

The 75th Annual Conference & AGM

Kettering Conference Centre, Kettering, NN15 6PB

Saturday 1 October 2022, 10:00 a.m. to 3:35 p.m.
(Refreshments on arrival from 9:15 a.m.)

Programme & Agenda

0915	Arrival, Registration, Hot Refreshments, Meet the Exhibitors	
1000	<p>Business of the 75th Annual General Meeting</p> <ol style="list-style-type: none"> 1. Welcome & Housekeeping 2. Appointment of President for 2022/23 3. Appointment of Auditor for the year ending 31 March 2023 4. Appointment of Directors for 2022/23 5. To approve the minutes of the AGM held on 2 October 2021 6. To receive the Annual Report for the year ending 31 March 2022 7. To agree subscription levels for the year ending 31 March 2024 <p>CiLCA, Councillor Development Framework, & LCAS Awards</p> <p>Council of the Year Award</p> <p>Northants CALC Past, Present, & Future – Presentation by Danny Moody</p>	
1115	What Can Parish & Town Councils Do About the Cost-of-Living Crisis? A Roundtable Discussion	Local Policing & Community Safety – Working in Partnership with Northamptonshire Police
1215	Lunch, Networking, Meet the Exhibitors	
1330	<p>Question Time Panel (West Northamptonshire) Danny Moody (Chair) Keith Stevens – Chair, NALC Andrew Lewer MP Anna Earnshaw, CEO, WNC ACC Ash Tuckley – Northants Police</p>	<p>Question Time Panel (North Northamptonshire) Mike Scott (Chair) Jonathan Owen – CEO, NALC David Watts – Executive Director, NNC Ch Insp Adam Ward – Northants Police</p>
1445	<p>Climate Change & What Parish & Town Councils Do About It Edmund Gemmell – Parish & Unitary Councillor and Managing Director of Scientists Warning Europe</p>	
1530	Prize Draw & Closing Remarks	
1535	Departure	

Our 75th Annual Conference was generously sponsored by



Report to:	Northants CALC AGM
For decision on:	1 October 2022
Agenda Ref:	2. Appointment of President for 2022/23 3. Appointment of Auditor for the year ending 31 March 2023
Originated by:	Danny Moody

1. The board of directors recommends that Jeffrey Greenwell be appointed as President of the Association for 2022/23.
2. Jeffrey stood in as President from 2019 to 2021 and was then appointed fully at last year's AGM for the period 2021/22.
3. Jeffrey Greenwell was Chief Executive of the county council in the 1970s and 80s and has been involved with Northants CALC for 43 years. His first sojourn as President was 1979 to 1996, and he stood in again in 2007/08.
4. The board of directors recommends that Kate Brown Accountant be re-appointed as the Association's auditor for the year ending 31 March 2023. (<https://katebrownaccountant.co.uk>)
5. 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.
6. 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. However, 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 Jeffrey Greenwell as President of the Association for 2022/23.

That the AGM approves the appointment of Kate Brown Accountant for the year ending 31 March 2023.

Report to:	Northants CALC AGM
For decision on:	1 October 2022
Agenda Ref:	4. Appointment of Directors for 2022/23
Originated by:	Danny Moody

1. All directors were sent a self-assessment form in July 2022. All eight directors completed and returned the form and wished to be considered for reappointment.
2. The Appointments Panel (comprising President, Chairman, and CEO) considered the self-assessment forms that had been submitted and agreed unanimously that all eight directors should be recommended for re-appointment at the AGM:

No.	Name	Qualifying Council
1.	Peter Allen	Towcester Town Council
2.	Ally Chang	Finedon Town Council
3.	David Fuller	Oundle Town 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

3. Pen portraits of all directors are available at <https://www.northantscalc.com/the-association.html>.
4. The board operates a composition and diversity policy to ensure that there is a mix of clerks and councillors, small and large councils, and a balance between north and west Northamptonshire.

Recommendation: That the AGM approves the appointment of directors for 2022/23 as listed above.

