



Cheshire Association of Local Councils

Annual Report 2020

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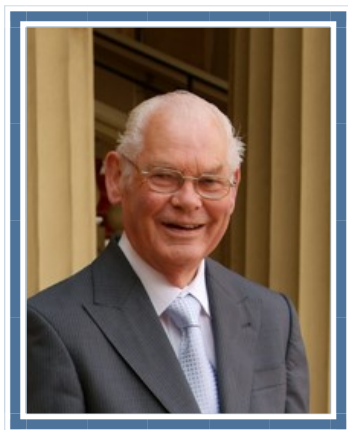


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PRESIDENT'S FOREWORD



It cannot go unsaid that 2020 has proved to be the most challenging year so far for so many of us personally but also for those of us involved in the Town and Parish Council Sector. Although not related to the virus, this year we lost our friend and colleague Frank Thomas. Frank had been a stalwart supporter of the town and parish council movement as an active councillor for Helsby Parish Council and also served for many years on the ChALC Board. I know he will be missed.

Despite the many difficulties we have faced, I am proud of the way in which so many of our members have stepped up to the challenges that Coronavirus has created in our communities. Our local councils have risen to the challenge of supporting the most vulnerable people in their communities and have also maintained a level of cheer and optimism that we would all hope to experience.

These are just some of the ways they have got involved:

- Making grants and donations to all sorts of groups and activities;
- Supporting volunteer groups as they in turn support shielding or vulnerable people
- Engaging with young people isolated without their schools
- Keeping the community informed and keeping the virtual flag flying

ChALC has produced an interesting report on this work '*Cheshire Parish and Town Councils Respond to the Challenges of Covid-19*' which is available with this Annual Report – I do hope you will read it. Sharon Angus-Crawshaw has done an excellent job in capturing the sense of camaraderie – an important positive in this very negative situation.

In addition our members have faced the most dramatic changes in their way of working ever. They have embraced the Government Regulations that at one point seemed to change on a weekly basis and have helped to spread the messages to their local communities.

They have had to get to grips with the new technology involved in holding virtual meetings and have risen to the challenge of keeping democracy alive.

Perhaps this will also add impetus to those rural councils who have been trying to get improvements to their broadband connectivity – it seems as if this new world is here to stay – at least for a while.

A handwritten signature in black ink, appearing to read 'B. Kerr'. The signature is stylized and written in a cursive-like font.

Brian Kerr OBE
President

CHAIRMAN'S MESSAGE

Hello to all our members. It does not seem that long since we had our last AGM at Middlewich Town Hall, but sadly a lot have things have happened since then due to COVID 19. Local councils have had to alter the way they operate and conduct their business and some councils will have lost revenue due to the closure of facilities they operate but which still have to be maintained and insured.



Most councils are operating virtually for most of their day to day running as well as holding virtual council meetings for the safety of staff and members. These are testing times for all of us and resilience is the buzz word at the moment. Thanks go out to all councils for the stalwart work they are doing to support their residents in whichever way they can and a great thanks goes out to you all.

So what has Chalc done this year and what have I been up to in the last 12 months you may ask. As you are all aware Stuart Hulse was elected for another 12 month term as Chairman at last year's AGM but due to personal circumstances he resigned as a member of Helsby PC and therefore from ChALC. At the December meeting of the Executive Board I was appointed as Chairman for the ensuing year, and I would like to thank the board members for their support.

As you were aware Hazel Merrill retired from ChALC after the AGM due to her relocating and the December Board meeting gave approval for Jackie and I to interview several candidates for the post. I was soon able to advise the Board that Sharon Angus-Crawshaw was duly appointed to fill the vacant post. Her previous experience with Cheshire East Borough Council was sure to bring valuable knowledge and experience to the post.

I have written to Grant Shapps over the delay in the governments final funding for the A500 upgrade and to the MP for the area and also to the LEP. I can now say that CEBC have been advised that approval has been given for the release of the final funding when they request it.

Prior to lock down I attend the HS2b information meetings and have since been updated as to progress on the ground investigation work which has progressed along the route north of Crewe. I commented in a generic response to the commission looking at the HS2b route and asked how it would fit in with Cross northern transport route HS3, requesting that the communities it passed through were consulted and that the effects on their community were considered at all stages.

I have had several virtual meetings during lock down with Philip Cox CEO of the Cheshire & Warrington LEP, where he advised me that they had been given funding for drainage works in Chester, Bus Station in Warrington and work to strengthen the canal bank at Calverley by the side of the A51. The whole of the LEP area had been given a grant fund to bid for to provide walking and cycling routes in their area.

I would like at this point to thank Terry O'Neill (new Vice Chairman and Chairman of the Finance Committee) for the excellent work keeping our finances healthy. Finally to Jackie at the county office who along with Nikki and Sharon have kept us all supported throughout these hard times and are still doing so from either the office or home - thanks from us all.

A handwritten signature in black ink, appearing to read 'P. W. Jackson', written over a light blue rectangular background.

