

# YORKSHIRE LOCAL COUNCILS ASSOCIATIONS



# ANNUAL REVIEW

# 2022/2023

# ASSOCIATIONS' STRUCTURE 2022/2023

**PRESIDENT:** Mr M Elsmore (to July 2022)  
Mr D Liddell (from July 2022)

**VICE PRESIDENT:** Vacant

**CHAIR OF THE JOINT EXECUTIVE BOARD:**  
Cllr S Bradnam

**VICE-CHAIRS OF THE JOINT EXECUTIVE BOARD:**  
Cllr D Rowley  
Cllr D Mullen

**INDEPENDENT EXAMINER:** Graham Sunley & Co Ltd

## JOINT EXECUTIVE BOARD:

**CRAVEN**  
Ms J Markham

**SELBY**  
Cllr G Ivey

**HAMBLETON**  
Cllr S Bradnam  
Cllr C Mollard

**SOUTH PENNINE**  
Cllr P Allison  
Cllr Dr J Dunford  
Cllr R M Greenwood  
Cllr D Mullen

**HARROGATE**  
Cllr M Holt  
Cllr S Reid

**SOUTH YORKSHIRE**  
Cllr F Jackson  
Cllr D Rowley  
Cllr B Shaw  
Cllr J Staniforth  
Cllr D Wright

**LEEDS**  
Cllr Dr M Czwarno  
Cllr N Fawcett

**RICHMONDSHIRE**  
Cllr W Delf

**WAKEFIELD**  
Cllr T Saunders

**RYEDALE**  
Cllr V Arnold

**YORK**  
Cllr S Harrison

**SCARBOROUGH**  
Cllr H Phillips

(Executive Board representatives were in their final year of a two year appointment)

## PERSONNEL COMMITTEE

Cllr P Allison (Chair)  
Cllr Dr M Czwarno  
Cllr C Mollard  
Cllr D Mullen  
Cllr D Rowley

## FINANCE AND SCRUTINY COMMITTEE

Cllr R Greenwood (Chair)  
Cllr Dr J Dunford  
Cllr F Jackson  
Cllr S Harrison  
Cllr T Saunders  
Cllr D Wright

(The President and Chair of the Joint Executive Board are members of the Personnel and Finance and Scrutiny Committees).

## STRATEGIC WORKING GROUP

Cllr S Bradnam (Chair) Cllr R Greenwood  
Cllr P Allison Cllr D Rowley  
Cllr D Mullen Cllr D Wright  
Mr M Elsmore (President) Mr D Liddell (President)  
(part year) (part year)

## OUR AIM IS:

To strive to excel in supporting local councils, enabling them to carry out their tasks efficiently and to the benefit of those living in the parish.

## ACKNOWLEDGEMENTS

Our thanks go to all who have helped and contributed to the work of the Associations during the year, particularly:

- The National Association of Local Councils;
- Councillors and Clerks of subscribing members;
- Joint Executive Board Members;
- Officers and members of the county, borough, district, unitary and metropolitan councils in Yorkshire;
- Officers of the YLCA:  
Sheena Spence (Chief Officer),  
Karen Canadine (Local Councils Advisory and Training Officer),  
Karen Mann (Local Councils Advisory and Training Officer),  
Ruth Batterley (Team Support and Member Liaison Officer)  
Joy Morgan (Administration Officer).

**Front cover photographs supplied by member councils, showing views of Yorkshire. Thank you.**

1. Spofforth with Stockeld Parish Council
2. Keighley Town Council
3. Easingwold Town Council
4. Wrose Parish Council
5. Nether Poppleton Parish Council
6. Ecclesfield Parish Council

# PRESIDENT'S REPORT

## Mr Derek Liddell - President



This is my first annual report as President of the Associations' having been privileged to be elected to the position at the 2022 Joint Annual Meeting. It has been an interesting time as YLCA has seen even more changes after relocating to a smaller office to save costs. This also allowed our staff to balance home and office working while continuing to provide the best advice and support to member councils and parish meetings.

Our use of the internet to provide training continues with differing degrees of success. A minimum number of delegates is required to make a course financially viable so please use the training offered. We have moved onto Xero, a new software package for recording and reporting our finances. This will make the understanding of finances easier for everyone.

