

## Contact us



**Please contact the office on 01673 866596**

- For general enquiries including internal audit and advice, contact either Katrina – Line 1 (or mobile 07422 963475) or Andrew – Line 3 (or mobile 07549 019842). Flexible Monday - Friday
- For general enquiries including website management service, invoices, training booking enquiries, contact Lindsey – Line 2 on Monday, Tuesday, Friday
- For general enquiries including website/portal updates, e-news items, vacancies, contact Elaine – Line 4 on Fridays

Please note that there may be times when the LALC office is not manned, particularly if staff are out training or attending meetings. If you can't get hold of us by phone, please contact us via one of the methods below.



[www.lalc.co.uk/contactus](http://www.lalc.co.uk/contactus)



[enquiries@lalc.co.uk](mailto:enquiries@lalc.co.uk)



Raise a new Enquiry on the portal (login required)

For the first time, the results of the 2010 Census are available online at [2010.census.gov](http://2010.census.gov).

If any Clerks want to join the Clerks' eGroup, or any councillors want to join the Councillor eGroup, contact [enquiries@lalc.co.uk](mailto:enquiries@lalc.co.uk).

This fortnightly newsletter is provided to member councils through the clerk and chair and should be circulated to all councillors. This eNews can also be found on the [LALC website](#) under News (LALC News). Other important information which comes up in between eNews publication dates is also shared on the website under News (Our Blog).

**Training courses are available to book via the portal (login required)**

The Training Bulletin is issued monthly, and courses are available to book via the portal. If there is any specific training which you feel would be valuable, and we don't currently offer it, please let us know and we will investigate. [The Training Bulletin can be found on the LALC website here](#).

Clerks – when booking training for your councillors, **please ensure that their email address is correct**. If not, they will not receive the booking confirmation or any joining instructions. If you have set up your

councillors on the LALC portal, you will be able to select their correct email address from a drop-down list when booking the training.

If you update your council email and are **already** booked on training, please let us know so that we can update your booking to ensure you receive the automatic reminders.

If one of your councillors resigns, and they were booked on LALC training, **please cancel their place**, so that others can book on. Failure to do so may not only deprive other councils from attending but could result in a non-attendance charge (see below).

Please note our **training cancellation policy**:

- For part day courses – please ensure we receive cancellations at least 48 hours in advance
- For full day events – please ensure we receive cancellations at least 5 working days in advance, as we need to pre-order and pay for lunches

Due to persistent non-attendance at booked events, it is unfortunate that LALC have had to amend the way we impose our cancellation fees. All members are charged 50% of the training cost when insufficient notice is received (as above) for non-attendance at training events. No shows will be charged at 100% of the course fee. All charges are regardless of whether the council is a member of the ATS or not.

<b>Current vacancies</b>	<b>Position</b>	<b>Closing date</b>
<u>Fenton and Torksey Lock Parish Council</u>	Clerk/RFO	No closing date
<u>Brookenby Parish Council</u>	Clerk/RFO	No closing date
<u>Toft Newton Parish Council</u>	Clerk/RFO	No closing date
<u>Gedney Hill Parish Council</u>	Clerk/RFO	No closing date
<u>Cadney cum Howsham Parish Council (North Lincs)</u>	Clerk/RFO	No closing date
<u>South Kyme Parish Council</u>	Clerk/RFO	14 <sup>th</sup> January 2026
<u>Holland Fen with Brothertoft Parish Council</u>	Clerk/RFO	16 <sup>th</sup> January 2026
<u>Northants CALC</u>	Senior Advisory Services Manager	26 <sup>th</sup> January 2026
<u>Heckington Parish Council</u>	Caretaker	16 <sup>th</sup> January 2026
<u>Coningsby Town Council</u>	Assistant Clerk	28 <sup>th</sup> February 2026
<u>Great Coates Village Council</u>	Clerk/RFO	20 <sup>th</sup> February 2026

## Vacancy advertising

LALC can advertise your vacancy on our website and in the fortnightly eNews. This is a **free** service. If you do not have a pre-prepared advert to send us, please complete our **Vacancy Template**, which can be found in the Members Portal under Document Templates.

We also offer a **paid** advertising service, which ensures that your advert also appears on Lincolnshire County Council's website, Facebook, and LinkedIn (in addition to the LALC website and eNews). The current fee for this is £80. Please complete the Vacancy Template (as above), ensuring that all requested information is completed, and then contact us at [enquiries@lalc.co.uk](mailto:enquiries@lalc.co.uk). You will be invoiced for this service.

