



ANNUAL REPORT

2022/2023

**Dunholme Old School
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Dunholme
Lincoln LN2 3QR
Telephone: (01673) 866596
www.lalc.co.uk**

County Committee - as at 31.3.23

President

Gary Ellis

Vice-Presidents

Mr JDM Rose

Mr M Passfield

Chairman

Cllr AJ Howard

Vice Chairman

Cllr J Kilcoyne

Treasurer

Mr M Passfield

County Committee Members

Cllr H Bisnauthsing

Cllr B Johnson

Cllr D Suiter

Cllr K Locke

Cllr J Baskett

Cllr A Lennox

Cllr L Kemp

Cllr P Ferguson

Cllr K A Davey

Cllr V Gemmell

Cllr L Reeson

Cllr N Hornsey

Cllr R Pykett

Cllr K Fernandes

Cllr C Brewis

Cllr R Walker

Cllr J Brockway (Lincolnshire County Council)

Chief Executive

Mrs K Evans

Deputy Chief Executive

Mr A Everard

Training & Support Officer

Mrs E Atkin

Administration & Finance Officer

Mrs L Westman

Chair's Report

When I write my annual report I get an opportunity to reflect on what our organisation has achieved and I truly believe that this past few months has seen us move forward considerably. I say "months" instead of "year" because some of our changes have given rise to me writing this review to present to you in June rather than October as I have in previous years.

A lot of time and effort has gone into getting our IT sorted out in order to provide the best support there can be for you, our members. Throughout the existence of LALC it has been an aim to give tailored support to every enquiry that comes in, and I hope you will agree that this has been achieved in the main. However, the past few years have seen the need for that support increase and responding become more complex (remember the nightmare of picking our way through the minefield of temporary legislation during the pandemic and lockdown era??). Obviously, a small team like ours had to be super efficient to respond to those circumstances and that is where good IT systems become invaluable. However, the team are not trying to hide away behind electronic systems; in fact the aim is to ensure that where the personal touch is vital it is still available and readily available.

Of course, if you think we can do even better then do please let us know. We are here to provide you with good service and try to keep up with progress but we are always open to anyone coming forward with new and innovative ideas that could benefit the membership.

Organisational change has also been on the cards. It had become self-evident that there had been a shift in how decision making was taking place. The nature of the issues facing us had resulted in far more decisions being made by the Executive Committee and the County Committee becoming more of a talking shop or rubber-stamping body. Hopefully the new Management Committee, with a balance of councillors and clerks within its line-up, will prevent us becoming autocratic and make us an even more democratic concern than ever before.

The services we have on offer also continue to expand and evolve and I must acknowledge the contribution of our "additional team" who've come on board to help provide our auditing and website management services. Our regular line-up has seen some changes and we now have Andrew Everard installed as Deputy Chief Executive and an additional pair of hands in the office with Elaine Atkin. With them now settling in alongside our long-term team members Katrina and Lindsey I hope you'll agree that we now have a formidable, knowledgeable and experienced set of experts to provide the support you need.

Whilst handing out the plaudits I have to pay tribute to the councils across the county that took on the lead responsibilities for local events in celebrating two significant national celebrations in quick succession – the Queen's Jubilee and then the Coronation weekend. The happy events showed that councils and councillors are not just all about the grim, day-to-day stuff but can bring communities together in celebration. Of course there was also the more sombre role of marking the passing of Her Majesty. Whilst most of the spotlight was on national mourning and the passing of the message via our senior councils and Crown Representatives, our towns and parishes again played a significant part in proceedings that the vast majority of people had never witnessed previously.

Another highly significant event took place in May with elections to district councils as well as town and parishes and I reflect on these with very mixed emotions.

Firstly it is always sad to see experienced councillors leave the arena, be it by design in standing down or

Chair's Report

by the unfortunate fate of the ballot box, but that always gives rise to opportunities for new, enthusiastic individuals to come forward to serve their communities. However my over-riding feeling about this round of elections is sadness at the number of uncontested seats there were and the number of vacancies that still exist. It was particularly disheartening as LALC had made strenuous efforts to promote both the event and all aspects of council life that community-minded individuals could help with if elected.

That said, if you are reading this as a returning councillor I thank you for your devotion or if you are new to the role I welcome you wholeheartedly and hope that being a councillor is all that you hoped for and more.

One part of the election process that was controversial this time around was the necessity for voters to provide ID at polling stations. At the time of writing no-one has come up with any analysis of how many people were adversely affected by this new rule but anecdotal evidence from across the county would indicate that there were cases of voters being turned away. When LALC, as an organisation, are doing all we can to encourage local democracy to thrive and improve this is a worrying development. After all, there has been over a century of lobbying, campaigning, legislation and even lives lost in the pursuit of universal suffrage and sadly we have just witnessed the first reversal of this long quest. Let's hope that when the analysis does come in it leads to the abolition of this discriminatory legislation. No matter what happens LALC will strive to improve engagement in local democracy and support those engaged, or seeking to engage, in it.

