

AVON LOCAL COUNCILS' ASSOCIATION



Annual report 2016-17

Avon Local Councils Association (ALCA) is a member organisation.
It is run by and for the first tier Local Councils (Town & Parish) and parish meetings
within the unitary authority council areas of South Gloucestershire, North Somerset,
Bath & North East Somerset and Bristol

Affiliated to the National Association of Local Councils



AVON LOCAL COUNCILS' ASSOCIATION

| COUNTY COMMITTEE 2016- 17 | | |
|---------------------------------------|-----------------------------|-----------------------|
| Chairman | Cllr Bob Symons | South Gloucestershire |
| Vice Chairman | Cllr Rod Lees | North Somerset |
| Hon. Treasurer | Cllr Noel Walter | |
| NALC Rep. | Cllr Mike Drew | South Gloucestershire |
| Bath & North East Somerset | | |
| Chairman | Cllr Rosemary Naish | Clutton PC |
| Vice Chairman | Cllr Judith Chubb - Whittle | Stanton Drew PC |
| Representative | | |
| Meeting Organiser | Cllr Kathie Thomas | Peasedown St John PC |
| North Somerset | | |
| Chairman | Cllr Geoff Coombs | Barrow Gurney PC |
| Vice Chairman | Cllr Rod Lees | Nailsea TC |
| Area Secretary | Cllr Rhiannon Prys-Owen | Yatton PC |
| Representative | Cllr Jeremy Blatchford | Nailsea PC |
| South Gloucestershire | | |
| Chairman | Cllr BoB Symons | Pucklechurch PC |
| Area Secretary | | |
| Vice Chairman | | |
| Representative | Cllr Mike Drew | Yate TC |

AVON LOCAL COUNCILS' ASSOCIATION

Chairman's' Report for 2016/2017

ALCA continues to be very busy offering advice, information, training and support to member councils and clerks.

The key aims of ALCA are to:

- LISTEN
- INFORM
- CONSULT
- REPRESENT
- ADVISE
- TRAIN
- COMMUNICATE



- Since March 2016 we have successfully provided the above support to Local Councils across the West of England, namely Bath and North East Somerset, North Somerset and South Gloucestershire.
- Most advice is given by our professionally trained Chief Officer, but she is supported by other officers throughout the South West and the expertise of the members of the County Committee
- ALCA is a member of the National Association of Local Councils which provides professional legal and other support as required.
 - 95% of all Local Councils in England are members of NALC, which equates to circa 9,000 Local Councils / 80,000 Councillors.
- In the last financial year ALCA received and responded to over 540 requests for advice or information across the West of England region
 - B&NES – 205 from 48 T&PCs
 - North Somerset – 131 from 32 T&PCs
 - South Gloucestershire – 200 from 48 T&PCs
- Training: We have held a wide variety of courses designed to meet the needs of Local Councils, including Being a Good Councillor, Chairmanship Skills and Planning.
 - 35 individual training sessions
 - Approx. 326 councillors and Clerks

ALCA continues to grow our offering by doing training needs analysis and where required, the use of professional expert external trainers, in addition to that of the Chief Officer.

We have put in the groundwork and propose a complete rewrite of our current constitution. This is to bring it in line with how we actually need to work in the modern world, by adding the flexibility we need to work effectively, whilst retaining the principles and core values of the established organisation.

My thanks to the County Committee, all those that attended the meetings this year and of course Deborah our Chief Officer.

BoB Symons - Chairman of Avon Local Councils' Association

AVON LOCAL COUNCILS' ASSOCIATION

Report from Treasurer 2016-17

Income

We had four member councils return this year, which added to the increased number of Councillors and Clerks trained, overall income increased for the fourth year running. The Transparency grants were down as some Councils, that were entitled to claim did not do so, while others who had claimed previously failed to claim for further costs which they were entitled too. If in doubt speak to the Chief Officer and I am sure she will put you on the right road.