I did not know what to expect as President, taking over from Mike Elsmore who gave fifteen years of service to the Associations' as President, and before that as Chair and a member. One of the highlights of the year for myself was going to Malton Town Council to present it with the Quality Gold Award of the Local Council Award Scheme. The Town Council is the first in Yorkshire to attain the Quality Gold Award. Congratulations to the Council, and I take this opportunity to encourage all councils to take part in this scheme.

Special thanks must go to Councillor Stuart Bradnam as he completes his four-year term of office as Chair of the Joint Executive Board. My thanks go to the two Vice-Chairs, David Rowley and David Mullen for their time and support.

I am sure we all appreciate the work done for these Associations by our Chief Officer Sheena Spence, our Local Councils Advisory and Training Officers, Karen Canadine and Karen Mann, Team Support and Member Liaison Officer Ruth Batterley and our Administrative Officer Joy Morgan, who have all worked really hard following the difficult years of Covid and all the changes that have followed. Many thanks to all of them.

Finally, my gratitude goes to all our volunteer Board members who give their time and effort to supporting the Joint Executive, committees and panels of the Associations and without whom we could not provide the high level of service that our members should expect.

# CHAIR'S REPORT

**Cllr Stuart Bradnam,  
Chair of the YLCA Joint Executive Board.**



This is my final written report to you as Chairman of the Joint Executive Board (JEB), as my four-year tenure (on behalf of the North Yorkshire Association) comes to an end. As local councillors and staff representing the first tier of local government, we all continue to wrestle with the challenging and demanding circumstances of a cost-of-living crisis and huge inflationary pressures brought on by a combination of unprecedented and harrowing national and international events. During all that however, this Annual Report of YLCA business is once again a testament to the continued outstanding work and service that the small staff team at YLCA provide for us as we all strive to serve our communities.

Our 22-seat JEB has continued to provide collegiate and considered direction for YLCA, and I am extremely grateful to all of the representatives, including some recent new arrivals, from each constituent Branch who sit on the JEB and who always contribute to our business with drive and enthusiasm. The recent changes with the new Unitary Council within North Yorkshire are continuing to take effect, and our engagement with the new organisation continues to develop and be refined to ensure all decisions and outcomes are in everyone's best interests.

As ever, the staff team has continued to work extremely hard throughout the year and they have all admirably risen to the challenges of the past year, continuing to provide training, advice, and guidance to all our member councils and parish meetings. The popularity and uptake of all the training events organised and run by the staff at YLCA across the year has been impressive. The success of online training and discussion forums continues to be very popular; that ability to undertake training or discussions from home, and at a time that suits individuals are now a firm fixture in the way YLCA provides its training packages, and we will continue to monitor its professional and financial effectiveness. As I have said in my previous reports, budgeting for this training should really be normal precept planning business for all our member councils – it is money very well spent.

My genuine and sincere thanks go to our supportive President Derek Liddell, both Vice Chairs (David Rowley and Dave Mullen) and Chairs of the main committees of the Board: Roger Greenwood for Finance & Audit and Peter Allison for Personnel. My highest thanks and praise are however reserved for the core YLCA team, Sheena, both Karen's, Ruth and Joy; their continued professionalism, dedication and enthusiasm is a credit to them all. They are a pleasure to work with and always go above and beyond to ensure that YLCA continues to provide a first-class service.

My fellow JEB members have once again tolerated and survived my fourth and final year of Chairmanship with professionalism, good humour and support – thanks to all of them. I am continuing on the JEB as we move forward, and I hope that you all agree, as you read this annual review that YLCA's and our core business – being that tier of local government that is closest to the people – is more relevant and in demand than ever before.

## JOINT EXECUTIVE BOARD

### **YLCA Governance**

The Associations are proud to be led by their subscribing members as this demonstrates that they are led in a very democratic way by the councils and parish meetings that are in membership. The Joint Executive Board has overall responsibility for the governance of the Associations and this body consists of councillors and clerks who put themselves forward on a voluntary basis at the annual meeting of their respective Branch, having been nominated by their council or parish meeting as a Branch representative.

The joint agreement brings together the three separately constituted County Associations of Local Councils in North, South and West Yorkshire under the umbrella arrangement which is the YLCA, governed by the Joint Executive Board. This excellent working relationship provides strength in numbers; a sound lobbying base and gives weight and credence to the organisation as a whole.

