



**EAST SUSSEX ALC LIMITED**  
**ANNUAL REPORT & ACCOUNTS**  
**INCLUDING**  
**ESALC LIMITED ACCOUNTS**  
**2021/2022**

Company No. 08500914 – Incorporated England & Wales

Registered Address:

Town Hall, High Street, Lewes, East Sussex, BN7 2QS

CONTACT DETAILS:

[www.esalc.co.uk](http://www.esalc.co.uk)

CEO: Trevor Leggo [trevor.leggo@esalc.co.uk](mailto:trevor.leggo@esalc.co.uk) / 07825 506 649

Finance & Admin Assistant: Emily Simpson [admin@esalc.co.uk](mailto:admin@esalc.co.uk) / 07881 714 526

## **East Sussex ALC Ltd. Board of Directors 2021/2022**

**Chairman / Lewes District Association (DA)**

**Lewes DA**

**Lewes DA**

**Rother DA**

**Vice Chair / Rother DA**

**Rother DA**

**Wealden DA**

**Wealden DA**

**Wealden DA**

**Company Secretary**

**Hon. Solicitor**

Cllr S Catlin

Cllr R O’Keeffe

Cllr J Denis

Cllr P Allard

Cllr J Barnes

Cllr D Young (previously Cllr P  
Turner)

Cllr M Garner

Cllr K Moss

Cllr K Stevens

Mark Mulberry

Roger Taylor

The President and Vice Presidents are ex officio members of the Board

## **East Sussex ALC Ltd. Officials**

**President**

Lord Amptill

**Vice Presidents**

Dr A MacGillivray

Mrs M Shepherd DL

Cllr D Young

**Chief Executive Officer**

Trevor Leggo

**Admin & Finance Assistant**

Emily Simpson

**Auditors**

Williams & Co

8/10 South Street

Epsom

Surrey

KY18 7PF

## **Representation on Other Bodies**

The President, Vice Presidents, Hon. Solicitor & Treasurer are ex officio members of the Board.

<b>The Council of the National Association of Local Councils</b>	Cllr K Stevens
<b>The Annual General Meeting of the National Association of Local Councils 2021/22</b>	Cllr R O’Keeffe Cllr K Stevens Trevor Leggo Vanessa Rowlands Cllr J Carr
<b>South Downs National Park Authority Parish Council &amp; Parish Meeting Elected Representatives</b>	Cllr K Stevens Cllr K Stevens Cllr K Stevens Cllr K Stevens Dr A MacGillivray
<b>East Sussex Representative at SDNP meetings</b>	
<b>East Sussex Strategic Partnership</b>	
<b>East Sussex Rural Partnership</b>	
<b>East Sussex Flood Partnership</b>	

## **District Associations**

### **Lewes District**

**Chairman**  
Cllr S Catlin  
(previously  
Cllr R O’Keeffe)

**Secretary**  
Emma Tingley  
Lewes Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

### **Wealden District**

**Chairman**  
Cllr K Stevens

**Secretary**  
Alison Stevens  
31 Banner Way  
Stone Cross  
East Sussex  
BN24 5FE

### **Rother District**

**Chairman**  
Cllr D Young

**Secretary**  
Ruby Perris  
170 Harrow Lane  
St Leonard’s on Sea  
East Sussex  
TN37 7JZ

## East Sussex Members

PM = Parish Meeting    TC = Town Council

### **Lewes District**

Barcombe	Lewes (TC)	South Heighton
Chailey	Newhaven (TC)	St Ann (Without) (PM)
Ditchling	Newick	Streat (PM)
East Chiltington	Peacehaven (TC)	Telscombe (TC)
Falmer	Piddinghoe	Westmeston
Firle	Plumpton	Wivelsfield
Glynde & Beddingham	Ringmer	
Hamsey	Rodmell	
Iford (PM)	Seaford (TC)	
Kingston	Southease (PM)	

### **Rother District**

Ashburnham with Penhurst	Dallington	Peasmarsh
Battle (TC)	East Guldeford (PM)	Pett
Beckley	Etchingam	Playden
Bexhill on Sea (TC)	Ewhurst	Rye (TC)
Bodiam	Fairlight	Rye Foreign
Brede	Guestling	Salehurst & Robertsbridge
Brightling	Hurst Green	Sedlescombe
Burwash	Icklesham	Ticehurst
Camber	Iden	Udimore
Catsfield	Mountfield	Westfield
Crowhurst	Northiam	Whatlington

