

# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulrone  
Town Clerk: Helen Symmons

You are hereby summoned to the annual meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 16<sup>th</sup> May 2017** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.00pm** when it is hoped to transact the following business.

## AGENDA

**Prior to the start of the meeting, the outgoing Chairman would like to address the meeting.**

1. ELECTION OF CHAIRMAN

To elect the Chairman for 2017/18. The elected Chairman will then execute the Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN

The Chairman will present the Vice Chairman badge to the elected Councillor.

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda

## ANNUAL COMMITTEES

5. TERMS OF REFERENCE FOR COMMITTEES - **DECISION ITEM** ([Appendix 1](#)) page 6

Under SO 6 (vi) Council review Terms of Reference at the annual meeting of Council. At its meeting 21<sup>st</sup> March 2017, Council requested that P&R Committee hold a PDG meeting to review both Standing Orders and Terms of Reference. This meeting was only able to be arranged for 9<sup>th</sup> May with only one member of P&R Committee unable to attend.

In view of the importance of this matter in relation to Item 6 on the Agenda the Town Clerk as Proper Officer and the Chairman have added the motion to the Agenda under SO 10 (c) with the recommendation of the PDG under SO 5 (f) being made direct to Council.

It is **RECOMMENDED** that the revised Terms of Reference are adopted. The PDG did not amend any Terms of Reference for the Leisure Development or Community Centre Sub-Committees (except the name of the latter) as it will be a matter for CF Committee to review being the parent Committee.

6. MEMBERSHIP OF COMMITTEES FOR 2017/18 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE – **DECISION ITEM**

A note on Committee membership has been previously circulated to Councillors prior to the meeting and nominations and elections for Committees will take place. Once the Committee is formed, nominations and elections for Chairman and Vice Chairman will take place for:

- a) Planning, Highways & Licensing Committee
- b) Environment & Leisure Committee
- c) Community Facilities Committee
- d) Policy & Resources Committee
- e) Personnel Sub-Committee (Council is to appoint the Chairman under TOR)
- f) Leisure Development Sub-Committee
- g) CFC Sub-Committee

7. DATES AND TIMES OF MEETINGS – **DECISION ITEM** ([Appendix 2](#)) page 20

Following a review at Council Meeting 21st March 2017, it is **RECOMMENDED** that the dates and times of meetings as per Appendix 2 be adopted.

8. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS AND SUB-COMMITTEES – **DECISION ITEM**

- a) Community Transport Group (this will convene later in the year)
- b) Farmers' Market Group
- c) Art Group
- d) Leisure Development Sub-Committee

9. REPRESENTATIVES TO OUTSIDE BODIES – **DECISION ITEM**

To nominate Council representatives to outside bodies for 2017/18 and where appropriate reserves:

OUTSIDE BODY	CURRENT REPRESENTATIVE	CURRENT RESERVE REP (if applicable)
Public & Passenger Transport Group	Cllr Parker	Cllr Fr. Hillman
Thames Estuary Partnership	Cllrs Morgan & C Mulroney	
Leigh Port Partnership	Cllr Fr. Hillman	
Southend Airport Consultative Committee	Cllr Morgan	Cllr Parker
EALC Larger Local Councils Forum	Cllrs C Mulroney & Rosier plus Town Clerk	
EALC Executive Committee	Cllr Morgan	
Southend Business Partnership	Cllrs C Mulroney & Parker plus Town Clerk	
Southend Standards Committee	Cllr Parker	
Southend Bio Diversity Committee	Cllr Fr. Hillman	
SAVS	Cllr Adair (should be a second Cllr)	
Fisheries Local Action Group	No formal LTC rep to date	

**ANNUAL REVIEWS**

10. REVIEW AND ADOPTION OF STANDING ORDERS – **DECISION ITEM** ([Appendix 3](#)) page 21

It is **RECOMMENDED** that Council adopt Standing Orders presented in Appendix 3 which incorporates the amendments recommended by P&R PDG.

It is **RECOMMENDED** that Council adopt the Complaints Procedure as laid out in Standing Order 30 having been reviewed by the P&R PDG.

11. REVIEW OF MEMBERS' INTERESTS – **DECISION ITEM**

Councillors were asked to review their Declaration of Interest on the website to ensure it is current, advising the Town Clerk should a new Declaration be needed. Cllrs Fraser and Healey have completed a new notice to replace their existing notices. Cllr Forde has been issued with a notice to complete following her election to Council.

It is **RECOMMENDED** that all Councillors now acknowledge that their individual interests are up to date as it is a requirement for the Town Clerk to acknowledge this to Southend Borough Council.

12. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **DECISION ITEM** ([Appendix 4](#)) page 49

It is **RECOMMENDED** that the Council review and approve the current inventory.

13. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – **DECISION ITEM** ([Appendix 5](#)) page 50

The Acting Town Clerk reported in September 2016 that the insurance was renewed with appropriate amendments extending the long term arrangement which offered a 5% discount. This offset the IPT increase of 3.5% and kept the insurance cost of £6,189.48 under budget. In December we received the low claims rebate of £53.10

Additionally the Council pay SBC to insure the Leigh Community Centre at a cost of £2,746.49 in 2016/17.

It is **RECOMMENDED** that Council confirm the arrangements. The budget for 2017/18 is £6,300 for the Council cover and £2,800 for LCC cover. No significant amendments are expected to be made at the August review.

14. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 – **DECISION ITEM** ([Appendix 6](#)) page 53

It is **RECOMMENDED** that Council review the proposed rewritten Publication Scheme and adopt the Procedures.

15. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – **DECISION ITEM** ([Appendix 7](#)) page 61

It is **RECOMMENDED** Council review and adopt the Procedure.