Finally, I must conclude by saying my farewell to you all as this will be my last report as your chair. At the end of the political year I completed 24 years as a parish councillor and concluded that it was time to pass the baton to a new generation in Mablethorpe & Sutton so did not seek re-election. Therefore, as the qualification to be Chair of LALC is that the role must be held by a serving councillor, I must stand down from the role when it comes time for selection of a new chair. A role that I have come to enjoy immensely and now, briefly, reflect upon. It was almost by accident that I got involved in the first place, only the gentle persuasion (or was it an arm up the back?) of the then Town Clerk, Jen Cooper, convinced me to come forward. That early reluctance to attend meetings in the wilds of Ashby-de-la-Launde eventually led to an active role in LALC and then NALC, having the ear of local MPs and Ministers in Westminster, plus a leading role in the campaign to elicit changes in the patronising attitude of banks when dealing with councils.

Sadly, that last point would be my one regret on departing, as progress on convincing the higher echelons of the banking world that their systems are inflexible and unhelpful at best and too often uncooperative and a hindrance is proving to be a marathon and not a sprint.

Only recently at a meeting of FEMALC (Federation of East Midlands Associations of Local Councils) many new ideas for improving service delivery were being discussed and overall, hopefully, there are good times ahead for the most significant sector of local government. So, I wish everyone involved, officers and councillors across the county and especially my colleagues in LALC on the executive and in Dunholme, a very happy and successful future. Now where are that pipe and those slippers?

Goodbye. Tony

Tony Howard, Chair Lincolnshire Association of Local Councils

Statement of County Committee's Responsibilities

It is the responsibility of the Committee to obtain audited financial statements for each financial year which give a true and fair view of the state of affairs of the Association, and of its financial activities for that period. In preparing those financial statements, the Committee is required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Ensure that applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate
- Presume that the Association will continue in business.

The Committee is responsible for the keeping of proper records which disclose with reasonable accuracy at any time the financial position of the Association, and to enable it to ensure that the financial statements comply with relevant accounting standards and legislation. It is also responsible for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Committee: Cllr AJ Howard, Chairman

Meet The Executive Team



Gary Ellis—President

I am community minded, and a family man at heart. Married to Julia for 45 years now, with 2 adult children and 5 wonderful grandchildren, plus together with my wife we have been foster parents for 21 years, and still going so we have a large extended family. I like to think we help them grow and prepare for what life has to offer, with a childhood to remember for good reasons and looking forward with skills for life.

Public service has and will always be part of my life, I was first elected to Skegness Town Council in 1995 serving for 24 years plus a District Councillor from 1999 to 2010. I have been involved with LALC for most of the time during my time as a Town councillor, as a committee member then Vice chairman then Chairman, and now have the Honor to be President of LALC.

Mike Passfield—Vice President & Treasurer

Mike has been a member of the LALC team since 2016 when he first joined the County Committee and soon after was elected as the Associations treasurer, furthermore in 2020 he was also elected into the Vice Presidents roles for the Association. Mike continues to carry out both roles and works closely with and as a member of the county executive and county committee teams. Mike has worked with and in Local Authority for number of years, having been Councillor 8 years and Chairman of Council for 2 of those in Lincolnshire. Following relocation, Mike stepped away from Local Authority to concentrate on his employment in the NHS, LALC and other charitable role with St. John Ambulance.



Meet the Team—Executive Committee



Tony Howard—Chair

I'm Cllr Tony Howard and I've been a councillor on Mablethorpe & Sutton Town Council since 1999. I'm privileged to have served as Mayor on two occasions and deputy on three. I've also represented Mablethorpe Ward on ELDC since its inception & prior to that Mablethorpe East from 2006. In council year 2017- 18 I became one of only a few opposition councillors to ever be Chair of East Lindsey. In the early part of this century I served 8 years on Lincolnshire County Council, again representing Mablethorpe. I'm a member of the Labour Party.

Away from politics I'm married with two grown-up sons. Cricket, in all its formats, is a passion and I played village cricket for over 30 years up to 2015. In football I support Tottenham Hotspur & Boston United with equal amounts of despair. I have been on a lifelong quest to find the perfect cup of coffee and the finest pint of real ale – the search continues!

Having been self-employed in music retail since the late '80s until I sold on my business in 2019, nowadays I work as a self- employed exam invigilator.

Reece Harrington—Vice Chair

Hello, my name is Reece Harrington and I am very honoured to be the Vice Chairman of LALC after being a committee member for a year. I work full-time as an engineer, whilst still taking time to get involved with local affairs. I volunteer with the Penfold Players, helping out backstage and also am also a councillor at Washingborough Parish Council. During my last two years as a councillor I've been on several working parties including the building of the new children's park, the Queen's Jubilee event and am also involved in committees such as the staffing committee and the Four Parishes Group.



Katrina Evans—Chief Executive

I joined LALC in 2010 as an Admin Officer, and circa 2014 became the Assistant Chief Executive, learning the ropes ready for my predecessor's retirement in September 2016 when I had big shoes to fill. However, I have filled them in my own way and I am still learning to wade through the water as the sector is forever evolving. Parish Councils were a completely new concept to me when I joined the Association, living in Lincoln which is not parished and my work background began with a construction company in 1985, moving on to British Gas in 1988 and then finally with Lincolnshire Connexions (Careers Service) and Youth Service from 1996. I am Mum to 4 grown up children and Nanna to 5 grandchildren, which keeps me busy when I'm not working for LALC.

