

Annual Report 2020 – 2021



ESSEX ASSOCIATION OF LOCAL COUNCILS

“a year of exceptional change and localism”



Reviewing the year 2020/21

Including our summary & financial statement



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reviewing the year 1st April 2020 - 31st March 2021

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This year in review

from your Association Chair, Cllr Peter Davey

The EALC continues to be recognised nationally in its own right for the work it carries out in support of the parish and town council sector within Essex. Through our highly professional training programme and legal support services which will always remain our top priority, and whilst looking for new areas where value can be added to member councils. To meet the challenges presented throughout the year, it is essential we work diligently and successfully with our partners to create mutual benefit. As the County Association we must exploit every opportunity to work on your behalf, primarily with Essex County Council, the Police, Fire & Crime Commissioner for Essex, the Essex Rural Partnership and the National Association of Local Councils.

This year has seen the appointment of Charlene Slade to the position of CEO in April 2020 with Joy Darby retiring at the end of March, to be re-employed as The Strategic Lead until July 2020, primarily focusing on pandemic initiatives and subsequent legal enquiries.

The collaboration with Essex County Council (ECC) to act as the administrating agent for Grant Funding to meet the challenges faced by many Essex communities and residents during the COVID-19 Pandemic has been the single biggest project for the EALC, awarding over £1 million of grants during the last 12 months whilst also being able to increase our support for our membership.

I would like to acknowledge the ECCs continuing support for the sector in these financially challenging times and the speed and efficiency that was evident in their quest to support the most vulnerable residents through these and other schemes during COVID-19.

I became a member of the Honours Panel in Essex in May 2020. Essex people are being actively encouraged through the Honours Brochure initiative launched in August 2020 in collaboration with Her Majesty's Lord-Lieutenant of Essex, Mrs Jennifer Tolhurst to nominate that special person; the ordinary person whose actions often go unrecognised but who make a big difference to the community. Honours are awarded for long-term voluntary service, innovation and entrepreneurship, achieving positive change for others and the coronavirus pandemic has been hard on everyone. Therefore, a special award for the COVID-19 pandemic frontline staff and volunteers was created to honour an individual, voluntary group or business that has made a big difference to others during lockdown.

Since my appointment as the Chairman of the EALC in November 2017, together with our staff and with your support and co-operation and the collaborative work with our partners, we have made significant progress towards making Essex both a safer and more enjoyable place to live whilst enhancing our support for town and parish councils.

I have also retained my role as Chairman of the Accreditation Panel of Essex. The panel continued its work during the pandemic, awarding the Foundation, Quality and Quality Gold certificates to councils in Essex to recognise them for the excellent work they do. As a County Association we have the greatest number of accreditations in the UK.

We continue to strengthen our involvement with the Essex County Council initiatives on health & wellbeing and mental health through the appointment of the Health & Wellbeing Officer, Danielle Frost in 2019...



The Chair's review *continued...*

This key appointment has been funded by Essex County Council for a 3-year period. To compliment and influence this work, I continue to be a member of the Essex County Council Health & Wellbeing Board and Chair the EALC Health and Wellbeing Board whilst becoming a member of the Independent Climate Commission, Chaired by Lord Randall, with specific emphasis on Community Engagement.

The Independent Essex Climate Action Commission completed its interim report in November 2020 with strong focus on climate change and the environment which will have economic benefits for Essex, as well as helping the global climate and improving the environment for citizens at the local level. The final report will be published in July 2021. The commission will make recommendations to Essex County Council, for the council to implement recommendations and policy suggestions which should be transformative, but practical.

The EALC is also continuing to work alongside the office of the Police, Fire & Crime Commissioner of Essex, the Safer Roads Essex Initiative, the Rural Crime Forum initiative and the Essex Rural Partnership strategic initiative.

I was re-elected for a second term in December 2019 as both Chair of the NALC Finance and Scrutiny Committee and a Member of the NALC Management Board which enables the EALC to play a unique role as a County Association to be part of, and have a major influence over,

The strategic initiatives that are taking place across the UK whilst maintaining a strong financial position giving best value for money to the membership. I would like to thank Cllrs John Gili-Ross and Wendy Stamp as our Vice-Chairs and Cllr David McPherson-Davis as our Treasurer, for their continuing hard work with our strategic partners as well as the Executive Members who work tirelessly to ensure our member's voices are heard and acted upon.

As an Association we have taken the necessary steps to remain in a strong financial position in this unprecedented year whilst looking ahead beyond the COVID-19 pandemic to offer a whole new suite of member initiatives currently being formulated by

Charlene Slade, our CEO.

Without the absolute commitment, hard work, dedication, professionalism and foresight given to the Association by Charlene Slade and her Staff, who have been totally committed to supporting the membership during the COVID-19 pandemic, the many EALC achievements this year both strategic and supportive could not have been possible in what has been our most challenging year as an Association.

