLA			
Brought forward reserves			8,615
INCOME		-	
EXPENDITURE:	PIALC training subsidy	120	
	CiLCA costs	45	
	Area Support Officer subsidy	3,100	
Carried forward reserves			5,350

Chairs report October 2026

This has been a busy and challenging year for LALC, but also one in which the commitment of our staff, committees and members has been clear. Throughout a period of change and uncertainty, our staff team has continued to provide professional advice and support to clerks and councillors. I would like to begin by thanking them for their hard work and dedication to our membership.

LALC's work this year demonstrates the value of a collective voice for parish and town councils. Alongside our day-to-day support for members, we have represented their concerns through NALC, worked with MPs and Lancashire County Council, and progressed discussions about the future of our Association. Although some matters remain unresolved, we have built relationships and maintained a clear focus on members' interests.

The announcement of the proposed unitary boundaries in July was swiftly followed by a pause in progress. At the time of writing, we have received no further details. Our current understanding is that district and parish elections, where scheduled, will take place next May.

This uncertainty makes LALC's role in representing and supporting parish and town councils extremely valuable. Our work to raise the Association's profile and prepare for possible changes is being led by the Chief Officer, who will provide an update in her report.

During the year, there have been four Executive Committee meetings and six Finance and Management Committee meetings. I thank committee members for the time and care they have given to the Association's work.

The Finance and Management Committee has added personnel matters to its remit. Staff whose contracts had come to an end have left the Association, and the remaining team has been reviewing its roles and identifying where additional support may be needed later in the year. Options include improvements to IT systems, short-term contracts and specialist contractors; no final decisions have yet been made.

We have also adapted the staff handbook supplied by Bright HR, LALC's contracted HR support provider.

Although the Treasurer's position remains vacant, the office team has produced excellent accounts, which have been scrutinised by the Finance and Management Committee.

That scrutiny has informed the fees proposal set out in the accompanying paper. LALC has not increased its fees for nine years. To continue providing the standard of advice and support that members expect, we need a sustainable financial basis and cannot continue drawing on reserves to meet our running costs.
Unlike many other county associations, LALC does not currently receive financial support from county, unitary or district councils. The proposed fees therefore need to be considered in the context of maintaining a reliable and effective service for our members.
Developing the Association

A number of task and finish groups have worked on specific priorities this year. The Way Forward group began its work after the Executive Committee agreed to consult members on a possible move to a company limited by guarantee. The consultation pack and PowerPoint presentation were agreed at the September Executive meeting and passed to District Area Committees for presentation to their members. Online sessions were also offered. Although attendance was limited, a number of parish and town councils have responded. Members' views are an important part of considering the Association's future.

The Energy, Environment, Planning and Growth group has focused on the route of the Morgan and Morecambe offshore wind project through Lancashire, working with MPs and NALC to raise members' concerns.

A significant step was the adoption of LALC's motion at NALC's AGM last year. This brought the issue into NALC's national work, including lobbying and correspondence during the year. In Lancashire, we have also pursued the matter through meetings, lobbying and correspondence.

The September decision was disappointing and was not the outcome we had sought. However, LALC continues to raise concerns, work with the local press and support engagement with groups on the Fylde opposing the chosen route. The links established with MPs' staff provide a useful foundation for further work. Our experience with NALC has also helped clarify what can be achieved through national representation and where continued local action is needed.

The Improving our Highways and Byways group is due to begin work next month. Issues raised so far include maintenance, the Love Clean Streets app, and public understanding of which bodies are responsible for particular concerns, including the police's role in parking and speeding matters. The group will provide a focus for examining these issues and bringing members' concerns together.

District Area Committees remain a key part of LALC, providing local connections across the Association's area of Palatine Lancashire. They operate within the Blackburn unitary authority, Greater Manchester, Merseyside and Lancashire County Council areas, with their own meeting schedules and links to district, unitary, county or metropolitan authorities. Committees are active in most of our geographical area. There are currently no parish or town councils in the Blackpool unitary authority area.

