



Serving Parish & Town  
Councils in Kent

## Kent Association of Local Councils

# MEMBERSHIP INFORMATION LEAFLET

**2021/2022**

Please bring this information leaflet to the attention of your Council/Meeting at its **NEXT MEETING** so that the enclosed **SUBSCRIPTION INVOICE** can be authorised for payment. The full range of services provided by both the National Association (NALC) and the Kent Association are shown in this information pack and the NALC Benefits of Membership briefing note.

## **KALC VISION STATEMENT**

The Kent Association of Local Councils will represent the interests of its members at County and National level. We will communicate effectively with our member Local Councils in Kent and strive to provide them with the best support, legal advice, guidance and training to help them develop their members' skills and knowledge to deliver quality services to their communities. We will work to promote the relationship of Local Councils with the Principal Authorities that recognises the important contribution made by Local Councils to their communities as the first tier of Local Government.

## **KALC OBJECTIVES**

The aims and objectives of KALC are to take all such steps as may be necessary or desirable in the interests of Local Councils in the area covered by KALC consistent with the objectives of NALC. The objectives are as follows:

- i. To represent the interests of the First Tier of Statutory Local Government, comprising of Town, Parish, Community & Village Councils and Parish Meetings in England. Hereafter called collectively '**Local Councils**'.
- ii. To provide support and co-ordination to all aspects of the work of Local Councils, as embodied in the following principles of good local government.
- iii. To promote the health, safety and well-being, both material and cultural of the people in its various communities.
- iv. To attract and hold the interest of its citizens.
- v. To develop inherent strength to deal with, and work with, all other tiers of local, regional and national government in a valid partnership.
- vi. To adapt itself to change in the way in which the people of the local community, live, work, shop and enjoy themselves.
- vii. To protect, consolidate and develop the existing rights, privileges and functions of Local Councils.
- viii. To encourage and support the universal establishment of elected First Tier Local Government throughout England.
- ix. To encourage openness and transparency and high ethical standards in line with Local Council Code of Conduct.

### **National Association of Local Councils (NALC)**

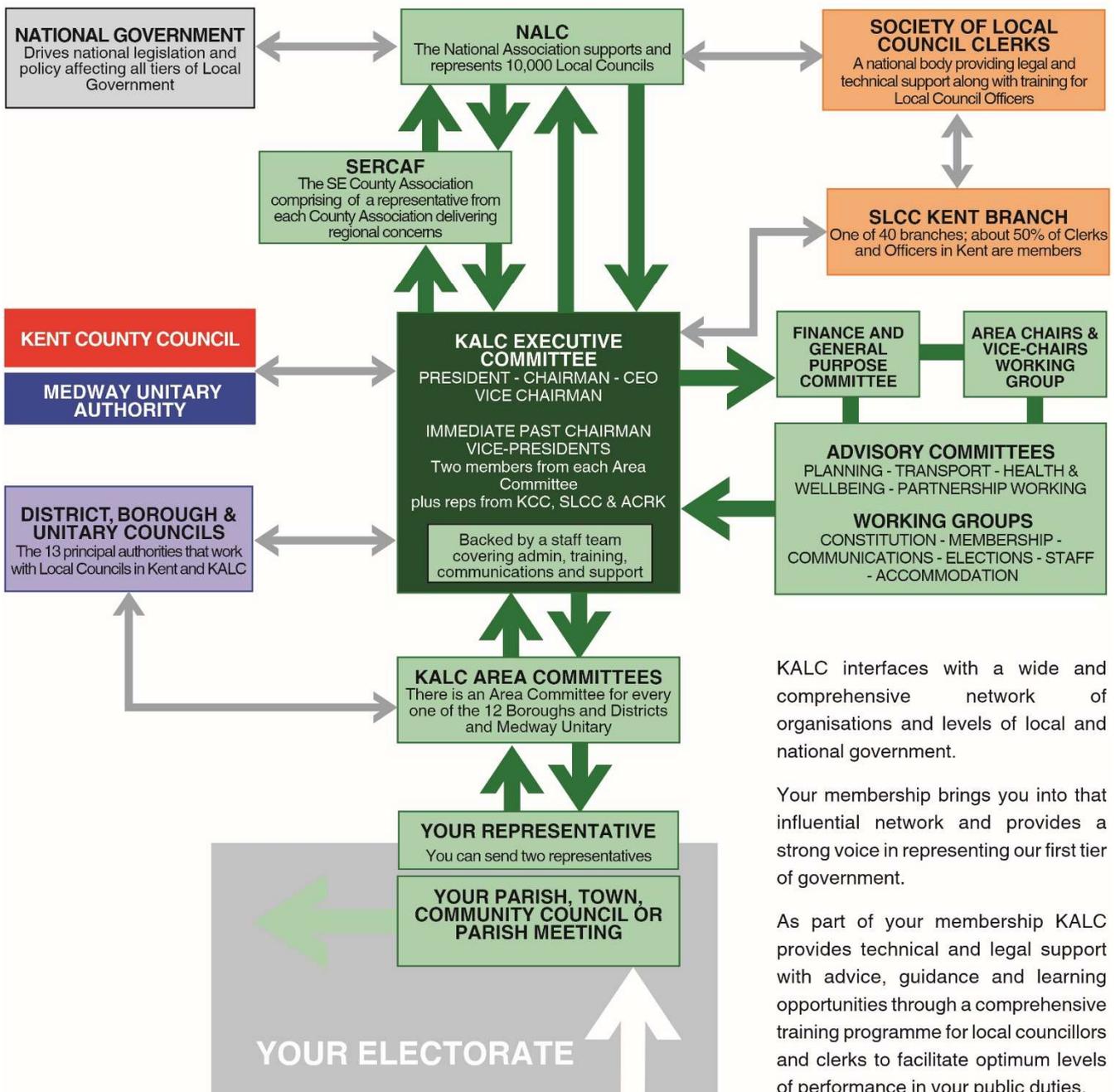
NALC is the national body representing the interests of Local Councils or Meetings; articulating County Associations (CALCs) and member Councils views to Government, the media and other national organisations. They provide advice and guidance in partnership with KALC to ensure Local Councils are the voice of local communities listened to by everyone. A copy of the NALC Benefits of Membership briefing note is attached.