Philip Jackson
Chairman

EXECUTIVE BOARD MEMBERS - October 2020

PRESIDENT

Brian Kerr OBE

VICE PRESIDENTS

Frank Walton
Lesley Smetham

CHAIRMAN

Philip Jackson

VICE-CHAIRMAN

Terry O'Neill

ELECTED BOARD REPRESENTATIVES:

Alan Bailey
John Cornell
David Rowlands

Lillian Burns
Judith Critchley
Colin Todd

Peter Bulmer
Stephen Jones
Francis Tunney

CHESHIRE EAST REPRESENTATIVE

Cllr Steven Edgar

CHESHIRE WEST & CHESTER REPRESENTATIVE

Cllr Mike Jones

CHESHIRE COMMUNITY ACTION REPRESENTATIVE

John Heselwood

SOCIETY OF LOCAL COUNCIL CLERKS REPRESENTATIVE

Adam Keppel-Green

FINANCE COMMITTEE MEMBERS

Terry O'Neill (*Chair*)
Frank Walton

Judith Critchley
Philip Jackson (*ex officio*)

David Rowlands

PREPARATION OF MANAGEMENT ACCOUNTS

J D H Business Services Ltd
94a Wrexham Road
Mold
Flintshire
CH7 1HG

General Overview

The year under review was mainly positive although it was with some sadness the staff team said farewell to a long serving colleague but later were able to welcome Sharon Angus-Crawshaw as a valuable addition to our support team.

As others have alluded to earlier in this report the year ended on a very different note with the team largely working from home and discovering new ways of working on an unprecedented scale. As this report is being written we are all eagerly anticipating the 'new normal' which we have not yet achieved.

There has been a heavy turnover of Clerks during the year which in turn also affects the amount of support that is needed to be delivered. Some of this can be addressed by training (details of which come later in this report) but some of this can only be delivered on a one to one basis as the new incumbent gets familiar with the role.

A key part of the work of the ChALC officer team remains the day to day support for local councils both the councillors and the clerks. Oftentimes the advice sought is procedural where clear advice on what is legally possible and required is needed but increasingly the advice and support required is in regard to employment issues.

This is accessed in a number of different ways:

- **Telephone** - the office is usually manned Monday to Friday 9-5 and if the phone is not answered there is a answering machine offering a return call or an alternative mobile number. Calls outside normal working hours are not unusual and are usually answered or returned quickly as we recognise that our members do not always work 'office hours';
- **E-mail** - each staff member has a personal e-mail address and is able to access this in and out of the office. We aim to answer every e-mail with 48 hours but most are responded to within the day;
- **By post** - each year the amount of contact by post (in either direction) diminishes but there are still a few councillors (and a couple of clerks) that prefer not to use electronic means of communication.
- **In person** - there will always be some matters that are better dealt with face to face. Either because of the sensitivity of the subject or perhaps because of the complexity. This year we have seen a larger number than ever wanting to access our support in this way sometimes by visiting the office and other times by going out to meet the council itself.

This year we have been able to offer a formal mediation service to members to resolve tensions within the council. Two councils have taken up this opportunity and the outcomes have both been positive. We encourage councils to consider this as an option since the alternative is often that a formal complaint will go to the Monitoring Officer or the relationship with a member of staff deteriorates further.

We are ever grateful to our member councils for their continued support without which we would not be able to continue with the work that we feel is so important.

TRAINING

Although it seems a lifetime ago, the early part of the year was 'normal' and we were working on the regular programme of training that we have become familiar with.

We keep a rolling programme of training that supports new councillors and clerks and then we 'slot in' topical or associated programmes which we believe will be of general interest.

This year we have run the following sessions:

- Basic Induction
- Chairmanship (Basic and Advanced)
- Code of Conduct
- Finance and VAT
- How to conduct an Internal Audit
- How to be a good councillor
- How to be a better councillor
- Planning
- Preparing for elections

Due to their popularity we repeat the *Basic Induction* and *Chairmanship* sessions during the year.

In addition to these group sessions we also run personalised sessions when a council wants us to deliver a bespoke session for their members. This year we have done three of these.

We do our best to keep the cost of training to a minimum and there has been no increase again this year. For a half day (including refreshments) we charge member councils £35 and £60 for non member councils. A number of non-members do attend training.

In all 450 councillors and clerks attended the sessions above thereby generally raising the knowledge and competence within the sector.

The training provision above will also support anyone looking to undertake the Certificate in Local Council Administration (CiLCA). For candidates working through the required portfolio of evidence which has to be submitted on line we provide one to one mentoring support. This year seven clerks have been supported as they work their way through the process. We make no additional charge to clerks of member councils that wish to access this one to one support.

As we adjust to the developing 'new norm' we have begun to deliver a number of virtual training sessions which initially appear to be popular. It is likely that in the future the 'training offer' will be a mix of both face to face and virtual sessions.

