



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

28th May 2015

You are hereby summoned to an **EXTRAORDINARY** meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 2nd June 2015** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.15pm when it is hoped to transact the following business.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 13th MAY 2015
5. ANNUAL ACCOUNTS (Appendix 1)

To **approve** Income and Expenditure Account, Balance Sheet and supporting notes to accounts.

6. ANNUAL RETURN (Appendix 2)

To **approve** Section 1 Accounting Statements together with an explanation of variation of 15% and above, and a statement of Income and Expenditure relating to Box 7 and 8 of the return.

7. ANNUAL GOVERNANCE STATEMENT (Appendix 3)

To **approve** the discharge of the Council's responsibilities regarding a sound system of internal Control Measures and Statement reviewed at 11th March 2015 Council meeting.

8. SLCC 'LEADERSHIP IN ACTION' CONFERENCE 18th – 19th JUNE 2015 (Appendix 4)

To **approve** attendance of Town Clerk at a cost of £496.00 including travel from the Staff Training Budget of £2,000

Paul Beckerson
Town Clerk
28th May 2015

Any member who is unable to attend the meeting should send their apologies before the meeting.

DATE OF NEXT MEETING: Tuesday 21st July 2015



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

MINUTES OF THE ANNUAL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 13th MAY 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jill Adair, Mark Bromfield, Patrick Fox, Donald Fraser, Alistair Hanman, Madelaine Hanman-Murphy, Richard Herbert, Valerie Morgan, Carole Mulroney, Dec Mulroney, Ron Owen, Caroline Parker, Helen Robertson, Vivien Rosier and Jane Ward.

Also in attendance: Paul Beckerson (Town Clerk) and two members of the public.

Prior to the meeting prayers were led by Bryan Tolhurst (New Road Methodists)

The meeting opened at 7.30pm

1. OUTGOING CHAIRMAN'S ADDRESS – Cllr Richard Herbert

Good evening,

I would like to start by paying tribute to and thanking all those councillors who have worked so hard and contributed so much for the benefit of the people of Leigh and this Council but have now decided to stand down. Also a big thank you to those who have worked alongside us from Elsie's Place, who have given so much atmosphere to this building through Leigh Lions, helping with events, the local police, the officers and members of the Borough Council and so many other groups and individuals too numerous to list.

A big welcome to all the new faces at this table and thank you for being prepared to accept public office for the benefit of the Town and its residents.

I have enjoyed my year as chairman, met many wonderful people and I hope I have been able assist the Council with all its achievements of the past year none of which would have been possible without the dedication and hard work of our staff and the public service of our councillors.

The Chairman's fund for this year is The Thursday Club and a children's charity.

I look forward to this coming year, and indeed the next four years. We have firm foundations to build on and working together as a team, with a clear vision of what we hope to achieve, we will probably surprise ourselves.

My personal vision of the Town Council, a community body, we bring people together. The services which we provide, the community centre, events, allotments, flower baskets and many others, whilst none of them earth shattering importance in themselves, make Leigh that bit nicer, a special place to live. Sometimes of course we have to fight our corner to preserve those things which are important to us, and we have done.

I am sure all this will continue but with a lot of new ideas and directions as well.

So welcome to the first meeting of this new administration.

The Chairman then requested nominations for Chairman.

2. ELECTION OF CHAIRMAN

There was one nomination for Chairman:

Cllr Richard Herbert, proposed Cllr Donald Fraser, seconded Cllr Carole Mulroney.

Cllr Richard Herbert was elected Chairman; the Chairman signed the statutory declaration of office.

The Chairman thanked members for his election and looked forward to working with colleagues over the next year..

3. ELECTION OF VICE CHAIRMAN

There was one nomination for Vice Chairman:

Cllr Carole Mulroney, proposed Cllr Richard Herbert, seconded Cllr Valerie Morgan.

Cllr Carole Mulroney was elected Vice Chairman

4. DECLARATION OF MEMBERS' INTERESTS

There were none.

