

**The 78<sup>th</sup> Annual Conference & AGM**

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

**Saturday 4 October 2025, 1000 to 1300**  
**(Refreshments on arrival from 0915)**

**Programme & Agenda**

<b>0915</b>	<b>Arrival, Registration, Hot Refreshments, Meet the Exhibitors</b>
<b>1000</b>	<b>Business of the 78<sup>th</sup> Annual General Meeting</b>  <ol style="list-style-type: none"><li>1. Welcome &amp; Housekeeping</li><li>2. Appointment of Auditor for the year ending 31 March 2026</li><li>3. Appointment of Directors for 2025/26</li><li>4. To approve the minutes of the AGM held on 5 October 2024</li><li>5. To receive the Annual Report for the year ending 31 March 2025</li><li>6. To agree subscription levels for the year ending 31 March 2027</li></ol>
	<b>The Unitary Council Leaders</b> – Q&A with Cllr Martin Griffiths, Leader of North Northamptonshire Council and Cllr Mark Arnall, Leader of West Northamptonshire Council.
<b>1100</b>	<b>BREAK FOR REFRESHMENT &amp; NETWORKING</b>
<b>1130</b>	<b>Keeping Local Government Local</b> – With guest speaker Professor Colin Copus, Emeritus Professor of Local Politics, De Montfort University
<b>1230</b>	<b>Presentation of Council of the Year Award</b>
<b>1240</b>	<b>Recognition Awards</b> - CiLCA, Councillor Development Framework (CDF), Officer Development Framework (ODF) & Local Council Award Scheme (LCAS)  <b>Presentation to Jeffrey Greenwell, Retiring President</b>  <b>Prize Draw &amp; Closing Remarks</b>
<b>1300</b>	<b>Close and depart</b> (DONM – 3 October 2026, Moulton Community Centre)

Our 78<sup>th</sup> Annual Conference is generously sponsored by  
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Report to:	Northants CALC AGM
For decision on:	4 October 2025
Agenda Ref:	2. Appointment of Auditor for the year ending 31 March 2026
Originated by:	Danny Moody

1. 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 2026.
2. 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.
3. 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 appointment of Kate Brown Accountant for the year ending 31 March 2026.**

Report to:	Northants CALC AGM
For decision on:	4 October 2025
Agenda Ref:	3. Appointment of Directors for 2025/26
Originated by:	Danny Moody

1. All directors were sent a Annual Appointment Statement form in July 2025. Six of the eight directors completed and returned the form and wish to be considered for reappointment. Two directors, Greg Lavers (Silverstone Parish Council) and Richard Lewis (Rushden Town Council) announced their intention to stand down, creating two vacancies for a director.
2. The Appointments Panel (comprising Chair, Vice Chair, and CEO) considered the Annual Appointment Statement forms that had been submitted and agreed unanimously that the six 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.	Geoff Paul	Moulton Parish Council
5.	Mike Scott	Great Addington Parish Council
6.	Lynne Taylor	Daventry Town Council

3. The director vacancies were advertised to all member councils and the Appointments Panel held interviews on 9 September 2025. Five very strong applicants were interviewed, and the Appointments Panel agreed unanimously to recommended for appointment at the AGM:

No.	Name	Qualifying Council
7.	Andrew Holt	Upton Parish Council
8.	Steve Tucker	Raunds Town Council

4. Directors' pen portraits are available at <https://www.northantscalc.gov.uk/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 recommendations will be:
- 5 councillors, 3 clerks
  - 5 West Northamptonshire, 3 North Northamptonshire
  - 2 large, 4 medium, 2 small councils

**Recommendation: That the AGM approves the appointment of the eight persons listed above for 2025/26.**

# **Minutes of the 77<sup>th</sup> Annual Conference & AGM of the Northamptonshire County Association of Local Councils**

**Held at Moulton Community Centre, Moulton  
Saturday 5 October 2024**

## **Item**

### **1. Welcome & housekeeping.**

Northants CALC Deputy CEO, Lesley Sambrook Smith opened the meeting and welcomed delegates. There were 134 attendees in total, with 127 registered councillors and clerks representing seventy-six member councils. The meeting was chaired by Lynn Lavender (LL), Chair of Northants CALC, who welcomed everyone to the meeting, including delegates, guests, and sponsors.