Draft Minutes of the 74th Annual General Meeting of the Northamptonshire County Association of Local Councils

Held at One Angel Square, Northampton
Saturday 2 October 2021

Item																											
<p>1. Welcome & housekeeping.</p> <p>Northants CALC Deputy CEO, Lesley Sambrook Smith opened the meeting and welcomed delegates. There were over 110 attendees in total, with 103 registered councillors and clerks representing over fifty member councils. The meeting was chaired by Mike Scott (MS), Chairman of Northants CALC, who welcomed everyone to the meeting and welcomed the new parish and town councils in Northamptonshire: Corby Town Council, Far Cotton and Delapre Community Council, Kettering Town Council, Kingsthorpe Parish Council, Northampton Town Council, and Wellingborough Town Council.</p>																											
<p>2. Election of President of the Association for the year 2021/22.</p> <p>Jeffrey Greenwell was elected as President for 2021/22 and MS thanked him for his service to the Association.</p> <p>The AGM endorsed the recommendation of the board that the role of Vice President be discontinued.</p>																											
<p>3. Appointment of Auditor to the Association for the year 2021/22.</p> <p>Kate Brown Associates was appointed as the auditor for 2021/22.</p>																											
<p>4. To receive the recommendations of the Appointments Panel on persons to be appointed to the board of directors for 2021/22.</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>Chris Horsman</td><td>Little Stanion Parish Council</td></tr><tr><td>3.</td><td>Lynn Lavender</td><td>Litchborough Parish Council</td></tr><tr><td>4.</td><td>Richard Lewis</td><td>Rushden Town Council</td></tr><tr><td>5.</td><td>Geoff Paul</td><td>Moulton Parish Council</td></tr><tr><td>6.</td><td>Mike Scott</td><td>Great Addington Parish Council</td></tr><tr><td>7.</td><td>Lynne Taylor</td><td>Daventry Town Council</td></tr><tr><td>8.</td><td>Vacancy</td><td>-</td></tr></tbody></table>	No.	Name	Qualifying Council	1.	Peter Allen	Towcester Town Council	2.	Chris Horsman	Little Stanion Parish Council	3.	Lynn Lavender	Litchborough 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	8.	Vacancy	-
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<p>RESOLVED: That the seven candidates be appointed en bloc as directors for the year 2021/22. MS announced that a vacancy notice for the remaining place had been included in the Sept/Oct <i>eUpdate</i>.</p>																											
<p>5. Confirmation of the minutes of the 73rd AGM held on 3 October 2020.</p> <p>The minutes were approved as a true and correct record of the meeting and were signed by the chairman.</p>																											

6. To receive the Annual Report for the year ending 31 March 2021 including the Annual Statement of Accounts and balance sheet for the year ending 31 March 2021.

MS commended the Annual Report and Accounts to the AGM.

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

7. To determine subscription levels for the year 2022/2023.

The board of directors recommends that the per council element of the Northants CALC membership fee for the year starting 1 April 2022 and ending 31 March 2023 be increased by inflation (CPIH July 2021 – 2.1%) from £163.33 to £166.76, and that the per elector element of the Northants CALC membership fee for the year starting 1 April 2022 and ending 31 March 2023 be increased by inflation (CPIH July 2021 – 2.1%) from 24.51 pence to 25.02 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 2022 and ending 31 March 2023 be increased by inflation (CPIH July 2021 – 2.1%) from £2,613.26 per council to £2,668.14 per council. The total fee payable will therefore be (£2,668.14 + NALC Affiliation fee). The equivalent fee for super councils (30,000 + electors) is increased from £4,747.22 to £4,846.91. The total fee payable will therefore be (£4,846.91 + NALC Affiliation fee).

Parish Meetings with less than 100 electors AND no precept are offered affiliate membership for 2022/23 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. Unitary Northamptonshire – The First Six Months (Unitary Council Perspective)

Cllr Jonathan Nunn, Leader of West Northamptonshire Council (WNC) addressed the conference. He said that parish and town councils were a big part of WNC's plans and that the WNC logo, which had been designed to represent the former principal councils, was now thought to represent the public, private, and voluntary sectors working together. As part of the public sector, it is vital that principal councils and parish and town councils have a culture of collaboration. Cllr Nunn said that culture was extremely important, and that it needed to be in peoples' hearts, not just in their email footers. He said, "*We are on a journey together, we are not there yet*". He said that WNC's finances are in good shape and that a strategy has been published. A new Councillor Empowerment Fund is being launched and Cllr Nunn urged all parish and town councils to talk to their WNC ward members. He said he was aware of different levels of engagement between parishes and ward members and that a standard service level could be designed to set out the expectations. Cllr Nunn said that "*Working together, we can create something very exciting*".