### **Wealden District**

Alfriston	Frant	Mayfield & Five Ashes
Arlington	Hadlow Down	Ninfield
Berwick	Hailsham (TC)	Pevensey
Buxted	Hartfield	Polegate (TC)
Chalvington with Ripe	Heathfield & Waldron	Rotherfield
Chiddingly	Hellingly	Selmeston (PM)
Crowborough (TC)	Herstmonceux	Uckfield (TC)
Cuckmere Valley	Hooe	Wadhurst
Danehill	Horam	Warbleton
East Dean & Friston	Isfield	Wartling
East Hoathly & Halland	Laughton	Westham
Fletching	Little Horsted (PM)	Willingdon & Jevington
Forest Row	Long Man	Withyham
Framfield	Maresfield	

## East Sussex Non-Members

### **Lewes District**

St John Without (PM)

### **Rother District**

All in membership

### **Wealden District**

Alciston (PM)

## **Chairman's Report**

In reflecting upon the year from April 2021, we started in the aftermath of a period of confusion and uncertainty over the way in which ESALC would operate following the termination of the SSALC arrangement with West Sussex and Surrey. Matters quickly settled down to the position we now have in place. This has been achieved through the loyalty and understanding of member councils, the guidance and direction of the ESALC Board but on a day-to-day basis with the excellent support of CEO Trevor Leggo, his Assistant, Emily Simpson, and our Company Secretary, Mark Mulberry.

In May 2021 we were pleased to welcome Bexhill on Sea Town Council to the ranks of ESALC following its creation, making it the largest local council by population in East or West Sussex. As we approach the end of the four-year term all councils will be seeking to attract candidates for election and the list of ESALC activities below might be useful to remind existing councillors and those contemplating election of the support and wide-ranging involvement of ESALC.

### **What we do in East Sussex**

Advice up to 7.30pm each day when required and for urgent matters outside the normal working week, principally

- Legal support, either referred to NALC or for urgent matters to a firm of solicitors.
- Company Secretary advice from Mulberry & Co.
- Planning guidance, available from our Planning Associate by arrangement

Training – full programme to cover needs of Chairmen, Councillors and Clerks

- Programme set out on ESALC website, available as open sessions or bespoke for individual councils
- Preparation for new councillor induction in May 2023 [ In 2019 post-election over 40 sessions took place across Sussex ]

### **Communications**

- Website – our main method of conveying information from Government, NALC and other agencies
- Newsletter – electronic, sent out for Clerks to share with councillors containing matters of local and national interest
- Forum sessions for Clerks and Chairmen to discuss matters of concern and be briefed on current issues.

### **District Associations**

- To facilitate an effective DALC in each District Council area and aim for a consistency of approach.

### **Collection of income**

- Subscription income is the life blood of ESALC and its receipt ensures we can continue to provide the services our member councils require; unlike some County Associations ESALC does not take any contribution from County or District Councils thus ensuring independence

### **Conflict resolution**

- It is an unfortunate fact that many of the issues encountered by parishes result from councillors in dispute with each other or with the Clerk. A pragmatic approach to resolving tensions can often be achieved by the CEO working with councillors, drawing on HR advice as required.
- Grievance and Complaints investigation – the CEO can arrange for a suitably experienced independent person to work with a council to ensure procedures are adhered to.

- ESALC supports the NALC / SLCC 'Civility and Respect' programme designed to ensure councillors understand where the boundaries lie.

### Recruitment

- ESALC has built up a knowledge base to assist councils with the recruitment of staff; detailed records are maintained of the level of interest around each vacancy and the number of applications received. Pay levels for vacancies are retained and assist councils to recognise market forces when a vacancy arises.
- Depending on the support required, there will be a charge for this service
- ESALC can supply a range of questions to be used at interview.
- If requested the CEO will attend interviews to assist councillors with terms and conditions.
- When an appointment has been made ESALC can take up references and draft the Contract of Employment

### Business Planning

- Visioning and objective setting, this process assists councils to engage with residents and share thoughts on future direction of council priorities. Having agreed objectives makes it easier to monitor performance and undertake staff appraisals.