Meet the Team



Andrew Everard— Deputy Chief executive

I have joined the LALC team in 2022. I am a native of Lincolnshire. I have 30 years management experience working in the civil service in London and local government in East Yorkshire and Lincolnshire where I have gained a number of professional qualifications including accountancy and an MBA. I have been a parish councillor and Chair of a Lincolnshire parish council for nearly 10 years. I have been a school governor and Chair of Governors at both primary and secondary schools over the past 20+ years.

I am a Clerk to a couple of Lincolnshire parish councils and I am undertaking internal audits of local councils as part of the LALC panel. I have also been helping local councils mentoring new Clerks, delivering some training courses and acting as a locum Clerk at a number of councils this year.

Outside work keeping busy looking after a heritage property and beekeeping.

Lindsey Westman—Admin and Finance Officer

I am Lindsey Westman have been employed by LALC for the past 10 years. I live locally to the office, have been married for 30 years to Phil who runs his own Landscaping business so I am Company Secretary, am a mum of 3 and a nana of 3 grandchildren so my weeks are shared covering 3 full days in the LALC office and covering nanny duties the other 2 days throughout the week to enable my daughter to work as a teacher.

My title at LALC is Senior Administration Officer and Finance as I cover all items relating to finance i.e Sage, Invoicing, Income & Expense Accounts, VAT to name a few. I also keep all the databases and liaise with clerks on a daily basis regarding booking training, venues and administration – assist with the AGM & Conference and all Networking Days. I also assist in many other areas to help assist with the smooth running of LALC.



Elaine Atkin—Media and Training Support Officer

I joined LALC in 2022. After 28 years working in IT in the local government sector, I became a clerk in 2015, attained my CiLCA qualification, and I'm now clerk to Heighington Parish Council. I'm also one of LALC's Internal Auditors and sit on NALC's national panel for assessing Local Council Awards Scheme applications.

Chief Executive's Report

During the 2022/23 Financial Year, the Association's workload increased on a weekly basis. Both John Kilcoyne and Amy Bestwick moved onto pastures new and while they are missed by LALC, we managed to recruit Andrew Everard and Elaine Atkin. Both members of staff are experienced clerks and have worked for the local council sector and principal authorities for a number of years. They also conduct Internal Audits and Andrew has helped out councils as a locum clerk or mentor. Elaine has her CiLCA qualification and has taken over the production of the e-news, training bulletin, along with the website and portal. Andrew is working towards achieving CiLCA, however he is more than qualified to undertake his job role as Deputy Chief Executive.

NALC continued to run their fortnightly meetings and of these, I managed to attend most of them, when workload permitted.

Four COF (County Officer) meetings took place during the year - topics discussed were:

- An Update on Borrowing Approvals
- Civility & Respect Project – Arrangements for Training
- Exploring the Role of Local Councils in the Cost-of-Living Crisis and How CALCs can support them
- Identifying Opportunities under the UK Shared Prosperity Fund
- An update from Churches, Charities and Local Authorities – Kelly Watson
- The EALC (Essex) Funding Officer programme
- Report from LRALC (Leicestershire) on CALC fees survey
- To receive feedback from any CALCs that have successfully engaged with the Shared Prosperity Fund
- Workforce challenge – attrition rate in local councils, recruitment practice, and apprenticeship opportunities within the sector
- The Ledbury Ruling and ongoing implications
- County Officer Development Programme
- County Officer Recruitment
- The Big Conversation – Appetite for Destruction
- Local Council Investments & Treasury Management – CCLA
- An update on VAT on sports facilities and other VAT news
- National Accounts & Audit Advisor – Derek Kemp, DCK Beavers
 - ◇ The Practitioner's Guide 2023
 - ◇ Review of key changes in the AGARs for YE 31 March 2023

CALCs, through these meetings, continued to work with NALC in order to address many of the issues affecting the Sector, but we encourage councils to engage with their District and County Councillors and their MPs to lobby for matters that are important to them.

LALC's new website and CRM system launched in September 2022, after many hours of building the website and the knowledge base, along with uploading numerous document templates to the portal which is constantly being updated. All training events are now booked via the portal and we are still encouraging clerks to raise their queries this way. The fortnightly e-news and monthly training bulletins can be found on the website, as well as several key documents (Standing Orders, Financial Regulations, pay scales and Good Councillor Guides). The website can be accessed by all www.lalc.co.uk whilst the portal can only be accessed by the officers and Chair of the Council, or

Chief Executive's Report

chair of the Employment Committee by permission.

We have requested that clerks manage the contact details of their Chair and councillors, by adding their details and updating them when things change. We appreciate that there are still some glitches with the system, but it is an evolving process and we aim to eliminate as many of the issues as they appear. LALC was one of the front runners, after Suffolk, to introduce the CRM to its members and by the end of the year there will be eleven County Associations using the same system. This means that we can share information, experiences and bring new initiatives to benefit our members and the CALCs.

I would like to personally thank, past officers (John and Amy), Andrew, Elaine and Lindsey for their input into building and maintaining the website and portal and helping our members to become accustomed to something new.