The twenty-two member Board managed to meet face to face in the year, returning to some normality following the Covid Pandemic. It had agreed that its January meeting will always be by remote platform.

The Joint Annual meeting was held at Walshford near Wetherby. President, Mr Michael Elsmore, who had held the office for many years, retired, and welcomed his successor, Mr Derek Liddell, who is also a parish councillor in South Yorkshire and has been involved with YLCA and NALC for a long time. The AGM thanked Mr Elsmore for his valued contribution to YLCA. The Independent Examiner, Graham Sunley & Co, would continue to be appointed for accountancy purposes in year ended 31 March 2023.

### **Role and responsibilities of the Board**

It is the Executive that sets the membership subscription fees, is responsible for the finances and manages the employees. The Board appoints a number of committees to assist with its work:

- Finance and Scrutiny Committee
- Personnel Committee
- Strategic Working Group
- IT Working Group
- Service Award and Royal Garden Party Working Group
- AGM Resolutions Scrutiny Panel.

These committees play an important role in the governance and administration of the

Associations' as they develop and review policy and make recommendations to the Board to help it in its decision making. The Board representatives who sit on the committees give their time freely to the YLCA, similarly, the Branch representatives to the Board give their time to YLCA and all of this is much appreciated. The twelve (reduced to eleven in February 2023) YLCA Branches are also committees of the Joint Executive Board, and while they enjoy some autonomy in the Chair that they appoint and to some extent the business that they transact, they are governed by terms of reference established by the Board.

### **Work of the Board in the year**

In the year of report the Board met in April, July, October and January. Some of the key issues in the year have been:

- The continuation of Cllr S Bradnam as Chair of the Board in July 2022;
- Reviewing and scrutinising the YLCA Strategic Plan 2019-2024, including Budget monitoring, review, short and long term financial planning.
- Receiving and considering reports from representatives to external bodies.
- Consideration of matters raised by Branches.
- Receiving and considering reports from YLCA representatives to the National Association of Local Councils.
- Appointment of three councillors to the National Assembly of the National Association of Local Councils—one per Association.
- Discussing national factors affecting local councils such as the Levelling-Up agenda.
- Reorganisation of local government in North Yorkshire

### **Staffing**

In the year of report, we welcomed Ruth Batterley as our Team Support and Member Liaison Officer. Ruth is a vital link between YLCA and its members and acts as a facilitator, problem solver and conduit. Ruth has settled in well to the employee team at Tadcaster.

# FINANCE & SCRUTINY COMMITTEE ANNUAL ASSURANCE

The Finance & Scrutiny Committee of YLCA scrutinises the finances of the joint Associations' finances and resources to ensure there is assurance available to all local councils and parish meetings which comprise the membership of YLCA. It has been my privilege to continue as Chair of this small team which is made up of persons with the necessary skills to undertake the tasks which need to be addressed.

Members of the Committee are elected every two years by the Joint Executive Board, each member being sought for their strong talents involving financial and investigatory skills. Membership throughout this period has comprised myself, along with Councillors Duncan Wright, Francis Jackson, Dr John Dunford, Stewart Harrison and Tim Saunders.

We can ask any relevant question of any person, and scrutinise any record of any type as well as reviewing processes. I am pleased to tell you that we have received full co-operation from YLCA officers. There have been no areas of our reviews which

have given rise to concerns about the safeguarding of our assets, reserves and resources. I have an excellent working relationship with Councillor Peter Allison, Chairman of the YLCA Personnel Committee - which has direct responsibility for staffing resources.

We meet face to face whenever possible – once a quarter with additional meetings when required (remotely if necessary). YLCA's President and Chairman are both entitled to attend (ex-officio) and very often do so. The facilities at Commer House are well-suited to our needs whereby interactive spreadsheets etc. can be displayed on a large screen for joint viewing.

With the necessary increase in staffing resources, which I mentioned in my report last year, meant there would need to be some use of our reserves to cushion the increased cost. But with a portion of each officer's time spent working from home there became an opportunity to reduce our rental expenditure by reducing the size of the office space within the same site. This provided a significant saving

which resulted in our end of year outturn being neutral once depreciation issues were taken out of the frame. Thank you, Sheena and staff, for the efficient re-aligning of your workspace.

