

Annual Return (AR30) form

Section 1 – About this form

An Annual Return must be completed by all societies registered under the Co-operative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965) or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1969). The Annual Return must include:

- this form;
- a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuels Public Register <https://mutuals.fca.org.uk>.

For guidance on our registration function for societies under the Co-operative and Community Benefit Societies Act 2014, which includes guidance on the requirement to submit an Annual Return, please see here: <https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

Section 2 – About this application

Society name	Norfolk ALC
Register number	4724
Registered address	County Hall, Martineau Lane, Norwich, NR1 2US
Postcode	NR1 2US

2.1 What date did the financial year covered by these accounts end?

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Section 3 – People

3.1 Please provide the names of the people who were directors of the society during the financial year this return covers. Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of director	Month and year of birth	
See attached 1 (<u>DoBs to follow</u>)		

Continue on to a separate sheet if necessary.

3.2 All directors must be 16 or older. Please confirm this is this case:

All directors are aged 16 or over ☒

3.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:

No director is disqualified ☒

3.4 Please state any close links which any of the directors has with any society, company or authority. 'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

None

3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers. Societies must have a secretary.

Name of secretary	Month and year of birth	
Russell Reeve	31st July	1956

Section 4 – Financial information

4.1 Please confirm that:

- accounts are being submitted with this form ☒
- the accounts comply with relevant statutory and accounting requirements ☒
- the accounts are signed by two members and the secretary (3 signatures in total) ☐

4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.

Number of members	353
Turnover	157269
Assets	88886
Number of employees (if any)	3.1 FTE
Share capital	353
Highest rate of interest paid on shares (if any)	nil

4.3 What Standard Industrial Classification code best describes the society's main business? Where more than one code applies, please select the code that you feel best describes the society's main business activity. You will find a full list of codes here: <http://resources.companieshouse.gov.uk/sic/>

84110

Section 5 – Audit

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance: <https://www.fca.org.uk/publication/finalised-guidance/fq15-12.pdf>

5.1 Please select the audit option the society has complied with:

- | | |
|----------------------------------|-------------------------------------|
| Full professional audit | <input type="checkbox"/> |
| Auditor's report on the accounts | <input checked="" type="checkbox"/> |
| Lay audit | <input type="checkbox"/> |
| No audit | <input type="checkbox"/> |

5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act

We have complied with the audit requirements ☒

5.3 Please confirm any audit report (where required) is being submitted with this Annual Return

Yes ☒

Not applicable ☐

The information below impacts the level of audit required of the society's accounts. Please provide answers to the following questions.

5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?

Yes ☒

No ☐

5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.

Not applicable ☒

OSCR number:	
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5.6 Is the society a housing association?

No ☒ Go to **section 6**

Yes ☐ Go to question **5.7**

5.7 Please confirm which housing regulator you are registered with, and provide the registration number they have given you:

		Registration number
Homes and Communities Agency	<input type="checkbox"/>	
Scottish Housing Regulator	<input type="checkbox"/>	
The Welsh Ministers	<input type="checkbox"/>	
Department for Communities (Northern Ireland)	<input type="checkbox"/>	

Section 6 – Subsidiaries

6.1 Is the society a subsidiary of another society?

Yes ☐

No ☒

6.2 Does the society have one or more subsidiaries? (As defined in sections 100 and 101 of the Act)

Yes ☐ Continue to question 6.3

No ☒ Continue to Section 7

6.3 If the society has subsidiaries, please provide the names of them below (or attach an additional sheet)

Registration Number	Name

6.4 Please provide below (or on a separate sheet) the names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions: (the society must have written authority from us to exclude a subsidiary from group accounts)

Registration Number	Name	Reason for exclusion

Section 7– Condition for registration

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); **or**
- are conducting business for the benefit of the community ('community benefit society').

A society must answer the questions set out in either Section 7A or Section 7B of this form, depending on which condition of registration it meets.

If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance:

<https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf>

Section 7A - Co-operative societies

Co-operative societies must answer the following questions in relation to the financial year covered by this return.