### **2. Appointment of President for 2024/25.**

**RESOLVED:** That Jeffrey Greenwell be appointed as President for 2024/25. Jeffrey thanked everyone and said that it was a continuing honour and privilege to serve the Association.

### **3. Appointment of Auditor for the year ending 31 March 2025.**

**RESOLVED:** That Kate Brown Accountant be appointed as the auditor for the year ending 31 March 2025.

### **4. Appointment of Directors for 2024/25.**

The Appointments Panel recommended the following for appointment at the AGM:

<b>No.</b>	<b>Name</b>	<b>Qualifying Council</b>
1.	David Fuller	Oundle Town Council
2.	Kate Houlihan	Far Cotton & Delapre Community Council
3.	Lynn Lavender	Ashton Parish Council
4.	Greg Lavers	Silverstone 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

**RESOLVED:** That the eight candidates be appointed en bloc as directors for the year 2024/25. LL called upon Jeffrey Greenwell to present retiring director, Peter Allen, with a gift from the board of directors. Peter said that he had enjoyed his time immensely and that clerks and councillors in Northamptonshire were “a brilliant bunch!”. He said that although he is retiring, he will continue to follow the progress of the Association and the sector with great interest. LL welcomed the one new director, Greg Lavers, to the board saying that he had been selected from a very high calibre shortlist of candidates.

### **5. To approve the minutes of the 76<sup>th</sup> AGM held on 7 October 2023**

The minutes were approved as a true and correct record of the meeting and were signed by the chair.

## **6. To receive the Annual Report for the year ending 31 March 2024**

LL commended the Annual Report and Accounts to the AGM, highlighting the development and implementation of the Strategic Plan 2023 – 2026, launching a new members' portal, and enhancing member engagement through training and conferences. Tight cost control led to a strong financial performance, despite a small deficit. The Association is a vital advocate for parish and town councils, and it continues to work hard on key issues such as funding, devolution, and place shaping.

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

## **7. To determine subscription levels for the year ending 31 March 2026.**

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. Further, 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.

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.

**RESOLVED:** That the board's recommendations be approved.

## **8. Build-a-Councillor – Recruiting the Best**

Northants CALC CEO, Danny Moody, gave a presentation called "Build-a-Councillor", which set out the premise that there could (and should) be a person specification for a councillor and that parish and town councils can use it to help recruit better councillors. DM said that if a councillor vacancy notice was a boring, stuffy, local government notice then it won't attract good new councillors, whereas a punchy, modern ad, based on the council's design for the "perfect" councillor (which will vary from council to council) would have a better chance of attracting a new, modern, professional breed of councillor. Over time, this will improve the quality of the councillor team and increase the efficiency and effectiveness of the council.

## **9. Empowering Local Voices: The Role of Elections in Parish and Town Councils**

DM made a short introductory presentation confirming the upcoming Local Elections on 1 May 2025, where every seat on every parish and town council in Northamptonshire will be up for election. The close of nominations is expected to be on 3 April 2025. Local elections are a vital way to increase diversity, strengthen democracy, and improve community governance. There have been too many uncontested elections in previous years, and it will be a big challenge to encourage candidacy for 2025 due to a drop in volunteering since COVID-19 and the effects of Local Government Reorganisation. DM highlighted the benefits of contested elections, emphasising the importance of a strong mandate and accountability while acknowledging the potential costs and extra work involved.

After the introductory presentation, the discussion was opened to the floor. The comments and representations made by delegates fell broadly into two categories: 1) The reputation/image/standing of the council and of the sector, and 2) Practical hints and tips for how to promote the opportunity to become a councillor at the Local Elections in May 2025.