The Executive Committee continued to meet almost monthly, and as the Chair has already alluded to, changes are afoot with this year's AGM being held on 29th June, rather than in October. At the County Committee meeting held on 2nd February, there was a proposal to call an Extraordinary General Meeting in order to agree proposed changes to the Constitution, including disbanding the County Committee and electing a new Management Committee of less members. It was resolved at the EGM that the changes be made and in addition to the Ex-officio members, four councillors and two clerks would be elected at the AGM, which would be held remotely. Nomination forms were circulated a week prior to the AGM to allow councils to study the nominees and vote. The new Management Committee will be responsible for the Association's direction and along with the Chief Executive and Deputy Chief Executive also on the committee, all strive to endeavor to deliver the best service for member councils and their employees.

The second year of the Website Management Service started on 1 September 2022 and some revisions were made to the service level agreement and how councils purchased the package. The basic service of £5/month continued as it was, with changes being made to allow councils to purchase 10 or 20 hour bundles and it became a rolling programme. Pete Langford managed the hours and informed both Lindsey in the office and the council when they were close to running out so that they could renew if they wished. These were sold at £15/hour which was increased to £17/hour from 1 April 2023 and decreasing to 5 or 10 hour bundles.

April 22 – March 23	Premium – 10 hours	Premium – 20 hours	Basic - £50/yr
Member Councils	86	7	11

The Internal Audit service has continued to build momentum, with agreed increases made at the Internal Auditors Forum in July 2022. More auditors were engaged as numbers increased for FY 2022-23.

Electorate banding	Approx hrs	Stand-ard	Councils sub-scribed
FY 2022-23		Audit Fee	
0-250 (58)	4.5	125	2
251-500 (102)	5	150	12
501-1000 (65)	6	200	10
1001-2500 (56)	7	250	11
2501-5000 (27)	8	300	7
5001-7500 (4)	9	350	
7501-10,000 (1)	10	400	1
Over 10,000 (8)	11+	450	2

LALC has also continued to provide a locum clerk service when able, supporting 4 local councils during the past year. The Sector has seen a high turnover in clerks, probably the highest ever in the time I have been with LALC.

Chief Executive's Report

Lincolnshire are not alone, it has affected all counties in England. The job has evolved so much over the years and clerks' time is often taken up with keeping abreast of changes to legislation and ensuring the council is compliant, along with normal business and the constant juggling of keeping the parishioners happy. Freedom of Information requests can take up hours of a part-time clerk's time and therefore we strongly encourage councils to upload as much information to their website as possible, considering openness and transparency.

FEMALC's structure also changed during 2022. It was resolved at the September meeting that the officers would meet remotely each month, to discuss more topical matters affecting the CALC and local council issues, with the members and officers meeting twice yearly. The first joint meeting took place on 25 May 2023 in Mount Sorrell with a full agenda and guest speaker, Alistair Jones from De Montfort University.

Alistair was invited to attend the Awards Ceremony Dinner in July, following the Summer Conference at the Bentley Hotel in Lincoln. The Summer Conference/networking days prove to be very popular with members and given it is LALC's 50th anniversary, we are hopeful for even better attendance on 19th July. We have invited Clive Wilson, Chair of the United Nations Association Greater Lincolnshire to give a presentation first thing, we have 3 workshops during the day which will run twice, giving delegates the opportunity to attend 2 out of 3 workshops. The Q&A session after a superb lunch and the opportunity to visit trade stands and network, will consist of a panel of four – Marc Jones – Police & Crime Commissioner, John Turner – Lincolnshire Integrated Care Board, Cllr Richard Davies – LCC, Highways and Jane Moore from NALC. Please book soon to avoid disappointment, your clerk will have details and can book you a place.

We are also pleased to announce that nominations are being received for Clerk, Councillor, Young Councillor, Council (large), Council (small) of the Year and the special recognition award as sponsored by the late Tony Mee. Last year's recipient of Clerk of the Year Award went to Debbie Locker of Nettleham Parish Council, who was then selected to attend the Buckingham Palace Garden Party in May. LALC also nominate the winner of our awards to be given the opportunity to be selected for the NALC Star Awards. The date for nominations does not close until 30th June, so there is still plenty of time to send them into us.

We continued to deliver an excellent training programme last year with lots of new councillor induction sessions planned for June 2023, following the elections. The training statistics can be found later in the report. Although not all training is covered by the Annual Training scheme, it is still heavily subsidised by your membership, with a session costing £25 and a full day at £65.

I conclude my report, by thanking all of the LALC team and committee for their continued support and relish on the challenges that the future of the sector brings. LALC for most councils is akin to your insurance policy, you may not contact us for months/years, but then there will be occasions when you require our help more regularly – we are here to help and if you cannot contact us by phone, please remember there is the website and portal and please come see us at our conferences and training events. Furthermore, we are always open to new ideas for guest speakers and training events.

