

# YORKSHIRE LOCAL COUNCILS ASSOCIATIONS



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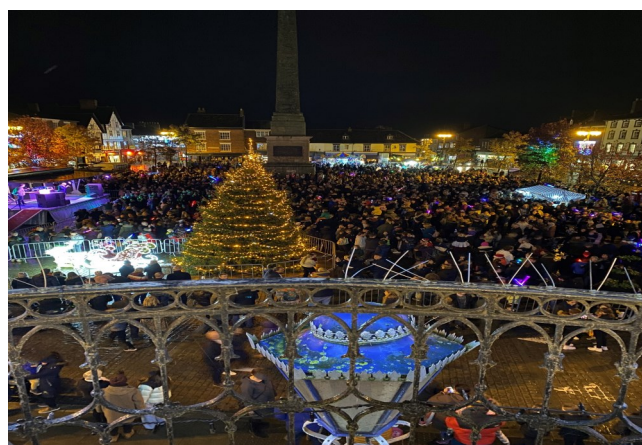
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# ANNUAL REVIEW

# 2023/2024

# ASSOCIATIONS' STRUCTURE 2023/2024

**PRESIDENT:** Mr D Liddell

**VICE PRESIDENT:** Vacant

**CHAIR OF THE JOINT EXECUTIVE BOARD:**  
Cllr D Rowley

**VICE-CHAIRS OF THE JOINT EXECUTIVE BOARD:**  
Cllr S Bradnam  
Cllr T Saunders

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

## JOINT EXECUTIVE BOARD:

<b> CRAVEN</b> Ms J Markham (to December 2023), Cllr P Ramsden (present)	<b> SELBY</b> Cllr G Ivey (to February 2024), Cllr S Charlston (present)
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**HAMBLETON**  
Cllr S Bradnam  
Cllr C Mollard

**SOUTH PENNINE**  
Cllr P Allison  
Cllr H Boota  
Cllr R M Greenwood  
Cllr D Mullen  
Cllr T Saunders

**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

**RYEDALE**  
Cllr V Arnold

**RICHMONDSHIRE**  
Cllr I Threlfall

**YORK**  
Cllr S Harrison

**SCARBOROUGH**  
Cllr H Phillips

## PERSONNEL COMMITTEE

Mr D Liddell (President)  
Cllr D Rowley (Chair)  
Cllr P Allison  
Cllr Dr M Czwarno  
Cllr D Mullen  
Cllr J Staniforth  
Cllr C Mollard

## FINANCE AND SCRUTINY COMMITTEE

Cllr R Greenwood  
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 R Greenwood  
Cllr P Allison  
Cllr S Bradnam  
Mr D Liddell (President)

Cllr D Rowley (Chair)  
Cllr D Wright  
Cllr T Saunders

## 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 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. Denby Dale Parish Council
2. Thorne Moorends Parish Council
3. Hebden Royd Town Council
4. Little Smeaton Parish Council
5. Bingley Town Council
6. Ripon City Council

# PRESIDENT'S REPORT

## Mr Derek Liddell - President



YLCA staff moved to a new office in 2022 and the reduction in office costs has been beneficial to YLCA finances. We continue to make use of the building's facilities for our committee meetings.

The initial "Talking Tables" training days were successful, however, the last one had to be cancelled mainly because it was scheduled for a weekend and fewer delegates were available. Webinar training continues to be successful, and I would encourage all councils to attend our training as much as possible. There is a wide range of training courses available including the opportunity for councillors to register for the Councillor Development Framework. When councillors have attended ten qualifying sessions they receive a completion certificate.

In the year, one of our longest serving members, Councillor Winnifred (Winnie) Delf, retired and I was honoured to attend a reception and present her with a Certificate for Exceptional Service from YLCA. It was a bit of a trip to the village hall in Scorton, North Yorkshire, but well worth it.

This year the Chair of the Associations passed to South Yorkshire and Councillor David Rowley was elected to the role. Elected as Vice Chairs were Councillors Tim Saunders (West Yorkshire) and Stuart Bradnam (North Yorkshire). My gratitude goes to them for the time and effort they give to the Associations.