Several delegates said that parish or town councils should better promote what they do so that potential candidates know that becoming a councillor is valuable and important to the community. It is difficult to attract candidates if the council does not have a good reputation and no one knows what it does. Councils can pick three "wins" from the past year and promote them heavily as a way of "selling" the council as a good, active, and purposeful organisation. Delegates said that the whole sector needs a reboot, citing the name "parish council" as anachronistic and confusing and that the National Association of Local Councils (NALC) had a role to play in improving the image of the sector.

Delegates spoke about the need to provide information to potential delegates in multiple formats, including short videos that can be used on websites and social media. The importance and effectiveness of approaching people directly and talking to them about the role of councillor was also highlighted.

After the elections, new councillors could be asked to sign a “contract” that reaffirms the culture of the council and the expectations of new councillors (based on the Build-a-Councillor concept).

At the end of the discussion, LL thanked delegates for participating so enthusiastically and for all the good ideas and thoughts that had been shared.

## **10. Council of the Year Award**

DM read out the commendation for the Council of the Year, which was awarded to Brixworth Parish Council. DM said: *“In every case I can think of where a council has pulled through troubled times, the key ingredients needed were 1) a very competent, knowledgeable, and proactive clerk 2) an engaged, open, and inclusive chair, and 3) and, perhaps most important of all, a proper balance between the two with respect for each other’s distinct role and responsibilities. It’s those three things that have come together so well at this council in recent years and have been the foundations on which the council has been rebuilt. I’m sure it isn’t perfect – no council ever is – but this council has recovered massively and is back to doing brilliant things for its community. It is a council that is once again focused outwardly – focused on what it can do for the people it serves.”*

The award was presented by Northants CALC President, Jeffrey Greenwell to the Clerk to Brixworth Parish Council, Josie Flavell, and Administrative Assistant, Gavin Kirkup with a presentation of a hamper of luxury goodies from Jodie Midlane from key sponsor Wicksteed Playgrounds.

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

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

<b>Firstname</b>	<b>Surname</b>	<b>Council</b>
Carrie	Gardner-Pett	Daventry Town Council
Carrie	Goodridge	Billing Parish Council
Emma	Fontaine	Welton Parish Council
Julie	Thorneycroft	Northampton Town Council
Kathy	Hale	Brackley Town Council
Pat	Bird	Cranford Parish Council
Ruth	Gasson	Moulton Parish Council
Steve	Beech	Raunds Town Council

LL then announced that Moulton Parish Council has achieved Quality Gold under the Local Council Award Scheme. This is the highest level and is testament to the governance, management and very high standard of the council. A small gift was presented by Jeffery Greenwell to the Chair of Moulton Parish Council, Cllr David Aarons, Clerk/Executive Officer, Jane Austin, and Parish Administrator, Ruth Gasson. David Aarons said that he was honoured to have the award, and he formally recognised Jane, Ruth, and Cllr Stephen Fehnert for their hard work in compiling the evidence for the award submission.

LL then recognised the councillors that have achieved an award under the Councillor Development Framework (CDF) – Malcolm Callan, Wootton Parish Council, Stuart Shrubb, Roade Parish Council, and Vicky Gould, Earls Barton Parish Council.

And finally, LL then recognised the clerks that have achieved an award under the Officer Development Framework (ODF) – Amy Holt, Hartwell Parish Council, Alison Reynolds, Wootton Parish Council, and Vicki Horton, Roade Parish Council.



**12. Prize Draw & Closing Remarks**

DM asked Peter Allen to draw the winner of the prize draw. The winner was Sarah Fox from Daventry Town Council.

LL thanked all the sponsors and exhibitors, the parish and town council delegates, the team at Moulton Parish Council for hosting, and the staff at Northants CALC for putting the whole event together.

**13. Close.**

LL announced that the 78<sup>th</sup> Annual Conference & AGM will take place on Saturday 4 October 2025 at Moulton Community Centre, and she asked people to put the date in their diaries.

