

The 77th Annual Conference & AGM

Moulton Community Centre, Sandy Hill Lane, Reedings, Moulton, Northampton NN3 7AX

Saturday 5 October 2024, 1000 to 1300
(Refreshments on arrival from 0915)

Programme & Agenda

0915	Arrival, Registration, Hot Refreshments, Meet the Exhibitors
1000	<p>Business of the 77th Annual General Meeting</p> <ol style="list-style-type: none"> 1. Welcome & Housekeeping 2. Election of President for 2024/25 3. Appointment of Auditor for the year ending 31 March 2025 4. Appointment of Directors for 2024/25 5. To approve the minutes of the AGM held on 7 October 2023 6. To receive the Annual Report for the year ending 31 March 2024 7. To agree subscription levels for the year ending 31 March 2026
	<p>Build-a-Councillor – Recruiting the Best A presentation by Danny Moody</p>
1100	BREAK FOR REFRESHMENT
1130	<p>Empowering Local Voices: The Role of Elections in Parish and Town Councils A facilitated debate on promoting candidacy, encouraging participation, and strengthening democracy at the grassroots</p>
1230	Presentation of Council of the Year Award
	<p>Recognition Awards - CiLCA, Councillor Development Framework (CDF), Officer Development Framework (ODF) & LCAS Awards</p> <p>Prize Draw & Closing Remarks</p>
1300	Close and depart

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Report to:	Northants CALC AGM
For decision on:	5 October 2024
Agenda Ref:	2. Election of President for 2024/25 3. Appointment of Auditor for the year ending 31 March 2025
Originated by:	Danny Moody

1. The board of directors recommends that Jeffrey Greenwell be elected as President of the Association for 2024/25.
2. Jeffrey Greenwell was Chief Executive of the county council in the 1970s and 80s and has been involved with Northants CALC for 45 years. His first sojourn as President was 1979 to 1996, and he stood in again in 2007/08. Jeffrey stood in as President from 2019 to 2021 and was then appointed fully from the 2021 AGM.
3. The board of directors recommends that Kate Brown Accountant ([see website](#)) be re-appointed as the Association's auditor for the year ending 31 March 2025.
4. Kate Brown is a chartered accountant with over 20-years' experience. Having worked with individuals and businesses of all sizes, she has been based in Northamptonshire since 2001 and enjoys working with local clients and businesses across the country. The firm was first appointed as the Association's auditor in 2014.
5. Northants CALC is a company limited by guarantee. It is exempt from statutory audit because it has a turnover of less than £10.2 million and fewer than 50 employees. Northants CALC is not required to appoint an auditor, but the board of directors feels that it is important to maintain an independent inspection of the Association's accounts to provide assurance to member councils.

Recommendations:

That the AGM approves the election of Jeffrey Greenwell as President of the Association for 2024/25.

That the AGM approves the appointment of Kate Brown Accountant for the year ending 31 March 2025.

Report to:	Northants CALC AGM
For decision on:	5 October 2024
Agenda Ref:	4. Appointment of Directors for 2024/25
Originated by:	Danny Moody

1. All directors were sent a self-assessment form in July 2024. Seven of the eight directors completed and returned the form and wished to be considered for reappointment. The eighth, Peter Allen (Towcester Town Council) announced his intention to retire, creating a vacancy for a director.
2. The Appointments Panel (comprising President, Chairman, and CEO) considered the self-assessment forms that had been submitted and agreed unanimously that the seven directors should be recommended for re-appointment at the AGM:

No.	Name	Qualifying Council
1.	David Fuller	Oundle Town Council
2.	Kate Houlihan	Far Cotton & Delapre Community Council
3.	Lynn Lavender	Ashton Parish Council
4.	Richard Lewis	Rushden Town Council
5.	Geoff Paul	Moulton Parish Council
6.	Mike Scott	Great Addington Parish Council
7.	Lynne Taylor	Daventry Town Council

3. The vacancy for a director was advertised to all member councils and the Appointments Panel held interviews on 26 September 2024. Four very strong applicants were interviewed, and the Appointments Panel agreed to recommended for appointment at the AGM:

No.	Name	Qualifying Council
8.	Greg Lavers	Silverstone Parish Council

4. Directors' pen portraits are available at <https://www.northantscalc.com/board-of-directors>.

5. The board operates a composition and diversity policy to ensure that there is a mix of clerks and councillors, small, medium, and large councils, and a balance between north and west Northamptonshire. The makeup if the AGM approves the Appointments Panel's recommendation will be:
- 6 councillors, 2 clerks
 - 5 West Northamptonshire, 3 North Northamptonshire
 - 5 large, 1 medium, 2 small councils

Recommendation: That the AGM approves the appointment of the eight persons listed above for 2024/25.