I wish to acknowledge and thank on behalf of us all the sheer dedication and commitment of all those on the front line in the NHS and our care homes, the voluntary sector, our town & parish Clerks and Cllrs and the EALC and NALC staff who have given their all to support the community during the COVID-19 pandemic and I would also like to thank councillors and officers in our County Council/District/City and Borough Councils and the thousands of volunteers who helped to fight this deadly virus making our county and country a safer place to live.



Cllr Peter Davey

Chairman of the Essex Association of Local Councils



This year in review

from your CEO & RFO, Charlene Slade

As you all remember well, 2020 has been an exceptional year as the world faced a world-wide pandemic in March. Uncertainty and change hit us all overnight, bringing many challenges for us all.

Reflecting on the past year in terms of financial reporting you will see from the annual accounts presented to you that the Association including its functions and services provided to you, our members, has changed and evolved rapidly. The training centre had to close, this meant an evaluation had to take place of the entire training programme, accessing all courses, including how they were going to be delivered, potential for new course opportunities and how the Association could maintain value for money whilst at the same time continually maintaining a strong and diverse training programme for our members.

There was a need for all training courses and modules to be re-written so that they could be delivered online via a virtual platform and not face to face. They had to be manageable to ensure there was no loss of quality on delivery of content for the sector and be deliverable virtually in changing times. Reflected in the accounts, office training services provided to members fell in the first six months and they were replaced with webinars and online training. The addition of the first ever EALC online conferences were made, with keynote speakers presenting to the membership throughout the year over a total of three stand alone events. They looked at health & wellbeing, the climate crisis and youth engagement, and offered diverse knowledge skills and resources to the sector.

Partnership working in unprecedented times reaffirmed how valuable close working relationships are, to continue to provide the best possible services to the parish and town council sector ensuring that our communities are at the forefront of uncertain times making it possible to implement change where it is needed most. The EALC were able to become the administrator for a number of grant funding streams,

awarding over £1 million of grants to the most needy, supporting foodbanks across Essex as families and individuals found themselves without food whilst also supporting community projects during the pandemic to remain covid safe. Please continue to read more detail on the funding opportunities page.

The year to 31st March 2021 has been exceptional and challenging, but at the same time has enabled a better, smarter and more focused way of working to support our membership today and in the future.

Many thanks and gratitude personally to our Chairman, Cllr Peter Davey, Vice-Chair's Cllr John Gili-Ross & Cllr Wendy Stamp, along with all of the Executive members for their continued support and to all the staff at EALC. This year would not have been possible without all of you.



Charlene Slade

Charlene Slade, AATQB, CILCA
Chief Executive Officer & Responsible Finance Officer



Treasurer's report

from Cllr David McPherson-Davis

In my report last year I stated that the Association had to consider the short and long term effects of COVID-19. This has turned out to be true and is reflected in the Statement of Accounts for the year ended 31st March 2021.

Most significant was the fall in income from training courses normally held at our premises in Great Dunmow which were replaced by on-line alternatives. In addition staff were able to introduce webinars which have been very successful.

The Association also agreed to assist Essex County Council in administering new grant funding streams for which a fee of £24,500 was negotiated.

A new three-year grant of £30,000 for a stipend working partnership from the PFCC was also agreed.

The overall effect was to increase the total income of the Association for 2020/21 by almost £15,000 compared with the previous year.

Payroll costs reduced in the year as a result of the reorganisation of the staff and pay structure.

The effect of COVID-19 resulted in the premises at Great Dunmow being unavailable for training courses and committee meetings which is reflected in the savings made for both premises and office costs.

There were also savings in the employment of tutors and services provided as these related to the cancelling of in-house training.

As a result, total expenditure of the Association for 2020/21 fell by nearly £50,000 compared with the previous year.

The net result was a surplus of £76,862.34 for the year 2020/21 which increased the Accumulated Fund Reserve of the Association as at 31st March 2021, to £145,532.36.

It was decided based on recent calculations and in conjunction with the auditor to create a Termination Reserve by transferring £119,000 from the Accumulated Fund. The Association is also reviewing the IT and website to bring them up to date and ensure they are secure.

The arrangements for the new venue of the AGM, which were due to be held in September of this year were cancelled but fortunately it has been confirmed that the event will go ahead next year with all sponsorships totalling £11,200 being carried forward.

To see the comprehensive financial statement, you can do so at the end of the annual report [here](#).

I would like to thank all members of staff and Finance Committee Members for their continued support during the last year.



