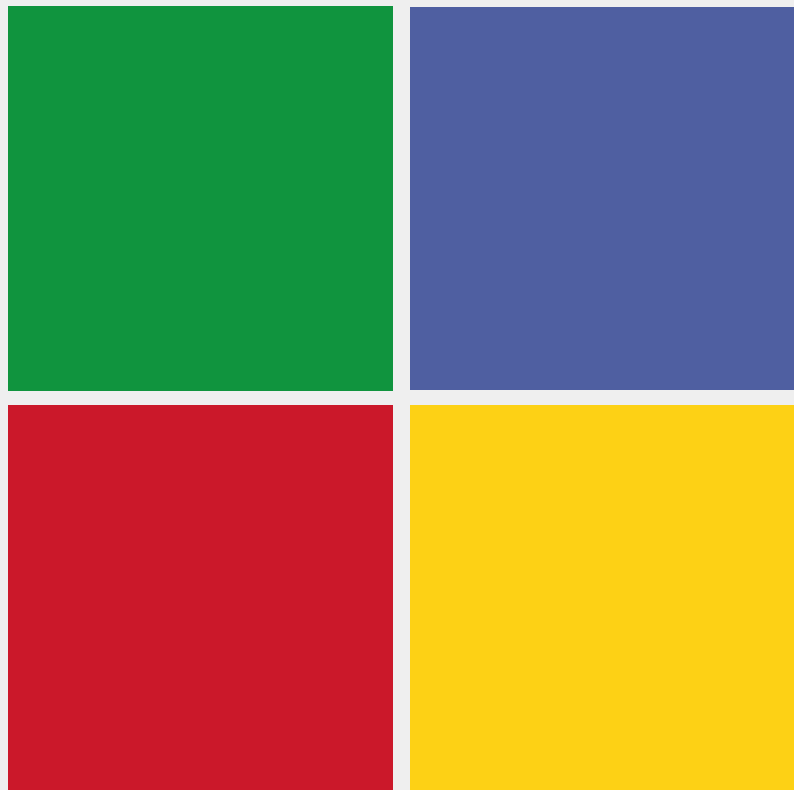


Lincolnshire  
Association of Local  
Councils



# Annual Report

2024-25



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# Management Committee

**President: Gary Ellis**

**Vice President: Tony Howard**

**Vice President/Treasurer: Mike Passfield**

**Chair: Chris Callan (until May 2025)**

**Vice Chair: Karri Davey**

**Committee Members: Steve Fletcher, Lynda Phillips, Cathie Nicoll, Reece Harrington, Nigel Eaton (elected June 2025)**

## Pay & Recruitment Working Group

**Lynda Phillips, Nigel Eaton, Chris Myers, Carolyn Barber, Vacancy**



# President's Report - Gary Ellis

As I reflect on the past year, I'm filled with pride and gratitude for what we've achieved together at LALC. It's been a time of real progress—expanding our services, delivering expert advice and support, and strengthening our partnership with member councils across Lincolnshire. I hope you feel the same: that this collaboration is working well and truly serving our communities.

This year has brought big changes across the local government landscape. With elections, a new Lincolnshire County Council in place, and the formation of the Greater Lincolnshire Council led by a newly elected Mayor, the pace of change is only accelerating—especially in areas like planning and devolution.

Closer to home, LALC has gone through a major transformation of its own. The introduction of our new management board has streamlined our governance, replacing the old county committee and executive board. It was a long-overdue move—and a successful one. The new committee, made up of committed councillors and clerks, has hit the ground running and continues to steer LALC effectively and confidently into the future.

One of our standout achievements this year has been the ongoing development of our website portal. It's now a vital resource for clerks, offering current information on legislation, events, training, and support. The positive feedback from you, our members, confirms the value of this investment.



We continue to grow and adapt our services to meet your needs—locum clerking, internal audits, website support, networking events, training sessions, news updates, and advisory support remain at the heart of what we do. And we always welcome your feedback. Those post-training surveys you fill out? Yes, we really do read them and use them to improve.

