

19/20

Annual Report

WEST SUSSEX ALC LIMITED
COMPANY NO. 8500937
REGISTERED IN ENGLAND



Suite C, Sackville House
Brooks Close
Lewes, BN7 2FZ

01273 830200
www.ssalc.co.uk

Company Profile

WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS

The Association is affiliated to the National Association of Local Councils

PRESIDENT Michael Chater OBE

VICE PRESIDENT The Earl of Lytton DL

VICE PRESIDENT Cllr A Grant

VICE PRESIDENT Dr J Godfrey DL

CHAIRMAN Cllr T Oliver

VICE CHAIRMAN Cllr M A Beal

CHIEF EXECUTIVE Trevor Leggo

DEPUTY CHIEF EXECUTIVE Mrs Anne Bott

OFFICE, TRAINING & EVENTS MANAGER Mrs Anna Beams

ADMINISTRATION AND FINANCE ASSISTANT Mrs Jodi Wilson

HONORARY SOLICITOR Roger Taylor

TREASURER/COMPANY SECRETARY Mark Mulberry

REGISTERED OFFICES Suite C, Sackville House

Brooks Close, Lewes

East Sussex, BN7 2FZ

01273 830200

trevor.leggo@ssalc.co.uk

www.ssalc.co.uk

Company Directors

Chairman

Cllr Terry Oliver: Horsham District Association

Vice Chairman

Cllr Mike Beal: Chichester District Association

Directors

Cllr A Nicklen: Adur District Association

Cllr L D Richardson: Arun District Association

Cllr M W Warden: Arun District Association

Cllr P S Baxter: Horsham District Association

Cllr R T H Jackson: Mid Sussex District Association

Cllr T Steer: Mid Sussex Association

Roger Taylor: Honorary Solicitor

Mark Mulberry: Treasurer/Company Secretary

Chairman's Report

As we look back over 2019/20 we started with elections and ended with Covid 19, two entirely different happenings but both creating change for member councils.

The elections in May 2019 were similar in many ways to those four years earlier. Only 10% of Councils had contested elections and a very large number struggled to attract candidates. Between May and October at our training events we saw almost 700 new councillors (or those more experienced who attended as a refresher). With a total of 2800 local councillors across the three counties, this represents 25% of all Councillors which is an encouraging figure.

A sad fact is that many of our councils continue to experience misunderstanding and conflicts between the Clerk and Councillors. This is sometimes the result of poor behaviour on the part of some councillors who are able to ignore the Code of Conduct as it contains no effective sanctions for those ignoring its provisions. At the end of January 2019 the Committee on Standards in Public Life issued its Report to the Prime Minister recommending changes; these include the reintroduction of meaningful sanctions available to Standards Committees on the advice of a Monitoring Officer. In our Annual Report last year we anticipated Parliamentary time being found to adopt the necessary primary legislation but this has still not happened.

Chairman's Report

As reported in our SSALC bulletins, In November 2019 the SSALC Board commissioned a Strategy Review designed to examine all aspects of SSALC's activities across the three counties This covers:

- Training
- Overheads
- Staffing
- Professional services
- Governance
- Income generation

As part of the review, and In order to ensure the approach to training fully met Member Councils needs, a Panel comprising the three Vice Chairmen met with those who had expressed an interest in joining the training team and, as a result we welcomed Keith Robertson – Finance for smaller councils, Flo Churchill – Planning Associate and Steven Trice – New clerks, to augment the existing team. As a result of Covid and the need to refocus our need to assisting members with Covid related matters it has not been possible formally to conclude work on the review. That has however had a positive effect as our Covid related experiences on issues such as training and accommodation needs has provided a different perspective of the way forward which can be fed in to the review.

Chairman's Report

Although this Report only covers the period to 31st March 2020 the last two weeks of March heralded challenges we and our member councils could not have possibly imagined. Councils have responded well to social distancing, the technology of remote meetings, the provision of support to vulnerable people in their communities and the management of facilities for which they might have responsibility. Since 17th March SSALC staff have worked from home but maintained the standards of service and level of training our member councils have come to expect.

At a national level we are working very closely with NALC which itself is having to adjust to staff working from home but has embraced technology to bring CALCs and Assembly members together.

We cannot offer any service without dedicated staff and professional associates and I extend my thanks for their support.

I also extend grateful thanks to our President, Vice Presidents and Board Members for their wisdom and support.

Finally, I should like to offer my grateful thanks to all our member Councils for your many kind comments on our service and for your input into how we can further improve our services going forward.