Minutes of the 76th Annual Conference & AGM of the Northamptonshire County Association of Local Councils

Held at Moulton Community Centre, Moulton
Saturday 7 October 2023

Item																											
<p>1. Welcome & housekeeping.</p> <p>Northants CALC Deputy CEO, Lesley Sambrook Smith opened the meeting and welcomed delegates. There were 130 attendees in total, with 117 registered councillors and clerks representing over eighty member councils. The meeting was chaired by Mike Scott (MS), Chair of Northants CALC, who welcomed everyone to the meeting, including delegates, VIP guests, and sponsors.</p>																											
<p>2. Appointment of President for 2023/24.</p> <p>RESOLVED: That Jeffrey Greenwell be appointed as President for 2023/24. In accepting the appointment Jeffrey thanked everyone and apologised for his slightly curtailed attendance at the 75th AGM and that he looked forward to a quiet year as President!</p>																											
<p>3. Appointment of Auditor for the year ending 31 March 2024.</p> <p>RESOLVED: That Kate Brown Accountant be appointed as the auditor for the year ending 31 March 2024.</p>																											
<p>4. Appointment of Directors for 2023/24.</p> <p>The Appointments Panel recommended the following for appointment at the AGM:</p> <table border="1"><thead><tr><th>No.</th><th>Name</th><th>Qualifying Council</th></tr></thead><tbody><tr><td>1.</td><td>Peter Allen</td><td>Towcester Town Council</td></tr><tr><td>2.</td><td>David Fuller</td><td>Oundle Town Council</td></tr><tr><td>3.</td><td>Kate Houlihan</td><td>Far Cotton & Delapre Community Council</td></tr><tr><td>4.</td><td>Lynn Lavender</td><td>Ashton Parish Council</td></tr><tr><td>5.</td><td>Richard Lewis</td><td>Rushden Town Council</td></tr><tr><td>6.</td><td>Geoff Paul</td><td>Moulton Parish Council</td></tr><tr><td>7.</td><td>Mike Scott</td><td>Great Addington Parish Council</td></tr><tr><td>8.</td><td>Lynne Taylor</td><td>Daventry Town Council</td></tr></tbody></table> <p>RESOLVED: That the eight candidates be appointed en bloc as directors for the year 2023/24. MS thanked retiring director, Ally Chang, for her service to the Association and welcomed the one new director, Kate Houlihan to the board.</p>	No.	Name	Qualifying Council	1.	Peter Allen	Towcester Town Council	2.	David Fuller	Oundle Town Council	3.	Kate Houlihan	Far Cotton & Delapre Community Council	4.	Lynn Lavender	Ashton Parish Council	5.	Richard Lewis	Rushden Town Council	6.	Geoff Paul	Moulton Parish Council	7.	Mike Scott	Great Addington Parish Council	8.	Lynne Taylor	Daventry Town Council
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<p>5. To approve the minutes of the 75th AGM held on 1 October 2022</p> <p>The minutes were approved as a true and correct record of the meeting and were signed by the chair.</p>																											

6. To receive the Annual Report for the year ending 31 March 2023

MS commended the Annual Report and Accounts to the AGM, highlighting the support the Association gave member councils following the death of Queen Elisabeth II, the distribution of over £100,000 of CRF monies to parish and town councils in Northamptonshire, the engagement with the unitary councils on the development of the Local Area Partnerships, and the lobbying work the Association does nationally, particularly this year on improving clerks' terms and conditions.

RESOLVED: That the Annual Report & Accounts be received and noted.

7. To determine subscription levels for the year ending 31 March 2025.

The board of directors recommends that the per council element of the Northants CALC membership fee for the year starting 1 April 2024 and ending 31 March 2025 be increased by inflation (CPIH July 2023 – 6.4%) from £181.43 to £193.05. The board of directors recommends that the per elector element of the Northants CALC membership fee for the year starting 1 April 2024 and ending 31 March 2025 be increased by inflation (CPIH July 2022 – 6.4%) from 27.23 pence to 28.97 pence.

Larger councils (10,000 – 30,000 electorate) are charged a fixed fee for membership of Northants CALC. The board of directors recommends to the AGM that the fixed fee per council for the year starting 1 April 2024 and ending 31 March 2025 be increased by inflation (CPIH July 2023 – 6.4%) from £2,902.93 to £3,088.72 per council. The total fee payable will therefore be (£3,088.72 + NALC Affiliation fee capped at £2,037*). The equivalent fee for super councils (30,000 + electors) is increased from £5,273.44 to £5,610.94. The total fee payable will therefore be (£5,610.94 + NALC Affiliation fee capped at £2,037*).

Parish Meetings with less than 100 electors AND no precept are offered affiliate membership for 2024/25 free of charge. The maximum fee that any council or parish meeting pays is capped at £1 per elector.

