

**LALC**

**LINCOLNSHIRE ASSOCIATION OF  
LOCAL COUNCILS**

**Annual  
Report**

**2019/20**

**Dunholme Old School  
8 Market Rasen Road  
Dunholme  
Lincoln LN2 3QR  
Telephone: (01673) 866596**

**Budget 2020/21**

<b>INCOME</b>		<b>EXPENDITURE</b>	
Affiliation Fees	104902	Local Council Review	1000
Local Council Review	1400	Other Publications	1000
Other Publications	700	Training Venues	2800
LALC News	600	Training Catering	5000
Interest on Deposit a/c	78	Training Providers	7000
AGM & Conference	2300	Training Resources	1000
Networking Days	2300	Local Council Award Scheme	150
Training Courses & Seminars	10500	Staffing/Salaries	54000
Annual Training Scheme	12000	Staff Training	500
Postage Income	60	Training-Staff time	8500
Local Council Award Scheme	200	HR Advisory Services	510
Grants	0	NALC Subscription	29000
FEMALC Income	0	Staff Travel & Subsistence	1200
	<b>135040</b>	Member Travel/Chair allowance	1000
		NALC AGM & Conference	1100
		LALC AGM & Conference	2200
		Networking Days	3300
		County Committee Meetings	100
		Printing	1600
		Stationery	900
		Photocopier & photocopying	500
		Office IT & Maintenance	2600
			<b>134070</b>
		Income	135040
		Expenditure	134070
		<b>NET SURPLUS/DEFICIT</b>	<b>970</b>

**Notes to the Financial Statements  
for year ending 31 March 2020**

**Accounting Policies**

**1. Accounting convention**

These financial statements have been prepared under the historical cost convention.

**2. Affiliation fees, sales of publications and AGM and Conference fees**

Amounts in respect of this income are included within the financial statements as and when they are received.

**3. Interest on deposit account**

Amounts in respect of this income are included within the financial statements as and when they are received.

**4. Income and expenditure**

All income, expenditure, creditors and debtors for the financial year ending 31 March 2020 is accounted for.

**AUDIT OPINION**

I have examined the accounts of the Lincolnshire Association of Local Councils for the year ended 31 March 2020, and consider them to be a true and accurate statement of the financial activities of the Association based on the information provided.

**Chris Hewis  
Auditor**

**Lincolnshire Association of Local Councils  
County Committee - as at 31.3.20**

**President**

Gary Ellis

**Vice-Presidents**

Mr JDM Rose

**Chairman**

Cllr AJ Howard

**Vice Chairman**

Cllr R Cross (Mar-Dec19)  
Cllr J Kilcoyne (Dec19-Mar20)

**Treasurer**

Mr M Passfield

**County Committee members**

Cllr V Gemmell  
Cllr L Reeson  
Cllr N Hornsey  
Cllr K Fernandes  
Cllr C Brewis  
Cllr R Lovett  
Cllr R Pikett  
Cllr R Walker  
Cllr J Yarham

Cllr H Bisnauthsing  
Cllr B Johnson  
Cllr D Suiter  
Cllr K Locke  
Cllr J Baskett  
Cllr A Lennox  
Cllr L Kemp  
Cllr P Ferguson  
Cllr K A Davey

Cllr J Brockway (Lincolnshire County Council)

**Chief Executive**

Mrs K Evans

**Training & Support Officer**

Miss A Bestwick

**Administration & Finance Officer**

Mrs L Westman

## Chair's Report

There have been many occasions where wiser people than me have proclaimed that we are "at a crossroads in history" only to see nothing of significance change. However I'm going to stick my neck out in this report and say that this is truly one of those moments and that local government will never be the same again.

Senior councils are struggling to balance budgets that no sooner had they been agreed were dealt a double body blow of shortage of income and greater stress on resources because of the effect virus issues had on them. However, it is our sector that has been on the front line in dealing with the many different and unforeseen problems that have been thrown up and once again the value of local councils as the closest point of contact with authority of our residents has been overwhelming proven time and time again.

I think it only right and proper for me to take time out at the start of this report and say a few words of praise for all the newly elected councillors who could not have envisaged what their first year in post was going to throw at them - if it is any consolation to you I think I speak for all the more experienced councillors that we too have been just as taken aback as you and have been "learning on the job" so to speak.