Expenditure

Our payment to NALC increased due to the addition of the 4 returning members, however as we only act as a "Collecting Agent" the receipts rose by the equivalent amount. The increase in the hours of the Chief Officer, now working full time, made an un-budgeted increase as this had not been foreseen when it was prepared back in the summer of 2014-15.

The net result for the whole year was a deficit of income over expenditure of £3,128, which with your agreement will reflect in the 2018-19 subscriptions rising by approximately by 2.5%, which considering that the subscriptions have remained unchanged since 2013-14 is well within the past years' rates of inflation.

General

In conclusion, I would like to thank our Auditor, Philip Smith, for his help in preparing and auditing our accounts and I have no hesitation in proposing that he should be asked to carry out this work for us at the end of the current year 2017-2018.

Noel E Walter
Honorary Treasurer



AVON LOCAL COUNCILS' ASSOCIATION

REPORT TO THE MEMBERS ON THE UNAUDITED FINANCIAL STATEMENTS OF AVON LOCAL COUNCILS' ASSOCIATION Year Ended 31st March 2017

In accordance with the instructions received at my appointment as the independent auditor for the Avon Local Councils' Association the following financial statement was prepared from the records provided to me. The financial statement comprises of the following unaudited information.

Income & Expenditure for the Year Ended 31st March 2017

Balance Sheet as at 31st March 2017

Accounting Policies

Tangible Fixed Assets

Accumulated Fund

The financial information is not intended to achieve full compliance with the provisions of UK Generally Accepted Accounting Principles.

This report is made to you in accordance with the terms of my appointment. I have undertaken a review of the financial procedures as set down by the Association and undertaken a limited sample of financial transactions. My review indicates that the financial governance and adherence to the financial procedures are professional and robust in their nature. That examination includes a review of the accounting records kept by the Association and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than members of the Association, for my work, or for this Report and then only to the extent of the remuneration received.

The County Committee has approved the financial statements for the year ended 31st March 2017 and has acknowledged responsibility for them, for their appropriateness of the accounting basis and for providing all information and explanations for their compilation.

Philip J Smith ACIB Cert ITCM
Waterdene
High Street
Blagdon
Bristol
BS40 7TQ

AVON LOCAL COUNCILS' ASSOCIATION

UNAUDITED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2017

| | 2017 | 2016 |
|----------------------------------|---------------|---------------|
| <u>INCOME</u> | £ | £ |
| Subscriptions | 45,196 | 37,438 |
| Bank Interest Received | 303 | 304 |
| Training Income | 9,230 | 9,140 |
| Publications | 318 | 924 |
| Postage & Packing | 3 | 15 |
| Stationery | 0 | 191 |
| Transparency Grants | 18,134 | 23,575 |
| Accreditation Panel | 0 | 50 |
| Miscellaneous | 41 | 804 |
| | <u>73,225</u> | <u>72,441</u> |
| <u>EXPENDITURE</u> | | |
| NALC | 19,205 | 13,765 |
| Subscriptions | 1,280 | 1,117 |
| Salaries | 32,483 | 24,799 |
| Staff Training | 131 | 322 |
| Training | 4,994 | 917 |
| Travelling Expenses - Staff | 1,252 | 997 |
| County Committee Expenses | 272 | 699 |
| Area Group Expenses | 317 | 166 |
| AGM & SGM Expenses | 15 | 52 |
| Audit & Accountancy Fees | 180 | 238 |
| Stationery | 5 | 136 |
| Office & IT consumables | 232 | 265 |
| Postage | 46 | 55 |
| Telephone | 385 | 501 |
| Internet & Website | 240 | 240 |
| IT Equipment | 0 | 210 |
| Publications own use & resale | 742 | 474 |
| Insurance | 316 | 316 |
| Dividers | 0 | 117 |
| Transparency Grants | 14,150 | 21,575 |
| Accreditation Panel | 21 | 145 |
| NHP Grant | 0 | 287 |
| Miscellaneous | 87 | 1,366 |
| | <u>76,353</u> | <u>68,759</u> |
| Surplus/Deficit over Expenditure | <u>-3,128</u> | <u>3,682</u> |