Cllr David Howes, Portfolio Holder for Rural Communities and Localism at North Northamptonshire Council (NNC) addressed the conference. He noted the challenges that setting up the unitary council had thrown up but said that "business as usual" and "safe and legal" had been achieved, as well as doing some new things. Strategies are being set out and a new Corporate Plan is currently out for consultation. The boundaries of the four former local government districts are retained for the purposes of planning and development control, with a Local Area Planning Committee for each one, and planning is seen as a very important interface between the unitary council and residents. Cllr Howes said that parish and town councils are very important and that a list of contact details for senior officers had been circulated to them to ensure they knew who to speak to. He wanted to see parish and town councils treated as partners and noted that NNC's Chief Executive had reinforced that ethos at staff meetings. Cllr Howes referenced devolution and committed that nothing will be "done to" parish and town councils. He said, "*You must feel part of the process – we want to be working with you and listening*". Cllr Howes said, "*We need to communicate better; we're not there yet*" and he urged parish and town councils to help by sharing community intelligence via a new single point of contact for parish and town councils and asked for mutual understanding that there will be challenges ahead.

MS thanked the guest speakers for the presentations and invited questions from the audience, which ranged from how to set the right culture of the unitary councils, to the financial savings that they will achieve, and how it was important to bring all services up to the highest standard achieved by the former principal councils, not reduce levels to the lowest common denominator.

MS thanked the audience for their questions and comments and the speakers again for their responses.

9. Unitary Northamptonshire – The First Six Months (Parish & Town Council Perspective)

Five speakers from member parish and town councils had been invited to give their thoughts on the first six months of unitary local government in Northamptonshire.

Deborah Rush, Clerk to Cogenhoe & Whiston Parish Council (in West Northamptonshire) and Grendon Parish Council (in North Northamptonshire), said that the ward councillors were trying to engage. Operationally there are frustrations and highways are taking longer to respond. The ERP Gold accounting system that WNC uses is frustrating, and it is more complex to invoice the unitary councils for the Village Hopper service than previously as the invoices now have to be broken down per journey and per stop. Local Government Reorganisation (LGR) has generated a lot of extra work for clerks. Neither council yet identifies as “west” or “north”. Residents don’t really understand LGR, or where they should now go to for help, so a residents’ help desk is being set up during coffee mornings to provide a local signposting service. Deborah Rush said *“We know our residents best. If you work with us, we can help”*.

Mark Hunter, Clerk to Chelveston-cum-Caldecott Parish Council (in North Northamptonshire), praised the engagement from NNC ward councillors. Operationally it was not going so well, as the NNC telephone system is tortuous, the SPOC details haven’t yet been published, and the Registers of Members Interests forms had taken a long time to appear on the NNC web site. He asked for better comms and that the NNC Councillors’ Briefing being circulated to parish and town councils. He noted that NNC wants to work with parish and town councils but cited the litter bins and fly tipping strategy document, which didn’t mention parish and town councils at all. Cllr Graham Lawman has agreed to change that. Mark Hunter described the Lengthsman that had been employed in the parish and called upon NNC to be less risk-averse regarding such initiatives than Northamptonshire County Council had been. He said, *“Please treat parish and town councils as serious partners”*.

Cllr Sam Kilby-Shaw, Chairman of Kingsthorpe Parish Council (in West Northamptonshire), said that being so new the council did not yet have a true sense of identity and that it was a large parish with a diverse demographic. He said that the KPC councillors were gaining experience, skills, and knowledge and have been working hard on initiatives, such as reopening Kingsthorpe library. He said there had been limited contact with the WNC ward members so far, but what contact there had been was good. There was also good contact with Jonathan Nunn and the local MP, Michael Ellis. Sam Kilby-Shaw said, *“We can’t judge collaboration yet, but if we work together, we can work through any problems”*.

Cllr Pat Scouse, Chairman of Broughton Parish Council (in North Northamptonshire), reported that engagement with the NNC ward councillors had been mixed. She said that Local Government Reorganisation (LGR) had been a big task but that we should not lose sight of the grass roots and that parish and town councils can play a vital role in providing local services. The network of parish and town councillors in the county is an underused resource that could be used to convey the unitary councils’ messages to individual communities. Pat Scouse said that parish and town councils operate under the radar of the unitary councils and that a little thought would go a long way and that working collaboratively the tiers of local government could achieve a great deal. She cited climate change as an issue that parish and town councils could help embed in local action. She said, *“We need to move beyond “them and us”. Reach out to the knowledge represented here today. We can make Northamptonshire a clean, green, shining example”*.