Following months of lockdown it has been conclusively proved that there is an even greater role for modern technology in the world of local government. Several virtual meetings have been held now to allow the national body, NALC, to keep functioning and closer to home we at LALC have met with our East Midlands colleagues in virtual FEMALC meetings. Also a lot of the office work is now done away from the actual office building and the Executive are keeping in touch without the need to always be in the same place at the same time. Personally, I have even found that I can report via e-mail from meetings as they are happening rather than making notes and doing a comprehensive round up after the meeting has ended. Even this old dog is learning new tricks, so there is hope for us all!

However, I do acknowledge that this large county of ours is by no means totally covered by broadband speeds that make all things possible in all places. It is perhaps ironic that it is the remotest places where good connectivity would bring the most reward to communities but providers concentrate on putting the infrastructure in the easily accessible areas. Let's hope that there is recognition and some rectification of this bias by national government as we emerge from the pandemic.

<b><u>Current Assets</u></b>	<b>2019</b>	<b>2020</b>
Co-op Current Account	55287	56821
Co-op Deposit Account	44125	60669
Wage Control	3817	3817
Debtors	74722	69153
Prepayments	179	179
	<b>178130</b>	<b>190639</b>
<b><u>Current Liabilities</u></b>		
Wage Control & Pension	4679	4679
Creditors	51	0
Advance sales -Annual Training Scheme	4945	8710
Advance sales - Annual Subscriptions	101132	105517
Accruals	2469	1124
Deferred Income	0	0
VAT	381	1290
	<b>113657</b>	<b>121320</b>
<b><u>Total Assets less Current Liabilities</u></b>	<b>64473</b>	<b>69319</b>

<b><u>Capital and Reserves</u></b>		
General Reserve	30872	39367
Earmarked Reserves	25106	25106
Net Surplus for the year	8495	4846
	<b>64473</b>	<b>69319</b>

<b><u>Movement In Earmarked Reserves</u></b>		
Opening Balance		
Staffing	3000	3000
Staff Training Reserves	1000	1000
Training Reserves	11106	11106
Office Relocation	5000	5000
IT/Equipment Reserve	1000	5000
	<b>21106</b>	<b>25106</b>
Additions - IT Equipment	4000	
<b>Closing Balance</b>	<b>25106</b>	

**Income and Expenditure Account - year ending 31 March 2020**

<u>Income</u>	<u>1.4.18 -31.3.19</u>	<u>1.4.19 -31.3.20</u>
Affiliation Fees	97116	98646
Local Council Review	1799	1449
Other Publications	1110	934
LALC News	680	740
Femalc	00	00
Bank Interest	14	222
LALC AGM & Conference	780	2285
Training/Seminars	20700	24462
Postage	45	80
Other Income	1093	190
Local Council Award Scheme	250	300
Grants	2469	2469
Transparency Fund (NALC)	0	0
Partnership Working—Training Events LCC	1000	8000
<b>TOTAL</b>	<b><u>127056</u></b>	<b><u>139777</u></b>
 <u>Expenditure</u>		
NALC Subscription	27543	28054
Administration Fee	53274	62545
Staff Travel & Subsistence	1265	1082
Members Travel & Subsistence	1282	980
Association Meetings - room hire	77	80
Training/Seminars (excluding staffing costs)	14782	16835
AGM & Conference - NALC	1263	1000
AGM & Conference -LALC	1029	2776
FEMALC Expenses	95	114
Local Council Review	1210	979
Other Publications	1472	695
Local Council Award Scheme	85	0
HR Support (joint contract with other FEMALC members)	432	432
Printing, Stationery, Photocopying	2726	2767
Office IT - repair, renewal, printer consumables + website	1846	3759
Office equipment - repair and renewal	213	4062
Postage & telephone costs	1655	1716
Rent and Rates	3919	3991
Electricity	1682	1930
Insurance	381	299
Audit Fee	175	175
Data Protection Fee	35	35
Bank charge & Bad debt write off from	12	0
Advert/recruitment	0	0
Office Improvements & Lease Renewal	2108	350
Additional Member Service	0	275
<b>TOTAL</b>	<b><u>118561</u></b>	<b><u>134931</u></b>
<b>BALANCE</b>	<b><u>8495</u></b>	<b><u>4846</u></b>

I hope you have all appreciated the way in which the Association has adapted to the recent problems and I think that from day one of the lockdown the office staff have really done a terrific job in ensuring that the service to councils has remained first class. Also, the adaptation of new ways of working to ensure that the level of service is retained has been efficient and seamless. I have nothing but praise for the efforts put in by Katrina, Amy and Lindsey in keeping the LALC ship afloat - and, of course, as a result making my job as Chair much easier.