7A.1 What is the business of the society? For example, did you provide housing, manufacture goods, develop IT systems etc.

Advice, support and training to town and parish councils in Norfolk

7A.2 Please describe the members' common economic, social and cultural needs and aspirations. In answering this question, please make sure it is clear what needs and aspirations members had in common.

See:

<https://www.norfolkalc.gov.uk/norfolk-association-of-local-cou.html>

7A.3 How did the society's business meet those needs and aspirations?

You have described the society's business answer to question 7A.1, and in question 7A.2 you have described the common needs and aspirations of members. Please now describe how during the year that business met those common needs and aspirations.

See annual report attached

7A.4 How did members democratically control the society? For example, did the members elect a board at an annual general meeting; did all members collectively run the society.

The representatives of our member councils elected our Board at our General Meeting

7A.5 What did the society do with any surplus or profit? For instance, did you pay a dividend to members (and if so, on what basis); did money get reinvested in the business; put into reserves; used for some other purpose?

Reinvested in business

Section 7B - Community benefit societies

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

7B.1 What is the business of the society? For example, did you provide social housing, run an amateur sports club etc.

7B.2 Please describe the benefits to the community the society delivered? Here we are looking to see *what* the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

7B.3 Please describe how the society's business delivered these benefits? The business of the society must be conducted for the benefit of the community. Please describe *how* the society's business (as described in answer to question 7B.1) provided benefit to the community.

7B.4 Did the society work with a specific community, and if so, please describe it here? For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

7B.5 What did the society do with any surplus or profit? For instance, did you donate the money; did money get reinvested in the business; put into reserves; used for some other purpose?

7B.6 Please state any significant commercial arrangements that the society has, or had, with any other organisation that could create, or be perceived as creating, a conflict of interest. Please tell us how you ensured that any such conflict of interest did not prevent the society from acting for the benefit of the community.

Section 8– Declaration

The secretary of the society must complete this section.

Name	Russell J Reeve
My signature below confirms that the information in this form is accurate to the best of my knowledge	
Signature <i>Russell J Reeve</i>	
Position	Company Secretary
Date	29 July 2021

Section 9 – Submitting this form

Please submit a signed, scanned version of this form along with your accounts and any auditor's report by email to: mutualsannrtns@fca.org.uk.

Or you can post the form to:

Mutual Societies
Financial Conduct Authority
12 Endeavour Square
London
E20 1JN

This form is available on the Mutuals Society Portal:
<https://societyportal.fca.org.uk>



BOARD MEMBERSHIP – August 2021

BRECKLAND:

Brenda Canham

BrendaCanham@thetfordtowncouncil.gov.uk

Thetford Town council

☎ 07798587826

BROADLAND:

Allan Wright

norfolkalc@allanwright.com

Beighton Parish Council

☎ 01493754125 M 07545840599

Cherry Tree Cottage, High Road, Beighton, NR13 3LA

GREAT YARMOUTH: Vacancy

NORTH NORFOLK:

Phil Harris

☎ philaharris@btinternet.com

Cromer Town Council

☎ 01263 514771 (H) 07831 643023 (M) 01603 765252 (W)

12 Bernard Road, Cromer NR27 9AW

Janet Holdom ✕

☎ janetholdom@btinternet.com

Fakenham Town Council

☎ 01328 863343 (H) 0776 0124 791 (M)

10 Field Lane, Fakenham, Norfolk, NR21 9QP

J. Holdom
3 Aug 2021

Victoria Holliday

avictoriaholliday@icloud.com

Cley Parish Council

☎ 01263740348 (H) 07557054629 (M)

Knoll House, Cley next the Sea, NR25 7UD

Madeleine Ashcroft

Madeleine.Ashcroft@SheringhamTownCouncil.gov.uk

Sheringham Town Council

☎ 01263 820933 (H) 07515896686 (M)

Bethany, 1 Alexandra Road, Sheringham NR26 8HU

SOUTH NORFOLK:

Adrienne Quinlan
adrienne.quin@gmail.com
Hethersett Parish Council
☎ 01604 814379 M 07795374466
8 Child Road, Hethersett, NR9 3HN

