

To: Member Parish & Town Councils
& LALC Executive Committee



AGENDA for the 81st Annual General Meeting of the Association

Saturday 1st November 2025 at 2.30 pm at Lancashire County Council, Preston.

1. Welcome & Introductions
2. Speaker: Amria Khatun lead for Neighbourhood and Governance on behalf of Ministry of Housing, Communities and Local Government
3. Minutes of meetings to consider
 - 3.1 Minutes of the 80th Annual General Meeting 2 November 2024
 - 3.2 Extra-ordinary General Meeting 12 August 2025

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 Cllr Alan Neal
- 4.2 Vice President Cllr Phil Orme
- 4.3 Appointment of Auditor for 2025/2026 – proposed to be JDH Business Services Ltd, Flintshire

Recommendation: to appoint JDH Business Services Ltd for 2025/2026

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

Recommendation: to note the Audited accounts for 2024/2025
 - 5.2 Constitution – to receive the adopted 2025 Constitution and appendices agreed at the Extra-ordinary General Meeting on 12 August 2025.

Recommendation: to note the 2025 revised Constitution and appendices
 - 5.3 Annual Report – delivered by Chair

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

Recommendation: to note the Chief Officer report.
6. Motions from Member Councils – There were no motions.
7. Open Forum
8. Close of Meeting

Jessica Dibble, Secretary

Lancashire Association of Local Councils

Minutes of the 80th Annual General Meeting of the Association

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

Present

Cllr Phil Orme - Chairman

Cllrs Cranshaw, Houghton, Neal, Orme - Vice Presidents

Mrs D Platt - Treasurer

40 members from councils

Officers in attendance:

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

1. Welcome and Introductions

Cllr Orme, the Chair of LALC chaired the meeting as Sir Robert Atkins had sent his apologies.

2. Minutes of the 79th Annual General Meeting

Approved: Minutes of the 79th Annual General Meeting held on 4 November 2023 were agreed.

3. Updates from the minutes – none.

4. a) Annual Report – Chairman, Phil Orme

b) Membership, Training and Area Committee Annual Reports

c) Accounts 2023 - 2024 – Chief Officer, Debra Platt

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

5. Budget proposal for 2025 - 2026

Discussions were held regarding:

- NALC subscription amount being proposed to be raised by 5% at the forthcoming NALC AGM on 7 November.
- Enquiries to the benefits and performance of NALC to Local Councils in membership. More information on the benefits of the NALC portion of membership and the improvements in recent years will be circulated further.
- The recent Autumn Budget which announced employers National Insurance contribution rises for 1 April 2025 (*to 15%, also the threshold decreasing from £9,100 to £5,000*)

Proposed by Cllr Orme, seconded by Cllr Houghton that Lancashire's NALC representatives should put forward an amendment to the 5% increase, to be lowered to a 3.99% increase. A show of hands appeared unanimous in favour. **Approved.**

Approved: to adopt the Budget proposal for 2024-2025.

6. Officers and Auditors

Members present put forward views regarding the LALC Constitution; around the proposal process of the honorary positions (President and Vice Presidents), queried how the proposed persons were chosen to be put forward; and around voting rights and process at an Annual General Meeting. The attendees had robust discussions, referrals to the constitution and moved forward as follows.

Approved: proposed by Cllr Orme, seconded Cllr Houghton voted on and agreed by a show of hands were the appointments of Treasurer and Accountants as the Agenda proposed: Treasurer - Mrs Debra Platt; Accountants - JDH Business Services Ltd

Approved: proposed by a Ribble Valley Member and agreed by a show of hands - Cllr Eunice Houghton, Cllr Alan Neal, Cllr Phil Orme and former long serving Treasurer Mr Brian Anderson all to be appointed in the honorary position of Vice President.