Gary Youens, Clerk to Duston Parish Council (in West Northamptonshire), said that it was early days, but there was a determination all round to make unitary local government work and that unitary was a good model overall being more joined up and with less relational distraction than had existed previously. He said that the unitary councils must now concentrate on statutory strategic services, but that creates a large distance between the unitary councils and individual communities. Duston Parish Council has gone from being 1 of 10 councils in the borough of Northampton, to being 1 of 165 in West Northamptonshire. If they wish, parish and town councils can fill the void at community level. Gary Youens said that WNC ward councillors and parish and town councils need each other. He said that it was going to be hard for WNC to have an individual relationship with each parish and town council and called for some sort of Memorandum or Charter to be developed. He called for harmonisation of services across West Northamptonshire, citing the fact that WNC operates allotments in Duston, whereas in other areas that function is typically discharged by parish and town councils. Gary Youens said, *“With the Borough Council now gone we are working with our neighbours more and meeting with them more regularly to discuss common issues. In due course we look forward to extending and building that relationship with other councils in West Northamptonshire.”*

MS thanked all the parish speakers and invited Cllrs Nunn and Howes to reply if they wished.

Cllr Nunn said that he had listened to what had been said and that he needed to reiterate to senior officers at WNC that parish and town councils are important. He took on board the ERP Gold issue. He said that it will take time to build the identity of "West Northamptonshire" because it is not a physical place on a map, but that in some respects in residents had not noticed any change then that was a measure of success because services had continued uninterrupted. He said that WNC's leadership was working incredibly hard and that sometimes response times were longer than desirable. Cllr Nunn said that a new standard for how ward councillors work with parish and town councils would be developed and that harmonisation and devolution of services would be a key piece of work over the next few years.

Cllr Howes said that he attends all meetings of Desborough Town Council in his ward and that principal councillor attendance at parish and town council meetings should be encouraged. He asked parish and town councils to let him know if there were difficulties. He said that NNC had to get rural public transport right for the whole area. He said that hearing from the parish and town councils at the conference had been the best part and that he saw it as a potential model for the new Kettering & Corby, and Wellingborough & East Northants Parish Forums.

MS thanked the guests and all delegates for engaging in a very useful session.

10. Presentation of Council of the Year

Danny Moody said that it had been a tough year for everyone and that in some ways 2021 had been even harder than 2020. Parish and town councils had come to the fore and had put in an enormous effort looking after their communities. He said *"This year, and for one year only, and in this the most difficult year, the award for Council of the Year goes to each and every one of you that is still standing. If you are still standing after the biggest reorganisation of local government in this county for over 50 years. If you are still standing after the local elections in May, and the six-year term of office that they brought to an end. If you are still standing after all that a global pandemic can throw at you. If you are still standing, despite everything, then you deserve this award. Northants CALC is very proud to award the 2021 Council of the Year to all councils in Northamptonshire that are still standing."*

He then called on all those present to give each other a big round of applause, before calling on Mike Scott as Chairman of Northants CALC to accept the award on behalf of all parish and town councils in Northamptonshire.

11. Recognition Awards

MS noted the retirement of three vice presidents: Catherine Lomax, Gwen Radcliffe, and Gordon Shorley. Catherine had been presented with flowers and a gift immediately after the refreshment break and had said that she had enjoyed immensely her association with parish and town councils over many decades.

Gwen Radcliffe and Gordon Shorley, who were not able to be at the conference, will receive their presentations later.

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

Name	Council
Marie Reilly	Northants CALC
Marika Iacobucci	No council
Jenny Rice	Easton on the Hill
Lorna McGoldrick	Walgrave
Katrina Jones	Scaldwell/Creaton
Sarah Fox	Daventry

In a new section for this year, MS recognised the councillors that have achieved an award under the Councillor Development Framework (CDF):

Name	Council
Miranda Wixon	Towcester/Roade
Lorne Murray	Roade
Didier Ramsden	Boddington Parish Council

And lastly, Danny Moody thanked WNC for hosting the event at One Angel Square and he asked Cllr Nunn to draw the winner of the prize draw. The £300 in vouchers and a bottle of prosecco, generously donated by Wicksteed Playgrounds, was won by Roade Parish Council.

12. Close.

MS thanked the sponsors for their generous support, Cllrs Howes and Nunn for their presentations and positive engagement, and all the delegates for their attendance and participation.

MS said that the 2022 Conference & AGM will take place on Saturday 1 October 2022 and asked people to put the date in their diaries.

The meeting closed at 12:56 p.m.

