

31st March 2022

To all LRALC members (please present to council alongside the invoice for membership fees)

LRALC Membership

The support of your County Association of Local Councils (LRALC) and the National Association of Local Councils continues to be essential for your council to be effective and legally compliant in all its areas of operation, especially in the light of recent legal requirements such as GDPR and Web Accessibility. As the Government continues to push for further development of the role of parish and town councils, more and more emphasis will be placed on local services and partnership working to deliver local outcomes, and councils need the support necessary to make informed and considered decisions about these matters. LRALC exists to provide support and advice directly to member councils on all matters that affect them.

As you will know, LRALC has invested in its staff resource in recent years, and from April 2022, for the first time in LRALC's history, there will be two full time professional officers available to support member councils. This extra capacity has been achieved through the appointment of our new Deputy Chief Executive, John Kilcoyne. This means we can implement new services and grow existing ones (e.g., our Internal Audit Service, Recruitment and Selection Consultancy, and our comprehensive Governance Reviews) and supply a broader and more comprehensive range of advice and other support activities directly to member councils, as well as a much-expanded training programme. It is worth noting that unlike many other sources of advice accessed by local councils, all our advice is **indemnified**. Now, more than ever, we are confident that membership offers excellent value for money.

As mentioned above, LRALC is now offering full council Governance Reviews to member councils as part of its consultancy support services. A Governance Review looks at the way the council operates and makes decisions, and is based broadly on the following good governance principles:

- The Council has a clearly defined purpose, and aims and objectives that are clear and understandable, that have been communicated clearly to the public;
- The Council is performing effectively with clear leadership and the Council, Councillors and staff understand their role, statutory duties and powers;
- The Council has appropriate policies in place to show that it has standards, values and a code of conduct for members and staff;
- The Council's decision making is clear, informed, understandable, transparent and risks are managed with an effective risk management system in place;
- The Council develops and continually improves members and staff performance so they have the capacity to and the capability of working effectively in their roles;

- The Council engages with its community, empowers them to be involved in the decision-making process and has a clearly defined community engagement policy and communicates effectively.

If you are interested in commissioning LRALC to undertake a review, or simply wish to see an example of our work, please contact the LRALC office.

Annual General Meeting 17th September 2022 – Back to Face to Face!

Next, **a very important item of business that every council needs to consider at its Annual Council Meeting in May** is the appointment of their representative to attend the forthcoming Annual General Meeting of LRALC. The AGM will be held on Saturday 17th September 2022 and will return to the type of face to face event last held in 2019. The event will feature a range of speakers, as well as our popular marketplace where key suppliers to our sector will be on hand to talk to delegates about their services.

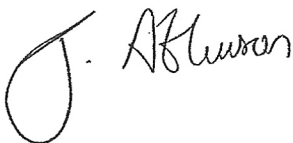
As a member council you can submit motions and help set the policy of LRALC on any matters of interest or vote on motions put forward by the Board of Directors. LRALC is controlled by its member councils and as such it is critical that you use the voting rights you have by sending a voting representative to the AGM. We would ask you to inform us as soon as is practical after your annual parish council meeting who your voting representative who will attend the AGM will be by using a link we will send out in the round robin in late May 2022.

Elections

All LRALC member councils will have elections in May 2023. LRALC will be running a range of briefing and training sessions to assist councils with promoting the elections in their area, as well as encouraging candidates to come forward to stand for election. Following the elections we will also be running an intensive councillor training program, designed to ensure all new councillors can access relevant training within the weeks immediately following their election.

We look forward to continuing to work with your council under its renewed membership subscription and, as such, the annual subscription form is enclosed herewith. If I can be of any assistance, please do not hesitate to contact me.

Yours sincerely,



Jake Atkinson
Chief Executive

LRALC

Supporting Local Councils in Leicestershire & Rutland

Benefits of LRALC membership

Purpose of the Association:

The Association exists to support local councils (i.e., Parish and Town Councils and Parish Meetings) exercise good governance and deliver excellence in services to local communities in a way that complies with the legislative requirements placed upon them. However, we aren't just about rules and regulations, we can practically assist your council deliver real and meaningful benefits for your communities; our main purpose is to raise standards in the sector.

The sector has a separate national body (The National Association of Local Councils – NALC) who LRALC works with closely, and a regional body for the East Midlands (FEMALC). Each Leicestershire District and Borough, and Rutland County, has a local representative on the LRALC Board of Directors, and member councils can meet locally if they wish.

The Association is run on democratic lines, and prior to Covid-19 our Annual General Meeting was a key event in the calendar of local councils in Leicestershire and Rutland (we are returning to a physical event again this year). LRALC was formed by local councils, is run for local councils, and will continue delivering to local councils for as long as they exist.