5. APOLOGIES FOR ABSENCE

Cllr Fr. Clive Hillman

6. CO-OPTION OF COUNCILLOR FOR HIGHLANDS WARD

There had been one application from Vivien Rosier.

The Council **RESOLVED** that Vivien Rosier be co-opted on to the Council. Cllr Rosier signed the declaration of office.

7. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

The following Amendments were proposed by the Chairman:

TR11 add additional wording at end "PDG are held under SO 5".

TR4 that the membership of Committee be increased to 8

TR7 that the membership be reduced to 2 others

That the review of TR8, TR9 and TR10 be deferred to the first meeting of Environment and Leisure.

With these amendments Council **RESOLVED** to adopt the Terms of Reference.

8. MEMBERSHIP OF COMMITTEES FOR 2015/16

The following Committees were formed with the following memberships:

Ex-officio members indicated*

Planning, Highways & Licensing Committee	
Cllr Patrick Fox Cllr Donald Fraser Cllr Richard Herbert* Cllr Carole Mulroney* Cllr Dec Mulroney Cllr Ron Owen Cllr Caroline Parker Cllr Helen Robertson	

Community Facilities Committee	Environment & Leisure Committee
Cllr Jill Adair Cllr Alistair Hanman Cllr Madelaine Hanman-Murphy Cllr Richard Herbert* Cllr Val Morgan Cllr Carole Mulroney* Cllr Caroline Parker Cllr Helen Robertson Cllr Vivien Rosier	Cllr Jill Adair Cllr Mark Bromfield Cllr Patrick Fox Cllr Madelaine Hanman-Murphy Cllr Richard Herbert* Cllr Fr. Clive Hillman Cllr Val Morgan Cllr Carole Mulroney* Cllr Vivien Rosier Cllr Jane Ward

9. SUSPENSION OF STANDING ORDERS TO ALLOW ELECTION OF COMMITTEE VICE CHAIRMEN

It was proposed to suspend SO 1(b) – Proposed Cllr Patrick Fox; Seconded Cllr Mark Bromfield

Council **RESOLVED** to suspend SO 1(b) to allow the election of Committee Vice Chairmen

10. ADJOURNMENT OF MEETING FOR ELECTION OF COMMITTEE CHAIRMEN AND VICE CHAIRMEN

The meeting adjourned to elect Chairmen and Vice Chairmen as follows -

• **Planning, Highway and Licensing –**

- Chairman Cllr Caroline Parker (Proposed Cllr Richard Herbert; seconded Cllr Donald Fraser)
- Vice Chairman Cllr Dec Mulroney (Proposed Cllr Richard Herbert; seconded Cllr Caroline Parker)

• **Environment and Leisure –**

- Chairman Cllr Carole Mulroney (Proposed Cllr Richard Herbert; seconded Cllr Jane Ward)
- Vice Chairman Cllr Madelaine Hanman-Murphy (Proposed Cllr Carole Mulroney; seconded Cllr Jane Ward)

• **Community Facilities –**

- Chairman Cllr Richard Herbert (Proposed Cllr Richard Herbert; seconded Cllr Carole Mulroney)
- Vice Chairman Cllr Alistair Hanman (Proposed Cllr Richard Herbert; seconded Cllr Helen Robertson)

The meeting reconvened.

11. MEMBERSHIP OF POLICY AND RESOURCES COMMITTEE (P&RC) 2015/16

The membership of the P&RC was elected as follows:

Policy and Resources Committee
Cllr Mark Bromfield Cllr Donald Fraser Cllr Alistair Hanman Cllr Richard Herbert (Chairman and Chairman of Community Facilities) Cllr Carole Mulroney (Vice Chairman & Chairman, Environment & Leisure Committee) Cllr Dec Mulroney Cllr Ron Owen

Cllr Caroline Parker (Chairman, Planning, Highways & Licensing Committee) Cllr Jane Ward

The meeting adjourned to elect the Chairman and Vice Chairman of Policy and Resources Committee

- Cllr Jane Ward was elected as Chairman (Proposed Cllr Donald Fraser; seconded Cllr Carole Mulrone))
- Cllr Donald Fraser was elected Vice Chairman (Proposed Cllr Donald Fraser; seconded Cllr Dec Mulrone))

The meeting reconvened

12. MEMBERSHIP OF SUB-COMMITTEES FOR 2015/16

Council **RESOLVED** to defer consideration of the Allotments, Events and Community Transport Sub-committees to the Environment and Leisure Committee on 11th June 2015.