A commitment by Executive members to review the LALC Constitution following this meeting was welcomed by the attendees. The process will be a review, to include the views put forward at this meeting. A small group of the Executive members will carry out a review and report to the Finance & Management Committee (F&M). F&M will consider the report, the suggested changes and updates, revise and finalise the report. The revised document can be put before the Executive meeting on 1 March 2025 for approval. The new document will be communicated to member Councils for the processes of the revised constitution to be put into place as soon as possible.

7. Motions from Member Councils

- a) Whitworth Town Council. Proposer Cllr Neal, Seconder Cllr Royds (appended to the agenda)

Cllrs Neal and Royds clarified some points of the proposal and gave examples for the difference between the reporting figures of RTAs (road traffic accidents) KSIs (killed or seriously injured) and RTIs (road traffic incidents), how the style of reporting does not highlight problem areas until the worst possible scenario – road incidents should not be acted upon using KSI statistics but using RTI statistics.

Approved: Proposed by Cllr Neal, seconded by Cllr Royds that LALC should

- campaign for a change in the reporting of road accidents, from being recorded using KSI statistics but instead to use RTI statistics.
- and that representatives in the position to do so should raise this issue with the National Association (NALC) to gain support from others and traction through additional and higher channels to change reporting statistics to better serve road safety and the places we live.

8. Open Forum

A Member attending from the Ribble Valley (RV) area asked if there was anything LALC could do for many small councils (parish meetings) in the RV area [and all areas] that are so small or don't have a precept, to help them to be a member of a body to assist them.

Response: the budget just set earlier, at item 5, includes new budgets specifically: 'Support for the smaller sized Local Councils; tackle issues in the sector; support for Area Committees; Mentoring for Councils in difficulties' – all of which have been added in to the work programme in response to the needs of our local councils. It is recognised the importance for smaller bodies to be informed and kept up to date with legislation and practices but also that some Local Councils/Parish Meetings may never be able to be in membership due to their financial position – this new support will target these local councils.

A Member attending from the Ribble Valley area asked for more information regarding LALCs services to and for local councils.

Response: this information will be circulated again and more regularly.

A Member attending from the Chorley area requested all the AGM information to be circulated earlier to councils.

Response: this point will be fed into the item at the end of item 6 above – *the commitment to review the Constitution*.

9. Close of Meeting

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

Close 16:13

Lancashire Association of Local Councils (LALC)



Minutes of the Extra-Ordinary General Meeting of the Lancashire Association of Local Councils (LALC) held virtually on Tuesday, 12th August 2025 at 6pm

Members present:

Alan Neal, Whitworth Town Council	Barbara Farbon, Bretherton Parish Council
Iain Hamilton, Halewood Town Council	Fiona Waterfield, Pleasington Parish Council
Phil Orme, Preesall Town Council	Keith Martin, Penwortham Town Council
Ivor Keys, Garstang Town Council	Maggie Howell, Salesbury Parish Council
Jan Finch, Catterall Parish Council	Jacqueline Hampson, Simonstone Parish Council
Steve Houghton, Wiswell Parish Council	Peter Collins, Newton with Clifton Parish Council
Richard Vickers, Whalley Parish Council	Alan Yates, Great Eccleston Parish Council
Pippa Lishman, Briercliffe Parish Council	Pat Hastings, Broughton Parish Council
Darren Cranshaw, Brindle Parish Council	One attendee unknown
Gordon Smith, Treales, Roseace & Wharles Parish Council	

Officers present:

Jessica Dibble, LALC Secretary (Chair)
Debra Platt, LALC Chief Officer

1. Welcome and Apologies

The Chair, Pat Hastings, opened the meeting and welcomed attendees. In accordance with the provisions of the existing constitution, which require an officer of LALC to preside in Extra Ordinary circumstances, it was determined that Debra Platt (LALC Chief Officer) would chair the meeting in place of the existing Chair.

This arrangement was made to ensure compliance with the constitution and to avoid any perception of bias, given Pat Hastings' involvement in drafting the revised constitution.

The Extraordinary General Meeting (EGM) is to consider and approve a revised constitution for LALC. The meeting was quorate, with attendance exceeding the twelve-member minimum, and the statutory notice period of 35 working days was met.