LRALC is also a campaigning organisation. We work closely with other tiers of local government and represent your interests to them, and we also work alongside NALC at a national level to lobby government on matters important to you, our member councils. In the week you receive this letter we are taking part in NALC's national lobby of MPs with a view to getting their support for the reintroduction of the ability to hold meetings virtually as and where it would benefit councils and parishioners to do so.

The past 2 years has seen the Association rise to the challenge of the greatest national public health crisis in a generation, providing not only essential and timely guidance and advice, but also actively acting in the interests of its member councils to secure well over £50,000 of emergency funding for councils impacted by Covid-19. This amount is more than the total of all membership fees collected by LRALC for the same period, showing the value of LRALC membership.

Access to the Association's staff is normally 5 days per week (unlike many County Associations) by telephone or via email, or through our website "ticket" system. The office is open to callers 8.30am-2.30pm Monday to Friday, and outside of these hours staff work to respond to queries as well as providing training and attending meetings. Access to the member's area of the LRALC and NALC websites are protected by passwords. Your subscription allows access to these restricted areas.

Benefits of Membership:

We have been serving you for over 70 years

We have a proven track record and strong reputation. We deliver quality, trustworthy, accurate, knowledgeable, reliable, influential, timely and sustainable services. We are experts in parish and town councils.

Jubilee Hall, Staddon Road, Anstey, Leics, LE7 7AY

0116 235 3800 | admin@leicestershireandrutlandalc.gov.uk | www.leicestershireandrutlandalc.gov.uk

Registered office as above. Registered in England No. 11323405

We only serve you

We represent the corporate interests of local councils so you can be sure that we give you the advice that best suits your council, not individual councillors, clerks or members of the public.

We reinvest any surpluses into benefits and services for member councils

The money we make goes back into services to you. We work hard to increase and sustain services by bringing money in from other sources. Subscriptions alone cannot sustain the range and quality of services with which you are provided. One of the benefits of the model of incorporation we have adopted is that member councils become share holders with a limited liability of £1, and no dividends will be paid or Directors remunerated.

A larger staff team working for you

LRALC has invested in its staff resource and now has extra capacity, skills, and knowledge through the appointment of our first full-time Deputy Chief Executive, John Kilcoyne. This means we can maintain and look to develop new services (e.g. our Internal Audit Service, and Recruitment and Selection Consultancy) and supply a broader and more comprehensive range of advice and consultancy activities directly to member councils, as well as a much-expanded training programme.

We are supported by the National Association of Local Councils and work within a network of affiliated CALCs

Our work is supported by NALC's professional team (including their specialist lawyers and policy officers who lobby Government on our behalf) and by the experienced teams based in other counties. This keeps us up-to-date and strengthens our skills, services and knowledge base. We also work closely with other county associations of local councils (CALCs) to share best practice.

Consultancy Services

LRALC is able to offer a number of additional consultancy services to individual councils, including full council governance reviews and strategic plan facilitation. Contact us with your needs and we will be happy to tell you what we can offer.

Our Services:

- An Internal Audit Service
- Advice on law, procedure & good practice
- Supported by specialist lawyers and other professional advisers
- Endorsed payroll service and new Payroll-LITE service.
- Job evaluation service
- Recruitment and selection support (e.g., for councils recruiting a new clerk)
- Training, including specialist courses (e.g., burials, VAT, council minutes, report writing, etc.)
- Local Council Award Scheme
- Newsletter, Monday round robin, and other email bulletins
- NALC Legal Topic Notes
- Support on key national consultations & legislative changes
- Queen's Garden Party nominations
- Borrowing Approval filtering and support
- Representation on matters of local and national importance
- Model documents (Standing Orders, Financial Regulations, Contract of Employment, etc.)

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- Exclusive access to the services of the National Association of Local Councils (includes legal, policy, information and financial expertise)

These are just some of the things that we advise you on:

- Annual meetings
- Public rights at council meetings
- Allotments
- Neighbourhood Plans
- National salary scales
- Village Halls
- Pensions
- Audit regime and the Annual Governance and Accountability Return
- New Local Council Award Scheme (LCAS)
- Election and co-option rules
- VAT
- Statutory powers
- Complaints from the public
- General Data Protection Regulation and Freedom of Information

March 2022

LRALC Limited

Supporting Local Councils in Leicestershire & Rutland

Tur Langton PC
56 Naseby Way
Great Glen
Leicestershire
LE8 9GS

INVOICE

Invoice No: 19/2455
Invoice Date: 01/04/2022
Customer A/c No: TUR LANG
Customer Ord No:

Item Description	Qty	Unit Price	Total Price	%
LRALC membership fee 2022-23	1	142.00	142.00	0%
NALC membership fee 2022-23	1	13.33	13.33	0%

Payment Due: 30/06/2022

Net	155.33
VAT	0.00
Gross	155.33

To pay by cheque, please make cheques payable to LRALC Limited and send to the address below.

To pay by BACS, please use the following:

Bank name: NatWest
Account number: 87193027
Sort code: 53-81-46

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