

III ALDC



# Annual General Meeting

2023

## Agenda

1. Apologies for Absence
2. Minutes of the Annual General Meeting held on 15 October 2023 (Page 3)
3. Report of the Management Committee (Page 9)
4. Audited Accounts 2022 (Page 16)
5. Appointment of Auditors 2023  
That Azets (formerly Garbutt and Elliott) be appointed as Auditors for 2023.
6. Motions

### A Membership Fees 2024

That the membership fee for 2024 is set at £8.00/month per month (2022 £7.50/month) for individuals and remain at £2.50/month extra for additional members (2022 £2.50).

(Proposed: Management Committee)

7. Urgent Business (notified to the Chair before the start of the meeting)
8. ALDC Campaigner Awards 2023

# Annual General Meeting 15 October 2022, Minutes

Online

## 1. Present

89 members of the Association.

## 2. Apologies for absence

14 members of the Association .

## 3. Welcome

Ros Scott, ALDC President, welcomed members to the Annual General Meeting.

## 4. Minutes of the meeting held on 4 September 2021

Agreed as a correct record.

## 5. Management Committee Report

Tim Pickstone presented the report of the Management Committee, reporting on the success of the 2022 local elections and year-round in local authority by-elections, improvements in ALDC's campaigning output and continuing increase in membership levels.

The results of the elections to the 2022-24 Management Committee were noted. Tim thanked the outgoing Management Committee and ALDC's volunteers.

Ros Scott asked that the AGM place on record it thanks to the staff team who have worked so hard through such a difficult year.

## 6. Audited Accounts 2021

Sarah Boad presented the 2021 Audited Accounts and noted the deficit in that year, and the continuing challenges in relation to inflationary pressures. Sarah thanked grant makers and donors for their generous support.

The Accounts were noted.

## 7. Appointment of Auditors 2022

Pete Dollimore proposed and Brendan Stubb seconded that Azets be appointed as Auditors for 2022. This was agreed.

## 8. Constitutional Amendments

Katie Hall proposed and Prue Bray seconded amendments to the Constitution. The following was agreed by a two-thirds majority:

In article 3) Delete: Specified Associated Organisation Replace with: Affiliated Organisation of the Party.

In article 8) Add, after Party member: "or Registered Supporter"

In article 7) (i) Add at the end: The decision must be reduced to writing and communicated to the individual within one week of its being taken.

Add new 7) (iii) and renumber accordingly. The committee may additionally make a

complaint about the person to the Party's disciplinary process in the event that the Committee's decision is to refuse, suspend or withdraw the person's Membership of the Association and the Committee believes that the person's activities or conduct may also bring the Party into disrepute or are not compatible with the Party's fundamental values and objectives

In 7) (iv) Delete: Such an appeal may only be made if they believe the process has not been correctly followed and not just because they do not agree with the outcome.

Replace with: If no such appeal is received in writing by the Appeals Panel within one calendar month from the date of the decision, then that appeal right shall cease.

Add new 9) and renumber accordingly" Members must abide by the Party's data protection rules as laid out in the Member's Data Protection Code.

In 11) (i) Delete: "Welsh Assembly" Replace with: "Senedd Cymru"

## 9. Motions

### A Membership Fees 2023

Darryl Smalley proposed and Sarah Boad seconded that the membership fee for 2022 is £90 with an additional £30 for additional members.

This was agreed.

### B Honorary Vice-Presidents

Prue Bray proposed and Katie Hall seconded that the following be appointed as Honorary Vice-Presidents of ALDC in recognition of their outstanding contribution to local campaigning, Liberal Democrat Local Government and to ALDC.

Councillor Ruth Dombey OBE

Sheila Ritchie

Sir Andrew Stunell OBE

Councillor Howard Sykes MBE

This was agreed.

**Ends**

## Management Committee

Elected October 2023

### Officers

**President:** Tim Farron MP - Westmorland & Furness

**Chair:** Councillor Prue Bray - Wokingham UA; Winnersh Parish Council

### Vice-Chairs:

Katie Hall - Bath & North East Somerset

Councillor Darryl Smalley - City of York UA, Rawcliffe Parish Council; Clifton Without Parish Council

**Secretary:** Simon Drage - Lambeth

**Treasurer:** Councillor Sarah Boad - Warwickshire CC; Royal Leamington Spa Town Council

**English Representative:** Edward Sainsbury - Basildon

**Scottish Representative:** Councillor Ian Yuill - City of Aberdeen

**Welsh Representative:** Mike O'Carroll - City and County of Swansea

### Ordinary Members:

Councillor Ade Adeyemo - Solihull MBC

Councillor Mike Drew - South Gloucestershire UA; Yate Town Council

Councillor Julie Ireland - Bromley LBC

Councillor Heather Kidd - Shropshire UA; Chirbury with Brompton Parish; Worthen with Shelve Parish

Richard Kilpatrick - Manchester City Council

Councillor Kate O'Kelly - West Sussex CC; Chichester DC

Callum Robertson - Tower Hamlets

Councillor Tim Verboven - Kensington & Chelsea LBC

Councillor Alex Wagner - Shropshire UA; Shrewsbury Town Council

Councillor Chris White - Hertfordshire CC; St Albans City and District Council

## Sub Committees

### Audit and Governance Sub-Committee

<p><b>Officers (2)</b></p> <p>Katie Hall (Chair) Sarah Boad</p>	<p><b>Co-Opted (4)</b></p> <p>Victor Chamberlain (Southwark) John Hale (Ealing) Rod Nathan (Hertfordshire) Willie Wilson (Perth and Kinross)</p>
<p><b>Management Committee (4)</b></p> <p>Ade Adeyemo Julie Ireland Callum Robertson Tim Verboven</p>	<p><b>Staff Representative (1)</b></p> <p>Andrada Ben Hamed</p>

