

Membership Leaflet

2023/2024

About us:

The Kent Association of Local Councils (KALC), founded in 1947, is a not-for-profit membership organisation that represents and protects the interests of town, parish and community councils (local councils) and parish meetings in Kent. KALC has a strong collective voice with 97.5% of local councils in Kent in KALC membership in 2022/2023.

We are controlled and managed by our Executive Committee, which includes two representatives from each of our 13 area committees. This means that we are effectively managed by our member councils.

KALC are one of 43 county associations in England with our national body, the National Association of Local Councils (NALC) representing 10,000 local councils and 100,000 local councillors nationally. This raises the profile of local councils.

We receive a grant from Kent County Council and Kent Fire and Rescue Service, we also generate income from sponsorship, training and events to keep the membership subscriptions as low as possible and to ensure that members are getting value for money.

KALC are a team of 3 full-time staff - Charmaine Keatley (Chief Executive Officer), Laura Dyer (Finance and Administration Manager) and Clive Powell (Local Councils Adviser) and 2 part-time staff, Tricia Casey-Green (Communications Officer) and Veronica Lawrence (Training and Partnerships Officer). Shortly we will be recruiting a part-time dedicated Learning and Development Manager.

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What we can do for you:

Training and events

- We offer a training programme for councillors, clerks and chairs to support and develop councils
- KALC runs CiLCA training and mentoring (certificate in local council administration for clerks)
- We provide in-house bespoke training
- We offer specialist communications training through Breakthrough Communications
- KALC offers a wide range of Finance and VAT training through the Parkinson Partnership LLP
- Clerks and councillors can benefit from our e-learning, bitesize courses
- We facilitate networking for councillors and officers at conferences and events
- KALC runs clerk networking events by district

Advice

- Confidential advice tailored to town and parish law and procedures currently via email and telephone - this will be via our new Junari website. The Junari website will allow clerks to look through previous guidance. It will also have an FAQs section
- Signposting and advice on employment matters (via Worknest), allotments, grants, village halls and burial grounds
- VAT and finance advice (Via Steve Parkinson)
- Loan application support (Public Works Loan Board)
- Direct access to NALC legal service for bigger councils (smaller councils go through KALC)
- Support on achieving Quality Status
- Guidance on General Power of Competence



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Information

- We circulate crucial advice, consultations and guidance from central government and principal authorities
- NALC offers a range of 'Good Councillor' publications on topics including neighbourhood planning, finance and transparency, transport planning, community business, cyber security and more
- NALC also offers Standing Orders and Financial Regulations templates which can be downloaded from the NALC and KALC website which are both password protected
- NALC captures key information in their Chief Executive's Bulletin
- We provide a discount for Arnold Baker publications
- We are increasing our online resources to include more templates

How we do this...

- This year, we are investing in a new Junari website. The website will have the model documents, LTNs, job vacancies (free to members), NALC guides to good practice, NALC publications, advice FAQs, climate change hub, health and well being hub (with Kent case studies for good practice) and more
- KALC news - Our monthly newsletter contains guidance, news from parishes in Kent, climate change articles, news from partners, reminders of upcoming dates and much more
- This year, we have expanded our social media participation - Follow us on Facebook (Kent ALC), Instagram (Kentalc) and twitter (@KentLocCouncil)
- We are aiming to start a podcast by the end of the year

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Representation

- We collect local opinion through surveys, case studies and the area committee meetings
- We facilitate meetings of local councils by district (area committees) by subsidising minute writing and hall hire. This gives local councils a forum to discuss common issues within their district
- We engage with districts via the area committee meetings
- The Executive Committee capture Kent wide representation with the nomination of 2 representatives from each district / borough for the KALC Executive Committee
- In collaboration with the Kent Police and Crime Commissioner, KALC co-hosts six monthly meetings with area committee representatives to raise key strategic issues
- Council views are represented through KALC AGM motions which we take to NALC, central government and principal authorities
- KALC lobbies Kent MPs, district councils and central government on issues such as HGVs on inappropriate roads, AirBnB regulation and water neutrality
- We respond to policy consultations via our advisory committees
- KALC promotes the outstanding work of local councils through the awards scheme
- We celebrate the great work of our staff and councillors with competitions, including the recent Women's Day competition
- KALC have 2 representatives for NALC - Richard Parry and Sarah Barker
- KALC work closely with Kent County Council and Medway Council
- In collaboration with the KCC team, we host yearly Parish Seminars for Highways
- KALC has SLCC representation on the KALC Executive Committee
- We represent Local Councils on the Kent Resilience Forum
- KALC works closely with the Lord-Lieutenant's Office, this was evident on the death of the late Queen

Chief Executive – Charmaine Keatley

e-mail: chief.executive@kentalc.gov.uk

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

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

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

Course bookings

KALC News

Training Database

Publications & General administrative duties

Training and Partnerships Officer –

Veronica Lawrence

e-mail: support@kentalc.gov.uk

Learning & Development Programme & Events

Area Committees &

Partnership Working