RESOLVED: That the board's recommendations be approved.

8. Artificial Intelligence and Parish and Town Councils

Northants CALC CEO, Danny Moody, gave a presentation on AI and Parish & Town Councils starting with an overview of AI and then exploring the impact of AI – both positive and negative – in the parish and town council sector. Danny gave several examples of how AI could be used for things such as community engagement, reporting defects on the rights of way network, and helping to make comments on planning applications. A short Q&A followed the presentation, where the dichotomy of the pros and cons of AI was explored.

9. Engagement with the Unitary Councils

Guest speakers George Candler, Interim Chief Executive at North Northamptonshire Council, and Sally Burns, Director of Public Health at West Northamptonshire Council addressed the conference.

George Candler walked delegates through NNC's strategic plan and the vision that drives what the council does. He said that a permanent CEO is being recruited and an appointment is expected by the end of November, with an announcement on 7 December 2023 at NNC's full council meeting. George said that the financial outlook and the operational environment for all councils is challenging and that NNC has an £8million predicted shortfall for 2023/24, with adults' and children's services being the most challenging and representing approx. 57% of overall expenditure. George said that he had been passionately involved with parish and town councils and had helped create Shrewsbury Town Council in Shropshire and Northampton Town Council. He said, "*I and NNC recognise the importance of parish and town councils and it is important that the relationship is maintained and developed.*" He recognised the frustration of slow communications and things not happening as quickly as they should but said "*The crucial thing is that we keep talking, we keep evolving, that we keep learning, and that we treat each other as equal partners*" and added "*Your voice in what we do is really important*". George went through the various ways that NNC engages with and makes information available to parish and town councils and announced that NNC will be confirming in the next two weeks the appointment of a Parish Liaison Officer to act as a single point of contact between NNC and all parish and town councils in North Northamptonshire. George welcomed the involvement of parish and town councils in the development of the "Big50" vision for how North Northamptonshire will be in 2050. The first Big50 conference was held in July 2023 and further events are planned for 2024.

Sally Burns opened by saying that she was standing in for WNC's Chief Executive, Anna Earnshaw, who

sends her best wishes to the conference and apologies that she couldn't attend in person due to another long-standing commitment. Sally said that she was pleased to be at the conference because as Director of Public Health and a parish councillor herself, she knows the vital role that parish and town councils play in health and wellbeing in their communities. Sally outlined the transformation journey that WNC has been on since its creation on 1 April 2021 and agreed with George Candler that councils are operating under significant financial and service pressures. Sally said that good and positive progress was being made, albeit that there is always more to do. She introduced Alan Burns, the Parish Liaison Officer for WNC, and set out how his role was created and developed following the recommendations in Northants CALC's Building Communities prospectus. Alan has been very active working with parishes, setting up forums, and helping to unstick communication blockages in the system. Sally said *"The critical bit is to get the relationships absolutely right and that parish and town councils are heavily involved in codesigning the relationship. If we get that right, it will be really exciting"*. Sally then detailed how residents can access WNC services, including via the web and through a growing outreach service, which takes services to residents in their own communities. Finally, Sally then described the Health & Wellbeing Strategy, noting that it applies equally in North Northamptonshire because the strategy is ultimately owned by the countywide Integrated Care Northamptonshire. She said, *"Parish and town councils are the front end of improving wellbeing in communities and many facilities and services you provide feed into the Ten Ambitions in the Health & Wellbeing Strategy."* The delivery plans falling out of the strategy will be developed through the nine Local Area Partnerships (LAPs) in West Northamptonshire with the involvement of parish and town councils. The newly appointed LAP Leads will establish links with the parish and town councils in their area. Sally ended with an appeal to share good news, saying, *"There's lots of amazing things going on where we are really making a difference and we should talk about that and share good practice. And as community leaders, parish and town councils make a massive difference, so thank you for what you do."*