David McPherson-Davis

David R McPherson-Davis
Treasurer of the EALC

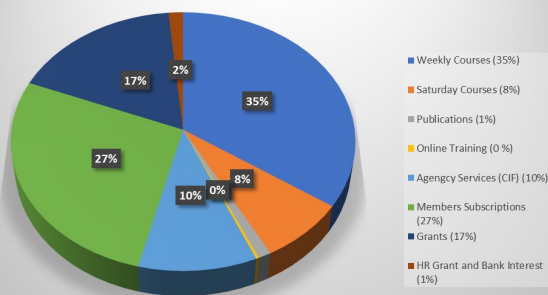


Financial summary

reviewing the last year of accounts

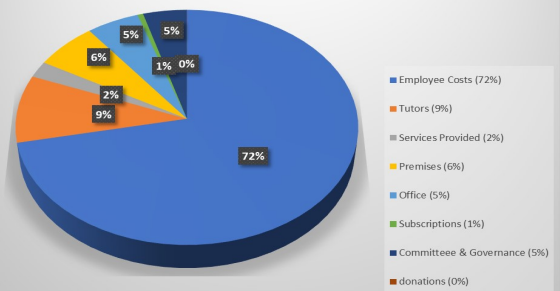
This year, exceptional income has been generated from administering the funding streams along with the changes to the training program. Separate accounting practices, including Treasury Management, Risk Assessments and robust Financial Regulations have been accessed and are being put in place to ensure that all the funds administered on behalf of Essex County Council are transparent, accountable and separately managed from the core purpose and functions of the Association. To see the comprehensive financial statement, you can do so at the end of the annual report [here](#).

EALC Income 2019/2020



Comparisons with last year's income and expenditure

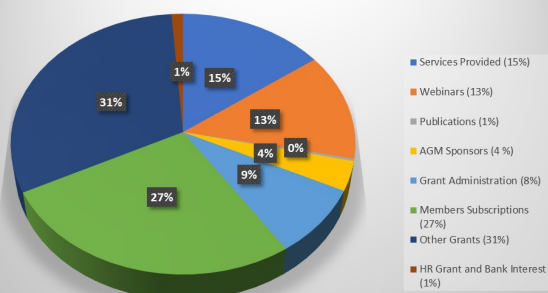
EALC Expenditure 2019/2020



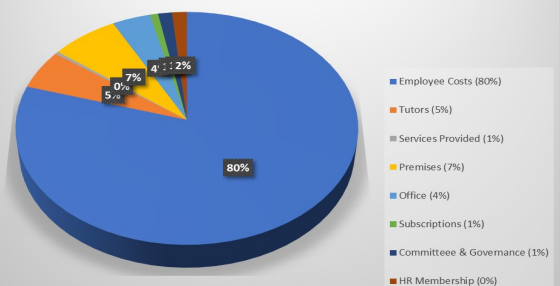
EALC Income 2020/21	£
Services Provided	45,762
Webinars & Other Income	40,743
Publications	944
AGM Sponsors	11,200
Grant Administration	25,995
Members Subscriptions	82,539
Other Grants	95,700
HR Grant and Bank Interest	3,615
Total Income	306,498

EALC Expenditure 2020/21	£
Employee Costs	183,092
Tutors	12,393
Services Provided	886
Premises	15,751
Office	8,915
Subscriptions	1,929
Committee & Governance	3,220
HR Membership	3,450
Total Expenditure	229,636

EALC Income 2020/2021



EALC Expenditure 2020/2021





Training Programme

looking back at the last year of training

Association courses

2020/21 proved to be a challenging year for the Association for its training programme. How could we continue delivering our comprehensive, high standard courses, briefings & workshops to the membership throughout the pandemic? The first thing we did was to introduce our Clerk, Chairman & Councillor forums for the 12 districts in early April. These ran on a weekly rotation during mornings & afternoons & I was joined on them by Members of our Executive Committee. It gave both Clerk's & Chairman time to discuss any worries or legal enquiries they had & also gave them the opportunity to discuss & swap advice on how their parish or town council were working with their communities during this difficult period. The forums were extremely well attended on a weekly basis and ran until the end of August. During this time, we had been working hard in the background on putting together webinars for the membership. We were able to support new Clerks, Councillors & Chairman with training through these webinars. We also successfully ran Playground Guidance & Village Community Halls Risk Assessment webinars.

During April & September I liaised with my tutors and we looked at our extensive training programme & how we could continue to deliver it to our membership. I had looked at how other Associations were delivering their training but we were all extremely confident that we could still deliver the highest standard of training on the zoom platform without breaking our courses down into separate modules. Not only did we commence our training programme virtually from September but we

also started to train our new tutors as well. By the end of March this year we had delivered 5 sets of Councillor training courses alongside our other core courses.

Online training programme

Our online training programme provided by *Nimble* which we launched in February 2020 proved extremely popular throughout the year as Clerk's, Officers & Councillors were able to access & complete the training from home. We also introduced a new Dementia awareness course to run alongside the other 7 online courses that are available.

Short courses

Although we were unable to come out in person to deliver our bespoke short course programme to parish & town councils during this year, we were still able to deliver these virtually to those that required them.

Online conferences

In November 2020 we introduced our virtual conferences. It was a huge step for the Association as we had never delivered a conference virtually before. As with our training courses the staff at the Association were confident that this could be done. By the end of March, we had successfully delivered two conferences on health & wellbeing and the climate crisis respectively, with youth engagement to follow shortly afterwards in April. The conferences were a great success with upwards of 200 members attending them in total.

Training accolades

You can see a full list of training achievements for passes in local council qualifications on our website [here](#).