The conference closed at 12:56 p.m.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Year ending  
31 March 2025**

# **Annual Report of the Northamptonshire County Association of Local Councils**



**Empowering Parish  
& Town Councils**

## Corporate Report

### Introduction

This report details the Association's key activities and strategic progress during the financial year 2024/2025. The Association continued to focus on modernising its internal governance, integrating advanced technology, and addressing significant challenges facing the local council sector, including standards, recruitment, and devolution.

### Governance and Strategy Review

The Association initiated a **Governance Review 2025** to ensure good, flexible, and agile governance. A Governance Review Working Group (GRWG) was established in November 2024, and its scope, approved in January 2025, included reviewing the Articles of Association, the format of board meetings, the role of the Honorary President, the Board Member Self-Assessment Process, and the Board Composition & Diversity Policy. Following a meeting on 6 March 2025, the GRWG submitted nine recommendations, all approved by the board on 15 March 2025. Key structural changes include the decision to discontinue the role of **Honorary President** as of the Annual General Meeting (AGM) on 4 October 2025. Furthermore, the three board meetings per year that are currently hybrid will be made **in-person only**, reflecting the view that hybrid meetings are less effective than fully in-person or fully online formats. The GRWG also recommended discontinuing the current Board Member self-assessment process, replacing it with a simplified Annual Statement.

In terms of board changes, Lynn Lavender and Geoff Paul were re-elected as Chair and Vice Chair respectively in November 2024. Director Peter Allen retired from the board at the AGM held on 5 October 2024, having joined the board in October 2009, and Greg Lavers was recruited to the board.

## Sector Standards and Capacity Building

A significant board Topic Focus Session was held on 13 February 2025 regarding the standard at which councils operate. The board reached a consensus that Northants CALC should **support and encourage** member councils regardless of their governance standards, rather than ejecting a council from membership if its standards fell far below the recommended level, recognising that exclusion could disadvantage local communities. The board agreed to adopt a minimum expected standard based on the **LCAS Bronze Award** level to promote the sector and identify councils needing additional support. Additionally, the board concluded that radical sector review, including consideration of a national clerking service or clustering arrangements, is required to ensure the sector is fit for purpose in the 21st century, and agreed to lobby NALC and/or government on this matter.

The Association continued its focus on sector development by establishing two key projects for 2025/26: **Devolution** and **Capacity Building**.

### Technology and AI Implementation

Northants CALC maintained its position as a leading CALC in the realm of Artificial Intelligence (AI). The board reviewed its AI Implementation Policy adopted on 16 March 2024, six months and one year later. Staff experience with **MS Copilot** has been mixed, primarily being used for text generation, though the AI Task Group has routinely met and explored advanced tools like Google's **NotebookLM™**. The market saw significant development with the launch of **GovAssist** by CloudyIT, a suite of AI tools aimed specifically at parish and town councils.

In July 2024, the Association received confirmation from the Cabinet Office that it was eligible once again to use the **.gov.uk** domain name suffix. The board approved the switch from

northantscalc.com back to northantscalc.gov.uk to demonstrate leadership to member councils.

### Local Elections and National Lobbying

A board Topic Focus Session was held on 18 April 2024 to address the challenge of encouraging candidates to stand for election to parish and town councils ahead of the Northamptonshire elections scheduled for 1 May 2025. The Association created a campaign plan and supported member councils in their recruitment drives.

The Association actively engaged in national issues, particularly clerk's employment, and the board continued to lobby the National Association of Local Councils (NALC) to benchmark clerks' terms and conditions, as proposed by Northants CALC in 2022.

The board also addressed the detrimental impact of government changes to **National Insurance (NI)**, implemented on 6 April 2025, which makes hundreds of parish councils newly liable for Employer's NI payments due to the Secondary Threshold being reduced from £9,100 to £5,000. The board agreed to lobby NALC and local MPs to either clarify the categorisation of parish councils or grant them eligibility for the Employment Allowance.