After the formal presentations, Mike Scott chaired a Q&A session where delegates were able to pose any question to the speakers, or to comment on what they said. Several questions related to the slowness of response when parish and town councils need to contact the unitary councils, for example regarding asset transfers, spending developer contributions, planning applications, and highway works. George Candler and Sally Burns said that the unitary councils know they are not perfect, but that progress is being made and things will get better. George Candler said that any parish or town council in North Northamptonshire could contact him at any time and he will always respond. There were several questions relating to the division of focus and service provision between urban and rural areas, particularly in West Northamptonshire in relation to the availability of adult education classes and the new forum for larger councils. Sally Burns said that it is vital to build community resilience in every part of West Northamptonshire and that rural councils were just as important as urban ones. She repeated that Alan Burns is there for all parish and town councils, regardless of size and location. Responding to a question about health and wellbeing and the need for a greater emphasis on and investment in prevention, Sally Burns said that the new LAPs in Northamptonshire will play a key role in ensuring that action plans are evidence-led and that the resources are put in the right places. Several questions related to planning and development control, and George Candler said that a new Head of Planning would be starting at NNC in mid-October, which would make a real difference. Sally Burns said that WNC's Head of Planning had been in post for six months and progress was evident. Both councils are still carrying significant vacancies in their planning departments and are dealing with legacy issues from the former borough and district councils, but things are now stabilising and starting to improve. Finally, a delegate noted that rightly there was a lot of talk about partnership working and creating visions for the future but urged the unitary councils to focus on what matters to residents and to parish and town councils now and to help residents understand who does what saying that parish and town councils often take the blame for what goes wrong, but never get the credit for things that go well. In response George Candler agreed that most residents only see "the council" and don't know – and shouldn't need to know – which council provides which service. He recognised that parish and town councils are often the "front door of local government" and that the unitary councils need to provide timely and accurate information to parish and town councils to pass on to residents.

At the end of the Q&A Mike Scott led a round of applause for the speakers and thanked them very much for their time and participation.

10. Council of the Year Award

DM read out the commendation for the Council of the Year, which was awarded to Rothwell Town Council. DM said: *"This council has massively ramped up its activities over the past six years, and particularly in the past couple of years. The council has had to be brave and bold in raising the precept, from a very low base a decade ago to something workable now, but despite high percentage increases, its Band D tax rate is still less than half the national average. The clerk has led the council to new*

heights and there is no sign of reaching a plateau anytime soon! In a little over two years this clerk has transformed the council and has achieved the CiLCA qualification on top of their day job. It has been very impressive to see. This council has councillors with the experience, skill, and determination to improve the quality of life in this community. I feel like the councillors here have rolled their sleeves up to fight for their community.”

The award was presented to Cllr Ian Jelley and Clerk, Jo Garner, by Northants CALC President, Jeffrey Greenwell.

11. Recognition Awards - CiLCA, Councillor Development Framework, Officer Development Framework, and LCAS Awards

MS recognised the officers that had completed their Certificate in Local Council Administration (CiLCA) since the last conference:

Firstname	Surname	Council
Emily	Arrow	Higham Ferrers Town Council
Ruby	Cole	Holcot/Warkton/Weekley Parish Councils
Jo	Garner	Rothwell Town Council
Amy	Holt	Hartwell/Collingtree Parish Councils
Jane	Mann	Loddington/Cransley Parish Councils
Nicola	Palmer	Bugbrooke Parish Council
Rachel	Raj	Cottingham Parish Council
Alison	Reynolds	Roade Parish Council
Ruth	Scott	Everdon Parish Council
Sarah	Smith	Maidwell with Draughton/Great Oxendon Parish Councils
Gary	Youens	Duston Parish Council
Julie	Thorneycroft	Northampton Town Council
Nicky	Lawrence	Old Stratford Parish Council

MS then recognised the councillors that have achieved an award under the Councillor Development Framework (CDF) and the clerks that have achieved an award under the Officer Development Framework (ODF). A slide was displayed showing all the names and their councils.

And finally, MS recognised Roade Parish Council for achieving “Foundation” standard in the Local Council Award Scheme.

12. Prize Draw & Closing Remarks

MS asked Sally Burns to draw the winner of the prize draw. The luxury hamper, generously donated by Wicksteed Playgrounds, was won by Cllr Ted Nicholl, Mayor of Daventry Town Council.

Mike thanked all of the sponsors and exhibitors, the guest speakers, the team at Moulton Parish Council for hosting, and the staff team at Northants CALC for putting the whole event together.

13. Close.

MS announced that the 77th Annual Conference & AGM will take place on Saturday 5 October 2024 at Moulton Community Centre, and he asked people to put the date in their diaries.

The conference closed at 12:58 p.m.

Signed: _____

Date: _____

Year ending
31 March 2024

Annual Report of the Northamptonshire County Association of Local Councils



Empowering Parish
& Town Councils

Corporate Report

The period from 1 April 2023 to 31 March 2024 has been another busy time for the Northants CALC. This report provides a comprehensive overview of our activities, achievements, and challenges during this period. Our focus has been on enhancing our services, supporting our member councils, and advocating for the interests of local councils in Northamptonshire.

Strategic Initiatives: One of the key strategic initiatives this year has been the implementation of the Strategic Plan 2023 – 2026. This plan, adopted in March 2023, has guided our activities and ensured that we remain agile and responsive to the needs of our member councils. We have made significant progress in several areas, including digital transformation, member engagement, and advocacy.