LOCAL COUNCIL AWARD SCHEME

Following the change from the old 'Quality Council Scheme' to the new 'Local Council Award Scheme' there has been limited take up of the programme. During 2020 NALC has further refined the scheme but it remains the 3 tier qualification (set out above) and sometimes councils are uncertain as to which level to aim for.


ChALC has continued to support the Scheme and encourage local councils to engage with it. We have also drawn the Scheme to the attention of the Principal Authorities in order to help raise its profile. This has been somewhat successful and we will look to continue this in the future.


We have recently introduced short, informal virtual training sessions the first of which was run on 16th September 2020 aimed at demystifying the LCAS. This is where councils can find out more details about the scheme and the support we can offer that will help them to achieve the standards they aspire to gain.


The Scheme invites Councils to consider a number of important questions such as: How do you serve your local community? What are you doing to make a real difference to the lives of your residents? How can you demonstrate your improvements and get recognition and respect for your commitment and hard work?

We remain actively supportive of local councils who want to serve their local communities and make a real difference to the lives of the people that live there. We believe that one of the ways we can do that is through the promotion of the Local Council Award Scheme (LCAS). Designed by the Improvement and Development Board at NALC, the scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

Councils can apply for an award at one of three levels. The following member councils have successfully demonstrated that they met the criteria required and are proudly listed on the NALC and ChALC websites.

 **LOCAL COUNCIL AWARD SCHEME FOUNDATION** **Foundation** (which demonstrates a council meets the requirements for operating lawfully and according to standard practice) **Cranage; Goostrey; Sandbach; Willington**

 **LOCAL COUNCIL AWARD SCHEME QUALITY** **Quality** (which demonstrates that a council achieves good practice in governance, community engagement and council improvement) **Alsager; Newbold Astbury cum Moreton; Threapwood; Tilston**

 **LOCAL COUNCIL AWARD SCHEME QUALITY GOLD** **Quality Gold** (which demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development) **Gawsworth; Holmes Chapel; Knutsford; Somerford; Upton by Chester**

The first point of contact at ChALC for councils looking to discover more is the ChALC or NALC websites, or to discuss an application contact Sharon Angus-Crawshaw.

NALC REPORT - Cllr Lillian Burns

It has been an honour to represent the Cheshire Association of Local Councils (ChALC) on the National Assembly of the National Association of Local Councils (NALC) for another year but, oh, what a strange year it has turned out to be!

At the end of October last year NALC held its AGM and annual conference in Milton Keynes which was attended by over 250 delegates. Princess Anne, the Princess Royal, spoke at the conference and sat in on some of the sessions. Attendees learnt that hundreds of new Parish Councils had been established over the previous few years but there was still an issue with lack of diversity and only 11% of councillors were under the age of 45. Nationally, the average age of a councillor was 61 and over 60% were men. However, there were now about 120,000 town and parish councillors, local council precepts totalled £600m. and it was estimated that the work of town and parish councils contributed between £2 bn and £3 bn to local communities. Princess Anne spoke about the remarkable changes which had happened over the 125 years that local councils had existed and said that they were very good at “filling the gaps”.

At the National Assembly meeting that followed the annual conference, I was re-elected to the national Policy Committee and subsequently became its vice chairman. I was also re-elected to the Smaller Councils Committee and confirmed as NALC’s official representative on the Rural Services Network (RSN). Since those appointments I have contributed to a number of NALC submissions on national consultations and calls for evidence, I have produced some internal reports and I have also been serving on a climate change task and finish group which NALC established.

The last face-to-face meeting of the National Assembly I attended was the ‘Lobby Day’ one on March 10th. Six days later the lockdown announcement was made due to the Covid-19 pandemic and NALC staff immediately transferred to home working. Despite this they have remained very productive - lobbying government for Covid guidance for local councils and disseminating it whilst continuing to promote a range of other issues on behalf of the sector, reacting to national consultations, arranging a remote National Council meeting and a series of management board and committee meetings and publishing legal topic notes and an edition of ‘Local Council Review’ which has been made available on the NALC website to subscribers and non-subscribers alike. NALC has also been holding virtual weekly meetings of County Association officers that have allowed them to share best practice and it has run a number of remote ‘open house’ debates on various aspects of ‘Re-building communities’.

NALC held its AGM remotely this year, on October 27th, when Luke Hall, minister of state for regional growth and local government, spoke and congratulated Local Councils on ‘keeping things going’ during the Covid crisis. He confirmed that the delayed Devolution White Paper would appear next year and he said there would be something in it about increasing the powers of Local Councils. Also, at the AGM, the National Assembly agreed to raise the affiliation fee for 2021/22 to 7.42p per elector with a cap of £1,900 for larger councils.

Remote meetings have proved to be successful and it is likely that many NALC meetings in future will continue to be held this way, saving time and money on travel. NALC has also persuaded the government to extend the permission which enables local councils to hold virtual meetings and it has worked with the Ministry of Housing, Communities and Local Government on guidance relating to playgrounds and outdoor gyms.