Adrienne Quinlan
27-7-21

David Hower
davidjhewer@gmail.com
Poringland Parish Council
☎ 01508492388 (H) 07802519360 (M)
9 Meadow Way, Poringland, Norwich. NR14 7LZ

[Signature]
30-07-2021

Kevin Worsley
longstrattondistrict@gmail.com
Long Stratton Town Council
☎ 07721 333003
Highbury House, 11 Greenfield Way, Long Stratton, Norwich, Norfolk, NR15 2WP

WEST NORFOLK

Elaine Rix-Clark,
☎ elainevrix@icloud.com
Marham Parish Council
☎ 01760 337686
The New House, Church Lane, Marham, Kings Lynn, PE33 9HZ

Sue Lintern
suelintern@hotmail.com
Stoke Ferry Parish Council
☎ 0207 480 5699 M 07904 071341
The Old Bull, Bridge Road, Stoke Ferry, Norfolk PE33 9TD

CO-OPTED

John W Pennell
wellbeing@norfolkalc.gov.uk
☎ 01953 788283 Walnut Tree Farm, 45 Bunwell Street, Bunwell, Norwich NR16 1NA

Terry Gibson
terry.gibson2908@gmail.com
☎ 01553 844550 M 07403201001
22 Gravelhill Lane, West Winch, King's Lynn, Norfolk. PE330QG

DIRECTORS (3.1)
+
DoBs



BOARD MEMBERSHIP

BRECKLAND:

Brenda Canham

BrendaCanham@thetfordtowncouncil.gov.uk

Thetford Town council

☎ 07798587826

DoB – 6/4/1951

BROADLAND:

Allan Wright

norfolkalc@allanwright.com

Beighton Parish Council

☎ 01493754125 M 07545840599

Cherry Tree Cottage, High Road, Beighton, NR13 3LA

DoB – 6/8/49

NORTH NORFOLK:

Phil Harris

☎ philaharris@btinternet.com

Cromer Town Council

☎ 01263 514771 (H) 07831 643023 (M) 01603 765252 (W)

12 Bernard Road, Cromer NR27 9AW

DoB - 16th March 1954

Janet Holdom

☎ janetholdom@btinternet.com

Fakenham Town Council

☎ 01328 863343 (H) 0776 0124 791 (M)

10 Field Lane, Fakenham, Norfolk, NR21 9QP

DoB - 16/9/1945

Victoria Holliday

avictoriaholliday@icloud.com

Cley Parish Council

☎ 01263740348 (H) 07557054629 (M)

Knoll House, Cley next the Sea, NR25 7UD

DoB – 23/6/1955

Madeleine Ashcroft

Madeleine.Ashcroft@SheringhamTownCouncil.gov.uk

Sheringham Town Council

☎ 01263 820933 (H) 07515896686 (M)

Bethany, 1 Alexandra Road, Sheringham NR26 8HU

DoB - 21 September 1946

SOUTH NORFOLK:

Adrienne Quinlan
adrienne.quin@gmail.com
Hethersett Parish Council
☎ 01604 814379 M 07795374466
8 Child Road, Hethersett, NR9 3HN
DoB – 15/2/51

David Hewer
davidjhewer@gmail.com
Poringland Parish Council
☎ 01508492388 (H) 07802519360 (M)
9 Meadow Way, Poringland, Norwich. NR14 7LZ
DoB 21/2/47

Kevin Worsley
longstrattondistrict@gmail.com
Long Stratton Town Council
☎ 07721 333003
Highbury House, 11 Greenfield Way, Long Stratton, Norwich, Norfolk, NR15 2WP
DoB – Age 50+

WEST NORFOLK

Elaine Rix-Clark,
☎ elainevrix@icloud.com
Marham Parish Council
☎ 01760 337686
The New House, Church Lane, Marham, Kings Lynn, PE33 9HZ
DoB 20/10/71

Sue Lintern
suelintern@hotmail.com
Stoke Ferry Parish Council
☎ 0207 480 5699 M 07904 071341
The Old Bull, Bridge Road, Stoke Ferry, Norfolk PE33 9TD
DoB 29/05/1963