The training review *continued...*

Essex clerk's bursary

Our Essex Clerk's Bursary scheme remains eligible to all Clerk's with a parish council precept of below £80,000. The bursary scheme enables & supports the smaller council's Clerks to attend training courses & to also complete their CiLCA qualification. 75% of the training costs is then refunded back to the council upon completion of courses. Bursary application forms can be found on the EALC website & for all enquiries please contact Pearl Willcox for further information.

Training statistics

Total Clerks Forums	38
Total Chairman & Cllr Forums	38
Councillor Training Days 1 & 2 sets (10 courses in total)	5
New Clerk's Course	1
CiLCA Courses	2
Planning Briefings	2
Core courses	3
New Councillor Webinars	7
Chairman's Webinars	3
New Clerk's Webinars	1
Minutes & Agenda's Webinar	1
Playground Guidance Webinars	4
Risk Assessment Webinars	4
Allotment Webinars	3

2021

Our intention at the Association is to reintroduce our courses back into our training room as soon as we possibly & safely can. We are looking forward to welcoming the membership back however, at present we do not feel that it would be safe to do this & will therefore monitor the situation as we do not wish to put our staff, tutors of our membership at risk and therefore at present intend to keep delivering all of our courses, briefings & workshops on zoom until things become more stable.

To find out more about the importance of training, please visit our website and read the EALC training leaflet [here](#).



Pearl Willcox

Pearl Willcox CiLCA

Executive County Training Officer

Funding opportunities

supporting local communities in Essex



On behalf of Essex County Council, Eight funds have been administered by EALC during this critical period providing food parcels to 21,178 families with children.

A total of over £1 million of grants have been awarded in 2020/21. This important work stream continued throughout the pandemic from March to Christmas.

This year, the CIF and Micro Grant Fund have proved to be an overwhelming success under the stewardship of the EALC. Essex County Council requested that the EALC continue to manage the funds for the 2020/21 financial year with grant monies of £300,000 and £50,000 per annum respectively. This new development allowed for constituted community groups and town / parish councils to continue to deliver new services into the area in which they operate.

114 Micro-Grants applications were awarded in 2020/21 to the value of £52,260 and 65

Community Initiative Funds awarded in 2020/21 to the value of £279,423.

The projects either sit within the Community Chest or Communication and Technology funding stream. These projects have included litter picking equipment, telephone box renovation project, new shed/materials, park benches, replacement oven/banners/leaflets/laptops.

5 CIF Emergency grants awarded to the value of £19,294. This grant has helped organisations around urgent heating repairs, replacement roofs and an all weather tarmacked path.

The new Contain Outbreak Management Fund was launched in March 2021 and throughout this month £48,976 was awarded to 12 applicants. These projects included PPE, vaccination support, hygiene hampers, emergency payments, publications, foodbank running costs and befriending service sessions.





Legal Services & Parish Support

doing our very best for development of members

Legal summary

At the start of lockdown personnel were compelled to move out of the office and work from home which meant many changes.

The role of the Support & Development Officer changed dramatically with a new job title and new responsibilities. There was no longer a Legal Newsletter to write each month but questions and enquiries coming in to the office to be answered.

There was a huge learning curve to be undertaken as training for the role was given by the outgoing CEO (Joy had agreed to stay on and assist for a few months) to guide and pass on knowledge for the training both for answering enquiries and also the new online training which had to be put in place.

Work for the Parish Councils was thrown off course just like everything else in life at that time and so the Association was suddenly faced with answering several hundred enquiries per week.

As the enquiries were coming in thick and fast on a daily basis, a system had to be organised and put into place quickly to manage the workload, queries were answered to most of the Clerk's and Councillor's satisfaction. The NALC also found the workload to have increased and consequently queries passed to them also had a slower response time than normal.

Legal statistics

Between 1st April 2020 and 31st March 2021 the EALC responded in writing to:

- ♦ A total of **745** legal enquires

Of these:

- ♦ **636** were resolved by the EALC (85%)
- ♦ **43** were referred to the NALC (6%)
- ♦ **35** were referred to VineHR Ltd (5%)
- ♦ **6** were referred to Essex Legal Services (1%)

The table below represents how many councils received support and guidance in each of the 12 districts of Essex.

Basildon	25
Braintree	115
Brentwood	16
Castlepoint	1
Chelmsford	76
Colchester	89
Epping	128
Maldon	67
Rochford	19
Southend	7
Tendring	56
Uttlesford	146



Legal services & parish support review *continued...*

Local Council Award Scheme review

During 2020 the EALC continued to support the Parishes through the Covid-19 pandemic including council's becoming accredited with an award.