Please note that Lincolnshire County Council require a closing date on their advert, as well as salary information (these are mandatory fields). LCC will remove your advert once the closing date has passed, so please consider the date carefully as you will have to pay again to re-advertise if your vacancy hasn't been filled by then.

We recommend all councils advertise their vacancy, job details, method of application and up to date contact details **on their own website** too.

Please let us know when the vacancy has been filled, so that we can remove it from our website/eNews. If your vacancy has not yet been filled and you are continuing to advertise, please let us know of any revised closing date. **If you no longer specify a closing date, please let us know so that we can update the vacancy adverts.**

The NALC Recruitment Manual (developed as part of the Civility & Respect project) is now available via the portal. Go into Knowledgebase and click on 'Recruitment Manual' in the 'Employment' menu area.

**Sign up to the LCC Town and Parishes newsletter – email:**

[lcctownandparishnews@lincolnshire.gov.uk](mailto:lcctownandparishnews@lincolnshire.gov.uk)

## Latest News

The latest NALC news can be found [here](#) (NALC login required)

The latest SLCC news can be found [here](#) (No SLCC login required)

LALC Annual Training Scheme (ATS) 2026-27

By joining the Annual Training Scheme (ATS), Councils can benefit from free access to our Core training events. (A small charge will apply to cover lunch at all-day in-person events). Core events cover the essentials for clerks and councillors, including Councillor Induction & Refresher, JADU: Agendas & Minutes, JADU: Announcements & News, Effective Meetings, New Clerk Induction, Preparing for Internal Audit, Chair's Workshop, Planning System Introduction, Year-End, AGAR and Audit, and others - plus many finance-related sessions delivered by Parkinson Partnership.

Fees apply for ATS members attending non-Core training, such as First Aid at Work, Play Area Inspections, Cemetery Management, Allotments and others.

The Certificate in Local Council Administration (CiLCA) is not included under the ATS. Interested candidates should contact LALC for further details of CiLCA training and mentoring.

Councils that are not members of the ATS pay a fee for each training place, regardless of whether it is for Core or non-Core events.

The ATS fee bandings are based on electorate figures. VAT is applicable to these fees. Please note that the ATS charges are additional to the LALC Annual Membership Subscription charges.

## 2026-27 ATS fees

<b>Electorate banding</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
Up to 250 electorate	£120	£24	£144
251 to 500 electorate	£130	£26	£156
501 to 1000 electorate	£145	£29	£174
1001 to 2500 electorate	£170	£34	£204
2501 to 5000 electorate	£185	£37	£222
5001 to 7500 electorate	£195	£39	£234
7501 to 10,000 electorate	£205	£41	£246
10,001 to 20,000 electorate	£215	£43	£258
20,001 and above electorate	£225	£45	£270

## Training fees 2026-27

ATS Member	Core	Lunch (core, all day, in-person)	Non-core (part day)	Non-core (all day, in-person)	Non-core (all day, remote)
	Included	£15 + VAT per delegate	£40 + VAT	£85 + VAT	£70 + VAT

Non-ATS Member			Core or non-core (part day)	Core or non-core (all day, in-person)	Core or non-core (all day, remote)
			£40 + VAT	£85 + VAT	£70 + VAT

## Now booking – Allotments training

## Allotments Management Covering Tenancy Agreements and Policies

When: 12<sup>th</sup> May 2026, 10:00 – 11:30

Where: Zoom

Price: £40 plus VAT\*

This webinar on the Tenancy Agreements and Policies aspects of Allotment Management will cover:

- Types of allotment, and the basics of legislation
- Newer trends, including the inclusion of allotments in new developments
- Land acquisition
- Management options and responsibilities
- The pros and cons for the self-management of allotments by Local Authorities
- What to include within the tenancy agreement
- Standard clauses in line with allotment legislation
- Templates available
- Issues that can arise
- Practical tips, using examples from day-to-day problems

## Allotments - Site Facilities and Health & Safety

When: 19<sup>th</sup> May 2026, 10:00 – 11:30

Where: Zoom

Price: £40 plus VAT\*

This webinar about the Site Facilities and Health & Safety aspects of Allotment Management will cover:

- Site accessibility
- What types of facilities can be included on site?
- What policies and procedures need to be covered?
- The importance of plot cultivation and inspection
- Health and Safety risk assessments, insurance and implications for volunteers carrying out maintenance on site
- Security for sites
- Practical tips, using examples from day-to-day problems

Book in the usual way via the portal (login required).