Looking back on the past year I want to thank Richard Cross for his support on the Executive Committee up until his recent resignation and welcome John Kilcoyne who has moved up from the County Committee to take the vacant Executive Committee place. I should also like to thank the other members of the County Committee for all their dedication in supporting the Association's work. One the Executive Committee Mike Passfield continues to keep a watchful eye on our accounts as Treasurer and Gary Ellis has firmly established himself in the role of President.

One of the year's highlights had to be how our revamped AGM & Conference was supported and enjoyed by all who attended. The Bentley Hotel in Lincoln is providing to be a great venue for our events — if only it was more central to our county it would be ideal. On the day our panel speakers, Jonathan Owen CEO of NALC, Richard Davies Highways Portfolio Holder for the County Council and Police & Crime Commissioner Marc Jones answered a wide variety of questions from the floor and gave great insight to the work they do in their respective roles.

Also on the day we introduced our awards events in what is hoped to be a regular opportunity to recognise those who would otherwise go unrecognised for the splendid work and dedication they have given to our councils and our residents. We gave some special awards to long standing councillors in recognition of their years of service and introduced awards for Clerk of the Year, Councillor of the Year, Young Councillor of the Year and Council of the Year. Congratulations to all our winners!

It was also very pleasing to attend the NALC annual awards on the first evening of their Annual Conference & AGM in support of Steve Fletcher, Town Clerk of Mablethorpe & Sutton, who reached the final of the Clerk of the Year award. If your council has a star councillor or clerk deserving of a nomination to these awards do let the office know and they can advise how to progress their entry.

Looking more generally at the national scene, NALC has been busy lobbying government on lots of fronts, many virus related, such as the need for clear instructions for re-opening play areas and help for councils who raise most of their money via facilities that had to close during lockdown, whilst continuing to work at on-going matters like climate change issues, a new code of conduct, the toilet tax, diversity in local government, production of the LCR magazine and the White Paper on Devolution.

The Spring Conference was one of the first events to be called off as the country went into lockdown and the annual combined conference, exhibition and AGM event usually staged in Milton Keynes late in the year will now be replaced by an online AGM meeting. At the most recent virtual National Assembly meeting views were voiced that 2021 will, hopefully, see a return of these vents in their usual formats.

The NALC Lobby Day even was held just as restrictions on movement were starting but proved to be very useful. Lincolnshire headed the table for the Association with the highest number of MPs engaged with as I managed to get appointments to talk to five of the county's 7 MPs. Regrettably, the planned follow up engagement activities that were hoped for in order to maintain our connections with national government were casualties of the pandemic. As has been done since the inception of this event, Katrina and the team produced a lobbying pack that was presented to the MPs to back up the conversations, outlining the work that the Association does and the contribution parish and town councils make to the democratic process.

To conclude this report, I want to point you all to the issues coming over the horizon that we can foresee having an affect on local councils. The BREXIT transition period will soon be concluded and we will finally know the repercussions, good or bad, of the change. The aftermath of the pandemic will lead to changes in how we all work, manage our budgets and approach our budget setting process. Local government devolution is back on the table in Lincolnshire with the County Council having reopened talks with National Government back in June whilst two of our district councils - Boston Borough & East Lindsey District - have started along the path of having a combined workforce in a process described as a Strategic Alliance.

But what else? Local lockdowns? A second wave of the virus? Locally there should be elections for County Council and Police & Crime Commissioner in 2021. But the one thing 2020 has taught us is that we must always be on our guard for the unexpected, which is where this association LALC, will always be at its best, in being on hand to help guide you on the emerging issues, ready with all the information and advice you will need to deal with them.

**Cllr Tony Howard, Chairman, LALC**

## **Statement of County Committee's Responsibilities**

It is the responsibility of the Committee to obtain audited financial statements for each financial year which give a true and fair view of the state of affairs of the Association, and of its financial activities for that period. In preparing those financial statements, the committee is required to:

- Select suitable accounting policies and apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Ensure that applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Association will continue in business.