The membership of the Personnel Sub-Committee was elected as follows:

Personnel Sub-Committee (PSC) - 6
Cllrs: Donald Fraser, Richard Herbert, Fr. Clive Hillman, Carole Mulrone, Ron Owen and Jane Ward

13. APPOINTMENT OF CO-OPTED MEMBERS TO COMMITTEES AND SUB-COMMITTEES

Council **RESOLVED** to defer consideration of Co-options to the Environment and Leisure Committee

14. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** to adopt Standing Orders and Financial Regulations; some minor editorial changes subsequent to the Council Restructure will be presented to the next Policy and Resources meeting.

15. RESOLUTION OF TOWN COUNCIL TO EXERCISE THE GENERAL POWER OF COMPETENCE

Leigh-on-Sea Town Council **RESOLVED** to pass a resolution under paragraph 1 meeting the conditions set out in paragraph 2 of the schedule in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965 in exercise of powers conferred by sections 8(2) and 235(2) of the Localism Act 2011

16. REPRESENTATIVES TO OUTSIDE BODIES

The following were appointed for 2015/16:

- Representative to Public and Passenger Transport Group – Cllr Donald Fraser, Reserve Cllr Caroline Parker
- Leigh Port Partnership – Cllr Alistair Hanman
- Thames Estuary Partnership – Cllrs Fr. Clive Hillman, Val Morgen and Carole Mulrone
- Southend Airport Consultative Committee – Cllr Val Morgan
- Leigh Crime Prevention Panel – Cllr Helen Robertson
- EALC Larger Local Council Forum & AGM – Cllrs Donald Fraser, Carole Mulrone and Town Clerk
- EALC Executive Committee – Cllr Richard Herbert
- Southend Business Partnership – Cllrs Caroline Parker, Carole Mulrone and Town Clerk
- Southend Finance Business Briefing – Cllrs Mark Bromfield and Ron Owen.
- SAVS – Cllrs Richard Herbert and Helen Robertson

17. DATES AND TIMES OF MEETINGS

The dates and times of meetings were agreed with the exception of E&L being changed from 16th June to Thursday 11th June 2015.

18. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – Report 2511 (Appendix 2 to the agenda)

Council **RESOLVED** to note the review of land and assets.

19. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Council entered into a new three year agreement with Aviva in August 2014 at £5,147.59 the renewal notice and schedule of cover is attached as Appendix 3 to the agenda. Additionally the Council pay SBC to insure the Leigh Community Centre at a cost of £2,702.34.

Council **RESOLVED** to confirm the arrangements.

20. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE (Section 30 Standing Orders – Induction Pack)

Council **RESOLVED** to adopt the Complaints Procedure.

21. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 (Appendix 4 to the agenda)

Council **RESOLVED** to adopt the FOI procedures and adopt the Data Protection Policy.

22. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA (Appendix 5 to the agenda)

Council **RESOLVED** to defer consideration of the policy to the next Policy and Resources Committee meeting.

23. PAYMENT OF ANNUAL SUBSCRIPTIONS

The following were approved:

- Essex Association of Local Councils and National Association of Local Councils £1550.14
- Essex Playing Fields Association £30.00
- Local Council Review £17.00
- Community Transport Association £295.00
- Thames Estuary Partnership £250.00
- Parish On Line £308.00
- RCCE Village Halls & Community Buildings £48.00

24. APPOINTMENT OF BANK SIGNATORIES

Cheques and salary payments

Cllrs: Donald Fraser, Richard Herbert, Fr. Clive Hillman, Carole Mulroney, Dec Mulroney, Ron Owen, Caroline Parker, Helen Robertson and Jane Ward

25. NOMINATION OF 2 REPRESENTATIVES TO SOUTHEND'S STANDARDS COMMITTEE

Cllrs: Carole Mulroney, Reserve Cllr Caroline Parker

26. TOWN CLERK'S REPORT – Report 2512/PB (Appendix 10 to the agenda)

Council **noted** the report.

27. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 11th April 2015 were agreed and signed by the Chairman.

28. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTORS' MEETING 20th MARCH 2015

The minutes were **noted**.

29. QUESTIONS FROM COUNCILLORS

There were **none**.

30. COMMITTEES

- a) Planning, Highways & Licensing Committee – The minutes of the meetings held on the 10th and 24th March, 14th and 28th April 2015 were **noted**.
- b) Community Facilities Committee – The minutes of the meeting of 7th April 2015 were **noted**.
- c) Environment & Leisure Committee – The minutes of the meeting held on the 21st April 2015 were **noted**.
- d) Policy & Resources Committee – The minutes of the meeting held on the 5th May 2015 were **noted** with the exception of the following recommendations:

Minute 207 REFERENCES FROM OTHER COMMITTEES

Community Facilities Committee 7th April 2015 – Minute 100 Skate Park Emergency H&S Repairs.

The Committee **RECOMMENDED** to Council that £678.02 be transferred from the Renewals Budget to Skate Park Maintenance Budget.

Council **RESOLVED** to agree the recommendation.

Environment and Leisure Committee 21st April 2015 – Minute 97 Allotments Sub-Committee carry forward.

Minute 77: Budget Carry Forward

The Allotments Sub-Committee **RECOMMENDED** to E&LC that the underspend of £1,658.02, excluding salaries, be carried forward as a Capital Improvements earmarked reserve.

The Committee **RECOMMENDED** the carry forward to Council

Council **RESOLVED** to agree the carry forward.

31. FINANCIAL REPORT – Report 2510/I&E

The Council **RESOLVED** to approve the expenditure and note the income.

The meeting closed at 8.38pm

Leigh-on-Sea Town Council Annual Accounts to 31st March 2015

Income and Expenditure Account

31/03/2014		31/03/2015	Budget	
£	INCOME	£		
14,053.07	Allotments	13,024.59	10,467.00	
1,618.04	Community Centre Fundraising	2,279.66		
3,705.00	Community Transport	1,920.00	4,000.00	
	General Purposes			
535.92	Interest on Investments	975.62		
79,852.18	Leigh Community Centre	92,576.31	77,000.00	
6,723.49	Leisure Foreshore & Environment	8,336.86	5,790.00	
	Transport & Highways			
325,041.00	Precept	302,581.00	302,581.00	
33,000.00	Local Council Tax Support Grant	27,000.00	27,000.00	
1,777.29	Premises	1,638.50		
	General admin			
£ 466,305.99	INCOME TOTAL	£450,332.54	£ 426,838.00	
	EXPENDITURE			
2,075.86	Affiliations	2,156.54	2,040.00	
16,454.33	Allotments	17,270.68	19,322.00	
17,242.81	Capital Expenditure	21,761.89	59,250.00	
8,342.00	Community Transport	7,086.76	9,461.00	
5,731.94	Development Control	4,179.04	7,182.00	
	Elections	2,945.92	7,000.00	
18,296.44	General Administration	21,708.28	22,060.00	
1,690.29	General Purposes	31,253.71	40,420.00	
8,203.39	Highways	9,947.65	10,197.00	
116,503.86	Leigh Community Centre	171,050.55	172,994.00	
55,274.59	Leisure Foreshore & Environment	62,986.65	70,809.00	
23,709.97	Premises	0.00	23,500.00	
153.16	Re-imbursment of Councillors Expenses	277.76	600.00	
0.00	Section 137 Payments	0.00		
56,095.20	Staff	60,422.59	62,724.00	
1,366.00	Training	2,388.00	3,000.00	
£ 331,139.84	EXPENDITURE TOTAL	£415,436.02	£ 510,559.00	
35,637.17	Balance from Previous Year	99,353.02		
466,305.99	Add Total Income	450,332.54		
501,943.16		549,685.56		
331,139.84	Deduct Total Expenditure	415,436.02		
170,803.32		134,249.54		
-71,450.30	Transfer from/ to Earmarked Reserves	-33,131.98		
£ 99,353.02	Balance as at 31st March	£101,117.56		