\*Each session costs £40 plus VAT however if you book on both sessions, you will receive a £10 discount and will only be invoiced for £70.

## FREE Worknest webinar - Sickness Absence 101: A practical guide for employers

Join WorkNest's Employment Law and HR experts on **13 January** at 2.00 pm for this free, 60-minute webinar as they explain why effective sickness absence management matters, what the law requires, and the practical steps you can take to manage absence in a fair, structured way.

[Register here.](#)

## LCC consultations

Lincolnshire County Council's current grant funding agreement with the **Lincolnshire Council for Voluntary Youth Services (LCVYS)** is due to end on 31 March 2026. As a result, the council will decide on the future of the arrangement.

To inform the decision-making process, the council is launching a consultation, asking people for their views. You can take part online at [www.letstalk.lincolnshire.gov.uk/lcvys](http://www.letstalk.lincolnshire.gov.uk/lcvys) until 30 January 2026.

The current contract for the council's **Best Start Lincolnshire Inclusion Service** is due to end on 31 August 2026. As a result, the council will decide on the future of the service.

To inform the decision-making process, the council is launching a consultation, asking people for their views. You can take part online at [www.letstalk.lincolnshire.gov.uk/bsl-inclusion](http://www.letstalk.lincolnshire.gov.uk/bsl-inclusion) until 30 January 2026.

## [View the latest Highways News](#)

## SLCC: New National Body Launched to Support Monitoring Officers

A new national body, the Association of Monitoring Officers (AMO), has been launched to provide a professional voice and support network for monitoring officers, deputy monitoring officers, and aspiring monitoring officers.

Aiming to promote excellence in local government governance, AMO will champion the status and importance of the monitoring officer role, actively work to influence national policy and legislative developments, and provide a platform to model good governance, ethical leadership, and statutory integrity.

Established by Lawyers in Local Government (LLG), the AMO Committee is a formal committee of the LLG Board and operates within the LLG governance framework.

Rachel Mckoy has been appointed as Executive Director, and Helen Bradley, Director of Legal and Democratic Services at Durham County Council, as AMO's first Chair.

[Read more about AMO.](#)



# Lincolnshire Show 2026

The Lincolnshire Show 2026 takes place on Wednesday and Thursday 17 Jun 2026, 08:00 – 18 Jun 2026, 19:00.

LALC had a marquee at the Show in 2025 and is considering its plans for 2026 if there is enough interest from member councils to support it.

If any Parish or Town Council in Lincolnshire might be interested in having a stand within a LALC marquee we would like to hear from you.

Likely commitment is expected to be a fee of £300-£500 (amount to be confirmed) and one or two persons to be present over the two days to man their stand. Each stand will probably need a display, leaflets and free gifts / prizes to give away. Set up must be completed on site Tuesday 16<sup>th</sup> June 2026 during the day. Exit from the site can take place after 7pm on Thursday 18<sup>th</sup> June. The fee would include entry fee for up to two persons per day to the show.

Early notice is being given in case you need to include this in your budgets and also LALC need to consider if the event is feasible early in 2026 when we finalise orders/booking.

If interested, please get in touch by email: [enquiries@lalc.co.uk](mailto:enquiries@lalc.co.uk)



Lincolnshire County Council Budget 2026-27 consultation

Lincolnshire County Council's executive met to agree initial budget proposals for the authority, that include millions of pounds of savings and reducing the council's future debt and borrowing.

At this stage, the council's budget can be balanced with these savings and by increasing the county council's element of council tax by 4.99%. However, other options for lower council tax rises are being considered and a decision will be taken following your feedback.

The budget proposal considers three scenarios for 2026/27:

- Scenario 1 (4.99%, balanced budget in 2026/27)
- Scenario 2 (4.49%, deficit position of £2m in 2026/27)
- Scenario 3 (3.99%, deficit position of £4m in 2026/27)

What do you and your council think? Share your thoughts before **5pm on 27 January 2026**:

- Complete the [survey](#)
- Email us on [budgetconsultation@lincolnshire.gov.uk](mailto:budgetconsultation@lincolnshire.gov.uk)
- Write to Financial Services, Lincolnshire County Council, County Offices, Newland, Lincoln. LN1 1YL

We'll share your feedback with the Executive on 3 February where they will consider the final budget for recommendation to the Council meeting on 20 February 2026.