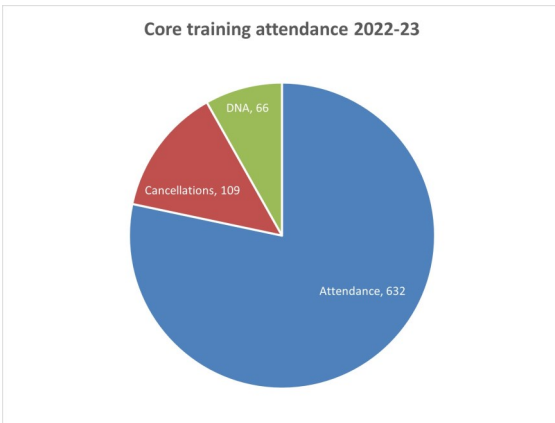
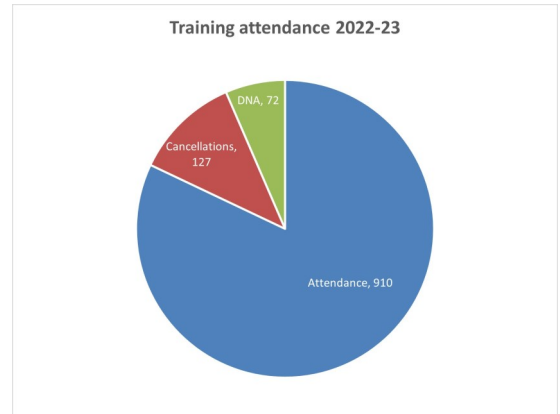
Katrina Evans, Chief Executive

Training Report

2022-23 was another fantastic year for LALC training provision, with a good mix of face to face and remote training offered.

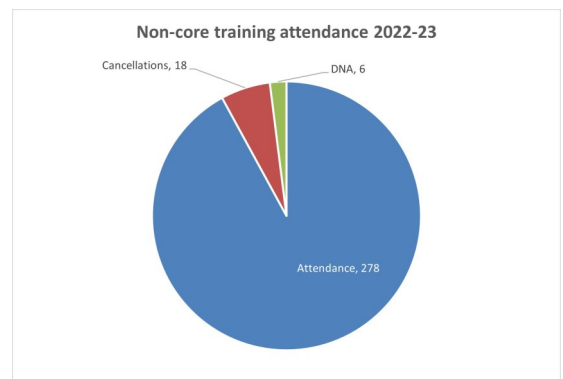
During the 12 month period from 1st April 2022 to 31st March 2023, LALC members had the opportunity to attend a total of 90 courses across our core and non-core offer. Of these, 75 were core training and 15 were non-core; 25 were face to face, 62 were offered remotely (usually via Zoom) and 3 were combined face to face/remote events . In addition to this, LALC also ran 2 CiLCA courses. (consisting of introductory session and then 3 further sessions).

Across the 90 course delivered, there were a total of 910 attendees, averaging approximately 10.1 attendees per course. A total of 1109 bookings were received throughout the year, with 127 places cancelled prior to the event and 72 delegates did not attend on the day. This gives a total figure of 83% attendance from the bookings made.



Of the 75 core training courses run throughout the year, a total of 807 bookings were received. Of these, 632 actually attended, 109 places were cancelled prior to the event and 66 delegates failed to attend on the day. This makes attendance 79% of the core bookings received.

Of the 15 non-core courses facilitated or led by LALC, a total of 302 bookings were received. Of these, 278 actually attended, 18 places were cancelled prior to the event and 6 delegates failed to attend on the day. This makes attendance 93% of the non-core bookings received.



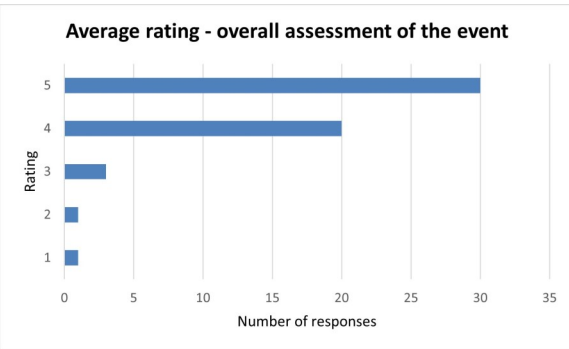
Finally, our CiLCA programme received a total of 11 delegates across 2 cohorts.

Look out for our monthly Training Bulletin which is issued to all member councils and also published on our website. Training places can be booked via our portal by your clerk.

Training Report

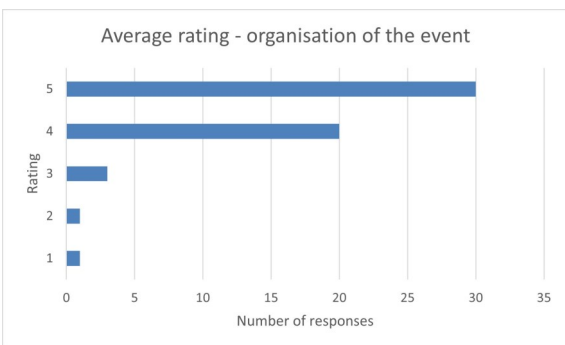
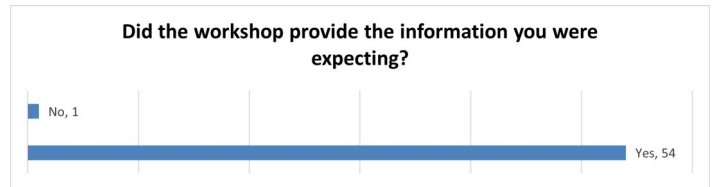
Training Feedback

55 feedback surveys were completed by delegates attending our courses between 1st April 2022 and 31st March 2023. This is much lower than the last financial year, however may have been impacted by teething troubles with the new LALC CRM, whereby some attendees early on did not receive the feedback link. This has now been resolved. From the responses received, the majority of delegates are extremely happy with the training received.