At the time this report was written, legislation which had ‘fallen’ due the coronavirus shut down looked set to be endorsed. This would remove the need to pay business rates on public lavatories – an important factor for many local councils. In addition, NALC has produced a submission on the Planning White Paper which had proposed revolutionary changes to the planning system. The response rejected many of the fundamental changes proposed but welcomed the increased emphasis on building design. NALC’s full response to the Planning White Paper is available on its website (<https://www.nalc.gov.uk/news/entry/1592-nalc-urges-government-to-keep-communities-at-the-heart-of-planning>).

Annual Meeting 2019 - Minutes

Minutes of the Annual Meeting held on Thursday 24th October 2019 at Middlewich Civic Hall, Civic Way, Middlewich, CW10 9AS.

EXECUTIVE MEMBERS PRESENT: Brian Kerr, Stuart Hulse, Terry O'Neill, Philip Jackson, Frank Walton, David Rowlands, Colin Todd, John Cornell, Lilian Burns, Lesley Smetham, Judith Critchley and Mike Jones

Together with 82 representatives from the following Councils: -

Allostock Parish	Antrobus Parish	Arclid Parish	Barthomley Parish
Betchton Parish	Bulkeley & Ridley Parish	Calveley Parish	Chorley Parish
Cheshire East BC	Cheshire West & Chester BC	Cholmondeston & Wettenhall Parish	Doddington & District Parish
Cuddington Parish	Darnhall Parish	Disley Parish	Hartford Parish
Frodsham Town	Gawsworth Parish	Great Boughton Parish	Malpas Parish
Haslington Parish	Helsby Parish	Ince Parish	Neston Town
Mickle Trafford Parish	Mottram St Andrew Parish	Moulton Parish	Ollerton with Marthall Parish
Newbold Astbury Parish	Northwich Town	Odd Rode Parish	Sandbach Town
Over Alderley Parish	Plumley with Toft & Bexton Parish	Prestbury Parish	Tarvin Parish
Saughall & Shotwick Park Parish	Somerford Parish	Stapeley & District Parish	Willaston Parish
Utkinton & Cotebrook Parish	Weston & Basford Parish	Whitegate & Marton Parish	
Winsford Town Council	Wistaston Parish		

APOLOGIES

Audlem Parish Council	Great Boughton Parish Council	Northwich Town Council
Barrow Parish Council	Helsby Parish Council	Poynton with Worth Town Council
Cheshire Community Action	Mere Parish Council	Upton by Chester Parish Council

The President, Brian Kerr, welcomed all guests to the 2019 ChALC Annual Meeting and commented on a good turn out. He thanked ChALC for the hard work and in particular gave thanks to Hazel Merrill who had recently relocated to Suffolk. He noted how she had been a great asset to ChALC for the past 9 years and wished her well for the future.

He told the meeting that they would dispense with the traffic light system due to there being only three motions. He asked that people vote for up to 3 people for the Election to the Executive Board on the ballot paper. He went on to add that Middlewich was considered by previous delegates to be the best venue and mentioned that in the early years as ChALC became an independent body Middlewich Town Council helped with accommodation for meetings, including the holding of interviews which resulted in the appointment of Jackie Weaver. He offered his condolences to the family of Jonathan Williams (Clerk to Middlewich Town Council) who had died suddenly whilst on holiday in Tenerife.

APPROVAL OF THE MINUTES OF 25 OCTOBER 2018 ANNUAL MEETING

The minutes of the Annual Meeting held on Thursday 25th October 2018, having been circulated prior to the meeting, were taken as read and offered for approval.

i/19 RESOLVED that the minutes be agreed unanimously .

Annual Meeting 2019 - Minutes

PRESENTATION OF THE ANNUAL REPORT

The Chairman, Cllr Stuart Hulse, said copies had been previously circulated and invited members to note the content and to receive the Annual Report of 2019.

ii/19 RESOLVED that the Annual Report for the year ending 31st March 2019 be accepted and duly adopted.

PRESENTATION OF ACCOUNTS

Cllr Terry O'Neill, Finance Committee Chairman, presented the accounts for approval. He asked that delegates turn to Page 21 of the Annual Report showing a surplus for the year of £6,398.

He drew members attention to a number of additional points with regards to the figures. He said that the salary costs have reduced by slightly over £11.5k due to ChALC not replacing the deputy Chief Officer. The Executive Board are currently considering what staffing ChALC requires to meet the changing needs of the membership.

He highlighted the continued support of both Cheshire East Council and Cheshire West and Chester Councils who between them give a grant of almost £32k.

During the year we have welcomed a number of new members the effect of which is reflected in the Affiliation Fee income which has increased this year by almost £5k.

There has been a modest increase of almost £250 in interest over the year and the actual income from running courses this year has been almost £6k.

