

STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION

ANNUAL REPORT & ACCOUNTS 2022-23



SPCA ANNUAL REPORT & ACCOUNTS 2022-23

INTRODUCTION TO THE SPCA

Office Address: Eastgate House, 79 Eastgate Street, STAFFORD, Staffordshire ST16 2NG
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Staff

Chief Executive: Andrew McRae (until 31 July 2022)
Lisa Horritt (from 01 August 2022 until May 2023)
Robert Pettigrew (from July 2023)

Training Officer Ian Cruise-Taylor (from August 2022)

What is the SPCA? Staffordshire Parish Councils' Association (SPCA) is a not-for-profit organisation for all parish and town councils across the county of Staffordshire on a subscription basis. In essence, it is a membership organisation comprising parish and town councils.

The SPCA is one of forty-three county associations of local councils (CALCs) across the country. The Association provides a range of services tailored to help its member councils to achieve their objectives and serve their communities.

SPCA provides regular bulletins, which provide the latest news on changes affecting parish and town councils; advice, guidance and support is provided to all members. SPCA also provides a comprehensive programme of training and development for parish and town councillors, as well as for clerks and officers to ensure that they are well-equipped to discharge their roles in delivering the first tier of local government. The Association also represents councils in discussions with other local authorities – particularly Staffordshire County Council and the districts and boroughs throughout the county – as well as local and national organisations working in collaboration to support the sector and the communities that they serve.

SPCA Executive Committee

Councillor Michael Allen	Houghton (Stafford)	(2024)	Vice-President
Councillor Pat Ansell	Cannock Wood (Cannock)	(2024)	Chairman/Vice-P
Councillor Lewis Anderson	Clerk: Outwoods	(2023)	Vice-President
Councillor Nigel Caine	Perton (South Staffordshire)	(2023)	
Councillor Emma Coleman	Clerk: Tatenhill & Rangemore	(2023)	
Councillor Isabella Davies	Doxey (Stafford)	(2023)	
Councillor Tony Holmes	Forsbrook (Stafford)	(2023)	President
Councillor Barrie Houlihan	Uttoxeter (East Staffordshire)	(2024)	
Councillor Victor Kelly	Penkridge (South Staffordshire)	(2024)	Vice-Chairman
Councillor Anthony Minshall	Penkridge (South Staffordshire)	(2023)	
Councillor Richard Painter	Swindon (South Staffordshire)	(2024)	
Councillor Graham Payne	Gnosall (Stafford)	(2024)	
Councillor Wayne Rogers	Biddulph (Staffordshire Moorlands)	(2023)	
Councillor Robert Watkin	Ellaston (East Staffordshire)	(2024)	
Alan Toplis	Hon. Auditor	(2024)	

Policy & Resources Committee: Councillors Pat Ansell (Chairman); Michael Allen; Lewis Anderson; Emma Coleman; Tony Holmes; Victor Kelly (Vice-Chairman); Richard Painter

Staffing Committee: Councillors Victor Kelly (Chairman); Lewis Anderson; Tony Holmes.
Standing Deputies: Councillors Emma Coleman and Richard Painter

CHIEF EXECUTIVE'S REPORT

There is something distinctively anachronistic about drafting a report for a period pre-dating your involvement in an organisation. Nonetheless, it is part of my early explorations into the recent history of the SPCA – and, continuing a trend which involved the contributions in the 2021-22 Annual Report covering a period when the then Chief Executive had also moved on. Let's hope that this report is not part of a yet further continuing series!

From an SPCA Executive perspective, the year 2022-23 started with concerns about the recent performance of the West Midlands Ambulance Trust. My predecessor, Lisa Horritt, took up the role of Chief Executive following the retirement of Andrew McRae on 01 August 2022. At the same time, a new training officer, Ian Curtis-Taylor, started with the SPCA. We became VAT-registered, and restructured the Executive, with a view to planning for the long term. This restructuring introduced an allocation of places to the SPCA Executive Committee based on membership by district (or borough), and included a non-voting honorary Auditor and space for two clerks. Changes to the subscription structure would be necessary to address a forecast deficit of around £6,000; especially in the context of increased staffing and activity.