### Engagement with principal authorities

- Where a council might be in dispute with the County or its District Council, ESALC CEO will discuss it with the Chairman and if appropriate arrange to speak to the CEO of ESCC or the DC.
- A constructive dialogue exists between ESALC and the principal authorities in East Sussex and improvements in relationship between DALCs and DCs is maintained.

### Advice on creation of new councils or merging existing councils

- From time to time a community will petition for a Community Governance Review and ESALC CEO is required to advise those who might make an approach.

### Engagement with Sussex Police and the PCC at all levels

- Regular engagement with the Chief Constable and District Commanders helps ensure that operational policing concerns of member councils are dealt with at the highest level.
- PCC / WSALC / ESALC Focus Groups with local councils and communities attended by the CEO is a way of providing those communities with a means of getting their concerns to the Police and Crime Commissioner and Chief Constable. CEO also attends the Business Crime Group with the aim of protecting vulnerable rural and farm shops across Sussex
- The CEO sits on the Police Engagement Group, set up to ensure all communities receive equal attention from PCSOs who need to show how / when they contact local council Clerks through agreed Patrol Plans.
- The CEO is currently Chair of the Police Contact Improvement Group, a team of 20 people from all sectors across Sussex including local councillors and clerks, established to advise on the effectiveness of public contact with the police. It is intended to ensure that everyone receives the same satisfactory outcome irrespective of their ability / disability or the method used.
- The development of this relationship means that requests from ESALC for attention in a particular community is taken seriously by the police.

### Support for the Board

- Preparation of agendas and reports
- Production of minutes and action arising from decisions
- Attendance as required at District Association meetings

### Engagement with NALC

- CALC Chairmen or a representative attend NALC Assembly once a quarter, the CEO meets with NALC staff and colleagues around the country twice a month to share concerns and learn from each other.

### Engagement with East Sussex Civilian & Military Partnership Board

- With 36,000 military veterans in East Sussex, the County Council has the CMPB where a representative of each Borough or District, Regular and Reserve Forces, Cadet Forces, NHS, Service Charities meet to uphold the Military Covenant; ESALC CEO also has a seat on the Board and maintains awareness of grant availability for local groups and parish councils.
- The CEO has held an Army Reserve Commission, albeit many years ago and invited by South East Reserve Forces and Cadets Association to represent East and West SALC on the Sussex Reserve Forces & Cadets Committee

### Resilience Plans

- Encourage all local councils to develop a plan designed to assist with the preservation of local critical services at times of need.
- This will not be a substitute for plans the District or County may implement but address very local issues.

### Organise the election of parish representatives to the National Park

- All parishes wholly or partially within the SDNP are entitled to nominate representatives to serve on the NP Board, elections every four years and possible bye elections in between; SALC manages the process for SDNP in calling for candidates and conducting the postal ballot election.

### SERCAF

- A group of nine counties in the southeast containing 1600 local councils, CEO coordinates its activities by agreeing content for discussion and arranging meetings.

### Arrange locum Clerk to support councils at times of need

- A database of those willing to locum as Clerks in East Sussex is maintained and, when required names are offered to councils with a need.

Stephen Catlin  
Chairman  
ESALC

# **EAST SUSSEX ALC LIMITED**

**REPORT OF THE DIRECTORS & FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 MARCH 2022**



REGISTERED NUMBER: 08500914 (England and Wales)

Unaudited Financial Statements  
for the Year Ended 31 March 2022  
for  
East Sussex Alc Limited

Contents of the Financial Statements  
for the Year Ended 31 March 2022

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Company Information  
for the Year Ended 31 March 2022

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DIRECTORS:

Mrs K J Moss  
Mr K B D Stevens  
Mr J Denis  
Mr M W Garner  
Mr D Pankhurst  
Mr A J L Barnes  
Mrs C R O'Keeffe  
Mr P J Turner  
Mr S A Wischhusen  
Mr P N Allard

REGISTERED OFFICE:

Town Hall  
High Street  
Lewes  
East Sussex  
BN7 2QS

REGISTERED NUMBER: 08500914 (England and Wales)

ACCOUNTANTS:

Mulberry & Co  
Chartered Certified Accountants  
& Chartered Tax Advisers  
9 Pound Lane  
Godalming  
Surrey  
GU7 1BX