Reserves and investments are reviewed regularly and our safe investments have produced a very healthy £5000+ of investment income. We keep a close eye on any fluctuations of investment valuations. Our investment reserves remain above the policy line which is in place for this aspect – a most satisfactory outcome.

Careful housekeeping and a busy regime of providing training has been most prevalent throughout – thank you to all the staff for your hard work on this and all else you do.

Finally I wish to record my thanks to all members of the Committee for their diligent work as well as the manner of our working relationship.

Cllr Roger M Greenwood,  
Chair,  
YLCA Finance & Scrutiny  
Committee.

## WORK IN PARTNERSHIP WITH THE NATIONAL ASSOCIATION OF LOCAL COUNCILS

### **YLCA representation at the National Association**

NALC is governed by representatives of the county Associations in England. Each of the three Yorkshire Associations appoints three representatives for this purpose; a main representative, a deputy and a NALC AGM rep. These offices are filled at the annual meeting of the Joint Executive Board held in July each year. In the year of report YLCA was represented on the NALC Assembly by Cllr H Phillips (North Yorkshire), Councillor D Wright (South Yorkshire) and Councillor P Allison (West Yorkshire). Cllr Allison was re-appointed to the NALC Policy Committee and Cllr Wright to the NALC Finance Committee.

### **NALC's key achievements and work for the parish sector in the year**

The National Association continued to lobby hard for remote meeting legislation to be re-implemented. It continued to work on the Civility and Respect Project with the Society of Local Council Clerks. The project is an ongoing initiative that is working to deliver tangible resources, actions and interventions, providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encouraging more people to get involved; training; and processes to intervene to provide support to struggling councils.

NALC's President, Baroness Scott of Needham Market, lobbied hard in the House of Lords for amendments to the Levelling Up and Regeneration Bill, including powers for parishes to hold remote meetings, pay a dependent carers allowance, be the recipient of government funding, review the lower audit threshold, celebrate more the achievements of councils under the Local Award Scheme, introduce more robust sanctions under the standards regime and consider the impact of Martyn's Law on the parish sector. Unfortunately the amendments were not directly supported by the House, although there are other reviews taking place that could review some of the issues raised.

# SCRUTINY AND NALC

## FINANCE AND SCRUTINY COMMITTEE ANNUAL ASSURANCE

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Members of the Committee are elected every 2 years by the Joint Executive Board, each member being sought for their strong talents involving financial and investigatory skills. Membership throughout this period has comprised myself, along with Councillors Duncan Wright, Francis Jackson, Dr John Dunford and Tim Saunders. We were pleased to be joined by Councillor Stewart Harrison during the year. Stewart is already making a most worthwhile contribution to our work.

We can ask any relevant question of any person, and scrutinise any record of any type as well as reviewing processes. I am pleased to tell you that we have received full co-operation from YLCA staff under Sheena Spence's leadership. There have been no areas of our reviews which have given rise to concerns about the safeguarding of our assets, reserves and resources.

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responsibility for staffing resources.

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Careful housekeeping and a busy regime of providing training has been most prevalent throughout – thank you Sheena and staff for your hard work on this and everything else you do.

Finally I wish to record my thanks to all members of the committee for their diligent work as well as the manner of our working relationship.

**Councillor Roger M Greenwood**  
**Chairman**  
**YLCA Finance & Scrutiny Committee**

# ADVISORY SUPPORT FOR MEMBERS

## Formal Casework Enquiries

One of the major benefits of membership is YLCA's role as the first point of contact for member councils and parish meetings that need advice and guidance on legal, financial and procedural matters. The requests for assistance and advice are varied and the skill of the Associations' officers is to tailor the response to the particular needs of the member council or meeting.

Whilst most cases are handled by staff at the Tadcaster based office, YLCA can when required, refer a case to a solicitor in the legal services team of the National Association of Local Councils (NALC). The cost of any such referral is included as part of the membership subscription fee to YLCA; amounting to no additional cost to the member council or parish meeting. We also engage specialist advisers that we can call on for certain enquiries.