Signed: _____

Date: _____

**Year ending
31 March 2022**

Annual Report of the Northamptonshire County Association of Local Councils



**Empowering Parish
& Town Councils**

Chair's Report

The year 2021 - 2022 brought a number of challenges to Northamptonshire County Association of Local Councils (NCALC), but it also saw successful responses to those challenges and new initiatives and achievements.

The beginning of the year was still dominated by the Covid pandemic and whilst restrictions gradually eased across the country it wasn't until the new year in 2022 that restrictions were lifted. During the period councils benefited hugely from being able to hold remote meetings and NCALC is still committed to lobbying the Government to change the law to allow this initiative back permanently.



Mike Scott, Chair

A new and huge challenge as we finished the year was that Russia did the unthinkable and invaded Ukraine, an event none of us imagined in this day and age could happen. The ensuing humanitarian emergency has once again seen problems presented to our members as Ukrainian refugees began to arrive in our county.

I mentioned last year in relation to Covid the resilience of our sector and I believe this resilience will once again serve us well in dealing with the challenges that we face going forward.

Energy is one of these challenges. In part fuelled by the economies around the world beginning to get back to normal but mostly from the war in Ukraine, wholesale gas and oil prices

have surged, causing massive increases in energy costs. Councils are going to have to deal with this going forward and NCALC has partnered with Clear Utility Solutions to help councils review their energy provision. Up to November 2021 the NCALC scheme has saved its members over £30,000 from their energy bills and prevented the release of 888,666kg of carbon through our recommendation of green tariffs.

NCALC has also been working hard on behalf of its members over the past year to work with our unitary authorities and promote a better understanding of what parish and town councils have to offer. One notable success from this effort has been the awarding of £281k to NCALC by the Department for Levelling Up, Housing and Communities.

This funding award is for an ambitious project to help build capacity in parish and town councils for devolution in Northamptonshire in partnership with the unitary authorities.

One third of this funding has already been passed on to councils and used to create an Asset Mapping Project. It has been pleasing to see the incredible response we have had from our member councils in completing this part of the project on time and in full. The team at NCALC have worked hard to bring this to fruition and should be congratulated on their success.

NCALC continues to be committed to working with and supporting our members in order to improve the communities in which we all live. This support can only happen if you have a strong and vibrant association underpinned by sound finances and I am happy to report that I believe we have one of the best county associations in the country.

The board of directors would like to extend their thanks to the hard working team expertly led by Danny Moody.

Mike Scott, Chair

Balance Sheet Summary

Northants CALC Balance Sheet as at 31 March 2022:

	£	£
	2021	2022
Fixed assets	0	0
Debtors	26,435	5,029
Cash at bank	151,612	121,434
Total Assets	178,047	126,463

	£	£
	2021	2022
Creditors	(50,768)	(61,706)
Receipts in advance	-	-
Current Liabilities	(50,768)	(61,706)

	£	£
	2021	2022
Assets less liabilities	127,279	64,757

Finance Report

A summary of the accounts for the year ending 31 March 2022 is 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 deficit of £62,522, but this is mainly because Community Renewal Fund (CRF) funds were paid

out to member councils in March 2022 and the corresponding grant claim monies came in during April 2023 and will show in the next year's accounts.

Looking at the background finances (excluding the CRF grant) our income from membership subscriptions was up nearly 10% on the previous year, and income from training was up over 60%. Sadly, Kettering Town Council (KTC) and Wellingborough Town Council (WTC) withdrew from membership on 1 April 2022, which will have a negative effect again on income from membership subscriptions. We hope to bring both councils back into the family in due course.

Overall, the Association's financial position is very positive, and will be bolstered further by the CRF grant. A large surplus is expected for the year ending 31 March 2023, and then there will be deficit budgets again for several years as reserves are managed down to agreed levels.

The Association is very 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 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 that ensures 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.

Chief Executive's Report

Every year I report that it has been the busiest year yet. And then the following year is even busier! This report year started on 1 April 2021, which was Vesting Day in Northamptonshire, the day when the unitary councils came into existence legally. It was also the day that Wellingborough Town Council (WTC) and Corby Town Council (CTC) were formed, meaning that for the first time ever Northamptonshire is a fully parished county. That had been a dream of the Association since it started, so it was a proud moment to see it come to fruition.

The first full year of unitary local government in Northamptonshire has been a challenge. Despite two years of shadow councils the unitaries have been in a state of "stabilisation", as they call it.