AVON LOCAL COUNCILS' ASSOCIATION

Unaudited Balance Sheet 31st March 2017

| | Note | 2017 £ | 2016 £ | |
|------------------------------------|------|-----------|-----------|--|
| FIXED ASSETS | | | | |
| Tangible Assets | 2 | 0 | 0 | |
| CURRENT ASSETS | | | | |
| Debtors and Prepayments | 3 | 1,699 | 1,056 | |
| Bank Deposits | | 82,075 | 80,110 | |
| | | 83,774 | 81,166 | |
| CURRENT LIABILITIES | | | | |
| Accruals (Subs for following year) | | 19,548 | 13,581 | |
| Creditors | 4 | 2,147 | 2,378 | |
| | | 21,695 | 15,959 | |
| NET CURRENT ASSETS | | 62,079 | 65,207 | |
| NET ASSETS | | 62,079 | 65,207 | |
| Financed by: | | | | |
| ACCUMULATED FUNDS | | | | |
| Balance at end of year | 5 | 62,079 | 65,207 | |

AVON LOCAL COUNCILS' ASSOCIATION

NOTES TO THE UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2017

1 ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historic cost convention, and have been prepared following the provisions of the UK Generally Accepted Accounting Principles, but are not intended to fully comply with the disclosure requirements of those provisions.

Depreciation

Depreciation is calculated to write off the cost of the asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office Equipment - 50% straight-line basis

2 TANGIBLE FIXED ASSETS

All tangible assets have been depreciated to NIL Value

3 DEBTORS & PREPAYMENTS

| | | |
|--|--------|------|
| | £1,699 | |
| This is made up of | | |
| Sale receipts not yet processed by the Bank | £1599 | |
| An adjustment for the 2010-11 accounts to be W/O | | £100 |

4 CREDITORS

| | | |
|---|---------|--------|
| Outstanding expenditure & BACS Payments | | £2,147 |
| N. Walter Exps (15-16) | £ 46 | |
| HMRC Tax & NI | £ 2,101 | |

5 ACCUMULATED FUND

| | 2017 | 2016 |
|------------------------------------|----------------|---------------|
| | £ | £ |
| Balance brought forward | 65,207 | 61,525 |
| Net Surplus/(Deficit) for the year | <u>(3,128)</u> | <u>3,682</u> |
| Balance carried forward | <u>62,079</u> | <u>65,207</u> |

Philip J Smith

AVON LOCAL COUNCILS' ASSOCIATION

North Somerset Area Group of Avon Local Councils' Association 2016 – 2017

Area Group Representatives were:

Jeremy Blatchford
Geoff Coombs
Rod Lees
Rhiannon Priest-Owen (Hon secretary)
Dick Whittington



Four Parish Forums were held during the year. Mike Jackson, CEO North Somerset, gave a presentation on devolution to local authorities and the possible further devolution of services to T and P councils, also the impact of the election of a metro mayor and NS relationship with the other 3 LA's. Richard Kent, Head of Planning at North Somerset, presented planning policy update, communications review and an update on recent developments with planning legislation. David Carter, Director of Development and Environment, together with Stephen Bashford, Head of Economic Development, led a session on economic development and growth, and Malcolm Coe, Head of Finance, gave an update on the implications of the NS budget. Richard Kent led a session on the introduction of the Community Infrastructure Levy and the Design Review Forum.

Committee Members also attended a West of England Joint Special Plan workshop 'Boosting Affordable Housing Delivery'. They also attended the South West LCA conference at Taunton. A youth conference was organised in conjunction with Voluntary Action North Somerset covering support and resources for youth activities for town and parish councils.