In 2022/2023, aspects such as the death of Queen Elizabeth II, the Coronation of King Charles III, and elections in North Yorkshire in May 2022 and in many of the metropolitan areas of South and West Yorkshire in 2023, contributed to our casework workload.

## Website

Our website continued to be well used and we also ensured that we kept it up to date, particularly with relevant tags to enable our clients to be able to find what they need. All casework enquiries are submitted via the website casework management system.

## White Rose Bulletin

White Rose Bulletin was issued on a fortnightly basis in the year of report, and this frequency now seems to have settled into a good routine. The Bulletin continues to be a valuable source of information for member councils and parish meetings, featuring news from YLCA, NALC, parishes around Yorkshire, requests for information, clerk and other officer vacancies, funding opportunities, consultations and news of general interest.

## Councillor and Clerks Discussion Forums

Since April 2020 the Associations have provided regular, fortnightly discussion forums via remote platform; one for councillors and one for clerks. These sessions have continued to be well supported in the year, and as we go into the 2023/2024 year, they are stronger than ever with numerous participants. The sessions are focused on networking, sharing and discussing on matters

of mutual interests to those present. There are some very interesting points and scenarios raised, with the sessions being supported by a YLCA officer each time.

## Discussion Forum for Chairs

In February 2023 we introduced a forum for Chairs of our members only. This grouping has been well received. It is run once per month and as we go into year 2023/2024 it continues to be well attended.

## Salary evaluations

Our salary evaluation offer was heavily used in the year. We can provide a service based on National Joint Council terms and conditions.

## Mediation offer

We were able to add a mediation offer to our list of services, with Sheena Spence qualifying as a workplace mediator.

## Employment matters

In the year the Associations subscribed on a retained basis to P. D. HR Solutions to assist us to give more help to members in employment related issues. This affiliation has been invaluable with a number of member councils experiencing employment related problems.

## Health Checks and Governance Reviews

Our Health Check and Governance Review service offer was used a couple of times in the year, but not as often as in previous years.

## National Association of Local Councils (NALC)

NALC is governed by the county associations in England and all councils and parish meetings that affiliate to the YLCA are affiliated to NALC.

NALC's legal advisory service is not able to represent members in court and its solicitors cannot deal with an enquiry if it is complex and preferable for a council to seek legal advice locally, rather than accessing guidance through a desktop service only. Numerous Yorkshire councils used the NALC legal service in the year of report.

NALC continued to provide county associations across the country with information in the form of Legal Topic Notes, briefings and consultation responses, to share with subscribing members.



# MEMBERSHIP AND BRANCHES

## MEMBERSHIP AND SUBSCRIPTIONS

Branch/Area	Total Councils	Councils in Membership	Parish Meetings in Membership
<b>North Yorkshire</b>			
Craven	37	32	2
Hambleton	77	64	3
Harrogate	78	64	3
Richmondshire	54	42	5
Ryedale	69	51	6
Scarborough	39	36	0
Selby	60	53	0
York	31	29	0
	<b>445</b>	<b>371</b>	<b>19</b>
<b>South Yorkshire</b>			
South Yorkshire	<b>81</b>	<b>79</b>	<b>4</b>
<b>West Yorkshire</b>			
Leeds	31	29	0
South Pennine	33	33	0
Wakefield	24	24	0
	<b>88</b>	<b>86</b>	<b>0</b>
<b>TOTAL</b>	<b>614</b>	<b>536</b>	<b>23</b>

## BRANCHES

The year end concluded with YLCA having eleven Branches instead of the twelve that have been in existence for many years. This is because poor attendance at the Wakefield Branch prompted the Joint Executive Board to merge that Branch with the South Pennine Branch in February 2023.

The poor number of people attending Branch meetings has continued to be a concern for the Board and also whether these meetings are cost effective for YLCA. The irony of many of the meetings is that even though their attendance could be much higher, for those who do come and engage in the interesting and helpful discussions; they are, on the whole, good meetings. The Board resolved in the year that the February round of meetings would be held by remote means.