### Campaigns Sub-Committee

<p><b>Officers (2)</b></p> <p>Simon Drage (Chair) Darryl Smalley</p>	<p><b>Co-Opted (4)</b></p> <p>Adam Hood (Southwark) Hannah Kitching (Barnsley) Paul Trollope (Westmorland &amp; Furness) Dine Romero (BANES)</p>
<p><b>Management Committee (4)</b></p> <p>Kate O’Kelly Richard Kilpatrick Alex Wagner Ian Yuill</p>	<p><b>Staff Representative (1)</b></p> <p>Glyn Preston</p>

### Membership and Fundraising Sub-Committee

<p><b>Officers (2)</b></p> <p>Sarah Boad (Chair) Prue Bray</p>	<p><b>Co-Opted (4)</b></p> <p>Victoria Atherstone (Cheltenham) John Kelly (Warwick) Mary Regnier-Wilson (Chelmsford) Simon Werner (Windsor and Maidenhead)</p>
<p><b>Management Committee (4)</b></p> <p>Mike Drew Edward Sainsbury Tim Verboven Ian Yuill</p>	<p><b>Staff Representative (1)</b></p> <p>Alex Warren</p>

## Policy Sub-Committee

<p><b>Officers (2)</b></p> <p>Darryl Smalley (Chair) Katie Hall</p>	<p><b>Co-Opted (4)</b></p> <p>Susan Juned (Stratford), FPC Councillor Rep Lucy Nethsingha (Cambridgeshire), FPC Councillor Rep Peter Thornton (Westmorland and Furness), LGA FPC Non-voting member Ian Shires (Walsall)</p>
<p><b>Management Committee (4)</b></p> <p>Heather Kidd Richard Kilpatrick Mike O'Carroll Chris White</p>	<p><b>Staff Representative (1)</b></p> <p>Thom Campion</p>

## Management Committee Attendance

	Nov 22	Feb 23	Jul 23	Sep 23
<b>Ade Adeyemo</b>	Yes	Apols	Yes	Apols
<b>Prue Bray</b>	Yes	Apols	Yes	Yes
<b>Sarah Boad</b>	Yes	Yes	Yes	Yes
<b>Simon Drage</b>	Yes	Yes	Yes	Yes
<b>Mike Drew</b>	Yes	Yes	Yes	Yes
<b>Tim Farron</b>	Apols	Apols	Apols	Apols
<b>Katie Hall</b>	Yes	Yes	Yes	Yes
<b>Julie Ireland</b>	Yes	Yes	Yes	Apols
<b>Heather Kidd</b>	Yes	Yes	Yes	Apols
<b>Richard Kilpatrick</b>	Yes	Yes	Yes	Apols
<b>Mike O'Carroll</b>	Yes	Yes	Yes	Yes
<b>Kate O'Kelly</b>	Yes	Yes	Yes	Apols
<b>Callum Robertson</b>	Yes	Yes	Yes	Apols
<b>Edward Sainsbury</b>	Yes	Yes	Yes	Yes
<b>Darryl Smalley</b>	Yes	Yes	Yes	Yes
<b>Tim Verboven</b>	Apols	Yes	Apols	Yes
<b>Alex Wagner</b>	Yes	Apols	Yes	Apols
<b>Chris White</b>	Apols	Yes	Yes	Yes
<b>Ian Yuill</b>	Yes	Yes	Apols	Yes
<b>Staff Rep</b>	Yes	Yes	Yes	Yes

## **Staff List (September 2023)**

### **HQ Team (based at Salford Quays, Greater Manchester)**

Chief Executive, Councillor Tim Pickstone  
Deputy Chief Executive, Ed Stephenson  
Business Development Manager, Abi Bell  
Finance and Database Officer, John Bridges  
Volunteering and Events Officer, Andrada Ben Hamed  
Campaigns and Communications Officer, Councillor Charles Quinn  
Campaigns and Communications Officer, Councillor John Potter  
Membership Officer, Councillor Alex Warren  
Campaigns and Communications Intern, Rowan Fitton

### **Field Team (working remotely)**

Head of Development, Richard Cole  
Development Officer (England), Councillor Thom Champion  
Development Officer (Scotland) Councillor James Calder  
Development Officer (Wales) Councillor Glyn Preston  
Development Officer (England), Zöe Franklin  
Development Officer (England), Councillor Hannah Perkin

### **Thank you to staff leaving in the last year:**

Campaigns and Communications Intern, Councillor Alan Good  
Campaigns and Communications Intern, Paul Heilbron  
Development Officer (England), Councillor Caroline Leaver  
Campaigns Organiser, Councillor Frankie Singleton  
Fundraising and Grants Officer, Councillor Chris Twells



## Another Successful Year for Liberal Democrats in Local Government

Nothing makes us happier than seeing more Liberal Democrat councillors, and more Liberal Democrat run Councils.

On 4 May this year, we were defending approximately 1,200 council seats in England. This was on the back of 700 gains made in the 2019 local elections, the best single set of local elections (in terms of net gains) in the Party's history.

### The results were a brilliant step forward:

- **1,628 principal Lib Dem councillors elected** (and **countless more** Town & Parish councillors).
- A **net gain of 407** Lib Dem council seats.

We **successfully defended all 17** of the Liberal Democrat councils we were in majority control (Mole Valley, Eastbourne, Woking, Eastleigh, Winchester, Bath and North East Somerset, Cotswold, North Devon, Hinckley and Bosworth, Oadby and Wigston, St Albans, Watford, Three Rivers, North Norfolk, Chelmsford and Hull).

We **gained majority control of 12** further councils (Unitary councils in Windsor and Maidenhead and West Berkshire, and District Councils of Chichester, Dacorum, Guildford, Horsham, Mid Devon, South Hams, Stratford on Avon, South Oxfordshire, Surrey Heath and Teignbridge).

At the latest count 67 councils now have a Lib Dem leader. In total over 80 councils will have Liberal Democrats as part of the administration. **This is the largest level of Liberal Democrat council control for decades.**

Elections don't always go our way, and there were particularly difficult results where in Bedford, where we lost our elected Mayor Dave Hodgson by the narrowest of margins, and in both York and Torbay where excellent Lib Dem-led administrations have sadly now been replaced by our opponents.