CO-OPTED

John W Pennell
wellbeing@norfolkalc.gov.uk
☎ 01953 788283 Walnut Tree Farm, 45 Bunwell Street, Bunwell, Norwich NR16 1NA
DoB 16/04/1944

Terry Gibson
terry.gibson2908@gmail.com

☎ 01553 844550 M 07403201001

22 Gravelhill Lane, West Winch, King's Lynn, Norfolk. PE330QG

DoB 29th August 1942



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DoB 29th August 1942

4.1

Norfolk Association of Local Councils Ltd.
Summary financial statement - 2020/21 financial year

- | |
|---|
| 1 2019/20 financial year (comparative) |
| 2 2020/21 to end of August, as Norfolk ALC (unincorporated) |
| 3 2020/21 from September, as Norfolk ALC Ltd (as co-op) |
| 4 2020/21 financial year (12 months) |

code	Balance Sheet	1 31/03/2020	2 31/08/2020	3 31/03/2021	4 31/03/2021
	current assets				
100	debtors	9322	8154		1724
201	current account	11617	62550		33695
202	deposit account	5924	6312		6313
203	CCLA	65000	65000		65000
	total - current assets	91863	142016		106732
	current liabilities				
560	creditors & receipts in advance	7605	59920 note 1		17044
521	tax control	3143	-73		802
	total - current liabilities	10748	59847		17846
	net assets	81115	82169		88886
	represented by				
300	current year surplus	3159	1053		7417
310	general reserve	77956	81116		81116
320	shareholder funds			note 2	353
	total equity	81115	82169		88886

	2019/20 financial year	5 months to end August	7 months to end of March	2020/21 financial year
Income and expenditure				
101 administration (inc salaries)	94101	45444	67802	113246
102 subscriptions received (net)	-56103	-27941	-33042	-60983
103 publications	1557	2	56	58
104 seminars and events	24	-540	0	-540
105 grants received	-37041	-14359	-30103	-44462
216 training provision (net)	-8400	-3858	-11700	-15558
215 other	2703	199	270	469

Net surplus	-3159	-1053	-6717	-7770
To current year surplus				-7417
shareholder funds				353

note 1 column 2 balance includes subscriptions/ grant 'in advance' for months 6 to 12

note 2 represents shareholdings of member councils at year end (£1 per council)

Adrienne Quinlan
Adrienne Quinlan
27-7-21

DAVID JOHN HEWER
30/07/21
Russell J Reeve
COMPANY SECRETARY
30/7/21
RUSSELL REEVE

Norfolk Association of Local Councils Ltd.
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 AD Quinlan
 27-7-21

DAVID JOHN HEWER


 30/07/21
 Russell J Rigg
 COMPANY SECRETARY
 30/7/21
 RUSSELL RIGG



Norfolk Association of Local Councils Limited

Annual Report
2020-21

Our organisation

Last September, Norfolk ALC became registered with the [Financial Conduct Authority](#) as a Cooperative Society which provides services to its members.