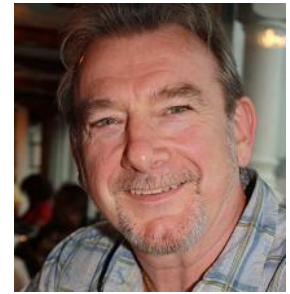
The Annual General Meeting for North Somerset Area Group was held on 22nd June attended by 14 member councils. Guest speaker was John Baker, an independent planning consultant who gave a perspective on the future of housing development in North Somerset and the wider area.

Cllr. Geoff Coombs,

Chairman of the North Somerset ALCA Area Group

AVON LOCAL COUNCILS' ASSOCIATION

South Gloucestershire Area Group of Avon Local Council Association 2016/17



At the last SG Area Group AGM, at Thornbury Town Hall, the following were elected to be the SG Representatives on the ALCA County Committee:

- BoB Symons Chairman
- Mike Drew Vice Chairman
- No nominations were received for Area Secretary
- No nominations were received for an additional SG Representative

BoB Symons took on the role of ALCA representative to the SG Local Strategic Partnership.

The Annual General Meeting's guest Speaker was Cllr. Mathew Riddle, Leader of South Gloucestershire Council, who gave an update on the West of England Mayoral process.

Attendance was relatively low, considering there are 44 Local Councils and 2 Parish meetings in South Gloucestershire and there was not enough interest from those present in standing to sit on the County Committee that manages the organisation. As a consequence, the County Committee ran throughout 2016/17 without a full complement of SG Local Council Reps, until the casual vacancies were filled from other Unitary areas.

There is now a proposal for an amendment to the ALCA Constitution to enable the County Committee to fill roles not taken up by area group representatives from other Unitary Authority areas. This is crucial, because although a balanced representation of all the Unitary Authority areas is very important, ALCA cannot function without an adequate number of representatives of its Member Councils on the County Committee

Also, due to poor attendance at scheduled SG Area Group meetings, the decision was taken to only hold topical events, as and when the need arose. This led to a constructive contribution to discussions on the emerging Mayoral Authority consultation, amongst other things.

Additional benefits to South Gloucestershire Member Councils have included:

- A number of training courses, including a new and extremely informative "Plain Guide to Planning" course, that has now been rolled out to the other Area Groups and a good take up of "At Your Place" Good Councillor courses by SG Local Councils
- Responses have been given to over 200 requests for support or advice (at least a dozen of which were referred to the NALC Legal Team for a view)

AVON LOCAL COUNCILS' ASSOCIATION

- More concentrated support (HR, recruitment, discipline and Grievance, mediation, facilitation etc.,) has been given to several Local Councils
- Direct support given to all smaller councils to access the Transparency Grant
- Regular Local Association Information Service briefings (Neighbourhood Planning Act, Precept Data, Litter Strategy, Running Free, National Living Wage, Housing White Paper, Public works Loans etc.)
- ALCA Rep. attendance at the Town and Parish Councils Forum.

BoB Symons

Chairman of the South Gloucestershire Area Group of ALCA

Bath & North East Somerset Area ALCA Group 2016 / 2017

The B&NES ALCA Area Group held 3 group meetings and 3 well attended Parish Liaison meetings with B&NES Council, our local authority, during 2016 -17. We also held an extra meeting in July to discuss and have a presentation from B&NES Council Officers about the Devolution Deal.

I was elected as Chairman of the group in September supported by Judith Chubb-Whittle and Kathie Thomas became the Meeting Organiser.



The group had a presentation from BoB Symons (Chairman of ALCA), regular reports from the Cotswold AONB Representative, Penny Williamson and Kathie Thomas became the Joint Local Access Forum (JLAF) Representative. Electronic Planning Consultations, the new Park and ride proposal, the "Call for Sites" and Broadband all featured as requests on the Parish Liaison Meeting agendas.

A working party, represented of the whole group, worked with B&NES Council on a complete redraft of the Parish Charter throughout 2017 and meetings of this working party were attended by Cabinet members and senior officers from B&NES.