### Devolution and Strategic Partnerships

Dialogue regarding the devolution of assets and services from unitary councils (North Northamptonshire Council (NNC) and West Northamptonshire Council (WNC)) to parish and town councils has been challenging. The board maintained its strategy of working collaboratively with the unitary councils. The potential formation of the **South Midlands Authority (SMA)** was monitored, with the board agreeing to keep a watching brief on implications for parish councils and potential realignment of regional CALC relationships, potentially moving

away from the Federation of East Midlands Associations of Local Councils (FEMALC).

In the area of Health & Wellbeing, applications for external grant funding for a Health & Wellbeing Officer were unsuccessful but will continue to be explored.

The year to 31 March 2025 was another very successful year for the Association and it is well placed to take on the challenges that will be presented by the coming year of local elections.



Lynn Lavender  
Chair, Northants  
CALC



Danny Moody  
CEO, Northants  
CALC

### Balance Sheet Summary

Northants CALC Balance Sheet as at 31 March 2025:

	£	£
	2024	2025
Fixed assets	0	0
Debtors	4,771	4,971
Cash at bank	256,295	266,185
Total Assets	261,066	271,156

	£	£
	2024	2025
Creditors	(14,674)	(13,002)
Receipts in advance	-	-
Current Liabilities	(14,674)	(13,002)

	£	£
	2024	2025
Assets less liabilities	246,392	258,154
Surplus/(Deficit)	40,446*	11,762

\*Includes one-off IAS transfer of £51,440 from Receipts in Advance to Income.

### Finance Report

The signed accounts for the year ending 31 March 2025 are appended below. 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 a surplus of £11,762 due to tight control on costs and better-than-expected income from investments.

The budgeted outturn was a £30k deficit, so returning a small surplus was a great achievement. The Association has planned deficit budgets moving forward whilst reserves are managed down in accordance with policy.

Overall, total income was 104% of budgeted income and total expenditure was 96% 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:**

The board reviews its overall performance at the Annual Board Away Day and looks at specific elements of its performance at monthly board meetings.

### **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

## President

At the AGM held on 5 October 2024 Jeffrey Greenwell was appointed as the President for the year to October 2025.

## Board of Directors

The following were elected at the AGM on 5 October 2024 for one year:

Name	Current Role
David Fuller	Director
Kate Houlihan	Director
Lynn Lavender	Director/Chair
Greg Lavers	Director
Richard Lewis	Director
Geoff Paul	Director/Vice Chair
Mike Scott	Director
Lynne Taylor	Director

## Auditor

At the AGM held on 5 October 2024 Kate Brown Accountants was appointed as the auditor for the year ending 31 March 2025.

## Membership Fee

In Northamptonshire as at 31 March 2025 there were 202 parish councils, 17 town councils, 1 community council, and 51 parish meetings (civil parishes without a parish council). The largest council is Northampton Town Council (electorate 91,644) and the smallest council is Brampton Ash Parish Council (electorate 60). The smallest parish meeting is Althorp Parish Meeting (electorate 8). The highest precepting council in 2023/24 was Northampton Town Council (£1,841,300) and the lowest (of the ones that precept at all) is Catesby Parish Meeting (£90). Together, councils in Northamptonshire raised £22.7million in precept in 2024/25.

98% of the councils in the county are in membership of the Association. The membership fees are set by the AGM each October.

	£	£
Year Ending 31 <sup>st</sup> March	<b>2025</b>	<b>2026</b>
Base rate (per council)	<b>193.05</b>	<b>199.03</b>
County Association (per elector)	<b>0.2897</b>	<b>0.2987</b>
NALC affiliation (per elector)	<b>0.0794</b>	<b>0.0834</b>

Nb: The Northants CALC fee for councils with 10,000 to 30,000 electors is capped at £3,184.47 and for councils with more than 30,000 electors the cap is £5,784.88.