LALC has participated in a new Lancashire County Council working group intended to improve communication between its Civic Pride directorate and our membership. This has provided a useful opportunity to put forward members' views and develop communication with the County Council.
LCC has also launched its Civic Pride Charter, which is intended to sit alongside the updated Parish and Town Council Charter once the revised version is agreed.
As Chair, I met Councillor Ella Worthington, whose responsibilities include Civic Pride and Safety and engagement with parish and town councils. With a number of communities in West Lancashire exploring the creation of parish or town councils, I highlighted NALC's toolkit and passed on the link to support those discussions.

During the year, I attended three NALC assemblies, four Policy Committee meetings and three Smaller Councils Committee meetings, most of them online. Minutes are available online for members who would like to follow these discussions in more detail.
Key topics have included Project Keystone, NALC's strategic review of its future role and direction. This work, which is nearing completion, is intended to agree priorities for supporting parish and town councils.

NALC has also reaffirmed its commitment to improving the local government standards regime, including sanctions for poor behaviour. Councils are encouraged to sign the Civility and Respect Pledge.

Other discussions have covered the revised National Planning Policy Framework and its implications for parish and town councils' involvement in planning, including concerns about the removal of district councillors' ability to call in applications. The withdrawal of neighbourhood planning grant funding has also been considered; in some areas, district councils have provided assistance.

Local government reorganisation has featured prominently in discussions, although no actions were agreed while the process remains on hold.

I would like to thank our staff, Executive Committee, Finance and Management Committee, District Area Committees and task and finish group members for their contributions throughout the year. Their work enables LALC to provide practical support and represent the interests of parish and town councils.

My particular thanks go to Laura Worden and her team for arranging today's conference in this memorable venue, and to Laura for her support throughout the year.

There are challenges ahead, but we also have much to build on: a committed staff team, active members and relationships that help us put parish and town councils' concerns before local and national decision-makers. Our focus remains on supporting members, strengthening the Association and ensuring that their voices continue

Lancashire Association of Local Councils
Supporting Councils in the Palatine

AGM Item 5.3

Membership & Engagement

Council membership grew again during the year, with a number of councils approaching LALC to rejoin. Efforts continue to encourage more local councils to become members.

Members who sought advice from LALC was regularly high and were dealt with as efficiently as possible using various routes.

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

Funding for a joint project with Lancashire County Council (LCC) was awarded in March 2025, at the close of the 2024/2025 financial year. The project, under a service level agreement (SLA), was intended to support Area Committees by supporting each committee's secretary.

The second face to face LALC Conference was held in June 2025. It was again, very well received and appreciated.

There was a full Members Feedback Survey carried out in February 2026 and the Executive received the results report at its meeting following. This was followed by renewed efforts in a number of areas including improvements in the messages and the offer in regard to training opportunities.

Training

In this year, running alongside the regular training sessions presented by individual trainers, LALC also offered, RPII play area inspection training and training for Clerks towards the CiLCA (Certificate in Local Council Administration).

The number of Clerks expressing an interest in joining the CiLCA training exceeded the number of places and a second course was run a few months later, into the following financial year.

The introduction of a new 'Training' newsletter which goes out on a Tuesday (Training Tuesday) has increased the reach and bookings for training courses. A lot of work had been done prior on securing new and varied course titles to put in the communication and this increased the training revenue towards the end of the financial year and into the next.

Area Committee Network

The Area Committee network was more active and the funding LALC secured through an agreement with Lancashire County Council which supported Area Committee Secretary's payments was valued.

Debra Platt
Chief Officer

AGM Item 6.1

Membership Fees 2027/2028

For councils committed to effective, well-informed and properly governed local government, membership of the Lancashire Association of Local Councils is an investment in the capability and resilience of the whole council.

LALC provides councils with access to advice, training, professional resources, information, representation and a network of councils facing many of the same challenges.

For almost ten years, LALC has absorbed rising costs without increasing the local LALC fee element. The proposed change for 2027/28 is intended to ensure that the value and quality of the services members rely upon can be sustained through a period of significant change for local government.