LALC received an average rating of 4.4/5 as an overall assessment of the events attended. (Question asked—What is your overall assessment of the event?)

98% of respondents highlighted that the session they attended provided the information they were expecting. (Question asked—Did the workshop provide the Information you were expecting?)



An average rating of 4.7/5 was received with regard to ease of booking, pre-course information and supporting information. (Question—Please rate the organisation of the event including ease of booking, pre-course information and supporting information).

The presentation was very thorough, informative and interesting and well delivered.

Well organised professional training. Excellent materials. Relaxed informal atmosphere.

You learn something new considering the years on the job.

Learnt so much! Enjoyed the day. Training delivery was interactive.

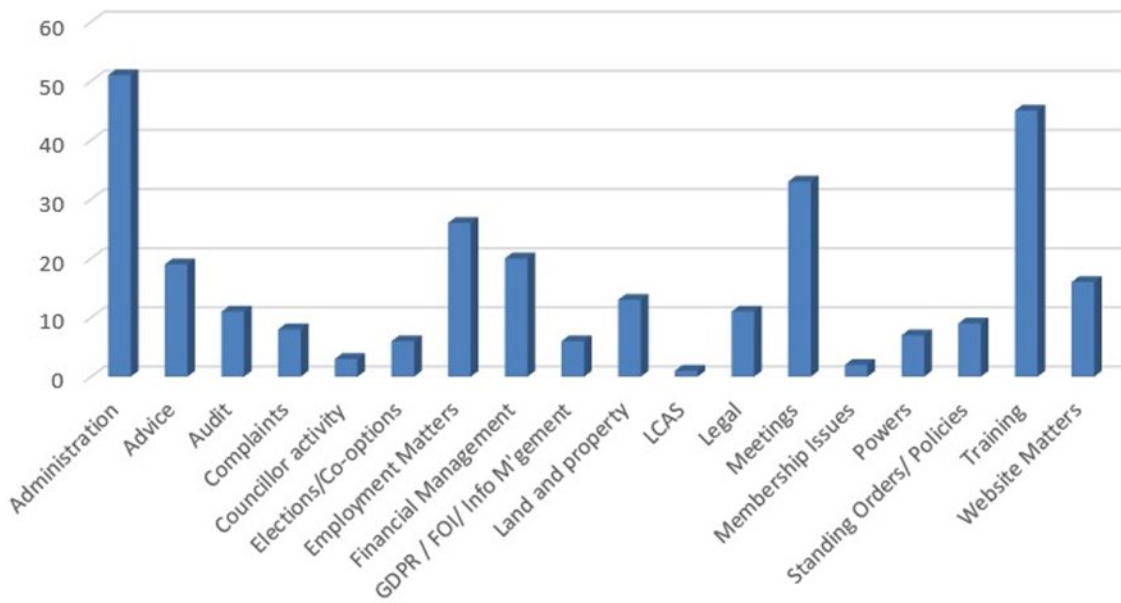
After many years on other councils I wondered just what I would learn from the course. How wrong I was as it contained a real refreshment of how things have moved on and just what full support and contact was now available at the LALC.

Analysis of Enquiries Received

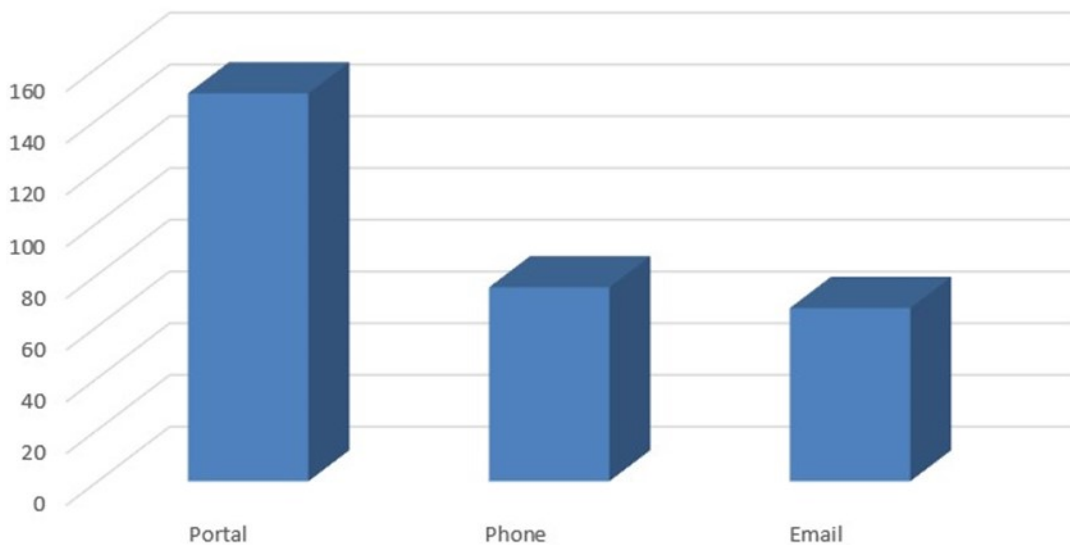
CRM Portal Enquiries: September 2022 – March 2023

LALC launched a new website and CRM system in September 2022. While we still get enquiries by phone, email and face to face that are not recorded in the system, an increasing number now get counted in the system so we can start to analyse what issues come up most often. An increasing number are logged into the portal directly and we would encourage councils to use this route in future where possible.