Digital Transformation: The digital transformation initiative has been a cornerstone of our strategy. We successfully launched a new website that offers improved functionality and individual login for each clerk and councillor. This has significantly improved the user experience for our members. Additionally, we have implemented a new Customer Relationship Management (CRM) system that has streamlined our operations and improved our ability to manage member interactions effectively.

Member Engagement: Engaging with our member councils has been a top priority. We have conducted numerous training sessions, including Whole Council Development Sessions and CiLCA training, which have been well-received and have contributed to the professional development of council members. We have also organised several events, such as the Annual Conference and the Police Liaison Representative (PLR) Annual Conference, which provided valuable opportunities for networking and knowledge sharing.

Advocacy and Representation:

Advocacy has been a critical aspect of our work this year. We have actively engaged with the unitary councils and other stakeholders to represent the interests of our member councils. Our lobbying efforts have focused on key issues such as funding, devolution, and place shaping. We have also provided support to councils following significant events, ensuring that they have the resources and guidance needed to navigate challenges.

Financial Performance: The financial performance of the Association has been strong. The accounts for the year ending 31 March 2024 have been independently inspected and submitted to Companies House. We ended the financial year with a surplus, primarily due to the receipt of Community Renewal Fund (CRF) funds. This financial stability has enabled us to invest in new initiatives and enhance our services.

Board Activities: The board has maintained stable membership throughout the year, allowing for the development of a cohesive team focused on member services and benefits. The board held regular meetings and workshops to ensure that our strategies and activities are aligned with the needs of our members. Our newer board members bring different perspectives and expertise to the team.



Lynn Lavender was appointed as a director in 2014 and was made chair in November 2023.

Challenges and Opportunities: While we have achieved significant progress, we have also faced challenges. The increasing financial pressure on principal councils has necessitated a greater focus on statutory functions, which has

impacted the resources available for other initiatives. However, this has also presented opportunities for parish and town councils to play a bigger role in place shaping and community development.

Looking Ahead: As we look ahead to the next year, we remain committed to our mission of supporting and representing local councils in Northamptonshire. We will continue to build on the progress made this year, focusing on digital transformation, member engagement, and advocacy. We will also explore new opportunities for collaboration and innovation to further enhance our services and support member councils.

In conclusion, Northants CALC has had a successful year, marked by strong financial performance, effective board activities, and valuable member services. I would like to thank the board, staff, and member councils for their dedication and hard work. Together, we have made significant strides towards achieving our goals, and I am confident that we will continue to build on this success in the coming year.



Lynn Lavender
Chair, Northants
CALC



Danny Moody
CEO, Northants
CALC



The Northamptonshire contingent at the President's Dinner at the SLCC Annual Conference 2023. Northamptonshire clerk, Linda Carter, was SLCC President for 2022/23. Back row L to R: Paul Thomas, Mark Hunter, Rosie Smart, Danny Moody, Linda Carter, Felicity Ryan, Sally McLellan. Front row L to R: Julie Thorneycroft, Richard Walden, Amy Holt, Lynn Lavender, Alison Reynolds.

Balance Sheet Summary

Northants CALC Balance Sheet as at 31 March 2024:

	£	£
	2023	2024
Fixed assets	0	0
Debtors	2,879	4,771
Cash at bank	279,785	256,295
Total Assets	282,664	261,066

	£	£
	2023	2024
Creditors	(76,718)	(14,674)
Receipts in advance	-	-
Current Liabilities	(76,718)	(14,674)

	£	£
	2023	2024
Assets less liabilities	205,946	246,392

Finance Report

The accounts for the year ending 31 March 2024 are appended to the Annual Report. The accounts are independently inspected by Kate Brown Accountants, Chartered Accountants, and submitted to Companies House under the requirements of the Companies Act 2006.

The Association maintains a system of internal controls to ensure the effectiveness and efficiency of its activities and operating procedures. A director is appointed with responsibility 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. The Internal Controls Director (ICD) carries out a minimum of three checks per year and may check any system or procedure at will.



The Association ended the financial year with an apparent surplus of £40,446, but this is due to a change in accounting practice for the year ending 31 March 2024 where an amount of £51,440 for

Internal Audit Service fees, which in previous financial years was accounted for as a receipt in advance, has now been included as in-year income, so we have two years' income in one year. This change in accounting treatment has resulted in the income for the year ending 31 March 2024 appearing higher than it was in previous years. The reason for the change in accounting practice is to give us a more accurate picture of our finances at any one time, whereas before the IAS income and expenditure spanned three financial years due to the way the service operates.

Taking the IAS fees out results in a true deficit of £10,994 (£40,446 minus £51,440). The budgeted deficit for the year was £40,548, so the outturn was £29,554 better than expected, due largely to a very tight control on costs (e.g. training costs were £7k lower than budgeted and office costs were £3.5k lower than expected).

However, a deficit is still a deficit, so it is important to state that the Association has planned deficit budgets moving forward whilst reserves are managed down in accordance with policy.

