



**REGISTERED NUMBER: 08492509 (England and Wales)**

**SURREY ALC LIMITED IS AFFILIATED TO THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)**

**PRESIDENT:**

MICHAEL MORE-MOLYNEUX, H.M LORD-LIEUTENANT OF SURREY

**VICE PRESIDENTS:**

DR RICHARD OLLIVER

LIZ CUTTER

STEVE COSSER

**CHAIR:**

CHRIS HOWARD

**VICE CHAIR:**

KATIA MALCAUS COOPER

**CEO:**

ANNE BOTT

[anne.bott@surreyalc.co.uk](mailto:anne.bott@surreyalc.co.uk)

**SUPPORT:**

ANNA BEAMS (MULBERRY & Co)

[office@surreyalc.co.uk](mailto:office@surreyalc.co.uk)



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*CEO & CHAIRS REPORTS*



**Surrey ALC Chairs Report 2022-23**

As we look back over 2022/23, we started with the retirement of our Chairman, Cllr Steve Cossar, at last year's AGM and started the process for the recruitment of a new Chief County Officer to succeed our outgoing Chief Executive, Anne Bott.

It was with great sadness that Anne informed us in Autumn 2022 of her intention to step down in Summer 2023. Anne has been a stalwart of our sector for many years and, before that, even longer as the Assistant Chief Executive and Solicitor at Waverley Borough Council – so she has served this County for many, many years and she will leave 'big shoes' to fill. We started the recruitment process in January 2023, and I am delighted that, post the time frame of this report, we have recruited Sally Harman as her replacement, with a new title of Chief County Officer. I am also delighted that Anne has agreed to stay on as a consultant for Surrey ALC, her great knowledge and experience will still be available to us all as we move forward.

We also focused on the May2023 elections. In January we provided briefings on elections and early on we produced and published a refreshed guidance to assist Councils in the run up to the elections. We coordinated our guidance with that published by the National Association of Local Councils. There is so much change and challenges facing local councils at the moment it makes the collaboration with NALC all the more important.

During and post the pandemic we have held Clerk and Chairs' Forums which have proved popular and a useful mechanism for myself and Directors to connect with you.

In 2022, we also commissioned a very experienced local government consultant, David Carden, to assist us in a visioning exercise leading to the start of the development of a new Business Plan.

We continue to work closely with our Sussex counterparts and Anne and Trevor regularly meet to share information and have assisted each other in areas in which they have particular expertise.

Finally, I should like to offer my grateful thanks to all our member Councils for your many kind comments on the service we provide and for your input into how we can further improve our services going forward. I would also like to thank all the team that work tirelessly to serve our sector including Anne Bott, Anna Beams and all the team at Mulberry & Co, but especially Mark Mulberry.

I look forward to working with you all in 2023/24.

Best wishes  
Christine Howard  
Chair, Surrey ALC



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## Surrey ALC CEO Report 2022-23

It has been another busy year for Surrey ALC and this means an equally busy year for our Member Councils, clerks and staff.

For most, Council elections were the main focus of 22/23 which were to some extent affected by the Coronation arrangements, not least understanding the change of dates for the annual meeting! Congratulations to everyone who was elected onto Councils, whether at the ballot box or through the statutory co-option process. There had been several Clerks appointed since the last election and its great news that it all went smoothly with only a few glitches.

We have continued to work closely with the National Association of Councils on several initiatives, circulating information to Member Councils, if appropriate. We, together with NALC and other County Associations, have continued to press Government for the ability to be able to hold both 'in person' and virtual Council meetings.

Another ongoing initiative has been the continuing development of the Civility and Respect programme produced jointly by NALC, LGC and Government. Councils at all levels are being encouraged to adopt it as, nationally, there is clear evidence of an increasing trend within councils of a failure to respect the office of a councillor, and of even more concern, Council staff. Surrey has not escaped; however, for Surrey this for the most part is due to a lack of understanding of roles.

Hence, we continue to promote the importance of all councillors undertaking training. Mulberry and Co provide an extensive training programme covering everything that members need to know. Costs of the training are reasonable, and any outlay could ultimately save a council from incurring significant costs in dealing with issues of conflict. Feedback indicates a very high satisfaction with the training and a recognition that members have found it both necessary and beneficial.

In our last Annual Report, we talked about developing a good working relationship with the County Council, Borough and District Councils ensuring the involvement of parish councils in any initiatives and this is an area that we will be focusing on over the next year.

We were again very pleased to be invited to meetings with the local branch of the Society of Local Council Clerks. It is another opportunity for networking and sharing updates from our different national bodies.

Following the departure of the Surrey ALC Chair, Steve Cosser, the Board appointed Cllr Chris Howard (Wonersh Parish Council) as its Chair and Cllr Katia Malcaus (Windlesham Parish Council) as Vice Chair. The Board was also delighted to welcome a new Director, Mike George, who, as a long-serving Member of Horley Town Council, has extensive experience and understanding of parish councils. The Board is always keen to welcome new Directors.

Throughout the Year we have said 'goodbye' to Clerks and 'hello' to new clerks. The commitment demonstrated by Clerks and Staff is of the highest standard. The same applies to Councillors. Town and Parish Councils have an increasingly key role to play in the delivery of services and supporting the local community.