LALC Enquiries Sept 2022-March 2023



**Source of CRM Enquiries
September 2022 - March 2023**



Treasurer's Report

Title	Executive Finance Annual Report 2022/23
Action	For NOTING / ADOPTION
Meeting	June 2023

Purpose:

This report is the annual Lincolnshire Association of Local Councils finance report for the 2022/23 financial year.

The Association maintains a system of internal controls to ensure the effectiveness and efficiency of its activities and operating procedures. A member of the executive committee with accountability for finance is appointed annually to scrutinise the internal controls and working practices, which has proved to be a very useful governance tool that helps improve risk identification and mitigation, whilst working closely with the leadership and administrative functions.

Report

This reporting year has seen the introduction of a hybrid approach to the services that the Association offer, with the return of the face-to-face training. The Association has continued to move forward despite the pandemic, with the adoption of new practices and therefore some income generation. The Association has overachieved the budgeted income against the annual training courses in the region of 5k. Furthermore, the Association has seen an income generated by new activity associated with the website management service, locum clerk service and audit services of 27k. It should be noted that some of this income will be used for unbudgeted expenditure against the same lines for salary and service related expenditure.

That said, this reporting period has not been without some adversity and challenge for both the Association and its Members. It should be noted that not all income has been received against budget, particularly around the sales aligned to publications, which are no longer issued by National Association of Local Councils (NALC) and or LALC. These lines will not be budgeted for moving into 2023/24, the AGM and networking days also fell short of the expected income in this reporting period.

The Association saw overspend against budget for training course of around 6k, this is due to increase in trainer costs above the expected inflation and additional courses being offered following the pandemic reduction, however, as mentioned the annual training courses did receive additional income against budget which offset the overspend as noted above.

There is a noted overspend in IT and digital solutions of 9k. 3k is due to increased costs for the cloud based and IT support contracts that have changed during the year and were therefore underbudgeted. Additionally, the organisation has undergone an upgrade to the phone system and training devices such as TV/conference screens, however 5k to be transferred from IT reserves to support this capital spend as agreed by the executive committee.

Treasurer's Report

The Association has closed the financial year with a small underspend position of 3.4k, largely due to the additional service income from the website maintenance and auditing functions and the continued grant support we receive by Lincolnshire Council.

My thanks to Katrina, Andrew, Lindsey, Amy and Elaine for their hard work and the watchful eye of the County Committee during the financial year.

Reserves

The Associations reserves at the end of 2022/23 are £117,955.

£3.4k added to the general reserves based on the underspend at the end of the reporting financial period. This remains within the 6 month operating costs model for reserves.

Reserve Accounts / carry over	2021/22	2022/23
General Business Reserves	£65,586	£71,406
Staffing Reserves & Training	£7,000	£7,000
Training Programme Reserves	£11,105	£11,105
Office Relocation & Org rebranding	£20,000	£20,000
IT Reserves	£5,000	£5,000
Carry Over at year end	£5,820	£3,444
Total	£114,511	£117,955

*Total including previous year carry over.

The reserves policy and the level of reserves is reviewed annually by the Executive Committee and the internal auditor before ratification by the County Committee.

Internal Audit

The Internal Audit function provides assurance over the effectiveness of the Association's risk management, internal control and governance arrangements. Internal Audit support, advise and challenge management to assist the development of strategies, systems, policies and procedures which improve the way the Association works and ensure the best use of resources. The Association's accounts for 2022/2023 have been successfully audited, approved, and signed off by the auditor Chris Hewis, including a review of the financial regulations and financial risk register. The auditor remarked very positively on the custom in which the accounts and all supporting documents were presented for scrutiny.

Copies of the final financial accounts and balance sheet are included on the following pages.

Notes to the Financial Statements for year ending 31 March 2023

Accounting Policies

Accounting convention

These financial statements have been prepared under the historical cost convention.

Affiliation fees, Training & Services, Sales of Publications, AGM and Conference Fees

Amounts in respect of this income are included within the financial statements as and when they are received.

Interest on deposit account

Amounts in respect of this income are included within the financial statements as and when they are received.

Income and expenditure

All income, expenditure, creditors and debtors for the financial year ending 31 March 2023 is accounted for.

AUDIT OPINION

I have examined the accounts of the Lincolnshire Association of Local Councils for the year ended 31 March 2023, and consider them to be a true and accurate statement of the financial activities of the Association based on the information provided.