Overall, total income was 99.6% of budgeted income and total expenditure was 94.2% of budgeted expenditure, which points to tight controls and sound financial management.

The Association is financially robust and is well placed to cope with the short and medium-term financial outlook.

Corporate Governance

The board operates according to the following principles:

The board should be independent of the staff:

The board has determined that each director is independent in character and judgement and that there are no relationships or circumstances which are

likely to affect their judgement or impair their independence.

Directors should be submitted for re-appointment annually:

Recommendations for re-appointment should not be assumed but be based on disclosed procedures and continued satisfactory performance.

There should be full disclosure of the board's membership:

A list of directors with photographs and biographies is available on the Association's web site.

The board should aim to have a balance of skills, experience, and knowledge:

The board operates a Composition & Diversity Policy so that the board contains a good mix of clerks and councillors from small and large councils.

The board should undertake an annual review of its own performance:

All directors complete self-assessment forms that help identify the strengths and weaknesses of the board.

The board should give attention to overall strategy:

The board monitors performance against its agreed strategy on an ongoing basis and reviews its overall strategy, including the viability of the Association in its current form.

Association Staff

Position	Name
Chief Executive	Danny Moody
Deputy Chief Executive	Lesley Sambrook Smith
Training Manager	Marie Reilly
Business Support Manager	Sophie Harding

member councils on an extremely diverse range of subjects.

MES operates on a volunteer basis, staffed by a team of four expert and dedicated clerks, all of whom are CiLCA qualified.

Sincere thanks to Nikki Daft, Helen Hoier, Rosie Smart, and Tina Charteress for all their hard work during the year.

Data Protection Officer (DPO) Service

The DPO Service provides councils with a dedicated email address and named officers to act as DPO. The role of the DPO is to inform and advise the Council and its employees about their obligations to comply with the General Data Protection Regulations (GDPR) and other data protection laws, to monitor compliance and advise on data protection impact assessments, train staff, and conduct internal audits. The DPO is the first point of contact for supervisory authorities and for individuals whose data is processed (including employees, councillors, and members of the public).



192 of the county's parish and town councils subscribed to the DPO Service in 2023/24.

Local Council Award Scheme (LCAS)

The National Association of Local Councils (NALC) has refreshed the Local Council Award Scheme (LCAS).

All councils are encouraged to consider going for accreditation. There's a level for everyone: Foundation recognises sound standard practice; Quality recognises good practice and Quality Gold recognises best practice in all aspects. Councils can accredit at one level and then work towards a higher level if they choose.

Police Liaison Representative Scheme

A Police Liaison Representative (PLR) is appointed by a council to act as a single

point of contact for the police. It is the same principle as the Parish Paths Warden Scheme for rights of way and the Highways Representative Scheme for highways. The scheme was revitalised in 2021 and as of 31 March 2024, 212 parishes had formally appointed a PLR. Where a parish has not formally appointed a PLR, the role falls ex officio to the clerk (or chair of a parish meeting).

Councillor Panel

Approximately 120 Councillors are registered on the Councillor Panel, which operates on an e-mail basis. We send out questions and surveys and give members of the Councillor Panel a few days to respond. The results are used as a guide, and they help inform our work. It's not a formal consultation mechanism and the responses are those of individual councillors, not councils, but it does give us a very quick and cost-effective way of engaging with Councillors.

The Councillor Panel is very useful to the Association and all councillors are encouraged to sign up for it, even if just on a trial basis. Just send an email to info@northantscalc.com with your expression of interest and you will be added to the distribution list. Typical response rates are in the order of 50 – 70%, so not every member of the panel responds to every survey. If you would like to know more before signing up, e-mail info@northantscalc.com and request a copy of the Councillor Panel Terms of Reference.

Printed or electronic copies of this Annual Report and further details are available on request. Please e-mail info@northantscalc.com.

**NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
ANNUAL REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024**

**NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
ANNUAL REPORT AND UNAUDITED ACCOUNTS
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NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2024

Directors	Richard Lewis Peter Robert Allen Lynne Jane Taylor Lynn Lavender Geoffrey Paul Michael John Scott David Fuller Katherine Houlihan
Secretary	Daniel Moody
Company Number	07335699 (England and Wales)
Registered Office	30 Church Street Helmdon Brackley NN13 5QJ
Accountants	Kate Brown The Annexe, Rectory Farm Cranford Road Great Addington, Kettering Northants NN14 4BQ

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
(COMPANY NO: 07335699 ENGLAND AND WALES)
DIRECTORS' REPORT

The directors present their report and accounts for the year ended 31 March 2024.

