



Serving Parish & Town  
Councils in Kent

## Kent Association of Local Councils

# MEMBERSHIP INFORMATION LEAFLET

**2020/2021**

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. The Association will communicate effectively with its member Local Councils in Kent and provide them with exemplar support, legal advice, guidance and training to help them develop their members' skills and knowledge to deliver quality services to their communities. The Association will work to promote a 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

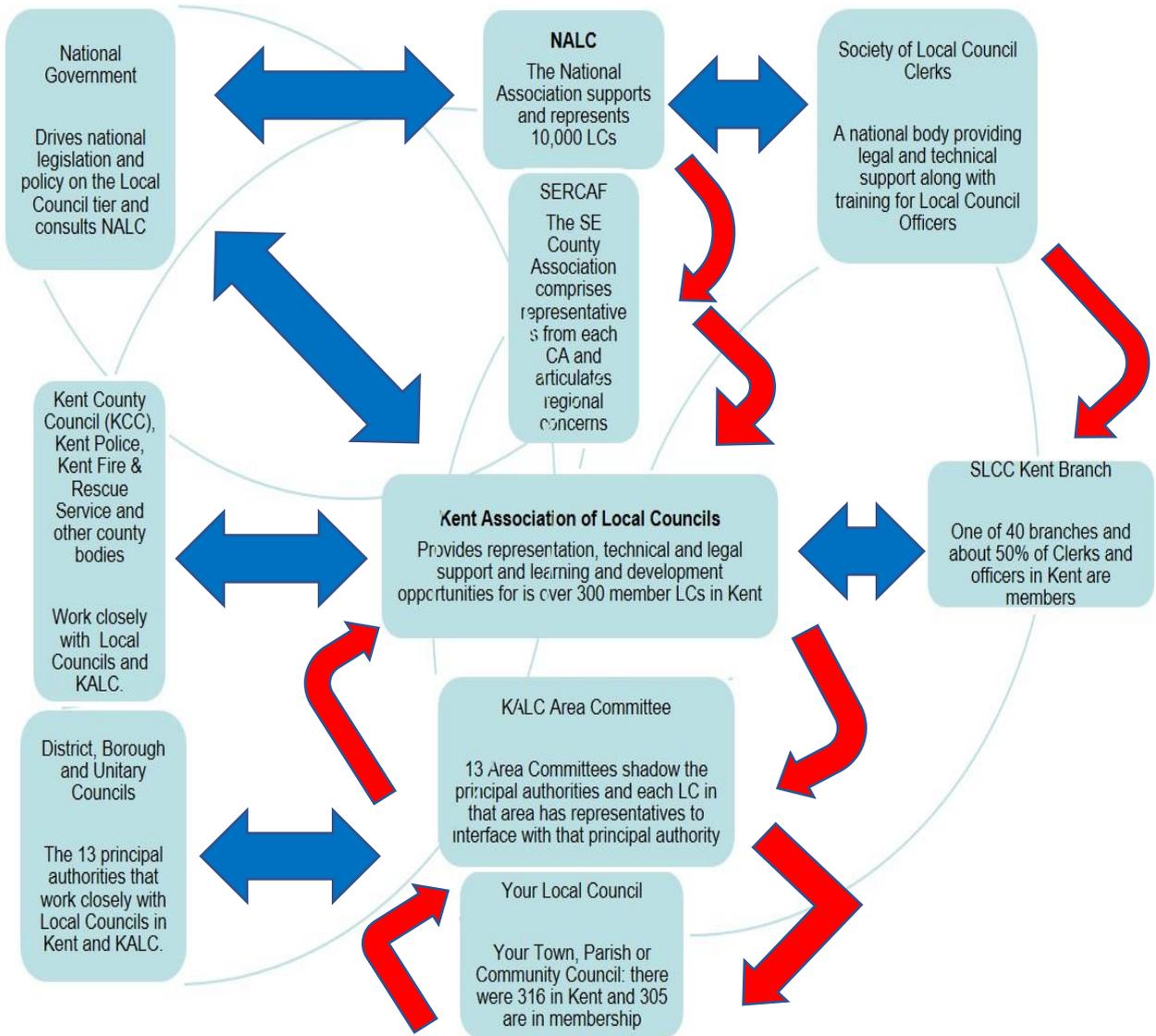
The aims and objectives of the County Association are to take all such steps as may be necessary or desirable in the interests of Local Councils in the area covered by the County Association consistent with the objectives of the National Association of Local Councils (hereinafter referred to as "the National Association"):

- i. To represent the interests of the First Tier of Statutory Local Government, comprising of Town and Parish 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.

# KALC NETWORK



## **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 Annual Meeting on 30 November 2019 the membership agreed that subscriptions for 2020/2021 be based on equivalent Band D properties for 2019/2020 as set out below:

*“66p per equivalent band D property subject to a maximum of £1,450, 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 2020 to 31 March 2021.** 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 Tuesday 30 June 2020**. A KALC representative will be pleased to visit 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 2019/2020 there were 312-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 6,500 requests for advice – an average of 541 month.**
- **Comprehensive Learning & Development Programme**, with over 50 modules. Whilst the programme is currently suspended due to Covid-19, we will start running events as soon as Government advises it is safe to do so. We are also looking at developing some e-learning training for member councils. 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; Resilience & Emergency Planning; Governance, Procedures & Transparency; Crime Prevention and Safety; Communication; Transport, Health & Well-Being.
  - modular courses on topics such as: Planning; Finance; Chairmanship skills; Burial Law; Allotments; and VAT
  - Over the last 12 months KALC delivered 6 Conferences and 29 workshops.
- **Represent the interests of Local Councils** in Kent, locally, regionally and nationally. We regularly meet 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: meetings with MPs; working closely with NALC to press Local Council issues at national level such as on referendum principles, GDPR, web accessibility regulations, 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; and responding to Government and county consultations on: ICO – Data Sharing Code of Practice; Review of Local Authority Financial Reporting and External Audit; Transport for the South East – Draft Transport Strategy; Home Office consultation on strengthening police powers to tackle unauthorized encampments; KCC Draft Drainage and Planning Policy Statement; KCC Libraries, Registration and Archives Draft Strategy 2019-2020; KCC Review of 20mph schemes; KCC 5-year Strategic Statement; Kent & Medway draft Housing Strategy.
  - **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 councilors 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:** 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)

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

Course bookings  
KALC News  
Training Database  
Publications & General administrative duties

**Learning & Development Support Officer** – Charmaine Keatley (starts 14 April)  
e-mail: [support@kentalc.gov.uk](mailto:support@kentalc.gov.uk)

Learning & Development Programme & Events  
Area Committees & Partnership Working