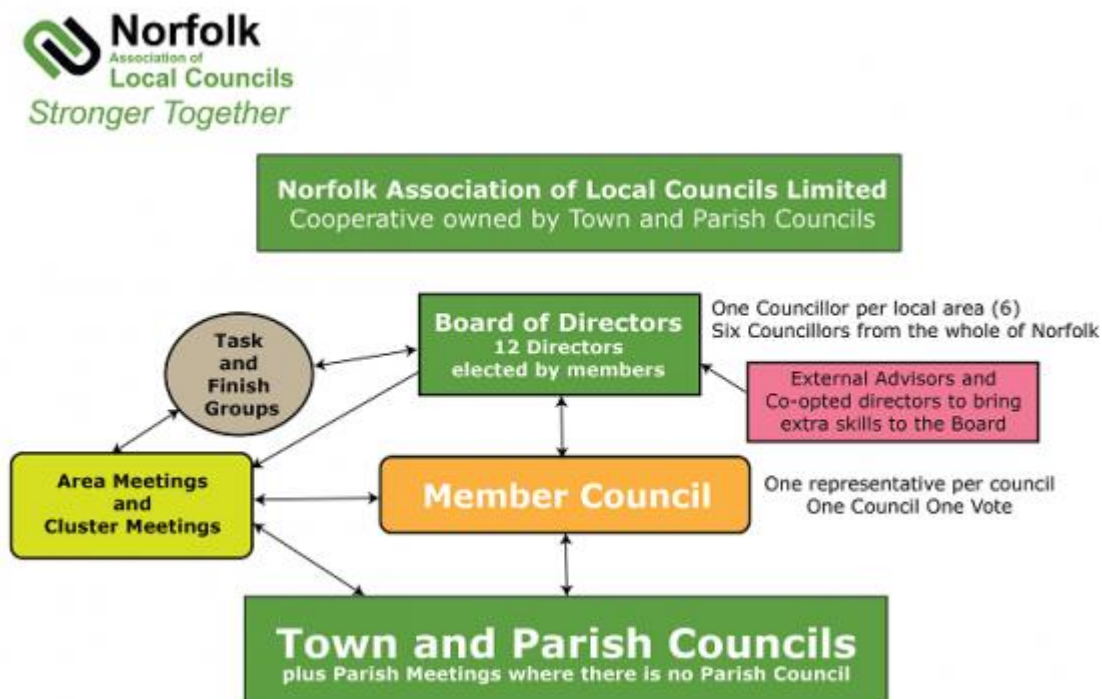
We still remain a 'not for profit' organisation, but are now also a 'properly constituted' organisation which has a number of advantages, including enabling us to successfully apply for grants and capping member liability to the £1 share that each member council is awarded.

We have a new Board of Directors, that has replaced our previous Executive, who have been developing their roles since our Board became established in March.

Alongside becoming established as a co-operative organisation, we have also been putting in place rules, policies and procedures for our future ways of working.

We still have further work to do – for example, as yet, the role for our nominated council representatives has not yet been developed, but plans are being made to do that now our Board is becoming established.

Our organisational arrangements now are as illustrated below:



Our team

We are honoured to now have a Patron, for the first time, and to have retained our President, as part of the excellent team now working with us:

Our **Patron** - The Lady Dannatt MBE, HM Lord-Lieutenant of Norfolk

Our **President** - Professor Tim O'Riordan OBE DL FBA

Our **Board** members are: Adrienne Quinlan (Hethersett), Alan Wright (Beighton), David Hwer (Poringland) (Deputy Chairman), Elaine Rix-Clark (Marham), Terry Gibson (West Winch), Janet Holdom (Fakenham), Kevin Worsley (Long Stratton), Phil Harris (Cromer) (Chairman), Sue Lintern (Stoke Ferry), Dr. Victoria Holliday (Cley) and Madeleine Ashcroft (Sheringham). John Pennell is now co-opted to the Board, alongside leading our 'wellbeing' activities. We currently have one vacancy to fill, ideally from the Yarmouth or Breckland districts.

Our **Staff**: Over the last year, we have retained our successful team, comprising Russell Reeve (County Officer), Helen Carrier (IT/ websites), Gabbie Joyce (Training Officer), Sarah Thorpe (Support/ Advice) and Dan Howes (Finance/ Administration).

Financial outcome for year

The financial outcome for the 2020/21 year is that a surplus was again achieved, both in the 5 months to August, before we became a Co-operative organisation, and also in the 7 months since. A summary financial statement is separately provided. We expect to again be given an unqualified audit opinion from our auditor.

Services provided – in summary

We are a membership organisation, representing the interests of parish and town councils across Norfolk.

We provide:

- Advice and support for clerks, councillors and councils
- Training and development
- Information on topical issues
- Lobbying on behalf of councils across Norfolk

This includes:

- Advice on law, procedure and good practice, including access to specialist lawyers
- Access to other practitioners and experts, such as for HR advice and charity governance
- Support for provided websites and website management

- Support for recruitment and staff retention
- Loan approval filtering and support (PWLb)
- A range of training and development opportunities for clerks and councillors
- CILCA training delivered by qualified and accredited trainers
- Support for professional standards through the Local Council Award Scheme
- Newsletters and bulletins
- Funding updates
- Legal briefings
- Information on national policy and legislation
- Policy and lobbying support
- Access to the services of the National Association of Local Councils

Highlights from the year

This was an exceptional year, both for us and for everyone involved in town and parish councils across Norfolk.