The Committee is responsible for the keeping of proper records which disclose with reasonable accuracy at any time the financial position of the Association, and to enable it to ensure that the financial statements comply with relevant accounting standards and legislation. It is also responsible for safeguarding the assets of the Association and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Signed on behalf of the Committee:**

**Cllr AJ Howard  
Chairman**

Jonathan Flowers, Chairman of the IDB board also delivered a presentation around the future of training for councils, the ILCA and CILCA qualifications and raising the standards. This was particularly beneficial for Amy.

In January 2020, myself, Amy Bestwick, Wendy Moore and Amy Lennox met to discuss funding and the help that Amy Lennox could offer the association in terms of funding for LALC, but also to deliver workshops and help councils that had any funding bids.

The COF meeting in January was a full agenda, discussing the draft proposals to the Code of Conduct and members who had attended the workshops fed back. The National Agreement is still under restructure and a non NJC contract of employment template. There was also discussion around planning and CIL and much discussion about a new AMS system for County Associations.

The quarterly meetings of the Federation of East Midlands Association of Local Councils (FEMALC) were attended by the Chief Executive and Chairman of LALC, or a deputy in the Chairman's absence. Various topics were discussed throughout the year, some of which were around updates provided by the National Association. The March meeting had to be cancelled due to Covid-19

The President, Chairman, Amy and I attended the NALC AGM and Conference which took place at the end of October in Milton Keynes. Various workshops took place over the two days, attended by the four of us. The Chairman attended the National Assembly meeting and I attended the County Officers meeting.

The main topic on the agenda at the AGM was with regard to training provision out of county. It was proposed that a County Association could not provide training to any members outside of their county area. There was much discussion about the pros and cons of the proposal. The members present also agreed to sign up to the climate emergency, which was another topic throughout the two days at the workshops and the AGM.

I conclude my report by thanking the County Committee and Executive for being so supportive of my role, and especially Lindsey and Amy who have continued to provide excellent support to both myself and the Association. I would also like to thank Steve Fletcher for his help with training delivery in times of need and particularly his continued CiLCA support with the preparation, delivery and student mentoring which has been invaluable to our clerks.

## Treasurer's Report

Despite tight budgets and continued drawing of belts it is with pleasure to be able to report that the Association has again balanced the accounts for 2019/20, in my fourth year of tenure.

At the March 2020 County Committee meeting, I predicted a breakeven or a small surplus largely due to over recovered training scheme subscriptions, a trend also noted in the previous financial year and the Lincolnshire County Council grant which was not budgeted for as this has not been secured at the time of budget setting. The support from LCC continues to be a very important element of income, however the Association continues to base its stability and budget planning without this money to reduce the level of risk for potential deficit.

In the main, the Association has completed the financial year akin to their budget allocations and yet again Katrina and her team should be commended for their hard work and watchful eye. The Association closed the 2019/20 financial year with a positive variance of **£4846**.

### Reserves

The Associations reserves at the end of 2019/20 are £64,473. Based on the underspend they will rise to £69,319.

I would recommend moving the 4.8k to the general business reserve which will increase to 44.2k which equates to 4 months of organisational expenditure or to the reserve account for 'Office move' to ensure sufficient funds are identified to support anticipated costs.

Reserve Accounts	31.03.2020	01.04.2020
General Business Reserves	£39,367	£44,213
Staffing Reserves	£3,000	£3,000
Staff Training Reserves	£1,000	£1,000
Training Programme Reserves	£11,106	£11,106
Office Relocation	£5,000	£5,000
IT Reserves	£5,000	£5,000
<b>Total</b>	<b>64,473</b>	<b>69,319</b>

The reserves policy and the level of reserves is reviewed annually by the Executive Committee and the internal auditor before ratification by the County Committee.

### **Internal Audit**

The Internal Audit function provides assurance over the effectiveness of the Associations risk management, internal control and governance arrangements. Internal Audit support, advise and challenge management to assist the development of strategies, systems, policies and procedures which improve the way the Associations works and ensure the best use of resources. I am again pleased to be able to advise members that the accounts for 2019/2020 have been successfully audited, approved and signed off by the auditor Chris Hewis. The auditor again remarked very positively on the custom in which the accounts and all supporting documents were presented for scrutiny. Copies of the final Financial Accounts and Balance Sheet are included on pages 16 and 17.

### **Summary**

Despite constant financial challenges, there is no doubt that we will continue to face additional challenges to operational delivery across the sector and the Association Executive and County Committee continue to work hard in revisiting their work plans and budgets for 2020/21 in order to ensure member Councils are supported in the best way possible in light of the current restricted working environment that we are in due to the Coronavirus pandemic.