They are dealing with fragmented IT systems, attempting to amalgamate processes and policies, and all against a backdrop of increasing demand for services and large numbers of staff vacancies. It has been a real challenge for parish and town councils to communicate and engage with the unitaries, and consequently the disruption to "business as usual" has been far greater than predicted. Northants CALC kept a confidential record of everything that happened in the shadow period. The final version (v25!) was presented to the board in April 2022 and in years to come we will be able to look back on it and smile.

In May 2021 we had local elections for the unitary councils and almost all parish and town councils in Northamptonshire (a few in the former district of Daventry were on a different electoral cycle). Anecdotally we knew that many councillors planned to retire at the elections, so the pressure was on to recruit new blood. I am pleased to report that parish and town councils did well with their recruitment campaigns, and there were only two councils in the whole county that didn't have enough councillors to form a quorum following the election.

As well as a big churn of councillors we also had quite a few long-serving clerks retiring at or near the elections. They took the decision that the change to unitary councils was a good exit opportunity. Consequently, we have a lot of new clerks in the county now, and I extend a warm welcome to them all.

In May 2021 the Association was presented with an opportunity to bid for a grant under the government's Community Renewal Fund (CRF). The board decided that it was too good an opportunity to miss. In November 2021 we were delighted and amazed to be awarded £281,625, of which over one third we were able to distribute directly to member councils for their part in our Asset Mapping Project (AMP). 78% of our members took part and I would like to thank all the clerks and councillors

who were on their council's AMP Working Groups. I would also like to thank Parish Online for their support and guidance too.



In May 2021 the board approved plans to increase the Association's staff complement with the addition of a Business Support Manager to provide administrative support and (virtual!) office management. Sophie Harding joined us in July 2021 and has already made a huge difference in terms of operational efficiency and effectiveness. Sophie is already an important member of the team and I know that member councils value her diligence and care.

In August 2021 we began preparations for The Queen's Platinum Jubilee, to be celebrated in June 2022. The Association worked with the unitary councils and the immediate past High Sheriff, Paul Parsons, to promote the Queen's Green Canopy (QGC) project, and I took a seat on the Northamptonshire Platinum Jubilee Committee, which was chaired by the Lord Lieutenant and oversaw the county's preparations and arrangements for the big celebrations.

Two board members left us this year. Gill Wells, Clerk to West Haddon Parish Council and Chris Horsman, member of Little Stanion Parish Council. I would like to thank them both for their support and wisdom. The recruitment process to fill the vacancies was hotly contested, and in November 2021 we were joined by Ally Chang, Clerk to Finedon Town Council, and David Fuller, member of Oundle Town Council. Ally is the youngest board member ever appointed and helps bring down the average age of the board significantly! The Association is run for member councils by member councils as the board of directors is made up of eight clerks and councillors from member councils across the county.

Following the board's governance review, the honorary position of Vice President was phased out at the AGM in October 2021, which meant the retirement of three long-serving officers: Catherine Lomax, Gwen Radcliffe, and Gordon Shorley. Plans for grand presentations at the AGM were unfortunately thwarted by illness meaning that only Catherine was able to attend, but she was delighted with her flowers and gift. The Association owes huge thanks to the retirees for their good service over many decades.

In November 2021 the Association made a climate pledge to be carbon neutral and support member councils to be carbon neutral by 2030. There is no more important endeavour facing all of us and we will do all we can to meet and hopefully exceed our target.

I would like to thank the Association's chair, Mike Scott, for his resolute support. I know that I am being scrutinised but that I have his full support and encouragement always. As Chief Exec you can't ask for better than that.

And as Chief Exec, I have the most visible profile but the quality service we provide relies on the whole staff team pulling as one. My thanks go to Lesley Sambrook Smith, my dependable right-hand person, to Marie Reilly who is transforming our training offer into the best in the country, and to Sophie Harding for keeping us all together!

And finally, thank you to all our member councils, from Northampton Town Council (NTC), which is the largest parish council in England, to Upper Heyford Parish Meeting, our smallest member with just 59 electors!

As we move into the third year of the Coronavirus pandemic, and the second year of the unitary councils we will be there to support our member councils - whatever is thrown their way next!

Danny Moody, Chief Executive

Association Staff

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

*From 26 July 2021

President

At the AGM held on 2 October 2021 Jeffrey Greenwell was appointed as the President for the year to October 2022.

Auditor

At the AGM held on 2 October 2021 Kate Brown Accountants was appointed as the auditor for the year ending 31 March 2022.