The Support & Development Officer, Amanda Brown, found that a surprising number of parishes wished to become accredited with a local council award during this time. Between September 2019 and 2020 there were nine councils which were accredited to 'foundation level'

- East Donyland Parish Council
- Rayne Parish Council
- Thaxted Town Council
- Hatfield Peverel Parish Council
- Alresford Parish Council
- Wickham St Pauls Parish Council
- Bures Hamlet Parish Council
- West Hanningfield Parish Council
- Woodham Ferrers & Bicknacre Parish Council

Three councils were accredited to 'quality level'

- Ingatestone & Fryerning Parish Council
- Halstead Town Council
- Thaxted Town Council

And one council was accredited to 'quality gold' status

- Epping Town Council

This means that 12 councils were accreditation, with a total of 13 awards being bestowed. This has improved on the previous year by one.



	Foundation	Quality	Quality Gold
National	158	73	50
Essex figure	40	13	6

All panel meetings went online throughout the lockdown and are continuing to be held online as panel members find this a great way of assessing applications. From the beginning of September 2020 there have been seven parish councils who have gained a foundation award: Canewdon, Hockley, Great Baddow, Kelvedon, Great Notley, The Salings and Buckhurst Hill with three town councils accredited with a quality gold award: Leigh-on-Sea, Canvey Island and Halstead.

The Essex County Association still leads nationally, achieving the most awards in the country, with Essex attaining a total of 59 (a number of councils for one reason or another have not yet been able to become reaccredit or have lost their accreditation).



Amanda Brown

Amanda Brown BSc, CiLCA

Support & Development Officer



Health & Wellbeing

creating a healthy culture of resident welfare

The last year has been busier than ever which is not to be unexpected working in health during a pandemic! Twenty-three health & wellbeing forums have taken place, in which the EALC worked with our members to understand how they can engage with supporting their residents and community groups to live happier and healthier lives. These forums were organised in districts to help enhance the existing relationship between local councils and to facilitate best practice learning. If these forums do one thing, they let local councils know who our partners are, what they do and how they can support residents. There are so many partners across the county who can add much to the parish activation programme for large and small local councils.

Really proactive local councils have added health and wellbeing to their yearly action plans or created health and wellbeing plans and the EALC have worked with them to facilitate this. The EALC have also reviewed dementia plans and youth engagements plans. This work has helped them to commission or support community groups to provide activities for their residents which link to the five key areas of health and wellbeing: mental health, social isolation, weight management, physical activity and learning disabilities.

Four Learning Disability Awareness sessions have been organised in conjunction with *The Council for Voluntary Service*, Uttlesford. Supporting all our residents is paramount but sometimes we lack the confidence to do so. These training sessions outlined

the basic clinical messaging but also allowed delegates to share their understanding and experiences giving further insight and reassurance to others.

The EALC facilitated two successful sessions of 'Dementia Friends' with Mark Neville, *Alzheimer's Society*. Mark is a gifted and engaging tutor and we have organised one further session for September. We have also organised further sessions for those who previously attended to gain specific support on how the parish/ town councils can help support those living with dementia and their families.

Towards the later part of this year, we engaged with *Provide* to commission a bespoke mental health first aid course for local councils. This course was fully booked within 3 hours of going live with a large waiting list, so we are working with *Provide* to facilitate another session.





The health & wellbeing review *continued...*



Our EALC Health and Wellbeing Board has produced some interesting and valuable work in the last year and with the review of the strategy in September 2021 it will continue to provide support and a necessary link with other levels of governance to the local council sector.

I was published again this year in the NALC LCR magazine on the work we are doing specifically around health and wellbeing and parish activation. As an Association my role is unique across our sector and has continued to be supported by Essex County Council for the next three years.

As well as doing the above, Danielle Frost was responsible for creating and setting the agenda for the three virtual conferences we held last year, health and wellbeing, climate crisis and youth engagement. This was the first time we at EALC had created online conferences but they were all very positively received. From them, we are working on how we can further support our members on the climate crisis and working with youth ambassadors to help parish and town councils engage fully with their younger residents.

Next year will be as demanding as the last as we move to recovery from the Covid-19 pandemic. With the prospect of devolution and the changes to the

Clinical Commissioning Groups, health and wellbeing will continue to be something that all of our members should have on their agenda. Those readily engaged local councils will benefit from increased support from partners and the possibility of accessing funding to support their residents to live happier and healthier lives.

Health & wellbeing themed conference

- ◇ Health & Wellbeing Conference
- ◇ Climate Crisis Conference
- ◇ Youth Engagement Conference



Danielle Frost

Danielle Frost MA, BA, CILCA
Health & Wellbeing Officer

Partnerships

building a thriving service for our councils



National Association of Local Councils

The EALC are affiliated to the NALC, who work on behalf of the councils in Essex to provide services and support, including legal advice and training. The legal services (referrals for desktop advice) and the provision of legal topic notes and briefings are available through the website, and are professionally provided by NALC solicitors.

The development team work hard on lobbying government over policy and influencing ministers to achieve the very best for the sector. The strong leadership of the NALC Council and the Chief Executive Officer ensure that the needs, wants and aspirations of our local communities can be achieved.



Essex County Council

For many years, Essex County Council have developed a good working relationship with the EALC and the Town, Parish, Village, and Community Councils of Essex. The partnership continues to grow with new initiatives and the EALC playing a larger role in developing new schemes and ideas.