Chris Hewis – Auditor

Income and Expenditure Account – year ending 31 March 2023

<u>Income</u>	<u>1.4.21 – 31.3.22</u>	<u>1.4.22 – 31.3.23</u>
Affiliation Fees	106179	107998
Local Council Review	1155	0
Other Publications	108	503
LALC News /Advert	555	106
Femalc	0	0
Bank Interest	24	99
LALC AGM & Conference	2018	1093
Training/Seminars	27493	29927
Postage	16	22
Local Council Award Scheme	0	0
Grants—Central Government (Covid)	0	0
LCC Partnership Working—Training Events	5000	5000
Website Management Service (WMS)	6210	16935
Internal Audit	2871	17745
Additional Member Service	<u>3539</u>	<u>1440</u>
TOTAL	<u>155168</u>	<u>180868</u>

Finance Report 2022/23

<u>Expenditure</u>	01.4.21-31.03.22	01.4.22-31.03.23
NALC Subscription	30625	31276
Administration Fee	62186	76865
Staff Travel & Subsistence	588	1224
Website Management Service (WMS)	3950	9438
Internal Audit—Salary	1194	6947
Locum Clerk—Salary		7060
Members Travel & Subsistence	588	434
Association Meetings - room hire	0	95
Training/Seminars/Networking (excluding staffing costs)	9594	16649
AGM & Conference - NALC	0	0
AGM & Conference -LALC	2151	2907
FEMALC Expenses	14	70
Local Council Review	759	0
Other Publications	284	167
Local Council Award Scheme	0	0
HR Support (joint contract with FEMALC members)	432	1800
Printing, Stationery, Photocopying	1055	3415
Office IT - repair, renewal, + website	17462	9275
Office equipment - repair and renewal	283	288
Postage & telephone costs	1370	2737
Rent and Rates	4140	4276
Electricity	1563	1908
Insurance	361	383
Audit Fee	175	175
Data Protection Fee	35	35
Bank charge & Bad debts	0	0
Advert/recruitment	0	0
Office Improvements & Move /Lease Renewal	7000	0
Additional Member Service (Zoom)	3539	
TOTAL	<u>149348</u>	<u>177424</u>
BALANCE	<u>5820</u>	<u>3444</u>

Finance Report 2022/23

Balance Sheet as at 31 March 2023

<u>Current Assets</u>	2022	2023
Co-op Current Account	100677	106223
Co-op Deposit Account	75607	75706
Wage Control	0	0
Debtors	61276	63418
Prepayments	0	0
VAT	<u>0</u>	<u>0</u>
	<u>237560</u>	<u>245347</u>
<u>Current Liabilities</u>		
Wage Control & Pension	0	0
Creditors	0	0
Advance sales - Website Management Service	2700	0
Advance sales - Annual Training Scheme	7345	10345
Advance sales - Annual Subscriptions	107938	110762
Accruals	3000	2800
Deferred Income	0	0
VAT	2066	3485
	<u>123049</u>	<u>127392</u>
	<u>114511</u>	<u>117955</u>
<u>Total Assets less Current Liabilities</u>		
	<u>114511</u>	<u>117955</u>
<u>Capital and Reserves</u>		
General Reserve	65586	71406
Earmarked Reserves	43105	43105
Net Surplus for the year	<u>5820</u>	<u>3444</u>
	<u>114511</u>	<u>117955</u>
<u>Movement In Earmarked Reserves</u>		
Opening Balance		
Staffing Reserves & Training	7000	7000
Staff Training Reserves	0	0
Training Reserves	11105	11105
Office Relocation /Rebrand	20000	20000
IT/Equipment Reserve	<u>5000</u>	<u>5000</u>
	<u>43105</u>	<u>43105</u>

LALC Budget 2023/24 (Income & Expenditure)

<u>Income</u>		<u>Expenditure</u>	
Affiliation fees	110338	Bad debt write off	0
Local Council Review	0	Local Council Review	0
Other publications	0	Other publications	500
LALC News	0	Training Venues	1600
Principal council training support	0	Training Catering	4000
Partnership Working - training grants	0	Training Providers	1200
Interest on deposit a/cs	25	Training Resources	500
AGM and Conference – Zoom	0	Local Council Award Scheme	0
Networking Days	3100	Staffing/Salaries	83000
Training courses and seminars	8000	Staff training	0
Annual Training Scheme	14800	Training - Staff time	0
Postage income	0	HR Advisory Service (FEMALC)	550
Other income	8444	NALC subscription	32265
Local Council Award Scheme	0	Staff travelling and subsistence	1600
Additional Member Services	0	Member travel/Chair allowance	1000
Grants	5000	AGM and Conference—NALC	500
FEMALC income	0	AGM and Conference—LALC	3000
Website Management Service (WMS)	10000	Networking Days	3000
Internal Audit Services	9500	Room bookings	50
Locum Clerk Services	2000	Printing	1000
	171207	Stationery	550
		Photocopying	550
		Office IT	7000
		Postage	1000
		Telephone & Broadband	1400
		FEMALC expenses	200
		Audit fee and bank charges	175
		Data Protection fee	35
		Rent/rates	4600
		Equipment R and R	300
		Advertising/recruitment	0
		Website Management	10000
		Insurance	440
		Locum Clerk	1500
		Internal Audit	7000
		Lease renewal	0
		Electricity	2200
		TOTAL EXPENDITURE	170715
		NET SURPLUS/DEFICIT	492