The value of LALC membership

Membership provides practical support throughout the year, helping councillors, clerks and officers deal confidently with the increasingly complex responsibilities of parish and town council business.

Advice and specialist support

Members can access advice and guidance on council operations, legislation, policy, governance and good practice along with specialist finance and VAT advice. Through LALC's relationship with NALC, councils also have access to wider specialist legal and policy support, including employment and HR, health and safety, data protection, Freedom of Information and governance.

Training and professional development

LALC provides training specifically designed for parish and town councils, covering subjects including finance, internal controls and audit, procurement, data protection, communications, chairing meetings, health and safety, councillor development and CiLCA training. Members benefit from reduced rates on many courses as well as access to member learning opportunities.

Professional resources

Membership provides access to sector-specific templates, policies, guidance and other resources, giving councils a recognised starting point when developing or reviewing their own governance arrangements.

Information when it matters

LALC keeps members informed about legislation, policy and developments affecting parish and town councils, helping councils understand and respond to a rapidly changing local government environment.

Networking and shared experience

Area Committees and other member networks provide opportunities for councils to exchange experience, discuss good practice, receive updates and learn from councils dealing with similar issues.

A stronger collective voice

LALC represents the interests of parish and town councils and provides a route through which members can contribute to wider discussions about the future of local government, locally, regionally and through its relationship with NALC.

Sustaining member services

The value of membership is not measured simply by the number of times a council contacts LALC or attends a training course. It is the reassurance of knowing that when a difficult question arises there is a specialist sector organisation, a professional network and a wider local-government community to turn to.

AGM Item 6.1

LALC has continued to develop its support for members, including its training offer, member communications and access to advice and resources. Enquiry response times have also significantly improved, with responses within hours or by the next working day.

The 2027/28 plan is therefore about sustaining the value of LALC's advice, training, information, representation and support, while providing a sound basis from which those services can continue to develop in response to members' needs.

Proposed membership subscriptions 2027/28

The local LALC subscription has remained unchanged for over nine years while operating costs have risen, and services have continued to develop. The proposed increase will help put those services on a sustainable financial footing. NALC increases have been passed on separately; they have not increased the local subscription available to fund LALC's own services.

The minimum LALC subscription is proposed to rise from £25 to £52, an increase of £27. The previous minimum no longer provides a sufficient contribution towards the baseline support available to every member council.

The table below illustrates the proposed annual subscriptions for councils of different sizes. Increases vary according to council size, and each council should receive its own comparison of current and proposed costs.

Ref	Electorate example	LALC subscription	NALC subscription	Area Secretary*	Total
A	200	£52.00	£17.60	£10.00	£79.60
B	500	£142.27	£44.00	£10.00	£196.27
C	1,000	£277.68	£88.00	£10.00	£375.68
D	10,000	£729.05	£880.00	£10.00	£1,619.05
E	20,000	£1,315.88	£1,760.00	£10.00	£3,085.88

** The £10 Area Secretary charge applies where applicable. The totals shown include this charge; where it does not apply, deduct £10.*

The proposed NALC subscription is calculated at 8.8p per elector. The £52 minimum LALC subscription is equivalent to £1 per week, then adding on NALC and applicable Area Secretary charges, the smallest example council cost will be £79.60 a year, approximately £1.53 per week.

Supporting councils through change

The coming years are likely to bring significant change for parish and town councils. LALC's role is to ensure that members have access to reliable information, professional support, training, representation and opportunities to learn from one another as that environment develops.

A sustainable membership income will help LALC maintain those services, continue developing the membership offer and support councils through Local Government Reorganisation and the wider changes affecting the sector.

LALC membership means

- ✓ Support when you need it.
- ✓ Training when you need it.
- ✓ Information when it matters.
- ✓ A network of councils facing the same challenges.
- ✓ A stronger collective voice for parish and town councils.