The Associations are fortunate to have the hard working staff that we do. Chief Officer Sheena Spence, Local Councils Advisory and Training Officers, Karen Canadine and Karen Mann continue to develop their skills for our benefit. Our Team Support and Member Liaison Officer, Ruth Batterley and our Administrative Officer Joy Morgan have both increased the roles they have within the team. Many thanks to all of them for their hard work and dedication.

The Associations could not function or provide the high levels of service our members expect if it was not for the time and effort given by the councillors and clerks who serve on the Joint Executive Board, the committees and the panels. My gratitude goes to all of them.

Before the next annual meeting, there will be a general election. Please encourage all your parishioners to vote and get in touch with your MP, whether they be re-elected or newly elected and remind them that local councils are closest to the people.

# CHAIR'S REPORT

**Cllr David Rowley,  
Chair of the YLCA Joint Executive Board.**



Last July I had the great privilege to become Chair of YLCA. I took over from Councillor Stuart Bradnam of North Yorkshire. He had the role during the most difficult of times and his good humour and calm were exemplary. Well done Stuart.

My chairmanship comes about because of the tripartite agreement between the three individual county associations, the North, South and West Yorkshire Associations. Working together under the YLCA umbrella, these joint Associations with an economy of scale that allows us to provide our members with the expertise and support delivered by Sheena Spence and the team at Tadcaster.

One of my earliest duties was attending a Talking Tables event, held near Barnsley in South Yorkshire. I believe that training offered by YLCA is of the highest standard and of course it is one of YLCA's core responsibilities to offer this service to our members.

On 1 August 2023, I was honoured to join our President, Derek Liddell, and his wife at the Yorkshire Day celebrations held in Rotherham. What a display of regalia. There must be more gold in Yorkshire than there is in Fort Knox! This event also gave us both the opportunity to raise the profile of the parish sector with principal authority colleagues and others.

During my period in office, I have been able to attend the Joint Executive Board and its committees. The Strategic Working Group takes a holistic view of our sector and YLCA's role in it. The Finance and Scrutiny Committee keep a good Yorkshire eye on the brass. The Personnel Committee ensure we look after our most valuable asset, the staff.

There are numerous training and discussion forums throughout the year. Please continue to support these events. Our reserves are in a healthy position thanks to the staff and the Finance and Scrutiny Committee. We have regular contact with our largest investment holder, Churches, Charities and Local Authorities (CCLA).

The workload of our team at Tadcaster is high. They service Branch meetings, the Executive Board and committees. The multiple training events are provided by, or organised by them. Vitally they are the go to people when our members need support and specialist information.

Sadly, some of the problems YLCA deals with are created by the behaviour of councillors. I would remind you that you all signed up to a Code of Conduct and respect for clerks, councillors and members of the public should be second nature.

Our representatives to the National Association of Local Councils play their part in the national body, including Peter Allison from West Yorkshire who has recently become Chair of the NALC Policy Committee. Congratulations to him.

YLCA continues to provide excellent service. Please continue to use the training to improve your own and your Council's skillset. 2024 will likely see a change of Government, so it is important that there is a strong County Association to protect and enhance the parish position in Local Government.

# GOVERNANCE AND NALC REPRESENTATION

## 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 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 meets in person throughout the year apart from January when it meets remotely.

The Joint Annual meeting 2023 was held at the Fairfield Manor Hotel, Skelton, York. President, Mr Derek Liddell presided over the meeting. Mr Derek Liddell, is also a parish councillor in South Yorkshire and has been involved with YLCA and NALC for a long time. The Independent Examiner, Graham Sunley & Co, would continue to be appointed for accountancy purposes in year ended 31 March 2024.

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

It is the Executive that sets the membership subscription fees, is responsible for the finances and manages YLCA 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 and working groups 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 eleven 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 decision to commission a new website which was operational from 1 April 2024.
- Reviewing and scrutinising the YLCA Strategic Plan 2021-2024, including Budget monitoring, review, short and long term financial planning. This review included the new addition of the Climate and Sustainability theme.
- 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.