The EALC has developed due to the continued support of ECC leaders Cllr David Finch, the newly appointed leader Cllr Kevin Bentley, deputy leader Louise McKinlay and other County Cllrs who have provided the sector with a range of financial sponsorship and other support. The EALC wish to record the membership's thanks for this continued partnership. Together we can make a real difference to our local communities.



Police, Fire & Crime Commissioner

When the Commissioner was first introduced into the County's policing family, a strong and supportive partnership has existed between the EALC and the PFCC. Policing and Fire and Rescue are two vital services that support Essex residents to help keep them safe, whilst having a significant impact on community and individual well-being. The EALC are proud to provide the PFCC with links to Essex communities through the EALC's communications infrastructure and fully support the work of the PFCC, the Chief Constable and Chief Fire Officer.



Essex Legal Services

The EALC has negotiated good rates from Essex Legal Services, enabling the councils in Essex to use commission work that requires a solicitor to act for the council. These services have been used during the last year and councils are encouraged to ask for a quote.



VineHR

The EALC has, through a subscription, provided the membership of VineHR to all our member councils. This is a pay for service, where any member can seek HR support for their council. This is normally at a preferential rate as part of the membership package.



Essex Rural Partnership & Rural Community Council of Essex

The RCCE is an independent charity helping people and communities throughout rural Essex build a sustainable future. They manage the ERP which brings together strategic partnerships in the public, private & voluntary sectors to co-ordinate action on the major economic, social and environmental issues facing rural Essex. Established in 2002 in the wake of the Foot & Mouth crisis, the ERP provides a forum to exchange information to encourage a collaborative responses to important policy issues. It is one of 17 member's of DEFRA's National, Rural & Farming Network, which it has used to engage directly with Government.





Administrative information

statutory details

Chairman	Cllr Peter Davey
Treasurer	Cllr David McPherson-Davis
CEO & RFO	Charlene Slade, AATQB, CILCA
Sage Administrator	Lucy Alston-Nogueira
Office Address	42B High Street, Great Dunmow Essex, CM6 1AH
Auditor	Maurice Howard, FCPFA
Bankers	Barclays Bank Plc, High Street, Chelmsford, Essex, CM1 1BG
Bankers	Unity Trust Bank Plc, Nine Brindley Place, Birmingham, B1 2HB

RISK REVIEW

The EALC have reviewed the major risks to which it is exposed and systems have been identified to mitigate those risks. External risks regarding investments have controls in place to minimise the exposure of the Association. Internal risks are minimised by the implementation of financial control and regulation procedures. These procedures are regularly reviewed to ensure that they still meet the needs of the Association. The insurance policy of the Association is reviewed annually, as per the Financial Regulations. The EALC has reviewed its Financial Regulations and adopted a new set as of March 2021.

AUDITORS

Maurice Howard indicated that he would be retiring as the Auditor for the EALC following the year ended 31st March 2021. Invitations to Tender for Audit carried out in May 2021 resulted in Heather Heelis from *Heelis and Lodge* expressing an interest and willingness to complete the Audit for the year ending 31st March 2022, and will be proposed at the Annual General Meeting 2021 as the Auditor to the Association's accounts for a term of one year.

PENSIONS

The EALC participates in a defined benefit scheme operated by Essex County Council. The contributions are determined by Essex County Council. Although the fund is a defined benefit scheme, EALC are grouped together with other similar employers, it is not possible to separately identify its share of the underlying assets and liabilities and it is therefore accounted for as a defined contribution scheme. The EALC contribute monthly to the employees pension scheme as set by Essex County Council's Pension Office. Currently EALC is fully funded. During 2014 the EALC adopted a Pension Policy Statement in line with legal requirements.



Essex Association of Local Councils

Statement of Income & Expenditure at 31st March 2021

Note No.	31/03/2021	31/03/2020
1	Services Provided to Members	123,365.21
	Publications & Mail Services	3,265.85
2	Other income Webinars AGM	677.00
3	Exceptional Income	
	124,643.25	127,308.06
	Subscriptions	
4	Members Total Subscriptions	126,312.45
	Less NALC Subscriptions	-46,577.86
	82,539.43	79,734.59
	Grants Received	
5	ECC Grant	40,000.00
6	ECC Grant CIF Fund/NHS Grant	29,811.20
7	ECC Grant Health & Wellbeing	10,000.00
8	HR Grant	3,105.00
9	Other grant income AGM	700.00
10	Interest Net of Bank Charges	1,236.68
11	PFCC Grant	0.00
	99,315.46	84,852.88
	TOTAL INCOME	£291,895.53
12	Employee Costs	201,443.24
13	Tutors	26,116.31
	Services Provided Costs	6,303.97
	Premises	17,893.46
	Office	14,934.90
	Subscriptions	1,616.60
	Committee & Governance costs	12,407.31
	Vine HR	
	Donations	50.00
	229,635.80	280,765.79
	TOTAL EXPENDITURE	£280,765.79
	SURPLUS / DEFICIT	£11,129.74
	Appropriations Account	
	Accumulated Funds opening balance	57,540.28
	Surplus/deficit for year	11,129.74
	145,532.36	68,670.02
	TRF to Termination Reserve	-119,000.00
	Accumulated Funds closing balance	£68,670.02