In the year, Branches received presentations from a wide range of speakers:

Sharon Fox, Communications Officer, North Yorkshire Council Highways

Sandy Tod, Action on Climate Emergency

Andy Gouldson, Co-director of the Yorkshire and Humber Climate Commission

Mark Lacey, North Yorkshire Multi Agency Safeguarding Team

Ian Speirs and Ash Demaline, Resilience Planning and Business Continuity Officers, Harrogate BC

Cllr Sam Firth, Leeds City Council - bus services in the Leeds district

Cllr Woods, Richmond Town Council - Richmond Community Connectors

Tim Myatt, Yorkshire Water

Cllr Ian Conlan, Malton Town Council - 20s Plenty scheme

Andrew Towlerton, Planning Consultant

Martin Grainger and Hannah Blackburn, Planning officers

Dr Alan Billings, South Yorkshire Police and Crime Commissioner, with Chief Superintendent Ian Proffitt, South Yorkshire Police

Russell Varley, Definitive Maps Office, City of York Council

Frances Harrison, Deputy Monitoring Officer, City of York Council.

Branches are a very good opportunity for councillors and clerks to come together to discuss a wide range of matters, to assist each other and to report the good work that they are doing. The Jubilee, Planning, Highways, Code of Conduct and Climate Emergency were the most popular topics in the year of report.

# TRAINING AND LOCAL COUNCIL AWARD SCHEME

## YLCA TRAINING AND DEVELOPMENT PROGRAMME

Our training offer in the year was predominantly remote, but we resumed some face to face sessions following the Covid pandemic. The uptake on training remained positive and stable.

We also offered E-Learning training through Nimble in conjunction with NALC. Also popular were the wide range of training events provided by our external financial adviser Steve Parkinson.

### **Our Conference, 23 September 2022**

Our one-day conference at the Holiday Inn, Leeds/Wakefield was well attended by councillors and clerks. It was sponsored by Streetscape Ltd, CCLA and Breakthrough Communications.

We provided a varied programme of plenary speakers and workshops, with a focus on the current climate emergency with representatives from the Yorkshire and Humber Climate Commission and Jonathan Owen CEO of the National Association of Local Councils as the keynote speakers.

In the year of report, YLCA's training offer to the councillors and clerks of member councils has been extensive and varied as can be seen below:

### **Attendance at training events:**

- Chairing Skills - 74
- General Council Governance – 70
- Charitable Trusts - 62
- Planning (various aspects) - 120
- Finance, Audit and Budgeting - 36
- Off to a Flying Start for new councillors - 247
- Developing Your Skills as a councillor - 61
- Elections/vacancies - 18
- Highways and traffic speeds - 13
- Websites/Accessibility - 18
- Induction for new Clerks - 26

- Role of the Clerk (for councillors) - 38
- Play Area Inspections - 21
- Risk Assessments - 27
- Cemetery Management - 27
- Standards/Code of Conduct - 17
- Employment - 18
- Allotments - 31
- Data Protection - 5
- Future of Transport - 6
- Public Rights of Way - 28
- Highways and Street Lighting - 64
- Grants given by councils - 23
- Dealing with Complaints - 14
- Role of the Monitoring Officer - 14
- Health and Safety in the Workplace - 14

### **Whole Council Training**

We extended our offer of training for whole councils; all members together, experiencing the same learning and gaining a shared understanding of the various roles, responsibilities and duties of councillors and officers, how the council should operate and be administered. This initiative gathered momentum throughout the year.

### **YORKSHIRE AND THE HUMBER REGIONAL TRAINING PARTNERSHIP (YHRTP)**



The National Training Strategy  
for Town & Parish Councils

YLCA has continued to be the lead partner for this body which now concentrates on delivery of tuition in the Certificate in Local Council Administration (Cilca). The partnership met once during the year and discussed the delivery of the training and reviewed the Cilca Prospectus.

In July 2022, the Partnership took on eleven new candidates, some of whom had achieved the Cilca by the conclusion of the year of report. Every Clerk that achieves this qualification, puts the work in alongside their clerking duties - it is not an easy task and they are congratulated for their achievement.

### **LOCAL COUNCIL AWARD SCHEME**

The Associations continue to support the Local Council Award Scheme as holding it enables member councils to evidence high standards of good governance. In the year of report, Malton Town Council was awarded the highest accreditation of the Scheme - the Quality Gold Award; the first council in Yorkshire to do so. Achieving the Foundation Award were Penistone Town Council and Micklefield Parish Council. Congratulations to these authorities.