Right across the country this situation has been repeated week after week with local by-elections. Just counting principal council elections, we've seen 25 gains and 4 'Lib Dem holds' in the last year.

Elections are won by hard work on the ground, so thank you to everyone who worked so hard to deliver such amazing results and who are working hard right through the year as councillors and as local activists.

As we've highlighted in some of our key achievements below, ALDC works hard to give you the information, the resources and the tools to succeed in local elections and in our work as councillors.

But we couldn't do it without you. Firstly, thank you to everyone who continues to support ALDC every day by being a member. In July this year we passed another membership milestone, welcoming our 4,500th ALDC member – the highest membership in our 56 year history.

Thank you too to everyone who has been able to donate to our work. The ALDC Fighting Fund (which pays for our weekly by-election grants and also enables us to have permanent staff in both Scotland and Wales), and the annual LDC Local Election Appeal are made up entirely of your donations. The seats we gained are a direct result of your generosity, which is very much appreciated.

Finally a thank you to the individuals that make ALDC work. Our volunteers who mean that we are able to deliver as many training events as we do, those who sit up on Thursday night reporting by-election results, and those who serve on our committees and sub-committees. And of course our small staff team, all great Lib Dem campaigners in their own right, who work so hard to deliver an excellent service to our members.

Councillor Prue Bray

Councillor Tim Pickstone

Chair

Chief Executive

## 2022-23 Highlights

### Training and Development

ALDC Kickstart is the 'flagship' training event for Liberal Democrat activists. In the last year we have welcomed so many activists to both the November and July Kickstart weekend, which take place at Yarnfield Park in Staffordshire. Each weekend is packed with training choices, mentor and group work, guest speakers and one-to-one learning. At the July event we also host, together with the LGA Liberal Democrat Group, the Liberal Democrat Councillors Weekend. At both Kickstart weekends in the last year we've also run delivered Agent's training, together

with our colleagues at the Compliance Team at LDHQ. This year it was brilliant to see teams who came to learn how to win elections in 2022, come back as large council groups in 2023! If you've not been to Kickstart before then please try to come. It is the best way to learn, and be inspired, to go out and win more elections and be great Lib Dem councillors.

Outside of Kickstart training continues year round. Online we run training webinars (all free to attend). We had our highest ever attendance at our summer learning programme – online training webinars

particularly focused at newly elected councillors, with 510 attendees. Training also takes place at both Federal Party conferences, Scottish and Welsh conferences and English regional conferences where we can.

Our Development Officers are able to work with Council Groups on the ground, whether it is advice on guidance for group leadership, local training delivery and regional events and, in particular, reaching out to new and smaller council groups with an offer of support. Councillors who find themselves 'on their own' on a Council have been brought

together in a network. All Council Groups in 'group membership of ALDC' (the vast majority of Council groups) are entitled to a facilitated 'Group Development Day' each year, for which we make extensive use of the generous time of experienced volunteers.

In Scotland this is focused on the 150 rising initiative – great plans for 150 or more Lib Dem councillors in Scotland. In Wales we're led on a recent initiative to work with wards starting out with their first Focus in an intensive programme.



**Cllr Sarbie Kang**  
Surrey Heath

**"I was only elected in May. Kickstart was an opportunity to come and learn as well as pick up information from existing councillors.**

The sessions were informative, interesting and I can take lots back to my local party. There are 10 of us from Surrey Heath

here, and we are all brand new councillors. We can now take home a lot of information that was given to us.

It's going to be really valuable for our next 4 years. Creating press releases, how to get information to our voters, using social media and hopefully getting a

member of parliament elected as well.

**I would recommend Kickstart, not just for new councillors, but to existing ones. Information changes day by day. Everyone can benefit and I would recommend it highly."**

## Guidance and Support

ALDC is open for advice to our members Monday-Friday right through the year. Thank you to everyone who got in touch in the last year with queries on being a councillor, campaign tips, election law, technology problems and local party issues. Advice is available by phone, email and online. A skilled staff member is on advice duty every day and we aim to respond to you on that day or the next working day if the query comes in late afternoon.

ALDC also engages with an experienced Barrister, to be able to provide formal legal advice to our members on councillor-related issues. Please note on both these services it is strictly 'ALDC member-only', it is too late to join if the problem has already happened!

A full set of resources online, this includes 'Toolkits' (website pages packed with information and resources) on being

a councillor, council group, being an agent, by-elections and more. These include some formal pieces of guidance which ALDC maintains on behalf of the wider party (e.g. the Council Group 'model standing orders', the processes, forms and rules for local election approval and selection, and councillor contributions 'tithing'.

Every week, members receive an update email with what's new on our website. Over the year this includes details of model council motions (built up now into a great resource on our website) and also a issue based 'Campaign Pack', roughly once a month on a different campaign theme. We've worked with a number of campaigner organisations on campaign ideas which fit in with Lib Dem principles, and have also worked with them to put on joint events at Conferences etc.

Members receive our Local Campaigner magazine and the quarterly ALDC Newsletter in the post, accompanied by other resources. Also available are our MyCouncillor websites, available free to any ALDC member, and the Registr upload service for marked registers.



Call the ALDC advice line  
Monday to Friday on  
0161 302 7532 for bespoke  
support and advice.

## Templates and Bulk Buys

All of us make good use of leaflets and letters to our voters (hopefully all year round!). ALDC is providing our members with high quality templates and content for you to use locally.

In response to what you told us, we made all our election templates available online a long time in advance on when you will need them. (IE, all the templates for the election time released before Christmas, which has hopefully enabled you to plan ahead and be flexible about 'when to use what when'. Everything we do is available to customise yourself as an Affinity template, or to localize quickly in our online ALDC Artworker system (which requires no software.)