At Norfolk ALC, we are proud to have been able to support so many of the Town and Parish Councils across the county in playing such an active role in our communities across a year when the Covid epidemic has caused so much upheaval for us all.

Over the year, we worked hard to support our councils by providing regular news/ newsletters, and timely responses to assist councils in dealing with the issues they have faced, and with their amazing responses to the challenges posed by the pandemic over this period.

We have been providing a high volume of quality advice and support, and responding to daily queries covering a wide range of issues, ranging from technical topics, such as accounting or governance queries, to those requiring a high degree of sensitive HR input, or relating to councillor conduct matters. Most queries have been responded to and answered within the same day, over this past year.

Our local training programme, led by Gabbie Joyce, has been highly popular, with multiple courses run most weeks, of high-quality content, all using Zoom during the year, and covering a really wide range of topics, across a spectrum of technical matters to more inter-personal sessions, for which there has been a high demand this year. We ran many courses ourselves, inhouse, but we also have benefited from a select band of excellent presenters who have worked with us – notably Alan Fairchild, Rachel Leggett, Pauline James, Charlotte Stannard, Phil Brown, Michael Rayner and Steve Parkinson.

Across the year, we successfully supported many students through their CilCA studies.

We have also expanded our services provided, with increasing our focus on the mentoring of those Clerks new to the profession, led by Sarah Thorpe, which has been immensely beneficial both for them, and as a result, for their councils.

Helen Carrier has again led our support of over two hundred councils in operating their NALC enabled and supported websites, with some new features this year. This was alongside her enabling the team to introduce a new booking system, and also to update office IT systems, and migrate to cloud data storage.

Our events, mostly run by John Pennell/ the wellbeing team over the last year, have been provided at an average rate of several per month, and have proven immensely popular, with bookings often exceeding our self-imposed maximum attendee limit. Many different topics have been covered, across the wellbeing spectrum, such as in supporting our communities responses to flooding, reducing carbon emissions, several liaison meetings held with the Police, a Norfolk CC budget consultation, tackling cybercrime, promoting the Armed Forces Covenant and a briefing from the Lord Lieutenant and her team, and much more.

Our wellbeing team also have been actively engaged in activities of wider relevance to town and parish councils, ranging from those supporting the well-being of individuals, for example in tackling mental health and loneliness issues, to addressing broader challenges facing our communities, such as reducing energy use and carbon footprint.

During this year, we have been particularly appreciative of the excellent support and encouragement provided to us by Norfolk County Council, and our many friends and contacts there, especially in working with Councillor Margaret Dewsbury, and our lead officer contact, Ceri Sumner.

We work closely with National ALC, and we have lobbied them on a number of issues affecting local councils this year, such as finally gaining rating exemption for public conveniences and in seeking an improved service from our banks, alongside other topics. We work hard to represent members' interests to the National ALC, who in turn lobby Government on our behalf.

We increasingly work in partnership with our other county associations, as well as also across our District/ Borough Councils in Norfolk, with Norfolk County Council and with the other public service providers within Norfolk, including the Police, Fire and NHS.

We have a number of ideas for further improving the ways in which our services and training can be delivered and events can be provided. We will be looking to develop our services further in the coming year, possibly with further grant funding. We also have a number of projects, for example we are looking to update our website this coming year.

We are also always keen to hear about ways that we can improve what we provide.

In summary, overall, this has been a year in which Norfolk ALC's ability to adapt to changing circumstances has been demonstrated, with some great services and events being delivered, relationships with partners strengthened, a further increase in membership levels achieved, training numbers increased and investments being made to securing a bright and sustainable future for our organisation.

Russell Reeve

County Officer, Norfolk Association of Local Councils

Company Secretary, Norfolk Association of Local Councils Limited