## SLCC: Planning and Infrastructure Bill Now in Force

The Planning and Infrastructure Bill came into force on 18th December 2025.

A key part of the government's reforms aimed at modernising the planning system and infrastructure in England, some of the key measures the Bill contains are:

- accelerating the delivery of major infrastructure projects such as new reservoirs, roads, and electricity infrastructure, including through changes to the nationally significant infrastructure projects process
- enabling electricity bill discounts of up to £2,500 over ten years for communities affected by new pylons and transmission infrastructure
- a new system for developers to offset environmental impacts
- making it easier for bodies, including town and parish councils, to acquire land through compulsory purchase orders
- streamlining the approval process for new electrical vehicle charging points on roads

It also enables the government to introduce regulations on the size of local authority planning committees and requiring their members to undertake mandatory training as well as introducing a national scheme of delegation for determining planning applications.

[More information about the Bill and its contents can be found here.](#)



## PKF Littlejohn feedback on the 2024-24 audit

PKF Littlejohn have provided their feedback on the 2024-2025 limited assurance reviews.

**Insufficient explanation of variances** remains the most common reason for queries being raised with the clerks. Each year's files are stand alone and, as per the Practitioners' Guide, the smaller authority needs to be able to demonstrate that it understands the reason for the year on year variance. Please see extract below:

*2.37. Authorities need to understand the changes in income and expenditure from year to year and their significance. The RFO needs to produce an explanation of significant variances in annual levels of income, expenditure and balances shown in Section 2 of the Annual Governance and Accountability Return that provides a sufficiently detailed and meaningful analysis and explanation of the reasons for the change.*

The main issues are in relation to Box 4, staff costs and Box 9, fixed assets. It is not sufficient to just say that we paid more in wages and NI; why did the smaller authority pay more? Did the number of hours worked increase and if so by how many? Was the rate of pay increased and by how much? Were there additional members of staff and how much were they paid? Similarly, were new assets acquired and at what value? Were previously omitted items now included and if so, has the prior year figure also been restated to reflect this omission? We cannot just accept a full cashbook or payroll summary. This does not provide the 'why' narrative that we need.

**AGARs are processed and worked on in strict date order of receipt.** If the AGAR has been approved and is ready to be submitted to us, this should be done as soon as possible to ensure we contact the clerks with any questions as early as we can. If a clerk is going to be on holiday or unavailable for a period of time, it would be useful to be notified of this with the submission, and an alternative contact provided if appropriate.

**Intermediate testing** – a reminder that it applies to all smaller authorities that have income or expenditure over £200k but also an additional random sample of 5% of smaller authorities that would otherwise only be subject to a basic review based on their income and expenditure levels. The evidence that we request changes each year as the assertions are tested on a cyclical basis. We only need to receive the evidence requested for the assertion/s we have selected to test. This should not be an additional burden to the clerks as we are only requesting evidence to be submitted to us that should already be being produced as part of the smaller authority's procedures; it should not be being produced purely for the purpose of the limited assurance review.

**Any prior year 'other matters' and 'except for' matters should be actioned as appropriate.** If it requires a change to a figure reported that appears as a comparative on the current year AGAR, then this needs to be reflected. Similarly, if we have suggested that we are expecting a 'No' response to a certain Section 1 Assertion, please provide supporting evidence if this is not the case. Failure to acknowledge and action a prior year reporting matter may lead to a further reporting matter, usually an 'except for' matter, in the current year report.

**Email addresses.** Guidelines on acceptable email address formats have been included in the Practitioners' Guide for a number of years. However, the requirements have become more prescriptive, and compliance will be covered by Assertion 10 for the 2025/26 year end. During our limited assurance work in respect of 2023/24 and 2024/25 we noted that whilst most smaller authorities do have a compliant email address, this is not always the one that is used for correspondence. We would like to remind the clerks that it is advisable to always use an official email address for all smaller authority communications. Where it comes to our attention that a smaller authority does not have a compliant email address, we have, and will continue to, raise this as an 'except for' matter in our report.