Terry explained to delegates that the apparent deficit of £11,198 under 'Transparency Fund Grant' was an administrative correction from the year before and was monies that ChALC was handing onto councils that had applied successfully for the grant. There is no corresponding 'Admin' for this as the fund closed the year before.

The balance sheet (on page 24) shows that ChALC is continuing to look to the future and build the 'Premises Fund' which now stands at £45k. Delegates were invited to note that we spend almost £9k per year on rent for the ChALC office and it remains an aspiration that we might be able to have our own premises in the future.

There is also a healthy 'Equipment' Fund to enable us to react to the changing needs of the office in terms of technology or equipment.

Delegates were then asked to approve the financial statement of accounts as presented in the Annual Report. Cllr Pat Kynaston (Neston Town Council) addressed the meeting and asked that the Board be mindful of increasing staffing costs when it comes to the affiliation fees and balancing the budget.

iii/19 RESOLVED that the Accounts for the year ending 31st March 2019 were approved.

SETTING OF SUBSCRIPTIONS FOR 2020-21

Cllr O'Neill invited representatives to consider the Executive Board recommendation that there should be no increase in the Affiliation Fee rate for 2020. There was some comment from the floor from Calveley, Mickle Trafford and Neston Councils.

iv/19 RESOLVED that there be no increase in the Affiliation Fee for the forthcoming year.

Annual Meeting 2019 - Minutes

REVISION OF THE CHALC CONSTITUTION

The President advised delegates that the Constitution approved at the Annual Meeting 2018 unfortunately had not make any provision for filling casual vacancies that may arise during the year. The proposed amendment (set out below) seeks to address this omission.

'5. Functions of the Executive Board – add

(iv) Make arrangements to fill such vacancies as arise from failure to elect sufficient members at the Annual Meeting or where a vacancy arises mid-term.'

v/19 RESOLVED this was put to vote and was agreed and carried unanimously

ELECTION OF OFFICERS OF THE ASSOCIATION

The Chairman, Stuart Hulse, invited members to support the Executive Board's recommendation that the current President and Vice-Presidents be re-elected until the Annual Meeting 2020 and that a further addition of Cllr Lesley Smetham be added as Vice President be approved.

vi/19 RESOLVED that the Officers of the Association for the ensuing year be as follows:

President:	Brian Kerr		
Vice Presidents:	Frank Thomas	Frank Walton	Lesley Smetham

The President then invited delegates to note the voting slips on their seats and asked that they put 3 crosses on those slips indicating their preferred candidates to fill the vacancies on the Executive Board. He advised that the votes would be counted at the end of the evening and the results would be posted on the website the following day.

MOTIONS FROM MEMBER COUNCILS

The following motions were debated by those present, and it was agreed that where the motions were borough specific, ChALC would as a matter of course apply them to the ChALC sub-region as appropriate.

Helsby Parish Council

This meeting calls upon the Cheshire Association of Local Councils to lobby Cheshire West and Cheshire Council so that if the Council decides to delegate enforcement powers for the issue of low level environmental crime to Parish and Town Council representatives, such delegation must be accompanied by funding so that Parish and Town Councils can provide those services, for example by employing enforcement officers or contracting out.

Proposer: Cllr Stuart Hulse - Helsby

Seconder: Cllr Terry O'Neill - Helsby

A robust discussion took place with people from the floor commenting including Janet Clowes (Doddington & Dist), Mallie Poulton (Frodsham), David Rowlands (Mickle Trafford), Rob Ford (Tarvin), Pat Kynaston (Neston), Julie Savage (Winsford), Keith Gilby (Cholmondeston), Alan Bailey (Saughall), Stephen Jones (Plumley with Toft), Robert Hughes (Mottram St Andrew) and Andrew Needham (Utkinton & Cotebrook).

Helsby was invited to withdraw the motion but the proposer declined. The motion was put to the vote but it was not carried.

Neston Town Council

This meeting calls upon the Cheshire Association of Local Councils to press Government for a change in legislation permitting the split of the role of Chairman and the role of Mayor in our Town Councils.

Proposer: Cllr Pat Kynaston - Neston

Seconder: Cllr Janet Griffiths - Neston

Annual Meeting 2019 - Minutes

A number of people spoke from the floor in support of the motion, including councillors Mallie Poulton (Frodsham) and Julie Savage (Winsford).

The President invited the Chief Officer to explain to delegates the current legislative provision.

The motion was unanimously carried.

Malpas Parish Council

This meeting calls upon the Cheshire Association of Local Councils, Cheshire West and Chester Borough Council, Cheshire East Council and the Local Government Association, following the declaration by Parliament of a Climate Emergency, to demand that the Government reviews, as a matter of urgency, its definition of "Sustainable Development" which underpins the current National Planning Policy Framework - because this has facilitated a massive increase in homes in Cheshire's rural communities that require more commuting by car with the inevitable detrimental effects on people's carbon footprints.