Directors

The following directors held office during the whole of the period:

Richard Lewis
Peter Robert Allen
Lynne Jane Taylor
Lynn Lavender
Geoffrey Paul
Michael John Scott
David Fuller

Katherine Houlihan was appointed on 7 October 2023.

Ally Chang resigned on 7 October 2023.

Statement of directors' responsibilities

The directors are responsible for preparing the report and accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year. Under that law, the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Signed on behalf of the board of directors



.....

Lynn Lavender
Director

Approved by the board on: 20 July 2024

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE
PREPARATION OF THE UNAUDITED STATUTORY ACCOUNTS OF NORTHAMPTONSHIRE
COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED FOR THE YEAR ENDED 31 MARCH
2024**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Northamptonshire County Association of Local Councils Limited for the year ended 31 March 2024 as set out on pages 6 - 9 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

Our work has been undertaken in accordance with AAF 7/16 as detailed at icaew.com/compilation.

Kate Brown
Chartered Accountants

The Annexe, Rectory Farm
Cranford Road
Great Addington, Kettering
Northants
NN14 4BQ

20 July 2024

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2024

	2024	2023
	£	£
Turnover	319,471	464,805
Cost of sales	(75,511)	(128,663)
Gross surplus	<u>243,960</u>	<u>336,142</u>
Administrative expenses	(202,657)	(190,618)
Operating surplus	<u>41,303</u>	<u>145,524</u>
Loss on revaluation of intangible assets	(857)	(4,335)
Surplus on ordinary activities before taxation	<u>40,446</u>	<u>141,189</u>
Tax on surplus on ordinary activities	-	-
Surplus for the financial year	<u><u>40,446</u></u>	<u><u>141,189</u></u>

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2024

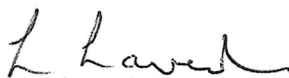
	Notes	2024 £	2023 £
Current assets			
Debtors	4	4,771	2,879
Cash at bank and in hand		256,295	279,785
		<u>261,066</u>	<u>282,664</u>
Creditors: amounts falling due within one year			
	5	(14,674)	(76,718)
		<u>246,392</u>	<u>205,946</u>
Net current assets			
		<u>246,392</u>	<u>205,946</u>
Net assets			
		<u>246,392</u>	<u>205,946</u>
Reserves			
	6		
Profit and loss account		246,392	205,946
Members' funds			
		<u>246,392</u>	<u>205,946</u>

For the year ending 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A - Small Entities.

The financial statements were approved by the Board of Directors and authorised for issue on 20 July 2024 and were signed on its behalf by


Lynn Lavender
Director

Company Registration No. 07335699

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
STATEMENT OF CHANGES IN EQUITY
AS AT 31 MARCH 2024

	Share capital £	Profit & loss account £	Total £
At 1 April 2022	-	64,757	64,757
Profit for the year		141,189	141,189
At 31 March 2023	-	205,946	205,946
At 1 April 2023	-	205,946	205,946
Profit for the year		40,446	40,446
At 31 March 2024	-	246,392	246,392

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1 Statutory information

Northamptonshire County Association of Local Councils Limited is a private company, limited by guarantee, registered in England and Wales, registration number 07335699. The registered office is 30 Church Street , Helmdon , Brackley , NN13 5QJ.

2 Compliance with accounting standards

The accounts have been prepared in accordance with the provisions of FRS 102 Section 1A Small Entities. There were no material departures from that standard.

3 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year, and also have been consistently applied within the same accounts.

Basis of preparation

The accounts have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets.

Presentation currency

The accounts are presented in £ sterling.

4 Debtors	2024	2023
	£	£
Amounts falling due within one year		
Trade debtors	4,771	2,879
	4,771	2,879
5 Creditors: amounts falling due within one year		
	£	£
VAT	10,248	19,196
Taxes and social security	4,228	3,972
Other creditors	-	53,352
Accruals	198	198
	14,674	76,718

6 Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

7 Average number of employees

During the year the average number of employees was 4 (2023: 4).

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
DETAILED PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2024

This schedule does not form part of the statutory accounts.

	2024	2023
	£	£
Turnover		
Sales	319,471	464,805
Cost of sales		
Purchases	75,511	77,613
Other direct costs	-	51,050
	75,511	128,663
Gross profit	243,960	336,142
Administrative expenses		
Wages and salaries	162,540	151,325
Pensions	12,966	11,917
Employer's NI	12,345	11,958
Staff training and welfare	881	65
Travel and subsistence	3,705	3,031
Light and heat	(44)	-
Telephone and fax	1,475	1,302
Postage	-	4
Stationery and printing	-	38
Bank charges	225	270
Software	3,859	4,902
Sundry expenses	3,188	4,157
Accountancy fees	645	461
Other legal and professional	872	1,188
	202,657	190,618
Operating profit	41,303	145,524
Exceptional items		
Loss from revaluation of intangible assets	(857)	(4,335)
Profit on ordinary activities before taxation	40,446	141,189

Report to:	Northants CALC AGM
Tabled on:	5 October 2024
Agenda Ref:	7. To agree subscription levels for the year ending 31 March 2026
Originated by:	Danny Moody, Chief Executive

The board of directors recommends that the **per council** element of the Northants CALC membership fee for the year starting 1 April 2025 and ending 31 March 2026 be increased by inflation (CPIH July 2024 – 3.1%) from £193.05 to £199.03.