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

By virtue of the NALC constitution, each county association in England is entitled to appoint a representative to the NALC Assembly, its general governing body. YLCA is not a member of NALC per se, but YLCA member councils and parish meetings are.

In the year of report YLCA was represented on the Assembly by Cllr H Phillips (for the North Yorkshire Association), Councillor D Wright (South Yorkshire) and Councillor P Allison (West Yorkshire). Cllr Allison was re-appointed to the NALC Policy Committee as its Chair and Cllr Wright to the NALC Finance Committee.

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

- Removal of the prohibition for local councils to fund the church;
- Production of the revised Good Councillor Guide.
- Continued lobbying of Ministers and MPs on the numerous policy positions adopted by NALC.

# FINANCE AND SCRUTINY COMMITTEE ANNUAL ASSURANCE

The Finance and Scrutiny Committee of YLCA scrutinises the finances and resources of the Associations, 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, Stewart Harrison and Tim Saunders. There remains one vacancy within the committee.

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.

I have an excellent working relationship with Councillor Peter Allison – Chair of the Personnel Committee - which has direct responsibility for staffing

resources.

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

We met recently with a senior member of staff from CCLA – an organisation available to Charities, Churches and Local Authorities – with whom part of our reserves are invested. We envisage repeating this on a six-monthly basis to track the Property Fund portfolio – a helpful mechanism to keep us abreast of the market.

With the necessary increase in staffing resources, which I mentioned in my previous report, 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 in 2022 to reduce our rental expenditure by reducing the size of the office space within the same site.

This has allowed our stretched resources to maintain the core levels of service provision to our member councils, and we need to ensure that the increasing demands for advice from our

membership remain adequately addressed.

Reserves and investments are reviewed regularly, and our safe investments have produced a very healthy £7000+ of investment income. We keep a close eye on any fluctuations of investment valuations.

Our investment reserves remain above the policy line, and we can nibble at the reserves to help striking the balance of providing services and training whilst keeping the affiliation fees at an affordable level.

We are in the process of updating our website. This is not a cheap venture, but our reserves can usefully be directed to this extraneous expense.

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 all else you do.

We remain in a healthy and secure position financially and this is an assurance I can gladly impart to you.

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  
Chair  
YLCA Finance and 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. We also engage specialist advisers that we can call on for certain enquiries, such as VAT, employment, human resources and planning.

The Associations are advising, on average, around nine councils per day in a formal capacity. The nature of enquiries received is varied and some can be very complex and take some hours to respond to.

## **Website**

Our website continued to be well used. In the year we commenced work on a new website with a new provider. We are confident that the new site will be more modern in its look and will enable us to expand our services to members too. All casework enquiries for formal advice continue to be submitted via a website casework management system.

## **White Rose Bulletin**

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. In the year of report it was produced fortnightly.

## **Councillor, Clerks and Chairs Discussion Forums**

Since April 2020 the Associations have provided regular, monthly discussion forums via remote platform; one for councillors, one for clerks and in the year of report, the introduction of a forum for Chairs. These sessions have continued to be well supported in the year. The sessions are focused on networking, sharing and discussions on matters of mutual interest to those present. There are some very interesting points and scenarios raised,

with the sessions being supported by a YLCA officer each time.

## **Salary evaluations**

Our salary evaluation offer was taken up in the year by a number of councils. YLCA can provide an assessment based on National Joint Council evaluation criteria.

## **Employment matters**

The Associations continue to be subscribed on a retained basis to PD 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 receiving advice from this source in order to manage their staffing and HR issues correctly.