Proposer: Cllr Adrian Waddelove – Malpas

**Seconder: Cllr Andrew Needham –
Utkinton & Cotebrook**

Cllr Janet Clowes (Doddington & District) spoke in support of the motion along with Cllr Francis Tunney (Utkinton & Cotebrook) on behalf of Tarporley Ward regarding public transport.

This motion was overwhelmingly carried.

VOTE OF THANKS

Cllr Philip Jackson (Deputy Chairman) thanked Stuart Hulse for the work he has done as Chairman in the last twelve months not only for the Association but also in representing ChALC on the North West Regional and on the Northern Group of local councils.

He thanked members of the 'old' ChALC board, some of which have not sought re-election and he welcomed the new members to the board (whoever they are) and wished them well in the next 12 months on the board.

Philip also offered thanks to the local councils who support ChALC and to their members who attended the Annual Meeting. Thanks was also offered to the President Brian Kerr who chaired the meeting and the two Vice presidents who he mentioned still support the association in their different ways - Frank Walton and Frank Thomas. He also mentioned the Finance Chairman Terry O'Neil for his stalwart work through the year looking after the finances and advising what is needed for the forth coming year and also Lillian Burns as the representative on the NALC committee and for the papers she has produced for them. He also thanked Jackie Weaver along with Nikki Hewitt who are always at the end of the phone. And finally, Middlewich were commended for their excellent facilities and the caterers for lovely food and in closing Philip thanked everyone for attending.

CLOSING REMARKS

The President, Brian Kerr, concluded the evening by once again thanking everyone for attending and said it had been an excellent meeting and wished everyone a safe journey home.



Update on Motions from 2019

The following motions were passed at the 2019 Annual Meeting and set out below are the actions agreed by the Board and the progress that has been made since then.

Neston Town Council

This meeting calls upon the Cheshire Association of Local Councils to press Government for a change in legislation permitting the split of the role of Chairman and the role of Mayor in our Town Councils.

Actions Agreed:

- 15.01.2020 Letter written to National Association of Local Councils (NALC)
- 30.01.2020 Response – already NALC position- Executive Style Governance 2015 – To allow a town council to adopt ‘executive style’ governance arrangements including a leader and portfolio holders’.

Malpas Parish Council

This meeting calls upon the Cheshire Association of Local Councils, Cheshire West and Chester Borough Council, Cheshire East Council and the Local Government Association, following the declaration by Parliament of a Climate Emergency, to demand that the Government reviews, as a matter of urgency, its definition of "Sustainable Development" which underpins the current National Planning Policy Framework - because this has facilitated a massive increase in homes in Cheshire's rural communities that require more commuting by car with the inevitable detrimental effects on people's carbon footprints.

Actions Agreed:

- 15.01.2020 Letter written to NALC
- 15.01.2020 e-mail sent to CW&C
- 15.01.2020 e-mail sent to CE
- 30.01.2020 response from NALC – make this countrywide and resubmit using on line form – actioned the same day
- 17.02.20 Largely supportive response from Frank Jordan (Exec Dir Place and Deputy CE) setting out the CE position with regard to development and stating that only 8.3% of the housing needs will be delivered by rural developments.

Helsby Parish Council - Motion not carried

This meeting calls upon the Cheshire Association of Local Councils to lobby Cheshire West and Cheshire Council so that if the Council decides to delegate enforcement powers for the issue of low level environmental crime to Parish and Town Council representatives, such delegation must be accompanied by funding so that Parish and Town Councils can provide those services, for example by employing enforcement officers or contracting out.

Actions Agreed:

Although this motion was not passed by the Annual Meeting the Board has always adopted the policy that where there is a transfer of services from the principal authority to a town or parish council the relevant funding support should also be forthcoming.

This continues to be the position of the ChALC Board.

Cheshire Association of Local Councils

Annual Accounts

2019/2020

These accounts have been prepared in accordance
with the information and explanations received.

JDH Business Services Limited



INCOME

CHESHIRE ASSOCIATION OF TOWN AND PARISH COUNCILS

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2020

INCOME	2019	2020
Affiliation Fees	93,221	93,644
Sales of Literature		
Reviews	513	479
Handbook and Sundries	<u>10</u> 523	<u>1,162</u> 1,641
Bank Interest Received		
National Savings Bank & Other	774	860
Other Income:		
Annual Meeting	350	200
Courses	10,974	18,725
Northern Group	1,560	0
Newsletter inclusions and distribution	100	0
Miscellaneous	421	411
Local Council Awards Scheme	350	0
Transparency Fund Grant	-11,198	0
Crewe TC		6,924
SLA	31,728	34,215
	<u>128,802</u>	<u>156,619</u>