Our outstanding Parish council was Compton Martin Parish Council who achieved a Foundation Award from the Local Council Award Scheme and the Clerk Janie Griffiths also completed her Certificate in Local Council Administration (CiLCA) qualification, which demonstrates that the smaller councils can lead the way.

We finished the year with a strong membership, with only 2 Parish Councils and 2 parish meetings not in membership.

Rosemary Naish

Chairman of the B&NES ALCA Area Group

AVON LOCAL COUNCILS' ASSOCIATION



The ALCA Representative on the National Association of Local Councils (NALC) is:
Cllr. Mike Drew, Yate Town Council

NALC is the only national body specialising in the work of local councils. They take an enthusiastic role in protecting and advancing the rights and interests of member councils in the Government, main political opposition parties, Parliament, in media, private, charity and other parts of the public sector.

ALCA is a County Association affiliated to the National Association of Local Councils (NALC).

NALC in Numbers:

- 95% of all town and parish councils in England are NALC members
- We represent the interests of 9,000 parish and town councils and 80,000 councilors
- These councils provide employment for over 25,000 staff and their annual expenditure is in the region of £1 billion with over 16 million people (25% of the population) living in the communities they serve
- Over 200 new councils created in past decade

The councils that NALC represent serve electorates ranging from small rural communities to major cities, and are all independently elected.

Together, they can be identified as the nation's single most influential grouping of grassroots opinion-formers.

NALC provide support and advice to our members directly through a network of County Associations (ALCA)

Mike represents ALCA on the NALC National Committee and is also a member of the Finance and Resources Committee

AVON LOCAL COUNCILS' ASSOCIATION

Chief Officers's Report



I think I'm getting the hang of this..... oh, maybe not!

I now know that however long I do this job I never know all the answers! There seems to be an unlimited capacity for Local Councils to get themselves into new and interesting situations to spring a new surprise on me – but then that's all part of the fun.

We have had another busy year and membership has continued to grow, which is heartening and I am very grateful for the commitment, knowledge and experience of the County Committee members. They have all, without exception, been incredibly supportive of me as Chief Officer of ALCA. They have also proved invaluable in promoting ALCA at a national level e.g., Rosemary Naish and Mike Drew attended Local Council Lobby Day in London to talk to our local MP's and also in providing advice and information to the membership, on such things as Neighbourhood Planning and Grants Management. ALCA is dependent on its County Committee and so I hope enthusiastic Local Councillors will continue to put themselves forward to undertake this interesting and rewarding role.

Raising the profile of ALCA nationally has been assisted by representatives of Marshfield and Banwell Parish Councils coming "out of the hat" to attend the Royal Garden Party 2017 to recognise service to the Local Council sector and I only wish I could have sent everyone who applied for this honour.

One of the main challenges this past year has been trying to give money away! The Transparency Fund is for smaller councils, with an income of less than £25,000, to enable them to equip themselves to meet the demands of the new legislation, that came into force last year. Despite promoting the scheme at every opportunity and offering assistance with applications, only about a half of eligible councils have applied for the grant, but even so in national terms ALCA has done quite well.

Broadening the training opportunities that ALCA provides to the sector has been a very steep learning curve. Experimenting with different courses and using external trainers to provide the expertise in certain fields, has certainly been a "you win some, you lose some" scenario. ALCA will need to adopt a training session cancellation charging policy to avoid making a loss on providing these opportunities in the future.

Through trial and error ALCA now has a very strong scheduled training programme, including Being a Good Councillor, Basic Clerk, Chairmanship Skills, Planning in Plain English and Playground Management for Volunteers and the training delivered "At Your Place" has become increasingly popular amongst our members because it can be bespoke to an individual council and represents excellent value for money. Check out the [ALCA website](http://www.avonla.org.uk) to find out more.