A five-year plan was considered in September 2022, which identified that there would be a growing financial deficit for the foreseeable future. The need to tackle this had been identified by the SPCA's Auditor, not least so that an adequate service could continue to be provided to members. The Executive was concerned that the deficit should not be tackled solely by the increase in subscription levels alone, and other sources of income (to include additional services and funding) should be explored.

The decision to absorb NALC subscription increases and the absence of account taken for electorate growth had left the subscription system out of equilibrium. An updated system of bands would ensure that parity was established between member councils. This adjustment will mean that, in 2023-24, some Councils would see a reduction in the cost of their subscription; others would see no change, and some would see an increase.

In December 2022, training was identified as a significant part of the Association's strategy for the coming year, with the then Chief Executive and training officer set to deliver courses alongside current partner trainers. Other priorities identified for 2023 included networking and communication and health & wellbeing. The pressure on staffing resources was noted, with two part-time staff (a total of just forty-eight hours in total) could limit ambitions and deliverables.

From 2023, one of the main priorities has been the development of a project with Staffordshire County Council, which would see a part-time Health & Wellbeing Officer employed to work on relationship-building, networking and engagement with parish and town councils across the county; creating and promoting resources, and communicating this to councils. Outcomes would be to improve relationships with parish and town councils, improved understanding and confidence in contributing to population health and wellbeing, developing case studies, sharing best practice and increasing the reach of community-based funding opportunities and activities. Similar projects had already been started in at least two other county areas, with funding supplied to their respective county associations by their county councils.

SPCA also joined a human resources and legal advice service through the payment of a retainer to external providers: Personnel Advice & Solutions for HR-related issues. This commenced immediately after this reporting period, from 01 April 2023.

Robert Pettigrew
Chief Executive

10 October 2023

STATEMENT OF ACCOUNTS 2022-23

Income and Expenditure Year to 31 March 2023

2021-22(£)	Income	2022-23 (£)
869.22	Interest/Dividends	1,959.08
8,750.00	Grants Received	8,750.00
48.75	Sale of Publications	99.70
56,790.00	Subscriptions	59,880.94
23,219.24	Training	10,869.84
0	Annual Report/AGM sponsorship	600.00
83.00	Miscellaneous	54.62
£89,760.21	TOTAL	£82,214.18

2021-22 (£)	Expenditure	2022-23 (£)
£300.00	Meetings	£735.78
£0.00	Annual Meeting costs	£288.00
£53.56	Postage	£52.95
£289.97	Insurance	£289.97
£80.95	Printing Costs	£87.53
£15.60	Purchases for re-sale	£203.64
£49,186.42	Salaries &c	£46,800.00
£3,876.80	Pensions	£4,063.61
£0.00	Recruitment expenses	£288.00
£29,371.18	NALC subscriptions	£30,625.86
£12,658.13	Training costs	£5,220.55
£106.50	Bank charges	£105.90
£316.50	Computer & Software	£348.40
£0.00	Professional Fees	£120.00
£0.00	Travel	£35.29
£0.00	Staff Training	£1,762.50
£40.70	Miscellaneous	£137.00
£96,287.41	TOTAL	£91,164.98

(£6,527.20) Surplus Income (Expenditure)

(£8,950.80)

Balance Sheet as at 31 March 2023

Opening Balance (as at 01 April 2022)	£81,532.49
Income	£82,214.18
Expenditure	£91,164.98
Closing Balance	£72,581.69
<i>Represented by:</i>	
CCLA Property Fund	£30,000.00
CCLA Cash Fund	£25,992.75
Unity Bank Current Account	£24,668.96
Trade Debtors	£6,624.41
Trade Creditors	£829.30
VAT liability	£626.31
TOTAL	£72,581.69

Independent Examiner's statement: In connection with my examination there are no matters that have come to my attention which give me any reasonable cause to believe that the records were not a true record of the accounting transactions of your organisation.

I have also examined the method by which your organisation accounts for accruals and pre-payments with regard to specific matters and I am satisfied from the evidence provided that the proper implementation of Income & Expenditure accounting these do give a true reflection of the monies attributable to the fiscal year. The implementation of the Sage Accounting system represents a major improvement in accurate management information and will allow a greater degree of comparison in future years.

A copy of the accounting statements which accord with the balances on your bank accounts at the year end and represent a fair analysis of the transactions.

Alan Toplis
Independent Examiner

06 October 2023