Balance Sheet  
31 March 2022

	Notes	31.3.22 £	31.3.21 £
<b>CURRENT ASSETS</b>			
Debtors	3	2,316	97
Cash at bank		55,287	39,333
		<u>57,603</u>	<u>39,430</u>
<b>CREDITORS</b>			
Amounts falling due within one year	4	(2,110)	(7,052)
<b>NET CURRENT ASSETS</b>		<u>55,493</u>	<u>32,378</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><u>55,493</u></u>	<u><u>32,378</u></u>
<b>RESERVES</b>			
Income and expenditure account		<u>55,493</u>	<u>32,378</u>
		<u><u>55,493</u></u>	<u><u>32,378</u></u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

In accordance with Section 444 of the Companies Act 2006, the Income Statement has not been delivered.

The financial statements were approved by the Board of Directors and authorised for issue on ..... and were signed on its behalf by:

.....  
Mrs C R O'Keeffe - Director

The notes form part of these financial statements

Notes to the Financial Statements  
for the Year Ended 31 March 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover represents membership subscriptions and NALC affiliation fees.

Taxation

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

2. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 2 (2021 - NIL).

3. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	2,316	-
Other debtors	-	97
	<u>2,316</u>	<u>97</u>

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Payments on account	-	6,275
Trade creditors	-	777
Taxation and social security	640	-
Other creditors	1,470	-
	<u>2,110</u>	<u>7,052</u>

# East Sussex ALC Training

## **Training events – who are they for and what will be gained?**

As well as training for new Clerks, Councillors and Chairman, we also offer finance training for all categories, planning briefing sessions, effective social media marketing and all aspects surrounding data protection.

Where councils are struggling with Code of Conduct or similar issues we are fortunate to be able to draft in experienced former Monitoring Officers and to date have delivered a number of face to face and remote training sessions to councils within East Sussex.

ESALC's training programme has developed in a very positive and professional direction and we are very grateful to Steve Tilbury [Planning], Keith Robertson [Finance] Steven Trice [New Clerks] Anne Bott, Steve Brigden [Code of Conduct] to name just a few.

Further details of the training/events included in the ESALC Training Programme are as follows:

### **Councillor Briefing & Awareness**

- For parish/town councillors, both new and experienced
- *You will receive updates on the most current legal, financial & procedural topics most relevant to local councils*

### **Chairmanship Briefing & Awareness**

- For Chairmen/Vice Chairmen, both new and experienced, and any other members interested in chairmanship
- *You will receive guidance on good practice at meetings, managing press, public & much more*

### **New Clerks**

- For clerks and deputy/assistant clerks & RFOs of all experience levels
- *You will receive presentations on current topics of interest and guidance on new legislation and changes*

### **Clerks & Chairman's Forum**

- Informal separate gatherings for Clerks and Chairmen
- Sharing of information from NALC, Government and relevant legal changes
- Attendees benefit from the presence of Ian Davison of Surrey Hills Solicitors who provides a legal update and remains to answer questions from those present
- Other appropriate speakers are drafted in (e.g. Oli Fisher from the Rural Crime Team)

### **Planning**

- For clerks, deputy/assistant clerks, chairmen and councillors of all experiences
- For councillors/clerks who wish to receive an update on Neighbourhood Plans, the planning application process, material considerations plus relevant legislative changes

### **Finance**

- For clerks, deputy/assistant clerks, chairmen and councillors of all experiences
- A mixture of finance for new clerks and councillors as well as training on financial reporting, forecasting and planning for Year End.

### **Social Media**

- Using social media to enhance your Council's communications
- Learn how to engage with your community – not just "broadcast" information

- Ensure your social media pages are fully optimised

#### **Data Protection**

- Data Protection
- Freedom of Information

## **Where are the training events held and how do I book?**

#### **Location of Events**

The majority of our training events are being held online, typically via Zoom with the exception of some face to face training sessions for full councils. Online training has become extremely popular and it is clear that more people have been able to attend sessions due to the convenience of accessing training sessions remotely.

#### **Bookings**

All bookings are taken on a first come first served basis and once an event is full we will start a waiting list. All training events are advertised both on our website and circulated via email to all member councils and bookings can subsequently be made by contacting Emily Simpson on [admin@esalc.co.uk](mailto:admin@esalc.co.uk)