Deborah White

AVON LOCAL COUNCILS' ASSOCIATION

| | | |
|-------------------------|---------------------|---------------------------|
| Acton Turville | Dunkerton & Tunley | Portbury |
| Almondsbury | Dyrham & Hinton | Portishead & North Weston |
| Alveston | East Harptree | Priston |
| Aust | Emersons Green | Publow & Pensford |
| Backwell | Englishcombe | Pucklechurch |
| Badminton | Falfield | Puxton |
| Banwell | Farmborough | Radstock |
| Barrow Gurney | Farrington Gurney | Rangeworthy |
| Bathampton | Filton | Rockhampton |
| Batheaston | Flax Bourton | Saltford |
| Bathford | Frampton Cotterell | Shoscombe |
| Bitton | Freshford | Siston |
| Blagdon | Hanham | Sodbury |
| Bleadon | Hanham Abbots | South Stoke |
| Bradley Stoke | Hawkesbury | Stanton Drew |
| Brockley | High Littleton | Stoke Lodge & Common |
| Burrington | Hinton Blewett | Stowey Sutton |
| Butcombe | Hinton Charterhouse | Swainswick |
| Cameley | Horton | Thornbury |
| Camerton | Iron Acton | Tickenham |
| Charfield | Kelston | Timsbury |
| Charlcombe | Kenn | Tormarton |
| Chelwood | Keynsham | Tytherington |
| Chew Magna | Kingston Seymour | Ubley |
| Chew Stoke | Locking | Walton-in-Gordano |
| Churchill | Long Ashton | Wellow |
| Clapton-in-Gordano | Loxton | West Harptree |
| Claverton | Marksbury | Westerleigh |
| Cleeve | Marshfield | Westfield |
| Clevedon | Midsomer Norton | Weston-in-Gordano |
| Clutton | Monkton Combe | Whitchurch |
| Cold Ashton | Nailsea | Wick & Abson |
| Combe Hay | Nempnett Thrubwell | Wickwar |
| Compton Dando | Newton St Loe | Winford |
| Compton Martin | Norton Malreward | Winscombe & Sandford |
| Congresbury | Oldbury on Severn | Wraxall & Failand |
| Corston | Oldland | Wrington |
| Cromhall | Olveston | Yate |
| Dodington | Patchway | Yatton |
| Downend & Bromley Heath | Paulton | |
| Dundry | Peasedown st John | |

AVON LOCAL COUNCILS' ASSOCIATION

Proposed Budget and Subscription for 2018/19

Proposed Budget

Receipts

| | |
|------------------------------|----------------|
| Subscriptions | £50,131 |
| Bank Interest | £30 |
| ALCA Training | £5,000 |
| Sale of Publications | £300 |
| Postage & Packing | £50 |
| Accreditation Panel | £0 |
| Miscellaneous | £0 |
| TOTALS | £55,511 |

Payments

| | |
|------------------------------------|----------------|
| NALC Subscriptions | £22,234 |
| Subscriptions | £1,200 |
| Staff Salaries | £34,091 |
| Staff Training | £300 |
| Training Costs | £1,000 |
| Staff Travel & Expenses | £2,000 |
| County Committee Expenses | £300 |
| Area Group Expenses | £300 |
| AGM Expenses | £100 |
| Account Charges | £200 |
| Stationery | £50 |
| Office Equipment | £0 |
| Postage | £50 |
| Telephone Costs | £450 |
| Website | £240 |
| IT Equipment | £300 |
| Cost of Publications | £450 |
| Insurance | £350 |
| Accreditation Panel | £100 |
| TOTALS | £63,716 |
| RECEIPTS/PAYMENTS | £8,205 |

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Proposed Subscriptions

Under 200 Electors £ 20.50;

201 – 2,000 Electors £ 36 + £ 16.40/100 electors;

2001 – 20,000 Electors £ 347.48 + £ 31.78/1,000 electors;

Over 20,000 Electors £ 919.43