Board of Directors

The following were elected at the AGM on 2 October 2021 to serve for one year:

Name	Current Role
Peter Allen	Director
Chris Horsman	Director
Lynn Lavender	Vice chair
Richard Lewis	Director
Geoff Paul	Director
Mike Scott	Chair
Lynne Taylor	Director
Vacancy (Gill Wells)	-

Membership Fee

In Northamptonshire as at 31 March 2022 there were 203 parish councils, 17 town councils and 51 parish meetings (civil parishes without a parish council). The largest council is Northampton Town Council (electorate 90,211) and the smallest council is Brampton Ash Parish Council (electorate 63). The smallest parish meeting is Althorp Parish Meeting (electorate 7). The highest precepting council in 2021/22 is Northampton Town Council (£1,775,500)

and the lowest (of the ones that precept at all) is Catesby Parish Meeting (£90). Together, councils in Northamptonshire raised £16.8 million in precept in 2021/22.

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 st March	2022	2023
Base rate (per council)	163.33	166.76
County Association (per elector)	0.2451	0.2502
NALC affiliation (per elector)	0.0741	0.0749

Nb: The Northants CALC fee for councils with 10,000 to 30,000 electors is capped at £2,668.14 and for councils with more than 30,000 electors the cap is £4,846.91.

Internal Audit Service

192 of the 222 parish and town councils in Northamptonshire used the Internal Audit Service from Northants CALC for the year ending 31 March 2022.



A team of 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.

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 2022, MES responded to 306 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, 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).



190 of the county's parish and town councils subscribed to the DPO Service in 2021/22.

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 2022, 158 parishes had appointed a PLR. The intention is to grow and develop the scheme in the coming years.

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 extremely 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 2022**

**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 2022

Directors

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

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 2022.

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

The following directors were appointed during the period:

Ally Chang was appointed on 1 November 2021.
David Fuller was appointed on 1 November 2021.

The following directors resigned during the period:

Gillian Helen Wells resigned on 1 September 2021.
Christopher Horsman resigned on 1 November 2021.

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



.....

Michael John Scott
Director

Approved by the board on: 16 July 2022

**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
2022**

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 2022 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

16 July 2022

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2022

	2022	2021
	£	£
Turnover	356,141	322,248
Cost of sales	(250,370)	(106,521)
Gross profit	105,771	215,727
Administrative expenses	(173,088)	(162,620)
Operating (loss)/profit	(67,317)	53,107
Gain/(loss) on revaluation of intangible assets	3,926	(160)
Interest receivable and similar income	869	982
(Loss)/profit on ordinary activities before taxation	(62,522)	53,929
Tax on (loss)/profit on ordinary activities	-	-
(Loss)/profit for the financial year	(62,522)	53,929

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
Current assets			
Debtors	4	5,029	26,435
Cash at bank and in hand		121,434	151,612
		126,463	178,047
Creditors: amounts falling due within one year	5	(61,706)	(50,768)
Net current assets		64,757	127,279
Net assets		64,757	127,279
Capital and reserves			
Profit and loss account		64,757	127,279
Shareholders' funds		64,757	127,279

For the year ending 31 March 2022 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 16 July 2022 and were signed on its behalf by



Michael John Scott
Director

Company Registration No. 07335699

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
STATEMENT OF CHANGES IN EQUITY
AS AT 31 MARCH 2022

	Share capital £	Profit & loss account £	Total £
At 1 April 2020	-	73,350	73,350
Profit for the year		53,929	53,929
At 31 March 2021	-	127,279	127,279
At 1 April 2021	-	127,279	127,279
Loss for the year		(62,522)	(62,522)
At 31 March 2022	-	64,757	64,757

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2022

1 Statutory information

Northamptonshire County Association of Local Councils Limited is a private company, limited by shares, 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.

Tangible fixed assets and depreciation

Tangible assets are included at cost less depreciation and impairment. Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives:

Plant & machinery	Over 5 years
Fixtures & fittings	Over 5 years

4 Debtors: amounts falling due within one year

	2022	2021
	£	£
Trade debtors	5,029	26,435
	<u>5,029</u>	<u>26,435</u>

5 Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	6,800	5,392
Taxes and social security	3,836	-
Other creditors	50,872	45,178
Accruals	198	198
	<u>61,706</u>	<u>50,768</u>

6 Average number of employees

During the year the average number of employees was 4 (2021: 3).

NORTHAMPTONSHIRE COUNTY ASSOCIATION OF LOCAL COUNCILS LIMITED
DETAILED PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022

This schedule does not form part of the statutory accounts.