After almost a decade of stable local LALC fees, the proposed 2027/28 increase is about sustaining a strong and effective Association and protecting the value of the services available to members.

This will help ensure LALC remains a stable and sustainable source of support for Lancashire's parish and town councils, their councillors and officers, through Local Government Reorganisation and beyond.

LALC
Lancashire Association of Local Councils

LANCASHIRE ASSOCIATION OF LOCAL COUNCILS

Consultation Outcome Report

Proposed transition to a Company Limited by Guarantee

AGM date: 14 November 2026

Agenda item: 6.2 LALC Future Legal Entity

Consultation period: Eight weeks, closing at 12 noon on 6 November 2026

Status: Paper for member consideration at the AGM.

Purpose of this paper

This paper reports the outcome of LALC's member consultation and supports consideration of the motion under Agenda Item 6.2. It records the level of response, the views expressed, matters requiring further work and the updated legal advice received after consultation. The AGM is being asked whether work should continue; it is not being asked to approve incorporation, the final Articles of Association or the transfer and dissolution arrangements.

Motion before 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."

Members will be asked to attend an EGM in January or February 2027 to consider the proposed Board composition and draft Articles of Association and, subject to the required notice and approvals, any constitutional amendment and resolutions needed to authorise registration of the CLG, transfer LALC's assets, liabilities, operations, staff and memberships, and subsequently dissolve the existing unincorporated Association. No transfer, dissolution or incorporation will take place without the required member approval.

1. Executive summary

The consultation produced a clear majority in favour among councils that responded.

No council expressly selected “Do not support”. Some of the respondents identified matters that should be resolved before a final decision, principally cost, subscriptions, democratic representation, Board composition, Area Committees, transition arrangements, insurance, the treatment of assets and the need for further information.

Measure	Number	Percentage
Member councils consulted	189	100%
Council responses received	31	16.4% of councils consulted
Support continued development	29	93.5% of responses
Unsure or require further information	2	6.5% of responses
Do not support	0	0% of responses

Of the 31 councils that responded, 29 (93.5%) supported continued development and two (6.5%) were unsure. These figures describe respondents only. No view should be inferred from the 158 councils that did not respond.

2. Background

LALC currently operates as an unincorporated association. Following governance review and professional advice, the Executive Committee consulted members on whether to continue developing a proposal for LALC to become a not-for-profit Company Limited by Guarantee. The consultation explained that incorporation could provide a separate legal identity, clearer responsibility for contracts and employment, and a modern governance framework. It also stated that LALC's purpose, member focus, services and relationship with NALC were not intended to change.

The consultation was explicitly an in-principle stage. Detailed governance arrangements, draft Articles, implementation costs and transition plans are to be developed and returned to members before any final incorporation decision.

3. Consultation process

- The consultation ran for eight weeks and closed at 12 noon on Friday 6th November 2026.
- All 189 member councils were invited to submit one authorised response.
- The pack contained the consultation document, response form, presentation and presentation guidance notes.
- Online drop-in sessions were held on 29th September and Saturday 10th October 2026.
- Responses were accepted by template form and by written communication.

4. Overall outcome

The responses support proceeding to the next stage while retaining a further member decision. The result does not constitute approval to incorporate.

Position	Councils
Support (29)	Anderton; Bickerstaffe; Bretherton; Broughton; Bryning with Warton; Burscough; Catterall; Cockerham; Euxton; Farington; Forton; Garstang; Greenhalgh with Thistleton; Grimsargh; Little Hoole; Much Hoole; Nateby; Ribby with Wrea; Silverdale; Slyne with Hest; Staining; Thornley with Wheatley; Trawden Forest; Westby with Plumptons; Westhoughton; Weeton with Preese; Whalley; Whitworth; Winmarleigh.
Unsure (2)	Foulridge; Newton-with-Clifton.
Do not support (0)	None.

5. Main themes from responses

Benefits identified

- A separate legal identity and a clearer basis for entering contracts and holding responsibilities.
- Greater protection for LALC, staff, officers, Executive Committee members and members.
- Clearer accountability, governance and financial management.
- Modernisation, professional standing and longer-term organisational resilience.
- Continuity and future development of services to parish and town councils.