At the national level, the National Association of Local Councils (NALC) has been relatively quiet as they forge relationships with the new government and MPs. Still, issues such as remote meetings, councillor conduct, banking access, and devolution remain high on the agenda—especially here in Lincolnshire. We'll be watching closely as the County Council sets out its long-term vision for our area.

I want to personally thank the brilliant LALC staff—Katrina, Andrew, Lindsey, and Elaine—whose hard work and dedication have been central to our success. My thanks also go to the members of the management committee for their ongoing support and commitment.

A special thank you must go to our Chairman, Cllr Chris Callan, who is stepping down after a successful year at the helm. Chris's leadership has been invaluable, and while we're sad to see him go, we fully understand his decision and wish him all the best. We hope to welcome him back when the time is right.

Finally, thank you—our members—for your tireless work in your communities. You are what makes Lincolnshire such a fantastic place to live, work, and visit. LALC is here to support you—so please stay engaged, ask questions, challenge us, and share your ideas for new services and training. Together, we're making a real difference.

Here's to another successful year.

— Gary Ellis, President



# Chief Executive's Report - Katrina Evans

The 2024/25 year has been another busy and productive period for LALC, with our team continuing to support member councils across a wide range of services—from answering queries and delivering training to managing audits, websites, and locum support.

With all councillors now able to access the LALC Portal, councils have greater autonomy in sourcing policies, advice notes, and core governance documents. Our CRM system (Junari) has helped us track training attendance, monitor enquiries, and improve our services—all of which are reflected in the data later in this report. We encourage councils to use the CRM or email [enquiries@lalc.co.uk](mailto:enquiries@lalc.co.uk) for all queries to ensure timely and secure responses.

## Collaboration & Representation

LALC has actively participated in:

- Quarterly Management and County Officer meetings
- Monthly FEMALC Officer sessions
- National Assembly representation
- Fortnightly NALC/CALC calls
- Engagement with Principal Authorities and forums

These meetings ensure your voice is heard nationally. We remain ready to take local issues forward to NALC, Government Ministers, or your MPs—so keep talking to us.



## Governance & Leadership

Following the July 2024 AGM, **Cllr Chris Callan** was elected Chair. We thank Chris for his strong leadership before stepping down in May 2025 due to parish commitments. **Cllr Nigel Eaton** was elected to the Committee at an Extraordinary Meeting in June and brings valuable experience from LALC's Recruitment & Pay Working Group. A new Chair will be elected at the next meeting post-AGM, with **Cllr Karri Davey** continuing as Vice Chair in the interim.

## Supporting Councils

### Recruitment & Pay Working Group

Formed in November 2024, this group—led by Lynda Phillips—has begun gathering data on recruitment challenges and pay structures. Their work will complement the Civility & Respect strand on role profiles. We welcome your input via the LALC office.

### Worknest (Health & Safety)

Now entering our second year of partnership, Worknest offers expert advice and a member-only website—though uptake has been low. We urge councils to utilise this valuable resource.

### Finance & HR

We've renewed agreements with:

- **Steve Parkinson Partnership** (Finance) – including popular training sessions.
- **Chris Moses** (HR Adviser) – offering expert advice, training, and a podcast series.

### Website Management

Nearly one-third of member councils now use this rolling service. After the sad passing of Pete Langford, we welcomed Tony Shaw, who has continued to provide excellent support and continuity.



## Internal Audit Service

Our Internal Audit service continues to grow, with more councils engaging and more auditors onboard. The service not only checks year-end finances but also helps councils improve governance throughout the year.

We'll begin offering intermediate audits in Autumn/Winter to help councils prepare ahead of the 2025/26 AGAR requirements.

A reminder: councils should consult LALC when audits flag gaps in policy or transparency—we're here to help, and the portal has model documents ready to use.