## Internal Audit Service

188 of the 220 parish and town councils in Northamptonshire used the Internal Audit Service from Northants CALC for the year ending 31 March 2025.



A team of sixteen specialist auditors are contracted by the Association to provide the service to parish and town councils, ranging from the smallest with annual expenditure of less than £1,000 to the largest with annual expenditure more than £2,000,000.

The purpose of internal audit is to review whether the systems of financial and other controls over a council's activities and operating procedures are effective.

The internal audit function must be independent of the other financial controls and procedures of the council. The person or persons carrying out internal audit must also be competent to carry out the role in a way that will meet the business needs of each local council.



In January 2025 the board approved expenditure to support all internal auditors to gain the Principles of Internal Auditing Local Councils (PIALC) qualification, with a target date for completion of 31 July 2025.



### Member Enquiry Service (MES)

The Member Enquiry Service (MES) is an email-based enquiry service for member councils that provides a timely response to non-complex, generic enquiries.

In the year to 31 March 2025, MES responded to 98 enquiries from 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, Felicity Ryan, and Tina Charteress for all their hard work during the year. Nikki announced in January 2025 her retirement from the MES team after fourteen years of stalwart service and very sadly, she passed away on 2 April 2025 after a long battle with cancer. The Association is indebted to Nikki for her many years of service to the Association and to the councils that she clerked for.

### 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).

191 of the county's parish and town councils subscribed to the DPO Service in 2024/25.

### 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 old Parish Paths Warden Scheme for Public Rights of Way and the Highways Representative Scheme for highways. The scheme was revitalised in 2021 and as of 31 March 2025, 224 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 74 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.

To join the Councillor Panel simply email [info@northantscalc.gov.uk](mailto:info@northantscalc.gov.uk) and you will be added to the distribution list.

Printed or electronic copies of this Annual Report and further details are available on request. Please e-mail [info@northantscalc.gov.uk](mailto:info@northantscalc.gov.uk).

**NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED  
DIRECTORS' REPORT AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2025**





# **Northamptonshire County Association Of Local Councils Limited**

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**Northamptonshire County Association Of Local Councils Limited**  
**Company Information**  
**For The Year Ended 31 March 2025**

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<b>Directors</b>	Michael Scott David Fuller Lynn Lavender Greg Lavers Richard Lewis Geoffrey Paul Lynne Taylor Katherine Houlihan
<b>Secretary</b>	Danny Moody
<b>Company Number</b>	07335699
<b>Registered Office</b>	30 Church Street Helmdon Brackley NN13 5QJ
<b>Accountants</b>	Kate Brown Accountant Chartered Accountant The Annexe Rectory Farm Cranford Road Great Addington Northants NN14 4BQ

**Northamptonshire County Association Of Local Councils Limited**  
**Company No. 07335699**  
**Directors' Report For The Year Ended 31 March 2025**

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The directors present their report and the financial statements for the year ended 31 March 2025.

**Directors**

The directors who held office during the year were as follows:

Michael Scott

David Fuller

Lynn Lavender

Greg Lavers                      Appointed 05/10/2024

Richard Lewis

Geoffrey Paul

Lynne Taylor

Peter Allen                      Resigned 05/10/2024

Katherine Houlihan

**Statement of Directors' Responsibilities**

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements 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 financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing the financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements 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 financial statements 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.

The directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Small Company Rules**

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

On behalf of the board

Lynn Lavender

Director

19/07/2025

**Northamptonshire County Association Of Local Councils Limited**  
**Accountant's Report**  
**For The Year Ended 31 March 2025**

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In accordance with the engagement letter dated , and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the directors in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the directors the financial statements that we have been engaged to compile, to report to the directors that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's directors for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 March 2025 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Kate Brown

19/07/2025

Kate Brown Accountant  
Chartered Accountant  
The Annexe Rectory Farm  
Cranford Road  
Great Addington  
Northants  
NN14 4BQ