Costs subscriptions and value for money

Several councils asked for the implementation and ongoing costs to be quantified before a final decision. Concerns included legal and professional fees, company administration, possible effects on subscriptions and the affordability of any increase for smaller councils. Respondents sought budget limits, clarity on funding and evidence that the benefits would remain proportionate to the cost.

Governance democratic control and Area Committees

Respondents asked for clarity on member representation, Board composition, appointment and terms of directors, accountability and the future role of Area Committees. Some councils linked these questions to wider engagement, participation and value for money. The detailed governance model should therefore show clearly which decisions are reserved to members and how Area Committees influence LALC.

Transition assets insurance and administration

Questions covered transfer of staff, banking, contracts, memberships, subscriptions and assets; the cost and ownership of annual accounts and Companies House filings; whether enhanced insurance could mitigate existing risks; and the treatment of remaining assets if either the current Association or a future CLG were dissolved.

Scope service continuity and further information

Councils asked that work remain focused, time-limited and financially controlled. They also sought assurance that LALC's services and representative purpose would continue. Two councils were unsure and requested further information before supporting progress. Eleven councils expressly requested further engagement: four through Area Committee discussion, five through online briefing, one by email, and one by another method.

6. Response to issues raised

Issue	Proposed next-stage response
Cost and subscriptions	Prepare an implementation budget, estimated annual compliance cost and funding proposal before the EGM. Any subscription decision should remain within the normal member-approved budget process.
Board and member control	Circulate the draft Articles and a governance map showing Board composition, eligibility, terms, elections, removal, voting rights, quorum and decisions reserved to members.
Area Committees	Explain the proposed role of Area Committees and provide an engagement opportunity before the EGM.
Transition arrangements	Prepare a documented plan covering staff, contracts, banking, insurance, data, records, assets, liabilities, memberships and subscriptions.
Insurance	Obtain advice on available cover, limits, exclusions and costs for both the present structure and the proposed CLG. Explain that insurance does not itself create separate legal personality.
NALC and sector comparisons	Record NALC's position and any relevant learning from county associations that operate as, or have moved to, CLGs.
Scope and project control	Use a defined work programme, budget controls and decision points so that preparatory work remains proportionate.
Service continuity	Make clear in the Articles and transition communications that the proposal concerns legal structure and governance, not a change to LALC's member-support purpose.

7. Updated legal advice and implications for the EGM

Following questions raised during the consultation, Tozers advised that the current AGM resolution is appropriate for this in-principle stage. Approval of the resolution would allow the necessary documents and detailed proposals to be prepared; it would not approve incorporation or authorise the transfer or dissolution of the existing Association.

Tozers also advised that an EGM in January or February 2027 could consider the complete approval package, provided that the required notice, documents and approvals are in place. This would include:

- The proposed amendment to Clause 18 of the current Constitution. Clause 18 presently requires any remaining assets on dissolution to be distributed among member councils in proportion to the subscriptions paid in that year. Tozers has advised that this provision should be amended before LALC's assets are transferred to a successor CLG. The amendment may be considered at the same EGM as the other resolutions.
- NALC approval of the proposed constitutional amendment. Clause 17 of the current Constitution provides that constitutional amendments are subject to NALC approval. Tozers has advised that written approval, including approval by email, from a duly authorised NALC officer should be sufficient. This procedural approval relates to the amendment of LALC's Constitution; it does not give NALC responsibility for deciding whether LALC should incorporate.
- The draft Articles of Association, including the proposed Board composition, appointment and election arrangements, member rights, voting provisions and other governance arrangements.
- The resolutions required to authorise registration of the CLG and the transfer of LALC's assets, liabilities, operations, staff, contracts, memberships and subscriptions to the new legal entity.
- Express provision for transferring existing memberships and subscriptions to the CLG, so that the position of current member councils is clear.
- The subsequent dissolution of the existing unincorporated Association, which would take place only after the transfer had been completed and all necessary member approvals and other requirements had been satisfied.