Throughout the year we work with our printer partners (a Lib Dem led company called Election Workshop), to bring you special offers and 'bulk buy deals' on regular items that we all

need. This ranges from staples like Christmas cards and calendars, Thank you focuses and direct mail. It was brilliant to see so many of you using our 'Three Leaflet Deal' offer in the elections this year (three quality colour leaflets for the election campaign itself) with 2.4 million leaflets going through our printer partners.

Direct mail is an increasingly important part of what we all do. We offer a monthly (then nearly weekly at election time), direct mail buy-in date for hand delivery and posted delivery (if we call post letters out at the same time we can take advantage of significant bulk-postage discounts). We're particularly pleased to see so much direct mail going through our direct debit bulk-buy deals in the 2023 elections with 163,000 posted letters and 430,000 letters for hand delivery going through during the campaign and campaign run-up.

**Everything you need at [aldc.org/leaflets](http://aldc.org/leaflets)**

**Best practice examples with Leaflet of the Week.**

**Great templates in three seasons, with bulk buys to boot.**

**More regular drop in content to localise or just use.**

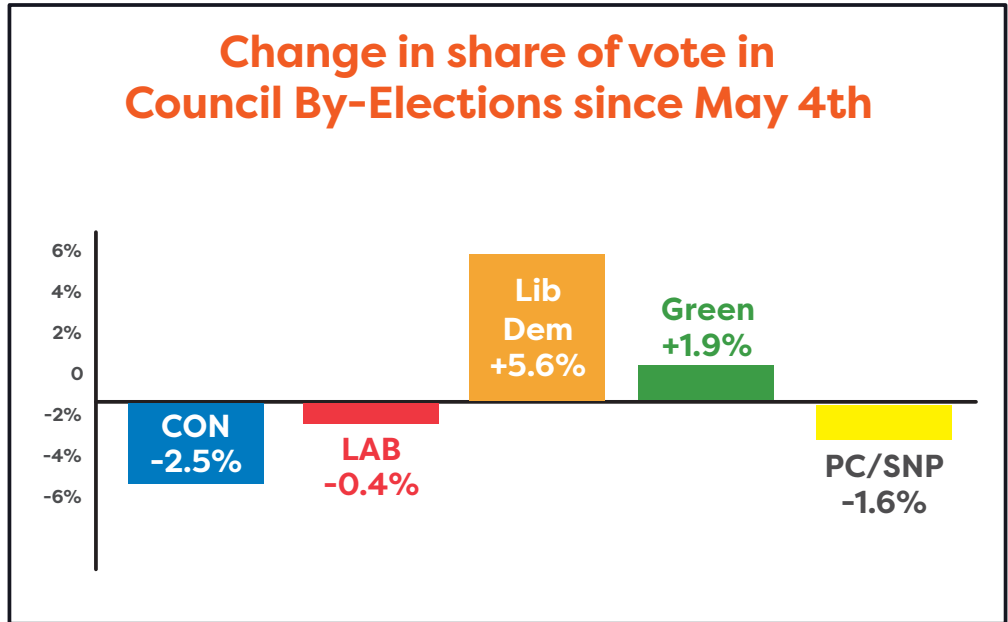
**Campaign inspiration with over 20 campaign packs this year.**

### Grants

ALDC administers three grant schemes to help Liberal Democrats win more local elections. This has been over £64,141 paid out in grants over the last year.

We administer G8, made up of funding from the Federal, English, Scottish and Welsh Party. In 2023 G8 awarded funding to 123 wards totalling £41,673. The funding was in the form of paid for posted direct mail, which we have found is the most effective way to add to your own local campaigning. In total, 135 councillors were elected who received support.

The ALDC Local Election Appeal, made up entirely of your generous donations, supported 54 wards with additional



mailings to postal voters. 58 people were elected as Councillors. In the application process we are clear that we want to help increase diversity in our elected councillors. 80% of the wards we supported in 2023 had a candidate from a group currently under-represented in Liberal Democrat

local government (women, ethnic minority, LGBT+, disabled and young). In addition we partnered with LGBT+ Liberal Democrats to support 19 extra wards with LGBT+ candidates.

Finally, the ALDC Fighting Fund is funding winning local by-election campaigns all year

round. Each month we are able to support winnable by-elections (winnable either this time or as a stepping stone to winning in the next regular election). In the last year we have been able to fund 28 by-elections.

We've continued to work well with so many other parts of



Some recent by-election winners. From left: Cllr Brett Wright (East Sussex), Cllrs Chris West & Nick Viney (West Devon) and Cllr Ryan Priest (Dudley)

## Working across the Party

the Party. We do a lot of work in partnership or in coordination with our colleagues at the LGA Liberal Democrat Group. ALDC delivers to the LGA Be a Councillor programme for Liberal Democrats, as well as the popular Next Generation Programme for future leaders in local government. The LGA Group sponsors the joint Councillors Weekend and we work together on a joint Lib Dem local government programme for both Federal conferences.

We've particularly grown our work with other Party Bodies in recent years. ALDC provides the 'secretariat' for the Party Bodies Forum, which brings together the different Associated Organisations. With Young Liberals we deliver the Future Councillor Programme, bringing younger members together to work on getting elected. (I am delighted to say that

80% of last year's cohort of young people are now councillors.) LGBT+ Lib Dems work with us to deliver financial support for LGBT+ candidates in the local elections. We provide HR and payroll services to the Green Liberal Democrats and host their Intern in our offices on Salford Quays.

With both the Scottish and the Welsh Partys, we jointly fund a Development Officer for each country, contribute to the G8 fund, and ALDC members in those countries organise as the ASLDC and ALDC Cymru. The English Party jointly fund a Volunteering Officer and programme with ALDC, as well as being generous supporters of the G8 grants fund. The Federal Party provides a grant to ALDC, contributes the G8 fund and we work well with many different parts of the Federal Party team.

As well as a good working relationship on the ground,



ALDC provides staffing services to most English Regional Parties, either in the form of line management for Regional Development Officers, or in some regions HR and payroll services for staff. We have a long-standing arrangement with some of the local parties in Greater Manchester to run a (paid) internship programme which provides an excellent career start for so many young people.