## **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	62	3
Richmondshire	54	43	5
Ryedale	69	50	6
Scarborough	39	36	0
Selby	60	49	0
York	31	29	0
	<b>445</b>	<b>365</b>	<b>19</b>
<b>South Yorkshire</b>			
South Yorkshire	<b>83</b>	<b>76</b>	<b>4</b>
<b>West Yorkshire</b>			
Leeds	31	28	0
South Pennine	58	58	0
	<b>89</b>	<b>86</b>	<b>0</b>
<b>TOTAL</b>	<b>617</b>	<b>527</b>	<b>23</b>

## BRANCHES

Attendance continues to be poor at Branch meetings . The concern for the Board is 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 June Branch meetings are held in person, the Branches have the choice to meet in person or remotely in October and the February round of meetings are held remotely.

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

Jason Wainwright and Grace Lawes , North Yorkshire Council Emergency Resilience Team  
 Carolyn Jarvis, Environment Agency  
 Katie Privett, Local Enterprise Partnership  
 Rachel Joyce, Assistant Chief Executive, North Yorkshire Council, Local Engagement Team  
 Rachel Hutton, North Yorkshire Council, Principal Planning Officer  
 Rachael Balmer, North Yorkshire Council, Planning Policy Team Leader  
 Jon Kedwards, Yorkshire and Humber Climate Commission  
 Samuel Stafford, Planning Director from the Home Builders Federation  
 Members of Rotherham Youth Cabinet  
 Sharon Fox, North Yorkshire Council Highways Department  
 Lee Adams, Chair of North Yorkshire Healthwatch  
 Ashley Green, Chief Executive Officer of North Yorkshire Healthwatch  
 Tim Taylor and Nathan Broadhead, South Yorkshire Mayoral Combined Authority  
 Councillor Douglas, Leader of York City 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, what young people need in parishes, implementing sustainable development from a developer's point of view and Emergency Planning were some of the topics discussed in the year.



# TRAINING AND LOCAL COUNCIL AWARD SCHEME

## YLCA TRAINING AND DEVELOPMENT PROGRAMME

Our training offer in the year was predominantly remote, but we also offered face to face sessions, mainly by way of whole council training.

We also offered E-Learning training through Nimble in conjunction with NALC. Also popular were the wide range of online training events provided by our external financial adviser Steve Parkinson and online IT and data protection courses provided by Breakthrough Communications and Cloudy IT.

### **Talking Tables Training Days, 27 July and 10 November 2023**

We introduced a new training initiative in 2023 - our one-day Talking Tables training days were a huge success. The days were held at two different locations, The Fairway Hotel in Dodworth, Barnsley and The Bridge Hotel in Walshford, Wetherby. The events were sponsored by Breakthrough Communications, Blachere Illuminations and Parish Online.

### **Whole Council Training**

Whole Council Training has continued into the year and is very popular. The training involves 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. The Associations will train councils that have had or are facing challenges.

In the year of report, YLCA's training offer to the councillors and clerks of member councils was taken up well as can be seen below:

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

Agendas, Powers & Duties - 54  
General Council Governance – 23  
Public Rights of Way – 16  
Planning (various aspects) - 125  
Finance, Audit and Budgeting - 50  
Off to a Flying Start for new councillors - 272  
Chairing Skills – 84  
Participation skills – 9  
Induction for new Clerks – 41  
Increase your self esteem – 6

Role of the Clerk (for councillors) - 13

Closed churchyards – 11

Risk Management – 15

Standards/Code of Conduct - 22

Employment - 21

Allotments - 30

Data Protection - 11

Common Land and Village Greens – 23

Grants writing applications – 23

Dealing with Complaints - 8

Biodiversity – 68

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



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 twice during the year and discussed the delivery of the training and reviewed the Cilca Prospectus.

In September 2023 and March 2024, the Partnership took on a total of twenty two 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, the following councils achieved the Foundation Award; Selby Town Council, Knaresborough Town Council, Keighley Town Council, Horsforth Town Council and Sprotbrough and Cusworth Parish Council. Congratulations to these authorities.

The Yorkshire 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.

# FINANCE AND RESOURCES

## YLCA SERVICE AWARDS

In the year of report Service Awards were presented to Cllr W Delf, former Chair of Richmondshire Branch, Cllr S Bradnam, former Chair of the Joint Executive Board and Mr D Tomlinson all of whom had given notable service to the Associations.