Indicative professional fees previously communicated include support with member communications and formal resolutions, preparation of the Articles, company registration, an asset transfer agreement and high-level TUPE advice. These estimates might not cover additional work arising from the review of contracts, employment arrangements, assets, liabilities or other transition matters. A consolidated budget and the authority required for further expenditure will therefore be brought forward before any expenditure is incurred beyond the authority granted at the AGM.

8. Matters for members to consider

1. Note the consultation process and the 31 unique responses received from 189 member councils.
2. Note that 29 respondents supported continued development, two were unsure and none expressly opposed.
3. Consider the concerns and safeguards summarised in this report.
4. Decide whether to support the motion under Agenda Item 6.2.
5. Note that approval would authorise preparatory work and would not itself approve incorporation, the Articles, asset transfer or dissolution.
6. Request that the full governance, constitutional, transition and approval package be returned to members at an EGM in January or February 2027.

Appendix 1 Schedule of council responses

This schedule records every unique council response received by the deadline.

Council	Position	Substantive comments and requests
Anderton Parish Council	Support	Supports the proposal in principle, pending further discussion, and considers that it could present LALC as a more professional organisation. No current concerns were identified, although the council said that further information is needed before it can comment on future governance. It requested an Area Committee discussion.
Bickerstaffe Parish Council	Support	Identified member influence, legal protection and a professional, sector-aligned structure as benefits. Asked how Area Committees would fit into the new arrangements and how LALC would promote attendance and engagement. Requested an online briefing.
Bretherton Parish Council	Support	Supported the proposal by reference to the benefits set out in the consultation information and recorded no concerns or governance issues.
Broughton Parish Council	Support	Identified legal protection for members and staff as the main benefit and raised no current concerns. Requested further engagement through an Area Committee discussion.
Bryning with Warton Parish Council	Support	Identified greater protection in relation to public liability. No concerns or further governance matters were raised.
Burscough Town Council	Support	Identified protection of staff as the main benefit. Asked that implementation costs be kept to a

Council	Position	Substantive comments and requests
		minimum, that the constitution remain substantively consistent, and that representation and directors' terms of office be clarified. Asked whether LALC had consulted associations that had completed a similar process and requested an online briefing.
Catterall Parish Council	Support	Identified a more secure legal standing and protection for members and officers. Raised a possible impact on membership fees.
Cockerham Parish Council	Support	Raised concern about possible costs to the parish council and requested further engagement by email.
Euxton Parish Council	Support	Confirmed by email that the council was happy with the proposal to change LALC's legal status.
Farington Parish Council	Support	Identified separate legal identity, clearer accountability and protection for officers and members. No concerns or further governance matters were raised.
Forton Parish Council	Support	Identified separate legal identity as the principal benefit and recorded no concerns or further governance matters.
Foulridge Parish Council	Unsure	Recognised the opportunity to modernise LALC and improve governance, accountability and protection. Sought assurance that services and representation would continue and that consultation would be genuine. Raised scope-creep, timescale, legal and administrative costs, budget controls, affordability for smaller councils, membership fees and value for money. Requested Area Committee discussion and an online briefing.
Garstang Town Council	Support	Identified protection for individuals. Its recorded resolution supported LALC continuing to explore the CLG option. No concerns or further governance matters were raised.
Greenhalgh with Thistleton Parish Council	Support	Confirmed in a grouped written response that it had no objection in principle to the proposed change in legal structure.