EXPENDITURE

EXPENDITURE	2018	2019
Affiliation Fees to National Association	25,288	23,376
Salary Cost (inc NI etc)	64,544	66,744
Postage	46	327
Telephone	1,588	1,410
Printing, Stationery and Photocopier	1,820	1,500
Donations	15	15
Accountancy fee	1,091	991
Annual Meeting Expenses	950	716
Courses	4,888	11,477
IT	1,157	3,146
Travel & Meeting Expenses:		
Meeting Expenses	814	515
General travel Exp	4,560	3,784
Chairman/Vice-Chairman allowance	550	550
Premises Rental	8,496	8,496
Insurance	355	360
Miscellaneous	1,765	734
Purchase of Literature		
Reviews	792	374
Handbooks and Supplies	10	1,229
Northern Group Admin Fund	1,518	176
Crewe TC		6,174
Equipment repairs, renewals & minor items	913	0
Depreciation - office equipment	1,245	1,340
	<u>122,404</u>	<u>133,434</u>
Surplus for the year	6,398	23,185



SUMMARY OF INC AND EXP ACCOUNT

Summary of Income and Expenditure Account for 2019/2020

Northern Group - Restricted Fund

Income	0
Expenditure	<u>176</u>
Surplus/Deficit	<u>-176</u>

Designated Fund - Equipment

Income	0
Expenditure	<u>0</u>
Surplus/Deficit	<u>0</u>

Designated Fund - Premises

Income	0
Expenditure	<u>0</u>
Surplus/Deficit	<u>0</u>

General Reserve

Income	156,619
Expenditure	<u>133,258</u>
Surplus/Deficit	<u>23,361</u>

BALANCE SHEET as at 31st MARCH 2020

	31/03/2019		31/03/2020	
	£	£	£	£
<u>FIXED ASSETS</u>				
<u>Office Equipment</u>				
Cost	4,256		3,011	
Additions in year	0		1,342	
Depreciation	<u>1,245</u>		<u>1,340</u>	
		3,011		3,013
<u>CURRENT ASSETS</u>				
Debtors and Prepayments	10,719		953	
Cash at Bank and in Transit				
Current Account	59,772		91,169	
National Savings Account	107,515		108,375	
County Training Partnership Account	16,733		17,878	
Cash in transit	<u>0</u>		<u>0</u>	
	194,739		218,376	
<u>LESS CURRENT LIABILITIES</u>				
Receipts in Advance	0		455	
Sundry Creditors and Accruals	<u>1,175</u>		<u>1,174</u>	
	1,175		1,629	
CURRENT ASSETS LESS CURRENT LIABILITIES		<u>193,564</u>		<u>216,747</u>
		<u>196,575</u>		<u>219,760</u>

BALANCE SHEET AS AT 31st MARCH 2020

FINANCED BY:	2018	2019
<u>General Reserve</u>		
Balance as at 1 April	132,816	129,965
Transfer to Equipment designated fund	-5,000	-5,000
Transfer to Premises designated fund	-5,000	-10,000
Transfer to Northern Group restricted fund	-120	-60
Transfer from Equipment designated fund	0	2,285
Transfer from Premises designated fund	0	0
Transfer from Northern Group restricted fund	0	0
Surplus for the year	7,269	23,361
	129,965	140,551
 <u>Designated Fund</u>		
Equipment		
Balance as at 1 April	14,432	18,519
Contribution to fund during year	5,000	5,000
Transfer to general reserve	0	-2,285
Surplus for the year	-913	0
	18,519	21,234
 Premises		
Balance as at 1 April	40,084	45,084
Contribution to fund during year	5,000	10,000
Transfer to general reserve	0	0
Surplus for the year	0	0
	45,084	55,084
 <u>Restricted Funds</u>		
 Fund held on behalf of World Rural Women's Day		
Balance as at 1 April	2,649	2,649
Transfer to General Reserve	0	0
Transfer from General Reserve	0	0
Surplus for the year	0	0
	2,649	2,649
 Fund held on behalf of the Northern Group		
Balance as at 1 April	195	357
Cheshire Association Funding Transfer	120	60
Surplus for the year	42	-176
	357	241
 Totals	196,574	219,760

NOTES TO BALANCE SHEET

<u>Notes to Balance Sheet</u>	<u>2019</u>
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£