Finally we work hard to coordinate the councillor and local campaigner input into the decision making structures

of the Board. We coordinate the input of the elected 'principal councillor' reps, and many other councillors on a Federal Committees Group to ensure our voice is heard loudly at a national level.



# **The Association of Liberal Democrat Councillors**

Annual Report  
for the Year Ended

**31 December 2022**



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## Report of the Registered Treasurer

The Management Committee present their report and the audited accounts for the year ended 31 December 2022.

### Reference and Administrative Details of the Association, its Officers and Advisors

The Association of Liberal Democrat Councillors ("ALDC") is the representative body of Liberal Democrat Councillors in Great Britain. ALDC is a Specified Associated Organisation (SAO) of the Liberal Democrat Party.

#### Operating address:

2.07 Boat Shed  
16 Exchange Quay  
Salford  
M5 3EQ

#### Association officers:

President	Baroness Ros Scott of Needham Market (until November 2022) Tim Farron MP, Westmorland and Lonsdale (from November 2022)
Chair	Councillor Prue Bray
Vice-Chairs	Katie Hall Councillor Darryl Smalley
Treasurer	Councillor Sarah Boad
Secretary	Simon Drage

**Auditors:** Azets Audit Services Limited  
33 Park Place  
Leeds  
LS1 2RY

**Bankers:** National Westminster Bank plc  
11 Spring Gardens  
Manchester  
M2 1FB

### Structure and Governance

The organisation aims to secure the election of Liberal Democrat Councillors, and to support councillors once elected. We represent Liberal Democrat Councillors and local government campaigners within the broader party.

ALDC is the successor organisation to the Association of Liberal Councillors (ALC) and the Association of Social Democratic Councillors (ASDC), tracing our roots back to Liberal councillors first coming together in the 1960s.

ALDC is a membership organisation. Membership is open to any member of the Liberal Democrats, though in practice most of the members are councillors or local government campaigners. Members elect a Management Committee to serve for a period of two years. A new committee was elected in November 2022 to serve for two years.

### **Structure and Governance (continued)**

The Management Committee employs a staff team, most of whom are based at our offices in Salford, Greater Manchester with a small team of Development Officers who work across the country. In Scotland and Wales our Development Officers are staff jointly funded with the Scottish and Welsh Liberal Democrats.

We provide employment and line management services to most English Regional Parties, to employ a network of Regional Development Officers, as well as providing HR services for a number of local party organisers. We also work with local parties in Greater Manchester to run a successful paid intern scheme.

- We also rely heavily on the work of volunteers, particularly to deliver our busy training programme. The committee would like to place on record its thanks to the staff team, and to our amazing volunteers, for their continuing commitment.
- The organisation is delivering against its 2021-25 Strategic Plan, agreed at the end of 2020. The priorities for 2021-2025 are:
  - More Liberal Democrat Councillors, at every level, across Great Britain.
  - Enabling Liberal Democrat Councillors to effectively deliver a Liberal Democrat difference for the communities they serve.

### **Financial Review**

In 2022 the Management Committee have reported a deficit of £68,609 (restated 2021: surplus of £33,977).

The year was financially challenging, principally due to increased costs as a result of price increases and the Local Government Pay Award, which were not matched by increases in income. In addition, the sad death of Queen Elizabeth II in September 2022 led to irrecoverable costs and lost income as a result of the cancellation of the Autumn Federal Conference.

After this deficit the Association has reduced fund balances, the bulk of which are held within the Fighting Fund and Local Election Appeal funds.

### **Income Strategy**

The largest sources of income are from membership fees and grants from the Liberal Democrats and the Joseph Rowntree Reform Trust (JRRT), and from donations to our Fighting Fund and Local Election Appeal. We remain grateful for the continued commitment of the members, the Federal, English and Scottish Liberal Democrats, JRRT and others for their support. Other income comes from trading activities such as conferences, events, publication sales and mailings.

### **Going concern**

The Strategic Plan plans our financial situation on a rolling three-year basis. An Income Strategy has been adopted to ensure that the Association has the income it requires to deliver its objectives.

Specific actions are in place in 2023 and planned for 2024 to ensure that the organisation returns quickly to a positive balance sheet following the 2022 deficit.

## Review of Political Activities

Achievements in 2022 included:

### - Winning Elections and Winning Local Elections

ALDC continued to support local Liberal Democrat campaigners to compete in the 2022 English, Welsh and Scottish local elections, as well as preparation for the scheduled 2023 English local elections. The Liberal Democrats made net gains of 224 seats in the 2022 local elections, moving forwards in England, Scotland and Wales. This included taking overall control in two Councils following local government reform in Somerset and Westmorland and Furness, as well as gaining overall control in Hull, Woking and Gosport.

ALDC's work towards local elections included delivering a full range of literature templates, including through our online literature portal ALDC Artworker. We delivered a full grants programme for the Party's joint local election grants scheme, G8, of which ALDC provides the secretariat, and through the ALDC Local Election Appeal grants scheme. We provided advice to our members through our advice line, online toolkits and through a new edition of the Pick a Ward and Win It book.

### - Supporting our Councillors and local campaigners

The organisation works hard to support elected Liberal Democrat councillors and to build up the volunteer campaigning capacity of the Liberal Democrats. We have done this through our Development Officer field, kindly supported by the Joseph Rowntree Reform Trust and by working with English Regional Parties, through a programme of local volunteers, training at conferences and our own residential Kickstart weekends.

We were able to deliver physical Kickstart weekends in both July and November 2022, and accompanied these with a continuing programme of online training through the year. Alongside the July Kickstart Weekend we delivered a successful Councillors Weekend alongside our partners at the LGA Liberal Democrat Group.

In Scotland our Development Officer worked as part of the team in Scotland through their General Election. In Wales, after a short gap, we were pleased to appoint a new permanent Welsh Development officer, jointly funded with the Welsh Party.