**Northamptonshire County Association Of Local Councils Limited**  
**Income and Expenditure Account**  
**For The Year Ended 31 March 2025**

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	<b>Notes</b>	<b>2025</b> <b>£</b>	<b>2024</b> <b>£</b>
<b>TURNOVER</b>		287,953	319,467
Cost of sales		(77,687)	(75,510)
		<hr/>	<hr/>
<b>GROSS SURPLUS</b>		210,266	243,957
Administrative expenses		(208,968)	(202,429)
		<hr/>	<hr/>
<b>OPERATING SURPLUS</b>		1,298	41,528
Other interest receivable and similar income		10,686	(857)
Interest payable and similar charges		(222)	(225)
		<hr/>	<hr/>
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		<u>11,762</u>	<u>40,446</u>

The notes on page 7 form part of these financial statements.

**Northamptonshire County Association Of Local Councils Limited**  
**Balance Sheet**  
**As At 31 March 2025**

		<b>2025</b>	<b>2024</b>
	<b>Notes</b>	<b>£</b>	<b>£</b>
<b>CURRENT ASSETS</b>			
Debtors	<b>4</b>	4,971	4,768
Cash at bank and in hand		266,185	256,298
		<u>271,156</u>	<u>261,066</u>
<b>Creditors: Amounts Falling Due Within One Year</b>	<b>5</b>	(13,002)	(14,674)
		<u>(13,002)</u>	<u>(14,674)</u>
<b>NET CURRENT ASSETS (LIABILITIES)</b>		<u>258,154</u>	<u>246,392</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>258,154</u>	<u>246,392</u>
<b>NET ASSETS</b>		<u>258,154</u>	<u>246,392</u>
Income and Expenditure Account		<u>258,154</u>	<u>246,392</u>
<b>MEMBERS' FUNDS</b>		<u>258,154</u>	<u>246,392</u>

For the year ending 31 March 2025 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.

On behalf of the board

Lynn Lavender

Director  
19/07/2025

The notes on page 7 form part of these financial statements.

**Northamptonshire County Association Of Local Councils Limited**  
**Statement of Changes in Equity**  
**For The Year Ended 31 March 2025**

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	<b>Income and Expenditure Account</b>
	<b>£</b>
As at 1 April 2023	205,946
Profit for the year and total comprehensive income	40,446
	<hr/>
As at 31 March 2024 and 1 April 2024	246,392
	<hr/>
Profit for the year and total comprehensive income	11,762
	<hr/>
As at 31 March 2025	258,154
	<hr/>

**Northamptonshire County Association Of Local Councils Limited**  
**Notes to the Financial Statements**  
**For The Year Ended 31 March 2025**

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**1. General Information**

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

**2. Accounting Policies**

**2.1. Basis of Preparation of Financial Statements**

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard 102 section 1A Small Entities "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

**2.2. Turnover**

Turnover is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Turnover includes revenue earned from the sale of goods and from the rendering of services. Turnover is reduced for estimated customer returns, rebates and other similar allowances.

**Sale of goods**

Turnover from the sale of goods is recognised when the significant risks and rewards of ownership of the goods has transferred to the buyer. This is usually at the point that the customer has signed for the delivery of the goods.

**Rendering of services**

Turnover from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs. Turnover is only recognised to the extent of recoverable expenses when the outcome of a contract cannot be estimated reliably.

**3. Average Number of Employees**

Average number of employees, including directors, during the year was: 4 (2024: 4)

**4. Debtors**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade debtors	4,971	4,768

**5. Creditors: Amounts Falling Due Within One Year**

	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Other creditors	198	198
Taxation and social security	12,804	14,476
	13,002	14,674

**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.



**Northamptonshire County Association Of Local Councils Limited**  
**Detailed Income and Expenditure Account**  
**For The Year Ended 31 March 2025**