The board of directors recommends that the per elector element of the Northants CALC membership fee for the year starting 1 April 2025 and ending 31 March 2026 be increased by inflation (CPIH July 2024 – 3.1%) from 28.97 pence to 29.87 pence.

The effect of the recommendations is:

Fee Element	YE 31 March 2025	YE 31 March 2026	Real terms increase
Per council - NCALC	£193.05	£199.03	£5.98
Per elector - NCALC	£0.2897	£0.2987	£0.0090
Per elector - NALC	£0.0794*	£0.0834*	£0.0040

*To be decided by the AGM of the National Association of Local Councils to be held on 7 November 2024

Indicative effect of recommendation at various sizes of council, inclusive of NALC fee:

Electorate	YE 31 March 2025	YE 31 March 2026	Real terms increase
250	£285.32	£294.54	£9.22
500	£377.59	£390.05	£12.46
1,000	£562.14	£581.08	£18.94
2,500	£1,115.78	£1,154.14	£38.36
5,000	£2,038.52	£2,109.25	£70.73
9,999	£3,883.62	£4,019.09	£135.47

Larger councils (10,000 – 30,000 electorate) are charged a fixed fee for membership of Northants CALC. The fee for the year starting 1 April 2024 and ending 31 March 2025 is £3,088.72. A 3.1% increase would take it to £3,184.47. The total fee payable for YE 31 March 2026 will therefore be (£3,184.47 + NALC Affiliation fee). The equivalent fee for super councils (30,000 + electors) would be increased from £5,610.94 to £5,784.88. The total fee payable will therefore be (£5,784.88 + NALC £2,139.00).

Parish Meetings with less than 100 electors AND no precept are offered affiliate membership for 2024/25 free of charge. The maximum fee that **any** council or parish meeting pays is capped at £1 per elector.

Commentary

1. For the past nine years the board has recommended an increase in the membership fee by inflation as determined by the Consumer Prices Index (Housing) (CPIH) for the July preceding the AGM.
2. CPIH for July 2024 was 3.1%.
3. Inflation forecasts suggest that rates will reduce further in 2024 and 2025 and stabilise at 2% from 2026.
4. At the board meeting held on 19 September 2024 there was a full discussion about subscription fees, affordability, and value for money.
5. The board carefully considered all options and agreed unanimously to adhere to the policy of recommending to the AGM an increase in line with CPIH – July, 3.1%. The board focused on the real terms increase (see table above) and felt that the increase protected services and still represented very good value for money.
6. Northants CALC is a not-for-profit Association, whose income is used purely to provide member services to local councils in Northamptonshire. It does not have shareholders and does not distribute profits. Every penny is used solely for the benefit of member councils.
7. In accordance with the constitution, the setting of membership fees is a matter for the AGM, based on a recommendation from the board of directors.

Recommendation:

That the AGM approves the recommendation of the board of directors to increase membership subscription fees for the year ending 31 March 2026 by CPIH July 2024 (3.1%)

The 77th Annual Conference & AGM

Moulton Community Centre, Sandy Hill Lane, Reedings, Moulton, Northampton NN3 7AX

Saturday 5 October 2024, 1000 to 1300
(Refreshments on arrival from 0915)

Delegate Information

We are looking forward to seeing you at the 2024 Northants CALC Annual Conference & AGM. We want your visit to be safe and pleasurable, so please read the information below before the day.

Location

The location is Moulton Community Centre, Sandy Hill Ln, Reedings, Moulton, Northampton NN3 7AX ([see map](#)).

Arrival

There will be hot refreshments available from 0915 and we encourage delegates to arrive early to relax, network, and meet the exhibitors. The business will start promptly at 1000, so please take your seats in good time.

Parking

There is car parking on site.

Papers

To save time, money, and paper we are providing the papers electronically. You will find all the papers at <https://www.northantscalc.com/annual-conference> where you can download the whole pack, or each paper individually as you prefer. Please read the papers and reports in advance, as only copies of the agenda/programme will be available in hard copy on the day. The venue has guest wi-fi, so you will be able to access the papers online on your handheld devices if you wish.

Departure

We would be very grateful if you commit to being with us until 1300. The meeting will finish promptly at that time, and we would like to finish with all delegates in the room for the awards.