Cllr Terry Oliver, Chairman West Sussex ALC Ltd

West Sussex ALC Limited

REPORT OF THE DIRECTORS AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 March 2020

West Sussex Alc Limited

Company Information
for the Year Ended 31 March 2020

DIRECTORS:

M A Beal
R T H Jackson
M L Mulberry BA (Hons) FCCA CTA
R S Taylor
T Oliver
A Nicklen
M W Warden
Mrs L D Richardson
P S Baxter
T Steer

SECRETARY:

Mulberry Secretarial Services Limited

REGISTERED OFFICE:

Suite C
2nd Floor Sackville House
Brooks Close
Lewes
East Sussex
BN7 2FZ

REGISTERED NUMBER:

08500937 (England and Wales)

ACCOUNTANTS:

Williams & Co Chartered Accountants
8-10 South Street
Epsom
Surrey
KT18 7PF

SOLICITORS:

Hedleys Solicitors LLP
6 Bishopsmead Parade
East Horsely
Surrey
KT24 6SR

West Sussex ALC Limited

West Sussex Alc Limited

Report of the Directors for the Year Ended 31 March 2020

The directors present their report with the financial statements of the company for the year ended 31 March 2020.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of a membership organisation for Town and Parish Councils in West Sussex.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2019 to the date of this report.

M A Beal
R T H Jackson
M L Mulberry BA (Hons) FCCA CTA
R S Taylor
T Oliver
A Nicklen

Other changes in directors holding office are as follows:

Mrs V M Court - resigned 31 May 2019
Councillor A E A Gardiner - resigned 16 April 2019
L Pocock - resigned 31 May 2019
M W Warden - appointed 30 July 2019
Dr I P Gibson - resigned 31 May 2019
Mrs L D Richardson - appointed 1 June 2019
P S Baxter - appointed 25 June 2019
T Steer - appointed 1 June 2019

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



Mulberry Secretarial Services Limited - Secretary

Date: 25/09/20

West Sussex ALC Limited

West Sussex Alc Limited

Income Statement for the Year Ended 31 March 2020

	31.3.20 £	31.3.19 £
TURNOVER	115,909	112,153
Cost of sales	(29,508)	(28,890)
GROSS SURPLUS	86,401	83,263
Administrative expenses	(74,466)	(52,194)
OPERATING SURPLUS and SURPLUS BEFORE TAXATION	11,935	31,069
Tax on surplus	-	-
SURPLUS FOR THE FINANCIAL YEAR	<u>11,935</u>	<u>31,069</u>

West Sussex ALC Limited

West Sussex ALC Limited (Registered number: 08500937)

Balance Sheet 31 March 2020

	Notes	31.3.20 £	31.3.19 £
CURRENT ASSETS			
Cash at bank		46,551	19,643
CREDITORS			
Amounts falling due within one year	3	(25,294)	(10,321)
NET CURRENT ASSETS		<u>21,257</u>	<u>9,322</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>21,257</u>	<u>9,322</u>
RESERVES			
Income and expenditure account		<u>21,257</u>	<u>9,322</u>
		<u>21,257</u>	<u>9,322</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

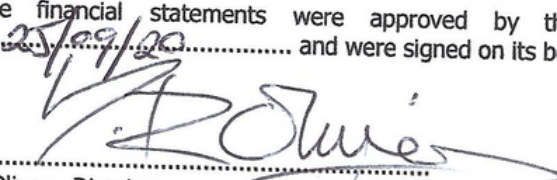
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

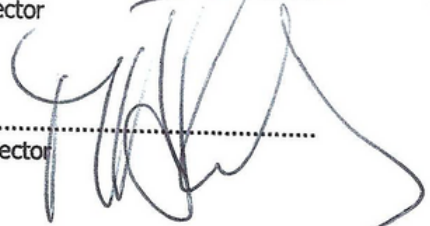
The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on 25/09/20 and were signed on its behalf by:


T Oliver - Director


M A Beal - Director

West Sussex ALC Limited

West Sussex Alc Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

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.

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 NIL (2019 - NIL).

3. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
Payments on account	£ -	£ 2,221
Trade creditors	25,294	8,100
	<u>25,294</u>	<u>10,321</u>

West Sussex ALC Limited

Chartered Accountants' Report to the Board of Directors on the Unaudited Financial Statements of West Sussex Alc Limited

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of West Sussex Alc Limited for the year ended 31 March 2020 which comprise the Income Statement, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of West Sussex Alc Limited, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of West Sussex Alc Limited and state those matters that we have agreed to state to the Board of Directors of West Sussex Alc Limited, as a body, in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than West Sussex Alc Limited and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that West Sussex Alc Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of West Sussex Alc Limited. You consider that West Sussex Alc Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of West Sussex Alc Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



Williams & Co Chartered Accountants
8-10 South Street
Epsom
Surrey
KT18 7PF

Date: 25th September 2020

West Sussex ALC Limited

West Sussex Alc Limited

Detailed Income and Expenditure Account for the Year Ended 31 March 2020

	31.3.20		31.3.19	
	£	£	£	£
Turnover				
Membership subscriptions	86,226		83,384	
NALC affiliation fees	29,683		28,769	
	<u> </u>	115,909	<u> </u>	112,153
Cost of sales				
Affiliation fees		29,508		28,890
GROSS SURPLUS		<u>86,401</u>		<u>83,263</u>
Expenditure				
SSALC management charges	74,453		52,181	
Legal fees	13		13	
	<u> </u>	74,466	<u> </u>	52,194
NET SURPLUS		<u>11,935</u>		<u>31,069</u>

SSALC Limited

REPORT OF THE DIRECTORS & FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 March 2020

DIRECTORS:

Mr M L Mulberry BA (Hons) FCCA CTA
Mr R S Taylor
Mr M A Beal
Mr T Oliver
Mr A Nicklen
Mr P N B Perdue
Mr S W Cosser
Mr D Pankhurst
Mr A J L Barnes
Mrs L D Richardson
Mrs C R O'Keeffe

SECRETARY:

Mulberry Secretarial Services Limited

REGISTERED OFFICE:

Suite C
2nd Floor Sackville House
Brooks Close
Lewes
East Sussex
BN7 2FZ

REGISTERED NUMBER:

08512101 (England and Wales)

ACCOUNTANTS:

Williams & Co Chartered Accountants
8-10 South Street
Epsom
Surrey
KT18 7PF

SSALC Limited

Report of the Directors for the Year Ended 31 March 2020

The directors present their report with the financial statements of the company for the year ended 31 March 2020.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of a provider of management and training services to the associations and their members of local councils in East Sussex, West Sussex and Surrey.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2019 to the date of this report.

Mr M L Mulberry BA (Hons) FCCA CTA
Mr R S Taylor
Mr M A Beal
Mr T Oliver
Mr A Nicklen
Mr P N B Perdue
Mr S W Cosser

Other changes in directors holding office are as follows:

Dr R J Olliver - resigned 31 May 2019
Mr L D Ribbens - appointed 25 July 2019 - resigned 31 December 2019
Mr K B D Stevens - resigned 6 February 2020
Mrs K J Moss - resigned 28 February 2020
Mrs V M Court - resigned 31 May 2019
Mr H Fitzgerald - resigned 28 February 2020
Mr S M Mclachlan - resigned 31 May 2019
Mr D Pankhurst - appointed 27 February 2020
Mr A J L Barnes - appointed 1 June 2019
Mrs L D Richardson - appointed 1 June 2019
Mrs C R O'Keefe - appointed 24 July 2019

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:


.....
Mulberry Secretarial Services Limited - Secretary

Date: 
.....

SSALC Limited

Income Statement for the Year Ended 31 March 2020

	31.3.20 £	31.3.19 £
TURNOVER	306,748	228,035
Cost of sales	<u>(82,697)</u>	<u>(48,268)</u>
GROSS PROFIT	224,051	179,767
Administrative expenses	<u>(220,593)</u>	<u>(229,542)</u>
OPERATING PROFIT/(LOSS)	3,458	(49,775)
Interest receivable and similar income	<u>44</u>	<u>497</u>
PROFIT/(LOSS) BEFORE TAXATION	3,502	(49,278)
Tax on profit/(loss)	<u>-</u>	<u>-</u>
PROFIT/(LOSS) FOR THE FINANCIAL YEAR	<u><u>3,502</u></u>	<u><u>(49,278)</u></u>

SSALC Limited

Balance Sheet 31 March 2020

	Notes	31.3.20 £	31.3.19 £
CURRENT ASSETS			
Debtors	3	72,545	43,346
Cash at bank and in hand		27,939	56,907
		<u>100,484</u>	<u>100,253</u>
CREDITORS			
Amounts falling due within one year	4	(9,376)	(12,647)
		<u>91,108</u>	<u>87,606</u>
NET CURRENT ASSETS			
		<u>91,108</u>	<u>87,606</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>91,108</u>	<u>87,606</u>
CAPITAL AND RESERVES			
Called up share capital		3	3
Retained earnings		91,105	87,603
		<u>91,108</u>	<u>87,606</u>
SHAREHOLDERS' FUNDS		<u>91,108</u>	<u>87,606</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