Constitution for Lancashire Association of Local Councils (LALC) - to consider the newly drafted constitution document following extensive work on updating its content.

It was noted that following issues raised at the 2024 Annual General Meeting, the Finance and Management Group was tasked with reviewing the constitution to improve accessibility and relevance. The objectives of this review were to finalise a revised constitution for ratification, resolve procedural inconsistencies such as

meeting notice periods, and clarify officer roles while streamlining governance structures.

The working group, comprising Cllrs Pat Hastings, Darren Cranshaw, Gordon Smith, and officer Debra Platt, met on several occasions to undertake a detailed review of the document, focusing on simplifying language and clarifying roles.

The review resulted in a number of significant revisions, including the streamlining of appendices so that Appendices 1 and 2 could be updated annually, the definition of roles for both the Executive Committee and Finance/Management Committees, and the separation of committee terms of reference to facilitate easier annual updates.

Discrepancies in meeting notice periods were addressed by resolving the inconsistency between Clause 6, which stipulated a 15-day notice period, and Appendix 3, which required 35 days.

Minor grammatical corrections, such as the inclusion of missing terms like “members” and “treasurer,” were identified and agreed to be implemented following approval.

A proposal was made during the meeting to adopt gender-neutral terminology, such as using “chair” instead of “chairman,” was noted and accepted for future revisions.

Resolved: A motion to adopt the revised Constitution (Version 7) was proposed and approved by majority vote. It was further resolved that the adoption would be subject to minor grammatical amendments, provided such changes did not alter the meaning or definitions of any clauses.

It was acknowledged that there would be a potential need for further revisions to the constitution in the event of the transition to a unitary system

The meeting formally recorded thanks to the working group members: Pat Hastings, Darren Cranshaw and Gordon Smith for their considerable efforts on the revised Constitution.

2. Close

The meeting closed at 18:14.

Minutes drafted by: Jessica Dibble
LALC Secretary
12/08/2025

Nomination Form

Honorary Roles of President & Vice President(s) for Lancashire Association of Local Councils

Role nominated for	President ☒
	Vice-President ☐
Name	Alan Neal
Address	
Proposer (state Area Committee)	Mark Jkinson Burnley & Pendle Area
Seconder (state Area Committee)	Greera Stevenson Ribble Valley Area
Please explain how the nominee can meet the criteria set out. <i>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.</i>	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. 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 1 st of November 2025.	Signed  Dated 16 th October 2025

Nomination Form

Honorary Roles of President & Vice President(s) for Lancashire Association of Local Councils

Role nominated for	President ☐	Vice-President ☒	
Name	Cllr Phil Orme Wyre Area		
Address			
Proposer (state Area Committee)	Cllr Gordon Smith Fylde Area		
Seconder (state Area Committee)	Mrs Debbie Smith Wyre Area		
Please explain how the nominee can meet the criteria set out. <i>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.</i>	Has been a Town Cllr for 24+yrs serving as Mayor 7 times and also assuming the clerk's role when required. Has also been a Parish Cllr for 4 yrs all as the chair. He has played an active role for ?17 yrs on the Wyre area committee and as is currently Vice Chair. Has been active on the LALC Executive for 15 yrs and during that time served two terms (6yrs) as the vice chair and two terms as the chair (6yrs). For 13years he has represented LALC on the NW Fed and Northern group also served on the three-tier forum and various working groups. Has attended all NALC Conferences and AGMs. Also has experience of the next tier having served two terms as a Borough cllr. He is currently a Vice President and was first elected 6 years ago.		
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 1 st of November 2025.	Signed	P K ORME	
	Dated	23 / 10 / 2025	

Lancashire Association of Local Councils

Financial Statements

For the year ended 31st March 2025

Lancashire Association of Local Councils

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the year ended 31st March 2025

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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 2025 from the books and records supplied and from the information and explanations received.

A handwritten signature in dark ink, appearing to read 'John B. Jones', is written across the page.