Leigh-on-Sea Town Council Annual Accounts to 31st March 2015

Balance Sheet

Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288

council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



31/03/2014		31/03/2015
£		£
Current assets		
238,909.52	Investments	267,787.52
10,855.32	VAT Recoverable	13,115.64
8,208.50	Other Debtors	10,339.38
3,695.25	Payments in Advance	4,566.44
24,318.90	Cash in Hand and at Bank	15,267.05
<u>285,987.49</u>	TOTAL CURRENT ASSETS	<u>311,076.03</u>
16,920.67	Creditors	7,384.19
271.50	Receipts in Advance	-
<u>17,192.17</u>	TOTAL CURRENT LIABILITIES	<u>7,384.19</u>
<u>£ 268,795.32</u>	NET CURRENT ASSETS	<u>£ 303,691.84</u>
99,353.02	Represented by General Fund	101,117.56
	Earmarked Reserves	
	Paddling Pool	1,798.00
	Legal, Bursary, Highway Infrastructure	3,653.18
	Allotment Infrastructure	1,658.02
	Leigh Community Centre Fund	15,164.73
	Renewals Fund	7,837.69
46,204.30	Elections	<u>15,265.59</u>
		45,377.21
	Capital Reserves	
	Strand Wharf	67,183.07
	Capital Projects	90,014.00
123,238.00		<u>157,197.07</u>
<u>£ 268,795.32</u>		<u>£ 303,691.84</u>

Supporting Notes to Accounts 2014/15**1. Assets**

During the year, the following assets were purchased at the following cost:

Computers	£ 8,713.54
Seat	£ 891.00
Bollards	£ 570.63
Leigh Lights	£ 4,658.44
Notice Boards	£ 659.67
Flag Pole	£ 467.99
LCC Equipment	£ 6,413.96
LCC Fixtures & Fittings	£ 1,366.91
Allotment Fence	£ 3,884.48
Events Equipment	£ 135.27

During the year, the following assets were disposed of at an asset value of:

None

At 31st March 2015 the following assets were held:

Computers	£ 18,327.19*
Bus Shelters	£ 16,757.00*
Notice Boards	£ 5,017.67*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 58,407.44*
Buildings & Infrastructure on allotments	£ 31,623.60*
Seats	£ 1,932.00*
Bins	£ 1,393.00*
Bollards	£ 7,017.63*
Franking Machine	£ 1,109.00*
Skate Park Lighting	£ 7,866.65*
Leigh Sign	£ 2,220.00*
Allotments -	
Marshall Close	£ 1.00***
Manchester Drive	£ 1.00***
Leigh	£ 1.00***
Youth Facility	£280,000.00****

* The basis of valuation of these assets is purchase value.

** Insignia at Insurance value.

*** Nominal value, not purchased, transferred from Southend B.C.

**** Insurance Value

Value of other assets not required to be individually identified £41,863.04

2. Leases

During the year the following leases were held:

Landlord	Property	Rent Paid £	Repairing/ Not Repairing
Southend Borough Council	The Community Centre	0.00	Repairing
Southend Borough Council	Skate Park Leigh Marsh	50.00	Repairing

The basic rent payable for the Community Centre Rent is £35,000.00 per annum. Rent becomes payable at 40% of the net profit arising from the operation of the premises up to a maximum of £35,000.00.

The Council maintains a 5 year lease for the photocopier. Payments in 2014/15 amounted to £558.15 for the part-year of the former lease and amounted to £744.44 in respect of the new lease agreement.

3. Borrowings

The Council had no loans outstanding as at 31st March 2015.