The assessment panels consist of councillors of member councils, clerks who are holders of the Certificate in Local Council Administration and YLCA officers. All panel members are given training in their assessment role.

# OTHER NOTABLE ASPECTS OF THE YEAR

## OFFICE MOVE

In order to make some savings for the Associations, the advisory and administration team moved into smaller, and less costly premises within Tadcaster Enterprise Park in August 2022. The staff now work a mix of from home and in the office, which works very well, thanks to the excellent systems that we have to facilitate remote working.

## WORK WITH PRINCIPAL AUTHORITIES

Our working relationship with the principal authorities in North, South and West Yorkshire has always been good. We have been pleased that in the year Hambleton District Council, Scarborough Borough Council, Harrogate Borough Council, Richmondshire District Council and Harrogate Borough Council continue to award a small grant to YLCA to support its work. As these authorities go out of existence on 1 April 2023, we have some work to do to liaise with the new North Yorkshire Council for the continuation of funding support.

We have been pleased to have good liaison with the City of York Council, Rotherham MBC and Barnsley MBC in the year. During the year we have been developing our associate membership offer to the principal authorities, and as we come to the close of the year, we have a commitment from Bradford Council to take up this offer. It is hoped that others will follow suit in 2023/2024.

## YLCA SERVICE AWARDS

YLCA could not be governed in the fair and open way that it is, without the voluntary contributions of councillors and clerks of member councils and parish meetings that come onto our Joint Executive Board (and those who volunteer to help us in other ways, such as assessment panels).

The Associations have marked significant contributions from representatives with a Service Award for many years. In the year of report, the Service Award Panel altered the structure of the Award to reflect both long service and more in depth service to the YLCA.

In the year of report a Service Award was presented to Mrs A A Thomas, who had served on the Joint Executive Board and the Personnel Committee for many years, representing the Selby Branch.

## ONE-DAY CONFERENCE, 23 SEPTEMBER 2022

Our full day event in September was well attended by councillors and clerks from all parts of Yorkshire. It was sponsored by Streetscape Products and Services Ltd, Breakthrough Communications and Churches, Charities and Local Authorities (CCLA). This meant that we could offer the event at a very reasonable cost to our members.

Our key theme for the event was the climate. Those present heard from Andy Gouldson and Jatinder Singh Mehmi of the Yorkshire and Humber Climate Commission, who gave a thought provoking presentation on current climate issues and how parish sector councils and parish meetings can work with them on the Climate Action Plan being prepared.

The afternoon comprised numerous workshop sessions which included topics - grant writing and funding opportunities, green travel, business continuity, appointing and using council committees, how to engage effectively with young people, managing council finances and understanding the budget setting process, policies and procedures of local councils, government reform to the planning system, resilience and emergency planning, GDPR, standing orders and financial regulations, local council insurance and risk assessment.

Feedback showed that delegates were pleased with the wide choice of topics available to learn from.

# FINANCE AND RESOURCES

## FINANCE AND RESOURCES

The financial results show that for the first time, YLCA had a deficit outturn on the year. This was due to market effects on the CCLA Property Fund investment. The Board resolved to retain the investment as it has not fallen below the initial amount invested for the year.

Once again, the Board was pleased to see a good uptake for the training offer made by the Associations to its members. The provision of affordable, remote training continues to be very much welcomed by our members; it being easily accessible with no requirement for travel. It is an important element of the YLCA income.

As in previous years, the budget for the year was once again cautious,

and care in monitoring this has been taken by the Finance and Scrutiny Committee and the Joint Executive Board.

The Associations were once again given financial support from some of the principal authorities in North Yorkshire before they went out of existence on 1 April 2023; notably Hambleton DC, Harrogate BC, Richmondshire DC, Ryedale DC, Scarborough BC and Selby DC. Their support has been very much appreciated and welcomed.

The provision of an efficient and professional service costs money and it is well documented how vital it is that every local council and parish meeting is in membership. There is always a degree of vulnerability in respect of membership and the main reason

why, as a service provider, YLCA must respond effectively to the needs of its members. YLCA ends the year 2022/2023 in a reasonably healthy financial position with a level of reserves that is acceptable to the Joint Executive Board.

The accounts have been independently examined, rather than audited, as is the standard for organisations such as YLCA. Members are reminded that the Associations are neither a charity or a council but an association of members.