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 2025

	Notes	2024/25 £	2023/24 £
INCOME			
LALC Membership fees		42887	38,286
NALC Membership fees		43304	42,476
Training		8560	3,650
Area Secretary fees		2543	2,288
Bank Interest Received		1433	1,195
Promotion Support		1280	300
Total Income		<u>100,007</u>	<u>88,195</u>
EXPENDITURE			
Affiliation Fees to National Association		42734	41,520
Staff Costs		28117	23,899
Conference/Promotion/Support		6190	2,749
Office, IT and phone costs		6314	3,689
AC Area Secretaries		1912	1,605
Training		1461	2,405
Accountancy fees		756	732
Depreciation - office IT equipment	1,2	526	526
Miscellaneous costs		0	118
Total Expenditure		<u>88,010</u>	<u>77,243</u>
Surplus for the accounting period		<u><u>11,997</u></u>	<u><u>10,952</u></u>

Lancashire Association of Local Councils
Balance Sheet as at 31 March 2025

		2024/25		2023/24	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible Fixed Assets	3		576		1,102
CURRENT ASSETS:					
Cash at bank and in hand		115,278		99,115	
Debtors	4	-		-	
		<u>115,278</u>		<u>99,115</u>	
CREDITORS: Amounts falling due within one year	5	1,488		732	
		<u>1,488</u>		<u>732</u>	
NET CURRENT ASSETS			113,790		98,383
NET ASSETS			<u>114,366</u>		<u>99,485</u>
Financed By:					
<u>General Reserves:</u>					
Brought forward reserves			93,754		82,802
Revenue surplus for the period			11,997		10,952
Carried forward reserves			<u>105,751</u>		<u>93,754</u>
<u>Restricted Reserves:</u>	7				
Lancashire County Council SLA:					
Brought forward reserves			5,731		13,370
Net surplus/(deficit)			2,884		(7,639)
Carried forward reserves			<u>8,615</u>		<u>5,731</u>
<u>Total Reserves</u>			<u>114,366</u>		<u>99,485</u>

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Lancashire Association of Local Councils
Notes to the financial statements
For the year ended 31st March 2025

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:

	2024/25 £
Depreciation of tangible fixed assets	<u>526</u>

3 Tangible fixed assets

	IT Equipment
	£
COST	
At 1st April 2024	2,104
Additions	-
	<u>2,104</u>
At 31st March 2025	2,104
ACCUMULATED DEPRECIATION	
At 31st March 2024	1,002
Charge for the period	526
	<u>1,528</u>
At 31st March 2025	1,528
Net book value	
At 31st March 2024	<u>1,102</u>
At 31st March 2025	<u><u>576</u></u>

4 Debtors	2024/25	2023/24
	£	£
Debtors	-	-
	<u>-</u>	<u>-</u>
5 Creditors: amounts falling due within one year	2024/25	2023/24
	£	£
Creditors	732	-
Accruals	756	732
	<u>1,488</u>	<u>732</u>
6 <u>Restricted Reserves:</u>	<u>2024/25</u>	
	£	£
<u>Lancashire County Council SLA</u>		
Brought forward reserves		5,731
INCOME	8,250	
EXPENDITURE:		
PIALC training subsidy	80	
CiLCA costs	2,805	
Area Support Officer subsidy	2,481	
	<u>-</u>	
Carried forward reserves		<u>8,615</u>

Chair's report for 2025/2026 AGM report

I was elected as Chair at the Executive meeting on 8 March 2025, taking over from Phil Orme, who had guided us through the transition from an office base to home working for our Officers.

I would like to record my thanks to Debra, our Chief Officer, for her hard work and especially her availability to members, who greatly appreciate her prompt advice and support. John, our Area Support Officer, has also done an excellent job supporting our Area Committees. These Committees are essential in keeping local town and parish councils informed, reminding us that while our issues are often similar, the ways we tackle them can differ and often provide innovative solutions.