	<b>2025</b>		<b>2024</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>TURNOVER</b>				
Sales		287,953		319,467
<b>COST OF SALES</b>				
Purchases	77,687		75,510	
		(77,687)		(75,510)
<b>GROSS SURPLUS</b>		210,266		243,957
<b>Administrative Expenses</b>				
Wages and salaries	177,160		162,540	
Employers NI	13,618		12,345	
Employers pensions - defined contributions scheme	-		12,966	
Staff training	625		881	
Travel and subsistence expenses	3,364		3,705	
Light and heat	-		(44)	
Computer software, consumables and maintenance	2,154		3,859	
Insurance	2,050		-	
Telecommunications and data costs	750		1,475	
Accountancy fees	603		645	
Professional fees	2,596		872	
Sundry expenses	6,048		3,185	
		(208,968)		(202,429)
<b>OPERATING SURPLUS</b>		1,298		41,528
<b>Other interest receivable and similar income</b>				
Bank interest receivable	10,686		(857)	
		10,686		(857)
<b>Interest payable and similar charges</b>				
Bank charges	222		225	
		(222)		(225)
<b>SURPLUS FOR THE FINANCIAL YEAR</b>		11,762		40,446

Report to:	Northants CALC AGM
Tabled on:	4 October 2025
Agenda Ref:	6. To agree subscription levels for the year ending 31 March 2027
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 2026 and ending 31 March 2027 be increased by inflation (CPIH July 2025 – 4.2%) from £199.03 to £207.39.

The board of directors recommends that the **per elector** element of the Northants CALC membership fee for the year starting 1 April 2026 and ending 31 March 2027 be increased by inflation (CPIH July 2025 – 4.2%) from 29.87 pence to 31.12 pence.

The effect of the recommendations is:

Fee Element	YE 31 March 2026	YE 31 March 2027	Real terms increase
Per council - NCALC	£199.03	£207.39	£8.36
Per elector - NCALC	£0.2987	£0.3112	£0.0125
Per elector - NALC	£0.0834*	£0.0860*	£0.0026

\*To be decided by the AGM of the National Association of Local Councils to be held on 13 November 2025

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

Electorate	YE 31 March 2026	YE 31 March 2027	Real terms increase
250	£294.54	£306.79	£12.25
500	£390.05	£406.19	£16.14
1,000	£581.08	£604.98	£23.90
2,500	£1,154.14	£1,201.37	£47.23
5,000	£2,109.25	£2,195.34	£86.09
9,999	£4,019.09	£4,182.89	£163.80

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 2025 and ending 31 March 2026 was £3,184.47. A 4.2% increase would take it to £3,318.22. The total fee payable for YE 31 March 2027 will therefore be (£3,318.22 + NALC Affiliation fee). The equivalent fee for super councils (30,000 + electors) would be increased from £5,784.88 to £6,027.84. The NALC fee is capped at £2,216.00, so the total fee payable will therefore be (£6,027.84 + NALC £2,216.00).

Parish Meetings with less than 100 electors AND no precept are offered affiliate membership for 2026/27 free of charge. The maximum fee that **any** council or parish meeting pays is capped at £1 per elector.

## Commentary

1. For the past ten 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 4.2%.
3. Most forecasters, including the Bank of England and the Office for Budget Responsibility (OBR), expect inflation to remain above the 2% target for the rest of 2025. CPIH is likely to hover around 4% for much of the year, with CPI peaking at 4% in September 2025 before starting to fall. Higher energy and food prices, increased labour costs, and regulated price hikes (like water bills) are the main causes. Some of these are expected to ease in late 2025 and into 2026.
4. The proposed fees for the year ending 31 March 2027 were discussed at the board meeting held on 18 September 2025 and the focus was on 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 2025, 4.2%. 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 2027 by CPIH July 2025 (4.2%)**

**The 78th Annual Conference & AGM**

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

**Saturday 4 October 2025, 1000 to 1300**  
**(Refreshments on arrival from 0915)**

**Delegate Information**

We are looking forward to seeing you at the 2025 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.gov.uk/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.