## Details of audit fees and council engagement

Electorate banding	Approx hrs	Standard audit fee	Councils subscribed FY 2024-25
0-250 (58)	4.5	£137.50	3
251-500 (102)	5	£165	16
501-1000 (65)	6	£220	14
1001-2500 (56)	7	£275	17
2501-5000 (27)	8	£330	10
5001-7500 (4)	9	£385	2
7501-10,000 (1)	10	£440	1
Over 10,000 (8)	11+	£495	4



## Events & Training

Our Summer Conference was a great success, and the 2025 Conference (16 July) will introduce a new “talking tables” format, giving delegates access to Principal Authorities and sector experts. Speakers include the LCC Leader and Chief Executive, and the Mayor of GLCA.

Training remains a key part of our offer. Thanks to Andrew and Elaine for delivering excellent sessions, and to Katrina for continuing with Clerk Induction and CiLCA. The current CiLCA portfolio closes to new registrations on 1 August 2025. A new version will launch in 2026 with refreshed training support.

Please continue to let us know your council’s training needs—we adapt our offer to suit demand.

## Looking Ahead

We’ve managed our budget carefully, keeping affiliation fees as low as possible while expanding services.

With potential **Local Government Reorganisation** on the horizon, LALC is already engaged in conversations with Lincolnshire County Council and ERNLLCA. We’ll keep members informed and supported through any changes. One of this year’s Conference tables will cover asset transfers, led by **Steve Larner (Skegness Town Council)**.

## Thanks to the Team

Finally, heartfelt thanks to the LALC team:

- **Andrew** for expert legal and council support
- **Elaine** for managing bulletins, the portal, and training
- **Lindsey** for keeping the office, finances, and all of us organised

Together, we remain committed to serving our members through every challenge and opportunity.

— Katrina Evans, Chief Executive



# Training Report

Over the past year, LALC and our trusted partners delivered a total of **65 training events**, attended by **905 delegates** across Lincolnshire.

- **29 events (45%)** were held **in person**, providing valuable opportunities for face-to-face learning and networking.
- **36 events (55%)** were delivered **remotely**, offering flexible access to training for busy council members and clerks.

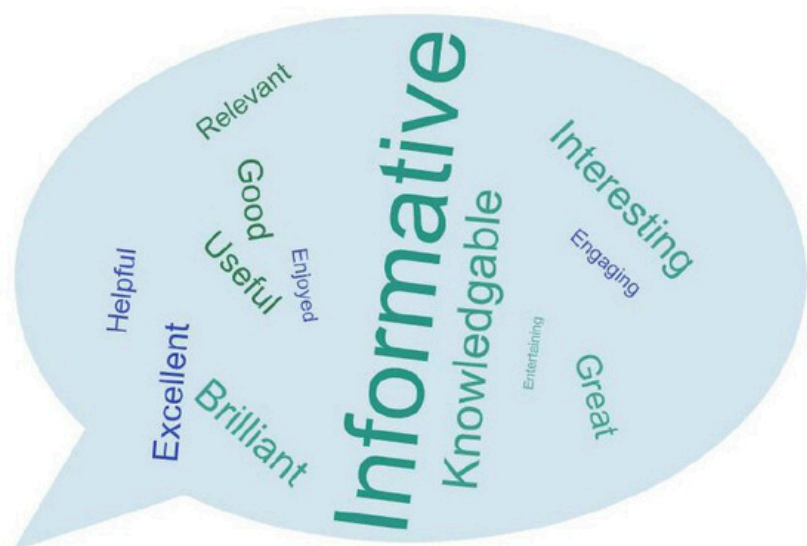
In addition to the LALC-led sessions:

- **61 delegates** took part in **Parkinson Partnership** events, covering **12 diverse topics**.
- **26 delegates** attended **Breakthrough Communications** sessions, also spanning **12 subjects**.
- **13 delegates** completed **Nimble eLearning** courses across **7 topics**, offering on-demand learning.