The Independent Examiner, Graham Sunley and Co Limited, re-appointed by the Joint Annual Meeting in the year of report, has once again given a clean bill of health.

## BALANCE SHEET, 31 MARCH 2023

### BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2023

	<u>31.3.23</u>	<u>31.3.22</u>
	£	£
<b>TANGIBLE FIXED ASSETS</b>		
Chains of Office/Office and Equipment	932	1,413
<b>CURRENT ASSETS</b>		
Stocks	556	399
Debtors	10,370	15,169
Investments	94,712	111,217
Cash at Bank and in Hand	103,247	124,746
	<u>208,885</u>	<u>251,531</u>
<b>CURRENT LIABILITIES</b>		
Other Creditors	(1,903)	-
Accruals	(2,206)	(30,794)
PAYE	(2,580)	(2,580)
	<u>(6,689)</u>	<u>(33,374)</u>
<b>NET CURRENT ASSETS</b>	<u>202,196</u>	<u>218,157</u>
<b>NET ASSETS</b>	<u>203,128</u>	<u>219,570</u>
<b>FINANCED BY:</b>		
Current accounts	<u>203,128</u>	<u>219,570</u>

The Joint Executive Board presents its report together with the financial statements of the Associations.

### RESPONSIBILITIES OF THE JOINT EXECUTIVE BOARD

The Joint Executive Board is responsible for preparing financial statements for each financial year which give a true and fair view of the state of affairs of the Associations and of the surplus or deficit of the Associations for that period.

### INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention which gives me reasonable course to believe that in any material respect the requirements to keep accounting records in accordance, and; prepare accounts which accord to the accounting records have not been met; or to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mary Beavis  
Graham Sunley & Co Limited  
21 June 2023

# ANNUAL ACCOUNTS - SUMMARY

	<b>2023</b> £	<b>2022</b> £
<b>Turnover:</b>		
Subscriptions	264,008	256,080
Training course income	38,925	38,174
Publications	1,219	658
Postage, mail distribution and advertising	1,388	1,379
Professional services	1,765	2,704
Local authority grants	2,800	6,800
Local council award scheme (applicants)	440	180
YLCA conference income	13,742	8,215
Internal Audit Scheme	2,170	3,389
	326,457	317,579
<b>Other income:</b>		
Other income	161	185
Investment income	5,084	4,248
	5,245	4,433
<b>Total income:</b>	331,702	322,012
<b>Cost of sales:</b>		
Opening stock	(400)	(42)
Training conferences	(4,161)	(5,589)
YLCA conference expenditure	(3,903)	(1,260)
Publication costs	(966)	(166)
Internal audit service	(1,650)	(2,925)
Closing stock	556	399
	(10,524)	(9,583)
<b>Gross surplus:</b>	321,178	312,429
<b>Expenses:</b>		
Salary, overheads and staff support costs	(194,839)	(186,241)
Staff training and team meeting costs	(1,294)	(3,119)
Staff travel and subsistence	(547)	(1,501)
Recruitment expenses	0	(129)
Rent	(12,141)	(15,853)
Insurance	(1,120)	(834)
Office equipment and repairs	(29)	(4,298)
Telephone	(1,739)	(1,519)
Printing, postage and stationery	(963)	(1,296)
NALC subscription	(86,860)	(86,257)
Other subscriptions	(239)	(161)

Continued/...

# ANNUAL ACCOUNTS - SUMMARY CONT..

	<b>2023</b> £	<b>2022</b> £
<b>Expenses continued:</b>		
Sundry expenses	(148)	(237)
IT support	(7,296)	(8,069)
Local Council Award Scheme	(90)	(0)
Executive Meeting Costs	(5,618)	(1,215)
Branch Meeting Costs	(1,067)	(767)
Advice for members from external sources	(4,327)	(3,812)
Accountancy fees	(2,028)	(1,920)
Bank Charges	(334)	(10)
Tax charged on investment income	44	(0)
Depreciation of office equipment	(480)	(1,011)
	(321,115)	(318,249)
<b>Other income:</b>		
Profit/loss on CCLA Property Investment Fund	(16,505)	16,606
<b>Net surplus:</b>	(16,442)	10,786