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## YOU AND THE KALC NETWORK

- A membership organisation that serves you
- A training provider
- A source of technical and legal advice
- A source of knowledge and experience
- A source of guidance
- A professional support unit
- A forum for sharing ideas, concerns and resources
- Access to your wider peer group
- A solution centre
- A strong and credible mouthpiece
- A place to collaborate
- A vital lobbyist on your behalf to local and national government



KALC interfaces with a wide and comprehensive network of organisations and levels of local and national government.

Your membership brings you into that influential network and provides a strong voice in representing our first tier of government.

As part of your membership KALC provides technical and legal support with advice, guidance and learning opportunities through a comprehensive training programme for local councillors and clerks to facilitate optimum levels of performance in your public duties.

## **ANNUAL SUBSCRIPTION**

Your Council's annual subscription is based on the number of equivalent band D properties in your Council area, though in some cases only up to a maximum. At our virtual Annual Meeting on 28 November 2020 the membership agreed that subscriptions for 2021/2022 be based on equivalent Band D properties for 2020/2021 as set out below:

*“66p per equivalent band D property subject to a maximum of £1,555, plus a standing charge of £65, all subject to VAT, and that all Councils should pay at least the NALC subscription plus 2p per equivalent band D property”.*

**MEMBERSHIP runs from 1 April 2021 to 31 March 2022.** It is appreciated that your meetings programme may not allow for immediate payment, but you are asked to ensure that payment be agreed and forwarded at the first available opportunity **and not later than Wednesday 30 June 2021**. A KALC representative will be pleased to speak to your Council should you need clarification about the benefits of membership. The annual subscription covers membership of both KALC and NALC.

### **Why be a member of the Kent Association of Local Councils (KALC)?**

We are a not-for-profit membership organisation that provides representation, advice and support to member councils across the county of Kent. We are controlled and managed by an Executive Committee, which includes two representatives from each of our 13 Area Committees. This means that we are effectively managed by our member councils. For 2020/2021 there were 313-member councils (97.5%) in membership, which is a new record.

The Council should look upon your membership of KALC as an insurance – you may not need specific assistance and/or advice from us, but many have and were grateful for the support that we provide. It is not just the advice you receive but also the networking opportunities that membership brings within your District, the County and beyond. Below are just a few of the services that we provide:

- **Guidance, information and advice** - in particular legal, financial, employment, planning and procedural. Throughout the working week advice can be obtained from the Local Councils Adviser or, in his absence, the Chief Executive will refer your enquiry on to our professional Locum Advice Service. Please remember that it is the Council that is in membership. Therefore, any request for advice must come from the Clerk (Proper Officer) to the Council or the Chairman or, in exceptional circumstances at the discretion of the Chief Executive, from a Councillor. **Over the last 12 months, we dealt with just over 7,000 requests for advice – an average of 583 per month.**
- **Comprehensive Learning & Development Programme**, with over 50 modules, with many of these, including conferences, workshops, networking and Information events, being delivered remotely using Zoom. We also have an extensive e-learning package which has been developed in association with NALC and Nimble. Further details about our events can be viewed on the KALC website at [www.kentalc.gov.uk](http://www.kentalc.gov.uk).