Unfortunately, **4 events** were cancelled — 3 due to low uptake, and 1 due to technical difficulties experienced by an external presenter.

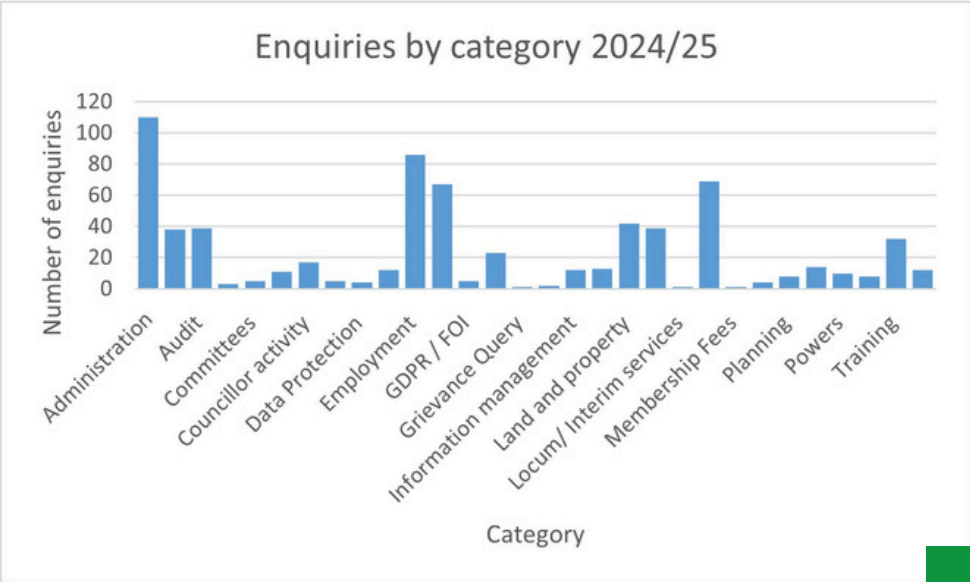
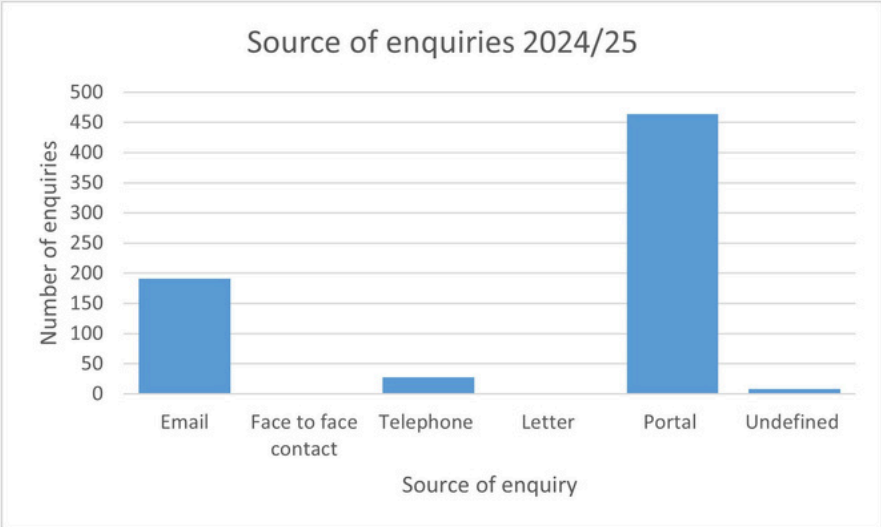
**17 clerks** attended CiLCA training, delivered via face to face and remote options. Congratulations to the following who passed their CiLCA in this period: Amanda Eastwood (Horncastle Town Council), Elizabeth Raymond (Hemswell Parish Council), Loo Clinkscales (Cherry Willingham Parish Council).