4 Short Term Investments

Short Term Investments comprise:

HSBC Business Savings Account	£ 6,331.35
Public Sector Deposit Fund	£ 261,456.17
Total	£ 267,787.52

5. Bank and Cash in Hand

Balances as at 31st March 2015 were as follow:

Current Account & Community Centre	£ 13,631.21
Payroll Account	£ 435.15
Imprest Account	£ 974.00
Petty Cash	£ 226.69
Total	£ 15,267.05

During the year 2014/15 Friends of the Community Centre funded the purchase of drapes for the lower hall, a fridge and an Aqualite outdoor TV for use in the Centre. As at 31st March 2015 Leigh Town Council holds a balance of funds of £767.95 on behalf of the Friends of the Community Centre.

6. Debts Outstanding

The Council had the following debtors as at 31st March 2015:

Payee	Purpose	£
HMRC	Vat Recoverable	13,115.64
Hirers	Room Bookings	9,089.38
Elsie's Cafe	Working Capital Loan	1,250.00
Total		23,455.02

On 1 August 2012 Southend Adult Community Centre provided Leigh Community Centre with £3,000.00 of equipment in lieu of room charges for adult education classes. During the year 2014/15 the value of room usage was fully drawn against the value of equipment.

7. Pensions

Employees participate in the Local Government Pension Scheme administered by Essex County Council. For the year of account the Council's contributions equal 15.1% of the employees' pensionable pay (this increases to 17.42%) to take account of Actuarial deficiencies (£326.24 per month). For the year 2015/16 the Council's contributions equal 15.9% of the employee's pensionable pay (this increases to 18.32%) to take account of Actuarial deficiencies (£341.04 per month).

8. Capital Reserves

At 31st March 2015, the Council had Capital Reserves of £ 157,197.07

Strand Wharf - £67,183.07
Other Projects Fund -£90,014.00

Movements on the Capital Reserves

Opening Balance	£ 123,238.00
New Capital Projects	£ 50,000.00
Less	
Amount Used to Finance Capital Expenditure	£ 16,040.93
Balance at year end	£ 157,197.07

The Capital Reserve represent the amount of money available within the Council's fund balance that can only be used to finance capital expenditure

9. Earmarked Reserves

Reserves of £45,377.21 have been earmarked for specific projects during the year.

Purpose of Reserve	Opening Balance £	Reserves Created/Increased £	Movement in Year £	Closing Balance £
Paddling Pool	1,798.00	0	0	1,798.00
Election	11,211.51	7,000.00	2,945.92	15,265.59
Renewals Fund	10,085.18	5,000.00	7,247.49	7,837.69
Community Centre Fund	698.68	0	698.68	0
Bus Shelters	2,500.00		2,500.00	0
Highway Infrastructure	500.00	2,945.00	500.00	2,945.00
Allotments Waste Removal	3,899.33	0	3,899.33	0.00
Allotment Infrastructure Fund	0	3,265.99	1,607.97	1,658.02
Community Centre (Refurbishment & Equipment)	14,465.60	18,567.24	17,868.11	15,164.73
Legal Costs	375.00		0	375.00
Bursary Fund	671.00	1000.00	1,337.82	333.18
	46,204.30	37,778.23	38,605.32	45,377.21

10. List of Creditors / Accruals 2014-15

Payee	Purpose	Amount £
Allotment Plot Holders	Tenancy Deposits Held	2,599.50
McDonald Highways Services	2013 Xmas Event - Road Signage	2,000.00
SSE	Gas Charge	1,301.57
Auditing Solutions	Internal Audit Fee	820.00
Cory Environmental	Waste Bin Rental and Collection	178.96
Global Payments	Card Processing Charges	112.74
Bank Charges	HSBC	107.09
Punch and Judy Show	Easter Event - Entertainment	75.00
The Calls Warehouse	Centre Telephone Call Charges	74.43
Verde Coffee	Coffee Machine Rental	57.70
St John Ambulance	Easter Event – Medical Cover	57.20
Total		7,384.19

11. Contingent Liabilities

There are no contingent liabilities which have not been included in the Council's accounts for 2014-15.