	2022	2021
	£	£
Turnover		
Sales	356,141	322,248
Cost of sales		
Purchases	77,217	53,817
Other direct costs	173,153	52,704
	250,370	106,521
Gross profit	105,771	215,727
Administrative expenses		
Wages and salaries	140,411	108,547
Pensions	10,535	8,709
Employer's NI	10,113	7,385
Staff training and welfare	144	607
Travel and subsistence	636	77
Motor expenses	489	146
Rent	-	4,374
Light and heat	-	419
Telephone and fax	1,381	2,589
Stationery and printing	-	144
Bank charges	278	218
Software	3,875	-
Depreciation	-	1,491
Sundry expenses	3,207	25,949
Accountancy fees	937	992
Advertising and PR	669	-
Other legal and professional	413	973
	173,088	162,620
Operating (loss)/profit	(67,317)	53,107
Exceptional items		
Gain/(loss) from revaluation of intangible assets	3,926	(160)
Interest receivable		
Interest receivable	869	982
(Loss)/profit on ordinary activities before taxation	(62,522)	53,929

Report to:	Northants CALC AGM
Tabled on:	1 October 2022
Agenda Ref:	7. To agree subscription levels for the year ending 31 March 2024
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 2023 and ending 31 March 2024 be increased by inflation (CPIH July 2022 – 8.8%) from £166.76 to £181.43.

The board of directors recommends that the per elector element of the Northants CALC membership fee for the year starting 1 April 2023 and ending 31 March 2024 be increased by inflation (CPIH July 2022 – 8.8%) from 25.02 pence to 27.23 pence.

The effect of the recommendations is:

Fee Element	YE 31 March 2023	YE 31 March 2023	Real terms increase
Per council - NCALC	£166.76	£181.43	£14.67
Per elector - NCALC	£0.2502	£0.2723	£0.0221
Per elector - NALC	£0.0749*	£0.0771*	£0.0022

*To be decided by the AGM of the National Association of Local Councils to be held on 25 October 2022

Effect of recommendation at various sizes of council, inclusive of NALC element:

Electorate	YE 31 March 2023	YE 31 March 2024	Real terms increase
250	£248.05	£268.79	£20.74
500	£329.33	£356.14	£26.81
1,000	£491.91	£530.85	£38.94
2,500	£979.63	£1,054.97	£75.34
5,000	£1,792.50	£1,928.51	£136.01
9,999	£3,417.91	£3,675.24	£257.33

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 2023 and ending 31 March 2024 be increased by inflation (CPIH July 2021 – 8.8%) from £2,668.14 to £2,902.93 per council. The total fee payable will therefore be (£2902.93 + NALC Affiliation fee*). The equivalent fee for super councils (30,000 + electors) is increased from £4,846.91 to £5,273.44. The total fee payable will therefore be (£5,273.44 + NALC Affiliation fee*).

Parish Meetings with less than 100 electors AND no precept are offered affiliate membership for 2023/24 free of charge. The maximum fee that any council or parish meeting pays is capped at £1 per elector.

Commentary

1. For the past seven 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. Inflation over that period has varied between 0.0% and 2.6% (average 1.5%).
2. CPIH for July 2022 was 8.8%.
3. Inflation forecasts suggest that rates will peak in 2022 and then reduce to 4% in 2023, 1.5% in 2024, and then stabilise at 2% from 2026. Clearly though the economy is volatile, which makes forecasts less reliable.
4. The board considered adhering to its policy and increasing the subs for the year 1 April 2023 to 31 March 2024 by CPIH for July 2022, or substituting an arbitrary figure, or using a different basis.
5. At the board meeting held on 15 September 2022 there was a lengthy discussion, with some directors in favour of passing on inflation in full to maintain and protect the services provided to member councils, and other directors nervous that passing on inflation in full would cause some councils to withdraw from membership, thereby negatively affecting the Association's finances and therefore its ability to provide member services.
6. The board carefully considered all eventualities and finally agreed by 5 votes to 3 to adhere to the policy of recommending to the AGM an increase in line with CPIH – July, 8.8%. The board focused on the real terms increase (see table above) and felt that the increase would be manageable.
7. It was noted that 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 for the benefit of member councils.
8. 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.

Recommendations:

That the AGM approves the recommendation of the board of directors to increase membership subscription fees for the year ending 31 March 2024 by CPIH July 2022 (8.8%)