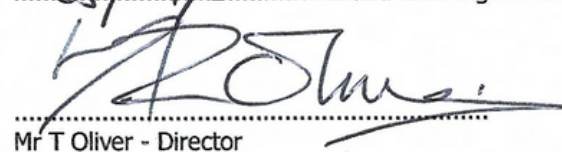
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

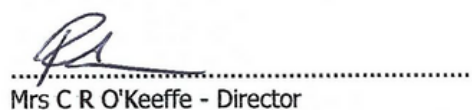
The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- 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 profit or loss 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 in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on 25/09/20 and were signed on its behalf by:


Mr T Oliver - Director


Mrs C R O'Keeffe - Director


Mr S W Cosser - Director

SSALC Limited

Notes to the Financial Statements for the Year Ended 31 March 2020

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.

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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to profit or loss on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

2. EMPLOYEES AND DIRECTORS

	31.3.20	31.3.19
	£	£
Wages and salaries	115,854	129,242
Social security costs	8,196	9,209
Other pension costs	3,511	2,473
	<u>127,561</u>	<u>140,924</u>

The average number of employees during the year was as follows:

	31.3.20	31.3.19
Administrative Staff	<u>4</u>	<u>4</u>

3. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Trade debtors	60,854	34,939
VAT	2,868	-
Prepayments and accrued income	8,823	8,407
	<u>72,545</u>	<u>43,346</u>

SSALC Limited

Notes to the Financial Statements - continued for the Year Ended 31 March 2020

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.20	31.3.19
	£	£
Trade creditors	5,699	4,615
Social security and other taxes	3,411	3,347
VAT	-	889
Other creditors	-	3
Credit card	50	-
Accrued expenses	216	3,793
	<u>9,376</u>	<u>12,647</u>

5. VAT GROUP ELECTION

The company holds a VAT group election with East Sussex ALC Limited, West Sussex ALC Limited and Surrey ALC Limited.

SSALC Limited

Chartered Accountants' Report to the Board of Directors on the Unaudited Financial Statements of Ssalc Limited

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Ssalc Limited for the year ended 31 March 2020 which comprise the Income Statement, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Board of Directors of Ssalc Limited, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Ssalc Limited and state those matters that we have agreed to state to the Board of Directors of Ssalc Limited, as a body, in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Ssalc Limited and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Ssalc Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Ssalc Limited. You consider that Ssalc Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Ssalc Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.



Williams & Co Chartered Accountants
8-10 South Street
Epsom
Surrey
KT18 7PF

Date: 25th September 2020

SSALC Limited

Trading and Profit and Loss Account for the Year Ended 31 March 2020

	31.3.20		31.3.19	
	£	£	£	£
Turnover				
Membership subscriptions	170,511		137,158	
Sales of literature - LCR	2,830		3,961	
Sales of literature - General	1,472		556	
Courses	125,285		78,270	
Commercial activities	6,650		8,090	
		306,748		228,035
Cost of sales				
Courses	77,455		37,610	
SERCAF Contributions & costs	163		921	
Literature - LCR	2,035		3,478	
Literature - General	1,124		1,474	
Grant Expenditure	1,120		1,660	
Support services	800		3,125	
		82,697		48,268
GROSS PROFIT		224,051		179,767
Other income				
Deposit account interest		44		497
		224,095		180,264
Expenditure				
Rent	14,293		14,070	
Rates and water	5,720		5,592	
Insurance	1,334		1,402	
Wages	115,854		129,242	
Social security	8,196		9,209	
Pensions	3,511		2,473	
Other staff costs	721		5,943	
Telephone	3,129		3,300	
Post and stationery	5,447		8,748	
Travelling	10,732		9,714	
IT and website	10,539		13,625	
Room Hire & Refreshments	1,075		3,777	
Sundry expenses	5,480		1,431	
Accountancy	6,488		7,368	
Subscriptions	320		-	
Legal & Professional fees	24,415		12,543	
Bad debts	3,309		1,073	
		220,563		229,510
		3,532		(49,246)
Finance costs				
Bank charges	30		-	
Credit card	-		32	
		30		32
NET PROFIT/(LOSS)		3,502		(49,278)



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Brooks Close
Lewes, BN7 2FZ

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