12. Commitments

During the year 2014/15 the Council commissioned Quantity Survey and Project Management Services for the development of Strand Wharf. The Council has entered into a financial commitment of £98,856.40 for the construction and enhancement of Strand Wharf.

Bank Reconciliation
Leigh-on-Sea Town Council
Financial year ending 31 March 2015

Prepared by: V L Choppen (Senior Administrator)

Balance per bank statements as at 31 March 2015

	£	£
Public Sector Deposit Fund	261,456.17	
Savings Account	6,331.35	
Current Accounts	21,019.06	
Payroll Account	435.15	
Imprest Account	974.00	
	<hr/>	290,215.73
Petty Cash Account		186.69
Petty Cash Float (Waste Bags)		40.00
		<hr/>
		290,442.42

Less: Unpresented Cheques at 31 March 2015:

Cheque No. 101200	-20.00
Cheque No. 100217	-78.24
Cheque No. 100227	-68.40
Cheque No. 100228	-75.00
Cheque No. 100229	-43.01
Cheque No. 100272	-525.00
Cheque No. 100273	-84.60
Cheque No. 100275	-102.72
Cheque No. 100276	-310.80
Cheque No. 100277	-28.36
Cheque No. 100278	-84.00
Cheque No. 100279	-155.97
Cheque No. 100280	-343.20
Cheque No. 100281	-32.25
Cheque No. 100282	-18.79
Cheque No. 100283	-481.20
Cheque No. 100284	-100.00
Cheque No. 100285	-49.80
Cheque No. 100286	-180.00
Cheque No. 100287	-70.50
Cheque No. 100288	-190.00
Cheque No. 100289	-50.00
Cheque No. 100290	-1,615.20
Cheque No. 100291	-12.96
Cheque No. 100292	-25.00
Cheque No. 100294	-43.07

Cheque No. 100295	-127.81	
Cheque No. 100296	-153.16	
Cheque No. 100297	-1,475.00	
Cheque No. 100298	-25.00	
Cheque No. 100299	-240.00	
Cheque No. 100300	-19.64	
Cheque No. 100301	-46.20	
Cheque No. 100302	-182.97	
Cheque No. 100303	-300.00	
Cheque No. 100307	-30.00	
		- 7,387.85

Net balances as at 31 March 2015 **£283,054.57**

CASH BOOK :

Opening Balance as at 1 April 2014	263,228.42
Add: Receipts in the year	464,356.96
Less: Payments in the year	-444,530.81

Closing balance per cash book as at 31 March 2015 **£283,054.57**

Section 1 – Accounting statements 2014/15 for

Enter name of

reporting body here:

LEIGH-ON-SEA TOWN COUNCIL

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	133,629	268,795	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	325,041	302,581	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	141,265	147,752	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	173,059	202,129	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	158,081	213,308	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	268,795	303,691	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8 Total cash and short term investments	263,228	283,055	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	447,275	475,037	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
		NO	

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by the council on this date:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Explanation of variances – pro forma for local councils**Leigh-on-Sea Town Council**

- Variances of more than 15% between totals in individual boxes (except variances of less than £200)
- Any change where there is a movement to and from zero; and
- If the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Section 1	2013/14 £	2014/15 £	Variance £	Variance %	Detailed explanation of variance (with amounts in £)
Box 2 <i>Precept</i>	325,041	302,581	-22,460	-7%	
Box 3 <i>Other Receipts</i>	141,265	147,752	6,487	5%	
Box 4 <i>Staff Costs</i>	173,059	202,129	29,070	17%	LCC Janitorial Additional hours £1,653 Add Finance Officer £13,660 Add Apprentice £5,803 Add Assistant Clerk Upgrade £6,521 Intern £1,433
Box 5 <i>Loan interest/capital repayments</i>	0	0	0	0	
Box 6 <i>Other payments</i>	158,081	213,308	55,226	35%	Allotments add £484.27 Community Transport less £2,071.88 Affiliations add £80.68 Capital Equipment add £9,011.39* Elections (By-Election) add £2,945.92 Leigh CC (Refurbishment) add £2,595.35 LFE (Xmas Lights) add £676.22 Planning (Projector) add £267.58 Policy & Resources add £37,950.70** Highways (Seat) add £526.65 Premises (Deleted) less £1,490 Training (New Programme) add £1,022 Office Admin (Paper Etc.) add £4,692.38
Box 9 <i>Fixed assets & long term assets</i>	447,275	475,037	27,762	6%	
Box 10 <i>Borrowings</i>	0	0	0	0	
Explanation for 'high' reserves					