Our membership remains strong, with the vast majority of parish and town councils in Lancashire affiliated to LALC. Training has successfully moved online, with both e-learning and specialist tutors offering a wide range of opportunities. I particularly enjoyed the Chairs' Forum led by Darren Crawshaw and I welcome the anticipated 'New Councillors' Forum.

The LALC conference earlier this year had Jonathan Owen, the CEO of NALC, as the keynote speaker. He set the scene for the Local Government Review with other speakers setting out the ways that the districts are working with Lancashire County Council and Unitaries. Debra's update and advice were especially valuable, reminding us of the need to look at our online media, especially our email addresses.

The Local Government Review is progressing, with the Lancashire Combined Authority established just prior to our last AGM. The two Unitary authorities and the County Council consulted with the public in September 2025. By the time of this AGM, we may have a clearer picture of the preferred option for Greater Lancashire. Communication with towns and parishes has been mixed, with some district and city councils engaging more actively with Area Committees than others. Whatever the outcome, our sector will remain a strong voice at grassroots level and the power force of the parishes and towns.

LALC has continued to work closely with NALC and with our colleagues in other county associations to ensure that the views of Lancashire's parish and town councils are represented at both regional and national levels. Locally, we have

engaged with the County Council, district authorities, and partner organisations on issues affecting our sector. This work has helped raise the profile of parish and town councils as a key part of local government in Lancashire.

Following last year's AGM, a working group was established to review the constitution, and a revised version was adopted in July. Further revision (or a new constitution entirely) will be required once the Local Government Review is completed and the new Unitary authorities are established. An interim review of the Terms of Reference for the Area Committees is now under way.

In my capacity as the Chair of LALC, I have attended my first two NALC meetings, one online and one in person. My report and the minutes have previously been circulated.

In June, NALC published a new guide for councillors 'Local Councils Explained,' This guide is also of value for those outside parish and town councils, as it clearly sets out our roles. It is available for download from the NALC website.

I am looking forward to the NALC AGM later this month (online) where Gordon and Keith will be putting forward a motion on 'Delivering Net Zero Faster, Smarter and Cheaper.'

The year ahead will bring new opportunities and challenges as the Local Government Review continues to take shape. LALC will support our members to navigate these changes, strengthen the role of parish and town councils, and ensure that we remain a strong collective voice for our communities. Training, member support, and effective communication will remain our priorities.

Finally, I would like to thank LCC for hosting today's Conference, which I am told has been a great success. I would also like to thank my fellow Executive Committee members for their time and commitment but most importantly, I would like to thank you, our member councils, for your continued support.

Please accept my apologies for not being present at the LCC conference this morning, I am hosting visitors from Australia.

Pat Hastings Chair LALC 11/25



Membership & Engagement

Member numbers continue to rise with both new and returning members. The increased number of Councils in membership will keep membership fees lower for all. There was continued efforts to encourage the local councils who were not in membership to join.

Members seeking advice from LALC was regularly high and were dealt with as efficiently as possible using the routes most suitable for the advice required.

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

A joint project with LCC (an SLA) was granted at the very close of 2024/2025 (March 2025) and this being worked through in this current year. The funding is to support Area Committees by supporting the secretary to each committee.

The first face to face LALC Conference was held in September 2024 and was very well received and appreciated.

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).

Area Committee Network

The Area Committee network was more active with the assistance of the Area Support Officer (ASO) who continues to support the areas.

LALC secured funding through an agreement with Lancashire County Council to support additional funding towards the Area Committee Secretary payments and it is hoped this will assist with recruitment and retention of secretary's to areas which do not have one.

Structure

During the year the Executive carried out a piece of work to assess the staffing structure and capability for LALC and in line with its approved budget, went out to recruit a new member of staff so LALC can better cope with the work projects it needs to carry out.

Staffing now consists of four part time staff:

Debra Platt, Chief Officer. Jessica Dibble, Secretary. Val Watson, Training Officer and John Ashurst, Area Support Officer.

Debra Platt
Chief Officer