## FINANCE AND RESOURCES

The financial results show a small deficit in the year. This is lower than had been anticipated, due to a good take up of training in the year.

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. North Yorkshire Council, Doncaster Council and Bradford Council contributed. Their support has

been very much appreciated and welcomed, whether it will continue from all of these is uncertain due to their own poor financial situations.

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 2023/2024 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 2024

### BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2024

	<u>31.3.24</u>	<u>31.3.23</u>
	£	£
<b>TANGIBLE FIXED ASSETS</b>		
Chains of Office/Office and Equipment	1,804	932
<b>CURRENT ASSETS</b>		
Stocks	178	556
Debtors	6,429	10,370
Investments	89,258	94,712
Cash at Bank and in Hand	105,170	103,247
	<u>201,035</u>	<u>208,885</u>
<b>CURRENT LIABILITIES</b>		
Trade Creditors	(1,088)	-
Other Creditors	(4,049)	(1,903)
Accruals	(2,112)	(2,206)
PAYE	(7,129)	(2,580)
	<u>(14,378)</u>	<u>(6,689)</u>
<b>NET CURRENT ASSETS</b>	<u>186,657</u>	<u>202,195</u>
<b>NET ASSETS</b>	<u>188,461</u>	<u>203,127</u>
<b>FINANCED BY:</b>		
Current accounts	<u>188,461</u>	<u>203,128</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

# ANNUAL ACCOUNTS - SUMMARY

	<b>2024</b> £	<b>2023</b> £
<b>Turnover:</b>		
Subscriptions	266,257	264,008
Training course income	54,053	38,925
Publications	1,175	1,219
Postage, mail distribution and advertising	1,134	1,388
Professional services	4,649	1,765
Local authority grants	10,200	2,800
Local council award scheme (applicants)	560	440
YLCA conference income	-	13,742
Internal Audit Scheme	2,851	2,170
	340,879	326,457
<b>Other income:</b>		
Other income	0	161
Investment income	7,654	5,084
	7,654	5,245
<b>Total income:</b>	348,533	331,702
<b>Cost of sales:</b>		
Opening stock	(556)	((400))
Training conferences	(13,522)	(4,161)
YLCA conference expenditure	-	(3,903)
Publication costs	(444)	(966)
Internal audit service	(1,285)	(1,650)
Closing stock	177	556
	(15,630)	(10,524)
<b>Gross surplus:</b>	332,903	321,178
<b>Expenses:</b>		
Salary, overheads and staff support costs	(210,171)	(194,839)
Staff training and team meeting costs	(1,842)	(1,294)
Staff travel and subsistence	(244)	(547)
Recruitment expenses	0	0
Rent	(8,784)	(12,141)
Insurance	(1,220)	(1,120)
Office equipment and repairs	(1,711)	(29)
Telephone	(2,408)	(1,739)
Printing, postage and stationery	(934)	(963)
NALC subscription	(90,360)	(86,860)
Other subscriptions	(242)	(239)

Continued/...

# ANNUAL ACCOUNTS - SUMMARY CONT..

	<b>2024</b> £	<b>2023</b> £
<b>Expenses continued:</b>		
Sundry expenses	-	(148)
IT support	(11,260)	(7,296)
Local Council Award Scheme	-	(90)
Executive Meeting Costs	(4,991)	(5,618)
Branch Meeting Costs	(1,252)	(1,067)
Advice for members from external sources	(4,255)	(4,327)
Accountancy fees	(2,112)	(2,028)
Bad debts written off	(34)	-
Bank Charges	(104)	(334)
Tax charged on investment income	-	(44)
Depreciation of office equipment	(291)	(480)
(Profit)/loss on disposal of tangible fixed assets	100	-
	(342,115)	(321,115)
<b>Other income:</b>		
Profit/loss on CCLA Property Investment Fund	(5,454)	(16,505)
<b>Net deficit:</b>	(14,666)	(16,442)