### - Strong Organisation

The Fighting Fund appeal continued and has enabled us support local parties to fight council by-elections. We raised funds for the 2022 Local Election Appeal with the fund particularly focuses on supporting candidates from groups currently under-represented in local government.

The Management Committee would like to take the opportunity to thank people who make ALDC possible: our volunteers, staff team, members and people who support the Association financially through grants and donations.

## Reserves Policy

The Management Committee have adopted a Reserves Policy which is reviewed annually. This sets out that the organisation will hold reserves:

- To provide stability and some capacity in the event of an unexpected problem with income, expenditure or cash flow,
- Because monies have been given for a specific purpose and not yet spent on that purpose,
- To 'save up' for specific items or projects.

### Reserves Policy (continued)

The Reserves Policy target sets out the desired range reserves should fall in, based on current expenditure commitments. In 2022 this is between £90,000 and £120,000. The Management Committee has plans to meet the minimum Reserves Policy target over a period of two years.

### Auditors

The auditor, Azets Audit Services Limited, have indicated their willingness to stand for reappointment at the Annual General Meeting.

### Statement of Registered Treasurer's Responsibilities

The Registered Treasurer of the association is required by the Political Parties, Elections and Referendums Act 2000 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the accounting unit and of its surplus or deficit for that period. In preparing those financial statements, the Registered Treasurer is required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Region will continue in business.

Section 41 of the Act requires that the Registered Treasurer is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the accounting unit at that time and to enable him or her to ensure that the financial statements comply with the Act.

Section 43 of the Act requires that the Registered Treasurer is responsible for delivery of the statement of accounts to the Electoral Commission by the required deadline.

The Registered Treasurer is also responsible for safeguarding the assets of the accounting unit and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Registered Treasurer has taken all steps they ought to have taken to make themselves aware of any information required by the auditor for the purpose of their audit and to establish that the auditor is aware of that information. The Registered Treasurer is not aware of any relevant information of which the auditor is unaware.

The financial statements were approved by the Registered Treasurer of The Association of Liberal Democrat Councillors on 27/06/2023.....

*Sarah Boad*

Sarah Boad  
**Registered Treasurer**

## **Independent Auditor's Report to the Management Committee of The Association of Liberal Democrat Councillors**

### ***Opinion***

We have audited the financial statements of The Association of Liberal Democrat Councillors ('The association'), for the year ended 31 December 2022 which comprise the Income and Expenditure Account, the Balance Sheet and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the Statement of Accounts Guidance Notes issued by the Electoral Commission.

In our opinion, the financial statements:

- give a true and fair view of the state of the association's affairs as at 31 December 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with the Statement of Accounts Guidance Notes issued by the Electoral Commission, except as where stated in the other audit matters section of this report; and
- have been prepared in accordance with the requirements of the Political Parties, Elections and Referendums Act 2000.

### ***Basis for opinion***

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of The Region in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Conclusions relating to going concern***

In auditing the financial statements, we have concluded that the registered treasurer's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the association's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the registered treasurer with respect to going concern are described in the relevant sections of this report.

### ***Other information***

The Registered Treasurer is responsible for the other information. The other information comprises the information included in the Annual Report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **Independent Auditor's Report to the Management Committee of The Association of Liberal Democrat Councillors**

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### ***Responsibilities of the Registered Treasurer for the financial statements***

As explained more fully in the statement of Registered Treasurer's responsibilities set out on page 5, the Registered Treasurer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Registered Treasurer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Registered Treasurer is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Registered Treasurer intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

### ***Auditor's responsibilities for the audit of the financial statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### ***Extent to which the audit was considered capable of identifying irregularities, including fraud***

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and

## **Independent Auditor's Report to the Management Committee of The Association of Liberal Democrat Councillors**

appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the charitable company through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.
- Independent Auditor's Report to the Registered Treasurer of Wales Liberal Democrats
- Performing audit work over the timing and recognition of revenue and in particular whether it has been recorded in the correct accounting period.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

### ***Other audit matters***

As explained in note 1 to these financial statements, Statement of Accounts Guidance Notes issued by the Electoral Commission includes reference to membership income being recognised on a cash basis, this is a departure from the general principle of accruals accounting which has been followed in the preparation of the financial statements. On this basis and after discussion with the Electoral Commission, membership income has been recognised on an accruals basis.



## **Independent Auditor's Report to the Management Committee of The Association of Liberal Democrat Councillors**

### ***Use of the our report***

This report is made solely to The Association of Liberal Democrat Councillors as a body in accordance with section 43 of the Political Parties, Elections and Referendums Act 2000. Our audit work has been undertaken so that we might state to The Association Officers of The Association of Liberal Democrat Councillors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Association Officers of The Association of Liberal Democrat Councillors as a body for our audit work, for this report, or for the opinions we have formed.

*Azets Audit Services Limited*

**Matthew Grant (Senior Statutory Auditor)**  
For and on behalf of Azets Audit Services Limited

28/06/2023  
.....

Chartered Accountants  
Statutory Auditor

33 Park Place  
Leeds  
LS1 2RY

## Income & Expenditure Account For the year ended 31 December 2022

		2022	(as restated) 2021
	Notes	£	£
<b>Income</b>			
Membership subscriptions		289,003	285,078
Sponsorship		1,500	2,000
Grants and donations	2	337,546	338,045
Conferences and other events	3	12,936	11,760
Projects and activities	4	129,723	163,999
Other income	5	8,950	12,267
Staff costs recharged	7	352,696	328,505
Fighting fund	17	30,203	31,200
<b>Total income</b>		<b>1,162,557</b>	<b>1,172,854</b>
<b>Expenditure</b>			
Costs of projects and activities	6	178,408	203,298
Wages and salaries – own staff	7	482,535	444,152
Wages and salaries – recharged staff and interns	7	379,601	364,208
Fighting fund staff costs	7	22,027	18,005
Running costs	8	135,902	122,312
Conferences	9	18,225	2,290
Other expenses	10	48,445	50,707
<b>Total expenditure</b>		<b>1,265,143</b>	<b>1,204,972</b>
<b>Deficit for the year</b>		<b>(102,586)</b>	<b>(32,118)</b>
Funds brought forward at 1 January 2022		33,977	66,095
<b>Funds carried forward at 31 December 2022</b>	<b>17</b>	<b>(68,609)</b>	<b>33,977</b>

The income and expenditure account has been prepared on the basis that all operations are continuing operations.