I would also like to take this opportunity to thank Lindsey for providing me with regular financial accounts throughout the year allowing me to review, scrutinise and report on the accounts for and on behalf of members.

**Mike Passfield, Honorary Treasurer**

At the June County Officers meeting, neighbourhood planning was discussed at the request of LALC. This was due to two of our member councils that had requested it was put before NALC, as they were having problems with their local planning authority seemingly not taking note of their adopted neighbourhood development plan. Chris Borg, present at the meeting agreed to send LALC and the Chairman of the Committee a copy of a draft protocol with proposals from NALC to MHCLG. They were keen to also collect any data from local councils in light of this issue. The new website accessibility regulations due to be implemented in September 2020 was also discussed along with an agreement for NALC to develop a suite of employment policies.

On-going HR matters took up a the usual proportion of officer time, with support from our HR Advisor. LALC continued to include regular employment bulletins/information in the LALC newsletter and the e-news to ensure that councils were kept up-to-date with legislation. A revision of the Code of Conduct is eagerly awaited, and hopeful that councils will take advantage of the consultation by adding their thoughts/views given the LGA proposal for one Code to apply to all authorities. Whilst in principle this is a good idea, it is very much aimed at principal authorities and we need to ensure that the local council sector are accounted for in how Code of Conduct issues are dealt with.

In July, I attended a multi-agency meeting at the Emergency Planning Centre in Lincoln to discuss Operation London Bridge and the protocol for principal authorities and town/parish councils. All member councils subsequently received a copy of the Protocol of Marking the Death of a Senior National in December with a reminder of the highly confidential nature as set out in the document. Local councils will be guided by the District Councils and also Lincolnshire Police.

In October, I accompanied Amy to London to visit the National Association of Local Councils and met with their Officers. The day was very informative and we came away with a few ideas and a re-newed knowledge of what NALC do for the sector and its members. We were very keen to hear about the proposed national panel for LCAS applications which was something that I personally proposed at a FEMALC meeting. This was due to the difficulty that some County Associations faced in not having a panel in their area to submit the applications to. LALC had recently helped both Derbyshire and Nottinghamshire with their applications. It may be something that LALC want to consider for the future and we concentrate more on helping the councils meet the criteria, rather than assessing it.



# Chief Executive's Report

LALC's staff team have continued to be as busy as ever this year, with Amy Bestwick producing the quarterly newsletter and also introduced an e-news which was circulated weekly initially, then reduced to fortnightly. The website is also kept updated in line with information that is received from the National Association and circulated as part of the e-news, along with information from the County Council and other external bodies.

The demand for both advisory services and training continued to grow each year, and took up the majority of officers time. In 2019, from January to December, LALC either delivered or hosted 60 training sessions with 1065 delegates in attendance and 79 cancellations or no shows on the day. A decision was subsequently taken to charge full price for non attendance at training regardless if councils were members of the Annual Training Scheme or not, if insufficient notice was given.

The team put together the comprehensive training schedule for 2019. We were fortunate to receive £5k in grant funding from Lincolnshire County Council for a further year and also staff resource to deliver training on topics such as community engagement & consultation, funding, emergency planning & diversity. We were also awarded £3k from LCC towards developing an on-line training package, which was launched in April 2020. This took up a good proportion of Amy's time and some for myself to ensure enough content was included to enable delegates to answer the multiple choice questions at the end. This was the first online e-learning tool produced aimed at councillors and if successful, will continue to provide other courses as an alternative to attending physical training sessions.

Lacy Day took place on 1st April as usual, with the topic of finance on the agenda. Shafi Khan was in attendance from MHCLG to discuss the role of CALCs in the borrowing process. Howard Midworth of SAAA was also in attendance to discuss the AGAR form and proposed changes.

The 2019/20 annual audit for LALC had to be postponed in April due to Covid-19. This eventually took place at the end of July and the Auditor found no matters of concern and was happy to sign off the accounts. 2019/20 was another busy year for the office, and LALC retained the majority of its members despite the subscriptions increases that were agreed at the AGM the previous year, which affected some of the larger Councils quite substantially.

# County Committee - 2019/20

The County Committee met three times during 2019/20 and saw a few changes to membership during the time. Cllr Richard Cross resigned his position as Vice Chairman and Cllr John Kilcoyne agreed to take up the position at the December meeting, The county committee recommended the positions of President, Vice Presidents and Treasurer to the AGM in October. Peter Walton resigned his position as Vice President and was thanked by all for his dedication to the Association as Treasurer and Vice President for a number of years. Due to a national pandemic the county committee meeting scheduled for March was cancelled.