- Four themed annual Conferences: Clerks Conference, Councillors Conference, Finance Conference and Planning Conference.
  - Biennial Conferences on: Chairmanship; Health & Wellbeing, Resilience & Emergency Planning; Governance, Procedures & Transparency; Crime Prevention and Safety; Communication; Transport, Climate Change.
  - Modular courses on topics such as: Planning; Finance; Chairmanship skills; Burial Law; Allotments; and VAT
- **Represent the interests of Local Councils** in Kent, locally, regionally and nationally. We regularly meet virtually with the Kent Police & Crime Commissioner, Kent Police, Kent Fire & Rescue Service, Kent County Council, Kent Resilience Forum and other county organisations. Our work over the last 12 months has included: working closely with NALC and the Kent Resilience Forum on Covid-19, working with MPs on the planning system, working with NALC and other county associations on the LGA Code of Conduct and ethical standards in Local Government; holding strategic meetings with the Kent Police & Crime Commissioner; working closely with Kent County Council on HGVs, Highway Improvement Plans, 20mph speed limits; Net Zero – climate change, Vision Zero – Road Safety Strategy, Kent Parishes websites and responding to Government and county consultations.
  - **Area Committees:** At District level, each member council appoints two representatives to their KALC Area Committee. Area Committee meetings provide opportunities liaison with District Councils and other local bodies on matters of common interest and provide excellent networking opportunities and sharing ideas/initiatives with neighbouring Local councils.
  - **Access to the KALC and NALC websites for Councillors and Clerks**, which includes an extensive range of information e.g. NALC Legal Topic Notes and Legal Briefings; Finance and HR/employment Information and guidance; Publications; Local Election material; template policies; upcoming training events; consultations; KALC News; Clerk Vacancies; KALC AGM papers; KALC Executive Committee minutes and KALC Area committee agendas and Minutes; etc.

Councils are reminded that whilst KALC and NALC provide guidance, advice and support, it is the councils responsibility as a local authority to satisfy itself that it has robust governance procedures in place and that the council's expenditure is both lawful and in line with council decisions, and that proper controls are in place to prevent any possibility of fraud. No council wants to risk being the subject of adverse local media coverage relating to financial mismanagement, lack of control or poor budgeting. NALC Standing Orders and Financial Regulations templates, alongside NALC's Good Councillor Guides provide important information to help member councils ensure good governance and procedures and can be downloaded from the members area of the NALC and KALC websites, which are password protected.

## CONTACT US

**Chief Executive - Terry Martin**  
e-mail: [chief.executive@kentalc.gov.uk](mailto:chief.executive@kentalc.gov.uk)  
Tel 07475 034346

Organisation and management of the  
Kent Association  
Servicing of Committee meetings and the  
Annual General Meeting  
Production of Annual Report  
Policy issues of a National, Regional and  
County nature  
Creation of new Local Councils  
Borrowing approval  
Partnership Working

**Local Councils Adviser and Learning &  
Development Manager - Clive Powell**  
e-mail: [adviser@kentalc.gov.uk](mailto:adviser@kentalc.gov.uk)  
Tel 07475 017247

Advice on legal and procedural issues  
Managing the KALC Learning &  
Development Programme and  
delivering training courses  
Partnership Working/Outreach

**Finance & Administration Manager -  
Laura Dyer**  
e-mail: [manager@kentalc.gov.uk](mailto:manager@kentalc.gov.uk)  
Tel 07475 066155

Finance  
Subscriptions  
Course bookings  
Maintenance of Website  
Membership Database  
Publications & General administrative duties

**Communications Officer - Tricia Casey-Green**  
e-mail:  
[communications.officer@kentalc.gov.uk](mailto:communications.officer@kentalc.gov.uk)  
Tel 07577 058306

Course bookings  
KALC News  
Training Database  
Publications & General administrative  
duties

**Learning & Development Support  
Officer – Charmaine Keatley**  
e-mail: [support@kentalc.gov.uk](mailto:support@kentalc.gov.uk)  
Tel 07378 175948

Learning & Development Programme &  
Events  
Area Committees & Partnership Working

Kent Association of Local Councils, Dover District Council Offices, White Cliffs Business Park,  
Whitfield, Dover, Kent, CT16 3PJ, Tel: 01304 820173, Email: [kalc@kentalc.gov.uk](mailto:kalc@kentalc.gov.uk), Website:  
[www.kentalc.gov.uk](http://www.kentalc.gov.uk)