Statement of Financial Position at 31st March

Note No.	31/03/2021	31/03/2020
<u>Non Current Assets</u>		
Accounted for in inventory asset register	0.00	0.00
<u>Current Assets</u>		
Stock	1,991.21	3,368.23
Debtors	16,547.84	8,770.63
1 Payments in Advance	1,579.42	1,716.72
1 x Bonds	90,000.00	90,000.00
Deposit Account (saver)	84,249.68	66,196.29
2 x Current Accounts	89,880.41	84,917.37
Unity Foodbank Account	452,601.98	0.00
Cash	11.55	11.55
2 Vat on vatable sales/ purchases	255.57	
	737,117.66	254,980.79
TOTAL ASSETS	£737,117.66	£254,980.79
<u>Reserves</u>		
Accumulated Funds	68,670.02	57,540.28
Surplus/Deficit	76,862.34	11,129.74
	145,532.36	68,670.02
3 Legal Costs Reserve	2,484.00	2,484.00
4 Repairs & Renewals Reserve	5,500.00	5,500.00
5 Restructuring Reserve	52,032.00	52,032.00
	60,016.00	60,016.00
<u>Non EALC reserves</u>		
6 Clerks Bursary Reserve	18,949.70	15,758.95
Potential New Councils	2,493.37	2,493.37
Maldon Bursary Reserve	13.00	13.00
CIF / NHS Grant/MG	50,764.39	50,026.59
7 Funding Streams	408,762.13	
	480,982.59	68,291.91
	686,530.95	196,977.93
<u>Current Liabilities</u>		
Creditors	1,810.63	6,386.29
Credit Card	250.01	232.68
8 Receipts in advance	43,370.00	50,730.64
Accruals	5,156.07	653.25
	50,586.71	58,002.86
TOTAL LIABILITIES	£737,117.66	£254,980.79



Notes to accompany the EALC 2020/21 Year

Note No.

Notes to Statement of Income and Expenditure

- 1 Income from courses include Online Training, CiLCA & bespoke courses
- 2 Other income £12.95 /AGM sponsors £11,200 /Webinars £40,730
- 3 Administration of Grand Funding Streams on behalf of Essex County Council
- 4 Members Subscriptions, there was an increase of 2.99% in 2020/21
- 5 ECC Core Grant
- 6 ECC Grant CIF Fund 2019/20 includes full year effect of grant/NHS Grant Jan 2020
- 7 ECC Grant Health & Wellbeing
- 8 ECC HR Grant
- 9 Other grant income from ECC for the AGM
- 10 Interest net of Bank Charges
- 11 Stipend partnership working with PFCC
- 12 Payroll - Increase in 2019/20 includes provision for CIF and Health and Wellbeing
- 13 Tutors includes staff tutoring

Notes to Statement of Financial Position

- 1 Prepayments for Rent, franking machine.
- 2 VAT on vatable sales / purchases
- 3 Legal Cost Reserve provision of re - negotiation of rent in due course
- 4 Provision for repairs and renewals
- 5 Restructuring Reserve provision in the event that EALC should cease to trade.
- 6 Clerks Bursary funds provided by ECC to assist with member council's training costs
- 7 Funding Streams administered on behalf of ECC
- 8 Receipts in advance - ECC grant of £10,000 for Health & Wellbeing Officer, Receipts in advance for Funding Streams. AGM Sponsors

Note Funds were received from ECC for the CIF and Micro Grant that were paid out to the awarding organisations therefore this does not show on the income in the annual accounts.



Statement of Reserves and Funds Held

	Accumulated	Restructuring	Termination	Repairs & Renewal	Clerks Bursary	Maldon Bursary	Legal Costs	Potential New Councils	Balance
	Funds £	Reserve £	Reserve	Reserve £	Reserve £	Reserve £	Reserve £	£	£
Opening							2,484.0		146,951.
Balance	68,670.02	52,032.00	0.00	5,500.00	15,758.95	13.00	0	2,493.37	34
Funds									
Received	0.00								0.00
Surplus/									76,862.3
Deficit	76,862.34								4
									119,000.
Transferred			119,000.00						00
Grant									0.00
									-
Funds Spent					4,809.45	0.00	0.00		4,809.45
Clerks					8,000.0				8,000.0
Bursary					0				0
									-
Transferred	119,000.00								119,000.
Maldon									
Bursary									0.00
Closing				£5,500.0	£18,949.5		£2,484.		227,004.
Balance	£26,532.36	£52,032.00	£119,000.00	0	0	£13.00	00	£2,493.37	23

REPORT OF THE INDEPENDENT AUDITOR APPOINTED AT THE AGM

I have audited the financial statements of the Essex Association of Local Councils for the year ended 31 March 2021. The audit work has been undertaken so that I might state to the Association's members those matters I am required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Association and its members, for my audit work, for this report, or for the opinions I have formed.