Creditors

19/20 Accountancy fee	650
19/20 Payroll fee	332
Courses	192
	<hr/>
	1174

Prepayment

Conferences/courses	0
Rent	708
	<hr/>
	708

Receipt in Advance

20/21 Courses	70
Credit notes	385
	<hr/>
	455

Debtors

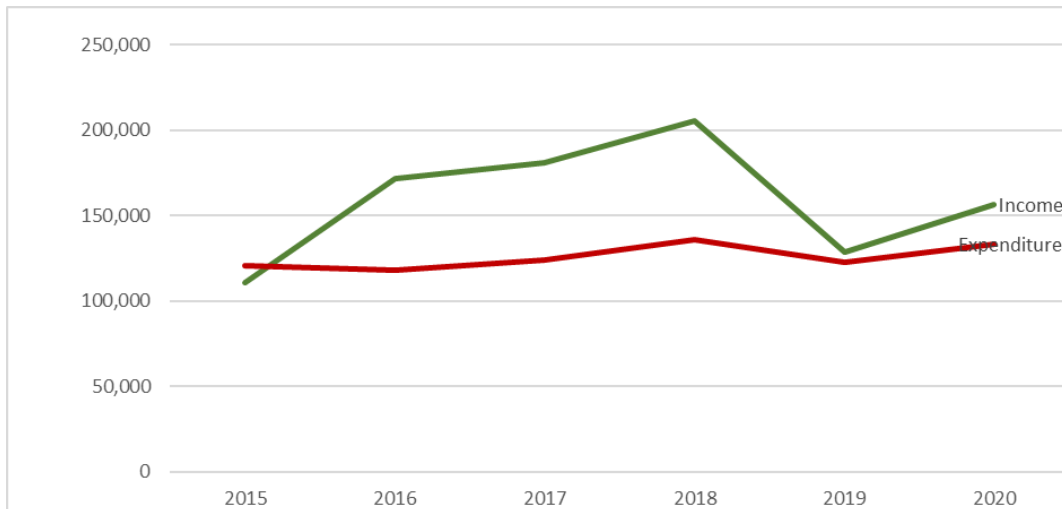
Courses	245
	<hr/>
	245

Depreciation

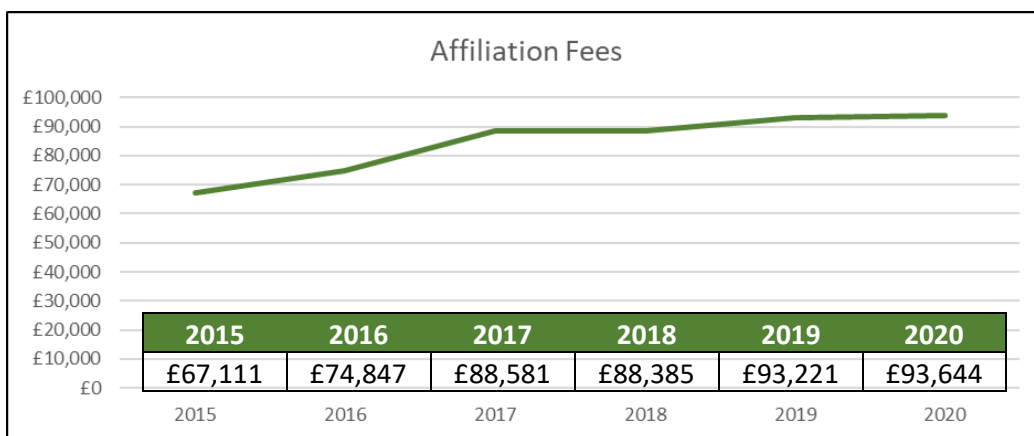
Method of depreciation is straight line over 4 years

5 YEAR COMPARISON GRAPHS

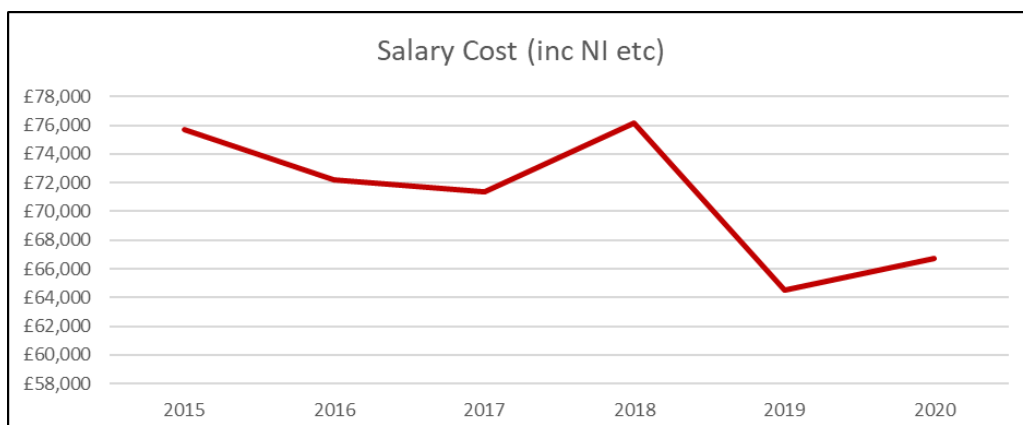
The charts set out below the comparison of income and expenditure over the past 5 years. Although income has fluctuated (dependant on grant income), expenditure has remained largely unchanged. Income is once again beginning to increase due to revenue from training.



Set out below is a representation of the increase in the amount of income from Affiliation Fees. The rate of fee has remained largely unchanged but we have increased the membership and there have been increased electors (our multiplier for fees) due to housebuilding in Cheshire.



And finally we show the overall cost to ChALC of salaries (the largest single expenditure each year but again this shows that the trend has been largely downward reflecting the Boards commitment to cautiously ensuring the members needs are met but that spend on staffing does not grow unchecked.



NOTES

A series of horizontal dotted lines for writing notes, spanning the width of the page.