Feedback from our training events continues to be positive and constructive. Please continue to provide feedback - we can't improve without this.



# Enquiries

Our CRM has been embedded in our daily operations for a few years now, with members now used to logging enquiries, and receiving a response from us, via the portal. This is the easiest and most efficient method for members to raise an enquiry although we obviously still take enquiries via email (enquiries@lalc.co.uk), telephone and occasionally in person. Enquires taken via these alternative methods are generally put onto the CRM, so that there is a historical log of the responses available to the council.



# Finance Report - Mike Passfield

Assurance level:	Substantial X	Reasonable	Partial	No assurance
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## Rational for Assurance rating

- Financial income above budgeted income by 38.4k, largely associated with Locum Clerk, internal audit, ATS and additional affiliation fees.
- The over budgeted income has largely off-set non-budgeted expenditure related to locum clerk, internal audit and website management salaries, resulting in £12k net revenue.
- A year end net surplus of £6.2k
- Financial year end audit conducted on 20<sup>th</sup> May 2025 - Nil concerns noted.

## Assurance action

- Final year end closure reporting
- Positive internal audit review and report

## Purpose

This report is the annual Lincolnshire Association of Local Councils finance report for the 2024/25 financial year.



“Year end net surplus of £6.2k”



## Governance & Internal Controls

The Association maintains a **robust system of internal controls** to support the effective and efficient delivery of its activities and operating procedures. Each year, a member of the Executive Committee is appointed with responsibility for financial oversight. This individual scrutinises internal controls and working practices, forming an important governance mechanism that enhances risk identification and mitigation. This role works closely with both leadership and administrative functions to maintain financial integrity.

As part of the year-end process, Mr Chris Hewis (Auditor) attended to undertake the annual financial audit. His review was thorough and constructive, and he commented positively on the transparency, organisation, and accuracy of the Association's financial records and processes. His feedback reinforces **confidence in the financial governance arrangements** and provides valuable external assurance on the effectiveness of current systems.

In addition, the Association's financial risk register was formally reviewed as part of the internal control process. This review confirmed that all identified risks remain appropriately monitored and mitigated. It was also noted that the Association's Financial Regulations remain current and in date, with the next scheduled review set for March 2026.

## Financial Overview

The Association has continued to strengthen its financial position by developing and sustaining service offers for its members. The 2024/25 financial year demonstrated **sound financial control**, with the organisation progressing positively overall.

Notably, the Association has **built upon the success of its member services**, including the locum clerk provision, internal auditing, and website management support. Now in its third year of delivery, these services generated income of £45,000 (23k above budget). Of this, approximately £30,000 was allocated to salaries and associated costs, resulting in a net revenue of £12,000 for the Association.

While the financial year has seen many positives, **there were a few challenges**. Certain budget areas were overspent, particularly staffing—due to unanticipated increases in national insurance contributions—and rising utility costs. Additionally, investments were made to upgrade the member portal (CRM system), which also exceeded the original budget estimation.

Following a successful internal audit, the Association closed the 2024/25 financial year with a **surplus of £6,200**. This positive outcome is largely attributed to increased revenue from enhanced member services. Thanks are extended to Katrina, Andrew, Lindsey, and Elaine for their dedication and financial vigilance.

The surplus will be rolled into the operating budget for 2025/26, increasing it from £196,365 to £202,566. This will be reflected in cost codes 50083, 6000, 6004, and 7030.

### Reserves

The Association's reserves at the end of 2024/25 are £122,197, remaining unchanged to the start of the year.