We remember the sad loss of Pauline Whitehead (RIP) who was a former long serving clerk at Cranleigh Parish Council before moving to Horsham and continued her involvement with Surrey through her excellent training of clerks for the CiLCA qualification. She will be sadly missed.



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We are mindful that, as an Association, we owe it to all our Member Councils to ensure that we are able to support you in all aspects of your business and we are, therefore, appreciative of those who help us in this respect, in particular Anna Beams (Administrator), Mark Mulberry (Finance) and Roger Taylor (Legal).

As you will appreciate, each year the Board must carefully look at its finances and its operating costs and, as with all organisations, the Association is faced with increasing costs. Equally the Board is always mindful of the need to provide value for money and to provide a service affordable to parish councils. We are, therefore, pleased to confirm that the Board proposes to limit increase in subscriptions to 2%, which is well below inflation and remains the same as 2022/23

This is my final Annual Report having proudly served Surrey ALC and Member Councils since 2008. It has been an important part of my long career in Local Government and fitting that it ends with Surrey ALC. Whilst I will miss everyone, I also know that it is the right time for the Association to have a new Chief Officer who will help the Association grow as an influential organisation.

Surrey ALC remains committed to our Member Councils and looks forward to working with you all throughout 2023/24.

Anne Bott Chief Executive



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**REGISTERED NUMBER: 08492509 (England and Wales)**

**Unaudited Financial Statements  
for the Year Ended 31 March 2023  
for  
Surrey Alc Limited**



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**Contents of the Financial Statements  
for the Year Ended 31 March 2023**

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Company Information  
for the Year Ended 31 March 2023

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**DIRECTORS:**

Dr P R Cragg  
Mr G V G Alleway  
Mr S M Mclachlan  
Mrs C Howard  
Mrs K Malcaus Cooper  
Mr M P George

**REGISTERED OFFICE:**

9 Pound Lane  
Godalming  
Surrey GU7  
1BX

**REGISTERED NUMBER:**

08492509 (England and Wales)

**ACCOUNTANTS:**

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

**SOLICITORS:**

Hedleys Solicitors LLP 6  
Bishopsmead Parade  
East Horsely  
Surrey KT2

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**Balance Sheet**  
**31 March 2023**

|  | Notes | 31.3.23<br>£  | 31.3.22<br>£  |
|--|-------|---------------|---------------|
| <b>FIXED ASSETS</b>                          |       |               |               |
| Tangible assets                              | 3     | 182           | 243           |
| <b>CURRENT ASSETS</b>                        |       |               |               |
| Debtors                                      | 4     | 1,340         | 2,960         |
| Cash at bank                                 |       | 49,284        | 41,034        |
|  |       | <u>50,624</u> | <u>43,994</u> |
| <b>CREDITORS</b>                             |       |               |               |
| Amounts falling due within one year          | 5     | (408)         | (2,779)       |
|  |       | <u>50,216</u> | <u>41,215</u> |
| <b>NET CURRENT ASSETS</b>                    |       |               |               |
|  |       | <u>50,216</u> | <u>41,215</u> |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       |               |               |
|  |       | <u>50,398</u> | <u>41,458</u> |
| <b>RESERVES</b>                              |       |               |               |
| Income and expenditure account               |       | 50,398        | 41,458        |
|  |       | <u>50,398</u> | <u>41,458</u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 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 14<sup>th</sup> July 2023 and were signed on its behalf by:

*Christine Howard*

Mrs C Howard - Director



**Notes to the Financial Statements  
for the Year Ended 31 March 2023**

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.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 10% on reducing balance

**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.

2. **EMPLOYEES AND DIRECTORS**

The average number of employees during the year was 1 (2022 - 1).

3. **TANGIBLE FIXED ASSETS**

|                                      | Plant and<br>machinery<br>etc<br>£ |
|--------------------------------------|------------------------------------|
| <b>COST</b>                          |                                    |
| At 1 April 2022<br>and 31 March 2023 | 324                                |
| <b>DEPRECIATION</b>                  |                                    |
| At 1 April 2022                      | 81                                 |
| Charge for year                      | 61                                 |
| At 31 March 2023                     | 142                                |
| <b>NET BOOK VALUE</b>                |                                    |
| At 31 March 2023                     | 182                                |
| At 31 March 2022                     | 243                                |

**Notes to the Financial Statements - continued for  
the Year Ended 31 March 2023**

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|    |   |              |              |
|----|---|--------------|--------------|
| 4. | <b>DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>   | 31.3.23      | 31.3.22      |
|    |   | £            | £            |
|    | Trade debtors   | -            | 300          |
|    | Other debtors   | 1,340        | 2,660        |
|    |   | <u>1,340</u> | <u>2,960</u> |
|    |   | <u>1,340</u> | <u>2,960</u> |
| 5. | <b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b> | 31.3.23      | 31.3.22      |
|    |   | £            | £            |
|    | Payments on account                                   | 193          | 2,779        |
|    | Trade creditors                                       | 215          | -            |
|    |   | <u>408</u>   | <u>2,779</u> |
|    |   | 408          | 2,779        |



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