**Assertion 10 will be new for the 2025/26 year end.** The Practitioners' Guide includes details of what a 'Yes' response means and what is needed to confirm compliance. If a smaller authority has any questions or queries on this new assertion, they should reach out to their local association for further guidance and support.

**Working from home allowance** is a Box 6 expenditure item and should not be included in Box 4 as a staff cost. This is as set out in the Practitioners' Guide. Please be aware of the definition of 'staff costs' for the purpose of the completion of the AGAR as this may vary from what may be expected. Please see the extract below from the Practitioners' Guide:

2.16 .....The following are not staff costs for the purpose of Line 4; mileage and other travelling and subsistence allowances, "Homeworking allowance" that is, an allowance paid to cover the extra costs of working from home, the provision of work-related training, the reimbursement of childcare or other carers costs, the reimbursement of a staff members subscription to the Society of Local Council Clerks, the provision of office supplies such as laptop, scanner or stationery and consultants and agency staff. The definition of "staff costs" for the purposes of Line 4 may differ from what is, or is not, treated as taxable earnings by HMRC. In as much as this is a change of reporting basis, corresponding figures from the preceding year must be restated in a similar basis.

**A reminder that where a response to an internal control objective on the Annual Internal Audit Report is 'No', 'N/A' or 'Not covered', we require an explanation to be provided by the internal auditor.** It is not sufficient for a clerk to inform us of the reason. It needs to be communicated by the internal auditor to us either via a note on the AGAR form, a separate note to accompany the submission or by reference to the detailed internal audit report. Where no explanation is provided to us from the internal auditor, we would need to raise an 'other matter' in our report stating this.

NALC's new Chair, Councillor Iain Hamilton representing the Merseyside Association of Local Councils, has

## LCC Winter gritting

LCC grit priority roads when road temperatures drop to around 0.5°C. This includes:

- all A and B roads
- at least one route from each of the county's main villages
- where possible, at least one road within 500m of all primary and secondary schools
- roads linking all main NHS hospitals, train and bus stations
- additional public service and school bus routes depending on various risk factors, such as historical accident data, pupil numbers and geographical risk factors

During prolonged snowfall, we fit ploughs to our gritters. We may also call upon farmers and contractors to assist with snow clearing.

[View the LCC gritting routes.](#)

### When we grit

From October to April, we work with the Met Office to monitor weather conditions around the clock. Our 43 gritting crews are on-call 24/7.

We grit based on weather forecasts, road surface temperature and dampness, air temperature and humidity.

When we grit, we try to do so either before the ice has set or once the snow has settled. Be aware that high-purity white salt is not always visible on the road.

### Why roads might still be icy

This can be because:

- it takes time for the salt to take effect
- high winds or sudden rain can take the salt off the road
- if the road surface temperature drops below -7°C gritting is less effective
- if the road surface temperature drops below -15°C, gritting doesn't work at all

For updates on our gritting operations, follow @LincsCC\_roads on Twitter.

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## SLCC Reminder: Rough Sleeping in Waste Bins

Serious and potentially fatal risks are posed by rough sleepers who seek shelter in large commercial or communal waste bins and may be inadvertently tipped into waste-collection trucks.

Simple control measures for businesses who manage large commercial bins and storage areas, and those who collect the waste, are set out in the Health and Safety Executive's (HSE) guidance on its website.

The guidance includes:

- increased risk factors, such as unsafe storage areas and bins being too accessible
- duties of waste producers and/or businesses managing bin storage areas
- what waste collectors need to do
- what you should do if people are found in bins

**Please read HSE's guidance on preventing people getting into large waste and recycling bins.**

Councils are encouraged to share this information as appropriate.

[HSE have published further information on why businesses should check their bins.](#)

## Upcoming NALC events

## Mastering Asset Management: Navigating new responsibilities

28 January 2026, 12pm – 1.15pm

## Beyond the Precept: Funding solutions for smaller parish and town councils

11 February 2026, 12pm – 1.15pm

## Future Leaders: Attracting young talent to parish and town councils

25 February 2026, 12pm – 1.15pm

## The Housing Puzzle: Putting parish and town councils at the heart of the solution

25 March 2026, 12pm – 1.15pm

[View more details about NALC events.](#)

## Aubergine guides on accessibility

Website designers [Aubergine](#) have published the following useful guides:

- [How Parish & Town Councils Can Create Accessible Agendas and Minutes in Microsoft Word](#)
- [Website accessibility tips for parish & town councils](#)