Includes:** Allotments Fencing and Water Tanks £4,676.63; *Community Engagement** £1,214.12; Noticeboard £659.67; Renewal Fund Computer Equipment £7008.53; Bonchurch Gym £9986.00; VAT Partial Exemption Payment for 2012/13 and 2013/14 £16,621.55; Office Equipment £985.93;

Leigh-on-Sea Town Council

Box 7: Balance carried forward		£	£
			303,691.84
Deduct	Debtors		
	LCC Room Hire	9,089.38	
	VAT	13,115.64	
	Elsie's Place Capital Loan	1,250.00	
		23,455.02	
Deduct	Payments in Advance		
	General Purposes	2,099.02	
	Affiliations	40.00	
	LCC Premises	2,010.75	
	LFE	416.67	
		4,566.44	
Total Deductions			28,021.46
Add	Creditors		
	Administration	927.09	
	Allotments	2,599.50	
	LCC - Premises	1,725.40	
	LFE	2,132.20	
		7,384.19	
Add	Receipts in Advance		
		0.00	
Total Additions			7,384.19
Box 8: Total Cash & Short Term Investments			283,054.57

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

LEIGH-ON-SEA TOWN Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no	NA
			NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

MINUTE REFERENCE

dated DD/MM/YYYY

Signed by:

Chair SIGNATURE REQUIRED

dated DD/MM/YYYY

Signed by:

Clerk SIGNATURE REQUIRED

dated DD/MM/YYYY

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

SLCC Leadership in Action Conference Agenda

Thursday 18th June 2015

10.00 - 11.00	Conference Registration
11.00 - 11.10	Welcome from SLCC President Linda Roberts FILCM
11.10 - 12.20	Taking over a Heritage Asset - Deborah Lamb, Director of National Advice and Public Engagement
12.20 - 12.45	Came & Company Local Council Insurance - An Insurance Perspective, Andy Cotter & Vicky Jacomb
12.45 - 13.40	Lunch
13.40 - 14.40	The Morning After the Night Before - The lessons identified following a potentially serious incident - Annie Childs, Salisbury City Council
14.50 - 15.50	How to Lead a Team - You have a goal, You brief your team, Your team knows what it has to do and where it has to go to achieve the goal. You're a leader and they've been lead. Then you discover that things haven't been done and the action-plan is off course. Where's it all gone wrong? - Andrew Hambly-Smith
15.50 - 16.20	Tea / Coffee Break

16.20 - 17.00	Extending the Remit of the Local Government Ombudsman - Speaker TBC
18.30	Pre-Dinner Drinks
19:00	BBQ on the Terrace (Weather Permitting)

Friday 19th June 2015

8.45 - 9.15	Conference Registration
9.15 - 10.15	'Falmouth: Spirit of the Sea' 'Effective partnership working models to deliver community services to the town centre and beyond' Mark Williams, Town Clerk & Richard Gates, Town Manager Falmouth Town Council
10.20 - 11.20	Fit for the Future? Exploring the dilemmas facing local government over the next 5 years - Professor John Raine
11.20 - 11.50	Tea / Coffee Break
11.50 - 12.50	Future Challenges of Local Government & Leadership Barry Quirk, Chief Executive, Lewisham Council
12.50 - 13.50	Lunch
13.50 - 15.00	Leadership Unmasked

	- Blaire Palmer, Motivational Speaker
15.00	Close of Conference