Council	Position	Substantive comments and requests
Grimsargh Parish Council	Support	Identified accountability and protection for members and officers. The authorised form stated that the council fully supported the proposal. No concerns or further governance matters were raised.
Little Hoole Parish Council	Support	Identified modernisation of governance as the main benefit. No concerns or further governance matters were raised.
Much Hoole Parish Council	Support	Identified modernisation of governance as the main benefit. No concerns or further governance matters were raised.
Nateby Parish Council	Support	Considered that the proposal would help LALC operate effectively and align with modern standards. No concerns or further governance matters were raised.
Newton-with-Clifton Parish Council	Unsure	Considered that further information was required and that its initial appraisal suggested disadvantages could outweigh benefits. Asked about NALC's position; comparative county-association data; establishment and ongoing compliance costs; whether accounts and filings would be completed internally or outsourced; TUPE, banking and transition costs; whether enhanced insurance could mitigate current risks; and the treatment of assets on dissolution. Requested further information before supporting continued development.
Ribby with Wrea Parish Council	Support	Confirmed in a grouped written response that it had no objection in principle to the proposed change in legal structure.
Silverdale Parish Council	Support	Identified assistance and protection for officers or trustees and recorded no concerns or governance issues.
Slyne with Hest Parish Council	Support	Supported a current legal structure suited to LALC's needs. No concerns or further governance matters were raised.
Staining Parish Council	Support	Confirmed in a grouped written response that it had no objection in principle to the proposed change in legal structure.

Council	Position	Substantive comments and requests
Thornley with Wheatley Parish Council	Support	Identified legal identity and greater protection for LALC, officers and Executive Committee members. Supported further development on the understanding that services to parish councils would not change. No concerns were raised.
Trawden Forest Parish Council	Support	Considered that the structure would strengthen LALC's operation and future team development and provide clarity and confidence. Requested an online briefing.
Westby with Plumptons Parish Council	Support	Confirmed in a grouped written response that it had no objection in principle to the proposed change in legal structure.
Westhoughton Town Council	Support	Raised no concerns, noting that LALC was at a preliminary stage and that further information would follow. Requested an online briefing.
Weeton with Preese Parish Council	Support	Confirmed in a grouped written response that it had no objection in principle to the proposed change in legal structure.
Whalley Parish Council	Support	Recognised legal protection, governance, accountability, financial management and organisational resilience as benefits. Sought assurance on democratic representation, financial implications, transition, member safeguards, subscriptions, member benefits and value for money. Asked that Board appointments and the role of Area Committees be discussed through Area Committees and requested an Area Committee discussion.
Whitworth Town Council	Support	Identified clearer accountability and protection for LALC, its officers and members. Asked that accountability be addressed in the governance arrangements and requested an online briefing.
Winmarleigh Parish Council	Support	Supported the stated benefits and raised no concerns or further governance matters.

Appendix 2 Proposed EGM work programme

Workstream	Output for members	Approval point
Governance	Draft Articles, Board composition, elections, terms, member rights, Area Committee role and reserved decisions	EGM
Constitution	Proposed amendment to the dissolution provision and evidence of NALC approval	EGM, with required notice and voting threshold
Transfer	Asset and liability schedule, transfer agreement, contracts, banking, data, records, insurance, staff and TUPE plan	EGM and subsequent implementation authorities
Membership	Arrangements for transferring current memberships and subscriptions	EGM
Finance	Implementation budget, ongoing compliance cost and effect, if any, on subscriptions	Before or with EGM papers
Formal resolutions	Registration, Articles, Board, transfers, constitutional amendment and eventual dissolution	EGM

End of report

To: Member Parish & Town Councils
& LALC Executive Committee

The 82nd Annual General Meeting of the Association
will be held on Saturday 14th November 2026 at 3:00 pm
at Lancashire County Council County Hall, Preston

MOTION to 82nd Annual General Meeting, Saturday 14th November 2026

From: ……Whitworth Town Council

Proposer: Cllr Neal …….. who is attending

Seconder: Cllr Ritson…….. who is attending

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

requesting a review of how road traffic incidents in
Whitworth are classified, particularly where people have been killed or
seriously injured.

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Submission deadline – Friday 6th November 2026

Email to office@lalc.org.uk entitled 'Motion to the 82nd Annual General Meeting of the Association'

Lancashire Association of Local Councils (LALC)
T: 01772 750900 M: 07950 281111 E: office@lalc.org.uk