The Treasurer was able to report at the remote July meeting that the annual audit had been completed, with the auditor complimenting the Association again on their financial affairs and as you will have realised from the report on pages 7 & 8, the Association ended the financial year with £64473 in reserves.

May 2019 was local council elections for Lincolnshire which encountered a low percentage of contested elections, with some councils left inquorate due to members standing down and no new candidates putting themselves forward. Much work was done by LALC to encourage councils to attend workshops in elections and community engagement which did not attract many delegates. NALC planned to conduct a survey and look at reasons why local councils were not attracting new members.

Charlotte Eisenhart returned to NALC as head of member services and attended the June FEMALC meeting. Part of her plan was to engage further with county associations on issues connected to the sector and strive for better communications.

Policy items were raised by two councils in Lincolnshire in regard to their adopted neighbourhood development plans and their respective District Council planning officers/committees not referring to their NDP when planning decisions were being taken.

This was also an agenda item at the County Officers meeting in June where Chris Borg of NALC was present and informed the meeting of proposed NALC policies on Neighbourhood Planning and the proposals to MHCLG.

The Chief Executive on behalf of LALC attended the Armed Forces Covenant annual conference in Coningsby on an extremely wet day in June. Various presentations were carried out during the day with the opportunity to network with other partners of the AFC.

Several parts of the county were unfortunate to be affected by flooding in June, particularly Wainfleet and the breach of the river Steeping. Lincolnshire Resilience Forum emergency planning team worked closely with Wainfleet council and especially the clerk, who later in the year received an award for the part she played which was presented at the Resilient Communities annual conference in Grantham on 21st October. LALC was present and was proud to present the award to the clerk, Sue Simmons.

The County Committee resolved to make recommendations to the AGM in respect of the President, Vice Presidents, Treasurer and Auditor. The committee also resolved to recommend to the AGM the subscription increase for 2019/20. The baseline figures remained the same with the per elector figure increasing to 7p/elector.

The LALC AGM and Conference took place at The Bentley Hotel, Lincoln with a different format lined up for the day. Three workshops took place in the morning, followed by a Q&A session after the break with a panel comprising of Jonathan Owen of NALC, Marc Jones, PCC and Cllr Richard Davies, LCC Highways. The Q&A worked extremely well with lots of excellent questions and discussion. After lunch, LALC held their first Annual Awards Ceremony with 5 different categories. Lots of nominations were received and an independent panel decided on the runner up and winners. Whilst a couple of changes were to be decided on for following years, LALC intend to make this an annual event and to also recognise the good work carried out by councils and their staff. The AGM itself was fairly uneventful with the business being conducted in less than 30 minutes, with all reports and recommendations being adopted with little objection from the floor.

At the end of October, the President, Chairman, Chief Executive and Training & Support Officer attended the NALC AGM & Conference in Milton Keynes. Throughout the two days, various workshops were attended as well as the AGM and the awards dinner. LALC are pleased to report that Steve Fletcher of Mablethorpe & Sutton Town Council was a nominee for Clerk of the Year.

Unfortunately, he did not win but it was an honour for us all to share the moment with him and his wife. The Chief Executive also attended a County Officers meeting and the Chairman attended National Assembly meeting.

The first item on the agenda at the December meeting was election of Chairman. Cllr A Howard was re-elected to the Chair with Cllr Kilcoyne elected as Vice Chairman.

The budget for 2020/21 was accepted at the meeting along with the proposed changes and subscription fees for the annual training scheme and course fees for non ATS members

The committee was also updated on the development of the on-line training tool which was launched in April 2020. From feedback received from members of the county committee and a selection of clerks, changes and improvements were made prior to its launch.

Fortunately, just before the country went into lockdown, the Chairman was able to attend National Assembly in March which was also lobby day. He met with four of the seven MPs from Lincolnshire to discuss and raise various issues that affect the sector and our Lincolnshire councils.

Due to Covid19, the last few training sessions in March had to be cancelled. LALC and various councils signed up for a Zoom account which LALC facilitated to allow remote meetings to take place in line with legislation that came out on 4th April.

The staff in the office were given new contracts in January 2020 to bring them in line with employment legislation.

**Katrina Evans, Chief Executive**