Reserve Accounts	
General Business Reserves	£71,406
Staffing Reserves & Training	£7,000
Training Programme Reserves	£11,105
Office Relocation & Org rebranding	£20,000
IT Reserves	£5,000
Carry over for 23/24	£7,686
<b>Total</b>	<b>£122,197</b>

## Income and Expenditure – FYE (2024/25)

Code	Item	Budget	Y.T.D.	Variance
<b>Income</b>		<b>24/25</b>		
4000	Affiliation fees	116800	121625	4825
4002	Other publications	0	77	77
40021	LALC News/E- News	0	0	0
4004	Principal Council training support	0	0	0
4006	Bank interest	500	1670	1170
4007	LALC AGM and Conference	6000	5235	-765
40071	Networking Day 26.11.24 - Welbourn	0	727	727
4008	Training courses	12000	16493	4493
40088	Annual Training Scheme	16500	18740	2240
4009	Postage	0	7	7
4010	Website Management	12000	13344	1344
4017	Sundry Income	492	0	-492
4012	Additional member services - LCC - PC Adverts	180	1275	1095
4013	Regional Grant	5000	5000	0
40041	Partnership working - training grants	0	0	0
4018	FEMALC income	0	0	0
40011	Internal audit	8000	14050	6050
40012	Locum Clerk	0	17692	17692
	<b>TOTAL INCOME</b>	<b>177472</b>	<b>215935</b>	<b>38463</b>

## Income and Expenditure – FYE (2024/25)

Code	Item	Budget	Y.T.D.	Variance
<b>Expenditure</b>		<b>24/25</b>		
8100	Bad Debt Write Off	0	0	0
5001	Local Council Review	0	0	0
5002	Other publications	500	0	500
5008	Training courses	13000	13192	192
5011	Local Council Award Scheme	0	0	0
6001	Staff Training	0	0	0
6002	Training - Salary	9000	6687	-2313
6022	Retained HR Support (jointly with FEMALC)	450	300	-150
60221	Retained H&S Support -	0	700	700
60222	Retained Finance Support -	0	412	412
7000	NALC subscription	33350	35672	2322
6000/6001	Staffing	76200	87281	11081
6003	Internal Audit - Salary	5000	7077	2077
6004	Website Management - Salary	10500	11450	950
60031	Locum Clerk - Salary	0	14300	14300
7002	Staff travel and subsistence	900	1373	473
7003	Members' travel/subsistence/Chair's allowance	1000	125	-875
7004	NALC AGM and Conference	0	0	0
7005	LALC AGM and Conference	6000	5802	-198
70051	Networking Days - 26.11.24 Welbourn	0	535	535



## Income and Expenditure – FYE (2024/25) - cont.

Code	Item	Budget	Y.T.D.	Variance
Expenditure		24/25		
7006	Association meetings - room hire	0	0	0
7007/7008	Printing & Stationery	650	417	-233
7009	Photocopying - Woodco	1200	479	-721
7010	Office IT/Accs Support Package - SCIS (Monthly invoice)	8000	10558	2558
7011	Postage & Franking Machine	500	217	-283
7012	FEMALC expenses	300	183	-117
7013	Audit fee	175	175	0
7015	Bank charges	0	0	0
7014	Data protection registration fee	35	47	12
7016	Office rent and rates	4800	4758	-42
7017	Telephone & Broadband	700	733	33
7018	Office equipment - repair and renewal	1000	2333	1333
7019	Advertising and recruitment	0	0	0
7020	Additional member support	100	935	835
7023	Computers for councils - IT Support	0	0	0
7025	Insurance	450	508	58
7026	Office Move/Office Building	0	0	0
7030	Electricity	2000	3425	1425
	<b>TOTAL EXPENDITURE</b>	<b>175810</b>	<b>209674</b>	<b>33864</b>
	<b>NET SURPLUS (DEFICIT)</b>	<b>1662</b>	<b>6261</b>	

# LALC Team

## Chief Executive

Katrina Evans

## Deputy Chief Executive

Andrew Everard

## Media & Training Support Officer

Elaine Atkin

## Senior Finance & Admin Officer

Lindsey Westman

## Webmaster

Tony Shaw

## CiLCA Mentor/Trainer

Steve Fletcher

## Team Lead for Internal Auditors

Steve Fletcher



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