There were no recognised gains or losses other than those included in the Income and Expenditure Account.

The notes on pages 12 to 19 form part of the financial statements.

## Balance Sheet at 31 December 2022

	Notes	2022 £	(as restated) 2021 £
<b>Fixed assets</b>	<b>14</b>	1,909	5,127
<b>Current assets</b>			
Debtors	<b>15</b>	36,419	59,174
Cash at bank and in hand		25,697	28,198
Total current assets		62,116	87,372
<b>Liabilities</b>			
Creditors: amounts falling due within one year	<b>16</b>	132,634	58,522
Net current liabilities		(70,518)	28,850
<b>Net liabilities</b>		(68,609)	33,977
<b>Reserves</b>			
General fund		(86,660)	15,944
Local Election Appeal Fund		-	2,805
Fighting fund		18,051	15,228
	<b>17</b>	(68,609)	33,977

The financial statements were approved by the Registered Treasurer of The Association of Liberal Democrat Councillors on 27/06/2023.....

*Sarah Boad*

Sarah Boad  
Registered Treasurer

The notes on pages 12 to 19 form part of the financial statements.

## Notes forming part of the Financial Statements For the year ended 31 December 2022

### 1 Accounting policies

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the principles set out in the Electoral Commission's Statement of Accounts Guidance Notes. Whilst the Statement of Accounts Guidance Notes issued by the Electoral Commission includes reference to membership income being recognised on a cash basis, this is a departure from the general principle of accruals accounting which has been followed in the preparation of the financial statements. On this basis and after discussion with the Electoral Commission, membership income has been recognised on an accruals basis.

The principal accounting policies that have been applied are as follows:

#### Basis of preparation

In accordance with the constitution of Association of Liberal Democrat Councillors ("the Region") the financial statements deal solely with its own activities. They do not include the income, expenditure, assets or liabilities of the local Parties within its geographical remit, except to the extent that control of those local parties has been assumed by the Region in accordance with its constitution. They also do not include the activities of operations undertaken by election agents appointed by election candidates.

#### Going concern

Notwithstanding a financial loss for the year ended 31 December 2022, and reporting net liabilities of £68,609 (2021 – net assets £33,977) as at the balance sheet date, the financial statements of the association have been prepared on a going concern basis which the officers consider to be appropriate.

The Strategic Plan plans our financial situation on a rolling three-year basis. An Income Strategy has been adopted to ensure that the Association has the income it requires to deliver its objectives.

Specific actions are in place in 2023 and planned for 2024 to ensure that the organisation returns quickly to a positive balance sheet following the 2022 deficit

#### Income recognition

Income is recognised when all of the following conditions have been met:

- The association is entitled to the asset;
- There is reasonable certainty that the asset will be received; and
- The value of the asset can be measured with reasonable certainty.

Applying these criteria to specific types of income results in the following treatment:

- Donations of monetary assets and liquid investments are recognised in the income and expenditure account on receipt.
- Grants are recognised in the income and expenditure account when the conditions for receipt have been met.
- Membership and subscription fees that are not in arrears are recognised in the income and expenditure account in the period to which they relate. Arrears of membership and subscription fees are only recognised in the income and expenditure account if received before the financial statements are approved.
- Interest receivable is recognised in the income and expenditure account on an accruals basis.

## Notes forming part of the financial statements (continued)

### Value added tax

The association is partially exempt for Value Added Tax (VAT). Accordingly, the cost of any relevant VAT which is not recoverable is expenses within other expenses.

### Depreciation and amortisation

Tangible and intangible fixed assets are stated at cost less depreciation and amortisation. Depreciation and amortisation are provided at the following annual rates in order to write off fixed assets less their residual value over their expected useful lives:

Fixtures and fittings	3 years straight line
Office equipment	2 years straight line
Website development costs	3 years straight line

### Pension costs

Contributions to the defined contribution pension scheme are charged to the income and expenditure account in the year in which they become payable.

## 2 Grants and donations

	2022	Re-stated 2021
	£	£
Federal Party	46,000	46,000
Policy development fund	30,000	30,000
The Joseph Rowntree Reform Trust Limited	99,873	98,407
G8 reimbursement	69,360	56,875
English Party	25,000	25,000
Scottish Party	18,574	23,652
Welsh Party	4,630	22,267
Other grants	-	1,351
General donations	44,109	34,493
	337,546	338,045

## 3 Conference and other events income

	2022	2021
	£	£
Local Government conference	12,936	11,760
	12,936	11,760

## 4 Projects and activities

	2022	2021
	£	£
Publication sales	2,298	1,451
Other council support income	51,710	94,855
Register sales	2,955	13,207
Training	72,760	54,486
	129,723	163,999

## Notes forming part of the financial statements (continued)

### 5 Other income

	2022	Re-stated 2021
	£	£
Rental income	2,478	5,082
Other income	6,472	2,185
Legacies	-	5,000
	<b>8,950</b>	<b>12,267</b>

### 6 Costs of projects and activities

	2022	2021
	£	£
Training	90,807	95,472
Council support costs	87,601	107,826
	<b>178,408</b>	<b>203,298</b>

### 7 Wages and salaries

	2022	2021
	£	£
Salaries and wages	441,514	397,490
Social security costs	32,849	30,723
Other pension costs	30,199	33,944
Wages and salaries – own staff	504,562	462,157
Wages and salaries – recharged staff and interns	379,601	364,208
Total wages and salaries expensed	<b>884,163</b>	<b>826,365</b>

The association incurs salary and wages costs relating to the staff of other accounting units, which are recharged to those accounting units at cost plus an agreed per staff member monthly fee £352,696 (2021: £328,505) as at 31 December 2022.