Respective responsibilities of the EALC and auditors

The Executive Finance Officer and Treasurer of the EALC are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error.

Opinion on financial statements

In my opinion the financial statements:

Give a true and fair view of the state of the Associations affairs as at 31 March 2021 and of its Surplus for the year then ended. They have been prepared in accordance with the EALC Financial Regulations dated March 2021.

Maurice Howard

FCPFA

13th August 2021 AUDITED



EA (2013) Ltd

Statement of Income & Expenditure at 31st March 2021

Note		<u>31/03/2021</u>	<u>31/03/2020</u>
No.	Income		
	Bal b/fwd	100.00	100.00
	EALC contribution to rent	6,500.00	6,250.00
	ECC contribution to rent	21,000.00	21,000.00
1	EALC re-imbursement (for bank charges)	72.00	72.00
		27,672.00	27,422.00
	TOTAL NET INCOME	£27,672.00	£27,422.00
	Expenditure		
	Rent	27,500.00	27,250.00
	Bank Charges (service charge)	72.00	72.00
	Balance carried fwd	100.00	100.00
	TOTAL EXPENDITURE	27,672.00	27,422.00
		£27,672.00	£27,422.00
	<u>SURPLUS / DEFICIT</u>	£0.00	£0.00



EA (2013) Ltd

Statement of Financial Position at 31 March

Note	<u>31/03/2021</u>	<u>31/03/202</u>
No.		0
	<u>Non Current Assets</u>	
	Set up costs	0.00
		0.00
	<u>Current Assets</u>	
	Debtors	0.00
	Payments in Advance	6,875.00
	Bank Account	100.00
		6,975.00
	<u>TOTAL ASSETS</u>	£6,975.00
		0
	<u>Current Liabilities</u>	
	Creditors	0.00
1	Receipts in Advance	6,875.00
		6,875.00
	<u>TOTAL LIABILITIES</u>	6,875.00
		100.00
	<u>SHAREHOLDERS FUNDS</u>	
	Balance brought forward	100.00
		£100.00



EA (2013) Ltd

Notes to accompany the EA (2013) Ltd Year End

**Note
No.**

Notes to Statement of Income and Expenditure

- 1** Bank Charges for re-imburement £72 from 2020/2021

Notes to Statement of Financial Position

- 1** Receipts in advance - comprising
ECC rent grant of £5375
EALC contribution to rent in advance of £1500
Total sum of £6875

NOTE Opinion of financial statements

In my opinion the financial statements:

Gives a true and fair view of the company's affairs at 31st March 2021.

Maurice Howard
FCPFA TBA

Your EALC



officers & executive committee members

Staff Members

<i>Chief Executive Officer</i>	Charlene Slade
<i>Executive County Training Officer</i>	Pearl Willcox
<i>Support & Development Officer</i>	Amanda Brown
<i>Health & Wellbeing Officer</i>	Danielle Frost
<i>Communications Officer's</i>	Eli Haines & Rebecca Sheppard
<i>Funding Officer</i>	Louise Gambardella
<i>Sage Administrator</i>	Lucy Alston- Nogueira



Executive Committee

<i>Chair</i>	<i>President</i>
Cllr Peter Davey	Cllr John Jowers
<i>Vice-Chairs</i>	<i>Vice-Presidents</i>
Cllr John Gili-Ross	Mr Mick Page
Cllr Wendy Stamp	Cllr Sheila Jackman, MBE
<i>Treasurer</i>	Cllr Anne Brown
Cllr David McPherson-Davis	Mrs Joy Darby
	Mrs Jennifer Tolhurst, Lord-Lieutenant of Essex
<i>Current members</i>	<i>Members 2020 - 2021</i>
Cllr Alan Acott	Cllr Alan Acott
Cllr Mandy Cohen	Cllr Mandy Cohen
Cllr Jim Devlin	Cllr Jim Devlin
Cllr Abdul Hafiz	Cllr Abdul Hafiz
Cllr Richard North	Cllr Richard North
Cllr Stephanie Gill	Cllr Stephanie Gill
Cllr Roger Mannion	Cllr Roger Mannion
Cllr Jeanette Stilts	Cllr Jeanette Stilts
Cllr Alan Townsend	Cllr Alan Townsend
Cllr Michael Talbot	Cllr Michael Talbot
Cllr Paul Lees	Cllr Sheila Jackman, MBE
Cllr Martin Lee	Cllr Linda Belgrove
Cllr Sheila Jackman, MBE	Cllr Stuart Berlyn
Cllr Susan Martin	Cllr Mandy Hessing
Ms Beverley Rumsey	Cllr Roy Martin
	Ms Helen Symmons
	Ms Beverley Rumsey

The Essex Association of Local Councils would like to thank Essex County Council for their continued support of and financial commitment to our activities and services in the parish sector of Essex.

This report was produced and published by the Essex Association of Local Councils
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