The average number of persons employed directly by the association during the year was as follows:

	2022	2021
Average employee numbers	14	13

## Notes forming part of the financial statements (continued)

### 8 *Running costs*

	2022	2021
	£	£
Office rental and services	36,776	28,774
Telephone, internet and IT costs	16,542	15,118
Staff and volunteer expenses	15,475	15,470
Staff recruitment	2,063	51
Photocopying	1,150	1,019
Online communications	34,420	37,240
Postage	3,901	2,878
General stationery	605	1,157
Publications	5,312	-
Legal and professional	6,754	3,605
Office administration	3,532	4,754
Audit and accountancy	8,000	8,050
Management committee expenses and elections	1,372	1,065
Register purchases	-	2,798
Bad debt	-	333
	135,902	122,312

Audit and accountancy includes £5,250 payable to the auditor in respect of audit fees and £1,500 to the auditor in respect of accountancy services.

### 9 *Conferences*

	2022	2021
	£	£
Conference costs	18,225	2,290
	18,225	2,290

### 10 *Other expenses*

	2022	2021
	£	£
Bank charges	7,994	7,573
Irrecoverable Value Added Tax	32,552	40,148
Transfers to other accounting units	3,200	-
Depreciation	3,219	2,986
Sundry	1,330	-
Fundraising	150	-
	48,445	50,707

### 11 *Taxation*

As an association with no commercial activities, tax is only assessed on investment income above a de minimis level.

## Notes forming part of the financial statements (continued)

### 12 *Prior year adjustments*

Adjustments have been made to prior year figures in relation to the income and expenditure held in The Association of Scottish Liberal Democrat Councillors as a 'state association' of The Association of Liberal Democrat Councillors.

	2021 £
Opening reserves at 1 January 2022 (as previously stated)	28,397
<b>Prior year adjustment:</b>	
Legacies income	5,000
Donation	580
Increase in reported surplus for the year	5,580
Opening reserves at 1 January 2022 (restated)	33,977

In prior year, the Association did not include the transactions from the Association of Scottish Liberal Democrat Councillors as a 'state association' of the Association of Liberal Democrat Councillors. A prior year adjustment has been processed to correct this. This adjustment has had the effect of increasing closing General fund and debtors at 31 December 2021 by £5,580.

### 13 *Intangible fixed assets*

	Website development £
Cost 1 January 2022	51,222
31 December 2022	51,222
Depreciation:	
1 January 2022	51,222
31 December 2022	51,222
Net book value	
31 December 2022	-
31 December 2021	-



## Notes forming part of the financial statements (continued)

### 14 Fixed assets

	Fixtures and fittings £	Office Equipment £	Total £
Cost: 1 January 2022	6,300	69,768	76,068
31 December 2022	6,300	69,768	76,068
Depreciation: 1 January 2022	3,780	67,160	70,940
Charge for the year	1,959	1,260	3,219
31 December 2022	5,739	68,420	74,159
Net book value			
31 December 2022	561	1,348	1,909
31 December 2021	2,250	2,607	5,127

### 15 Debtors

	2022 £	Re-stated 2021 £
Trade debtors	3,358	12,904
Prepayments and accrued income	15,858	40,690
Other debtors	17,203	5,580
	36,419	59,174

### 16 Creditors: amounts falling due within one year

	2022 £	2021 £
Trade creditors	56,434	501
Taxation and social security	45,774	16,520
Deferred income, membership	16,044	22,928
Deferred income, kickstart	-	5,000
Accruals	13,234	13,320
Credit cards	1,148	254
	132,634	58,522

## Notes forming part of the financial statements (continued)

### 17 Reconciliation of movement on reserves

	2022	Re-stated 2021
	£	£
General funds brought forward	15,944	28,569
Deficit for the year	(102,622)	6,868
Deficit relating to Local Election Fund Appeal	(2,805)	(9,184)
Surplus relating to Fighting Fund	2,823	(10,309)
General Funds carried forward	(86,660)	15,944
Local Election Appeal Fund brought forward	2,805	11,989
Donations received	27,611	18,344
Transfer from Fighting fund	3,482	8,274
Local election appeal expenditure	(33,898)	(35,802)
Local Election Appeal Fund carried forward	-	2,805
Fighting fund brought forward	15,228	25,537
Donations received	30,203	31,200
Grants awarded	(8,835)	(15,230)
Staff costs	(22,027)	(18,005)
Training support	-	-
Transfer to Local Election Appeal	3,482	(8,274)
Fighting Fund carried forward	18,051	15,228
Total Funds at 31 December 2021	33,977	66,095
<b>Total Funds at 31 December 2022</b>	<b>(68,609)</b>	<b>33,977</b>

## Notes forming part of the financial statements (continued)

### 18 *Related party transactions*

The organisation is related by constitution with other Liberal Democrat entities, which are registered accounting units within the Party's registration with the Electoral Commission. Transactions with these entities are disclosed in these financial statements as appropriate:

- The Federal Party: A grant of £46,000 is provided for various projects under policy development funds and administration services (Note 2). All amounts have been paid in the year.
- The English Party: A grant of £25,000 is provided for volunteering Project in accordance with Party's budget to provide trainings and increase campaigning capacity (Note 2). All amounts have been paid in the year.
- Scottish Party: A grant of £18,574 for sponsored staff (Note 2). An amount of £4,128 was unpaid at 31 December 2022 this has been accrued and is included in accrued income (Note 15).
- Welsh Party: A grant of £4,630 for sponsored staff (Note 2). All amounts have been paid in the year.
- Local Parties and other party entities: The Association of Liberal Democrat Councillors receive recharge for the services provided to party entities (Note 7).

In addition, some expenses are paid by members of the Regional Executive in the first instance and reimbursed on a strict cost basis. There are no honorarium or other benefits paid to the Region's officers.

### 19 *Lease commitments*

There was a total operating lease commitment in relation to lease of the offices at Salford Quays of £45,525 (2021: £75,116) as at 31 December 2022.

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