16. TO AUTHORISE PAYMENT OF ANNUAL SUBSCRIPTIONS, CONTRACTS AND LICENCES IN ACCORDANCE WITH INTERNAL FINANCIAL REGULATIONS EITHER BY VARIABLE DIRECT DEBIT, BANK TRANSFER OR CHEQUE – **DECISION ITEM** ([Appendix 8](#)) page 65

It is **RECOMMENDED** Council confirm payment and approve the use of direct debit and bank transfer methods.

17. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **DECISION ITEM**

Financial Regulation 6.3 requires Council to nominate cheque signatories (at least four), any two of whom must sign each cheque and authorise staff salaries.

The current signatories are Cllrs: Donald Fraser, Richard Herbert, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney, Ron Owen, Caroline Parker and Jane Ward

<b>REGULAR COUNCIL BUSINESS</b>
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18. TOWN CLERK'S REPORT ([Appendix 9](#)) page 67

19. APPROVAL OF THE MINUTES OF THE MEETING 21ST MARCH 2016 ([Appendix 10](#)) page 69
20. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTORS' MEETING 28<sup>TH</sup> APRIL 2017 ([Appendix 11](#)) page 73
21. PUBLIC REPRESENTATIONS
22. QUESTIONS FROM COUNCILLORS OF WHICH WRITTEN NOTICE IS RECEIVED

## COMMITTEES

### 23. COMMITTEES

To receive Minutes of Committees and report 2647/I&E (Minutes have been sent out following the meetings and therefore will not be printed again with this Agenda, only with the Chairman's copy)

- a) Planning Committee - To receive minutes of 28th March, 11<sup>th</sup> and 25<sup>th</sup> April, 9<sup>th</sup> May 2017

#### **NO RECOMMENDATIONS TO COUNCIL**

- b) Community Facilities Committee – To receive minutes of 4<sup>th</sup> April 2017

#### **NO RECOMMENDATIONS TO COUNCIL –**

- c) Environment & Leisure - To receive minutes of 18<sup>th</sup> April 2016

#### **NO RECOMMENDATIONS TO COUNCIL**

- d) Policy & Resources - To receive minutes of 2<sup>nd</sup> May 2017

#### **RECOMMENDATIONS TO COUNCIL –**

- **Minute 117 – Risk Management Strategy**  
**RECOMMENDED** that the policy be adopted ([Appendix 12](#)) page 79
- **Minute 125 – To Note Income and Approve Expenditure**  
**RECOMMENDED** that the Council note the income and approve the expenditure in Report 2647/I&E ([Appendix 13](#)) page 84

## FINANCIAL

### 24. APPOINTMENT OF EXTERNAL AUDITORS – **DECISION ITEM** ([Appendix 14](#)) page 87

It is **RECOMMENDED** that Auditing Solutions be re-appointed as external auditors for Leigh Town Council for the year 2017/18 with the scope of work set out in Appendix 14.

### 25. AUTO ENROLMENT - **DECISION ITEM**

The law on workplace pensions has changed. Under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute towards it. This is called 'automatic enrolment'. Every employer was given a 'staging date' at which they should implement their auto-enrolment of staff. For Leigh-on-Sea Town Council this is May 2017 payroll.

All Leigh Town Council staff members are entitled to join the Essex Pension Fund under the terms of their employment contracts. The Essex Pension Fund has been deemed a suitable pension scheme for automatic enrolment and the staff who are not currently in the pension scheme have been assessed to clarify whether or not they are eligible for 'automatic enrolment' in accordance with the requirements of the legislation.

Seven employees are eligible but only six are being auto-enrolled as one has decided to opt-out of the scheme. All other staff are either already members of the pension scheme or ineligible for automatic enrolment. The law requires that all staff are reassessed every 3 years and any eligible staff, including those who have previously opted out, are automatically enrolled.

It is **RECOMMENDED** that the Council comply with the legal requirements of auto enrolment in a work place pension scheme for all eligible staff with effect from May 2017 payroll. Eligible staff are those that earn more than £10,000 p.a. and over the age of 22.

#### 26. TRANSFER TO CCLA

In accordance with Financial Regulation 5.5c, the Town Clerk wishes to advise Council that £75,000 was transferred to the CCLA account in Leigh Town Council's name.



Helen Symmons  
Town Clerk  
11<sup>th</sup> May 2017

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

DATE OF NEXT MEETING: Tuesday 6th June 2017



## **LEIGH-ON-SEA TOWN COUNCIL**

### **Terms of Reference for:**

Council

Policy & Resources Committee

Environment & Leisure Committee

Planning, Highways & Licensing Committee

Community Facilities Committee

Personnel Sub-Committee

Leisure Development Sub-Committee

Community Centre Sub-Committee

Project Development Groups

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# COUNCIL

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## TERMS OF REFERENCE

Membership shall comprise all members of the Council.

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three with one officer in attendance.

A Chairman and Vice Chairman shall be elected at the Annual Council Meeting and in accordance with Standing Orders shall be ex officio members of all Committee and Sub-Committees in addition to the stated numbers below.

### MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL

1. Raising loans and setting the precept.
2. Setting policy and controlling all decisions except where delegated by Council resolution.
3. Incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being.
4. Appointing, or co-opting, to a Standing Committee or Sub-Committee, a person who is not a Member of the Council or the Committee.
5. Appointing Members to Committees.
6. Appointing the Chairman of Personnel Sub-Committee.
7. Standing Orders, Financial Regulations and the functions, establishment and constitution of Standing Committees and Sub-Committees.
8. Dates of meetings of the Council.
9. Appointing or nominating Councillors and Officers at the annual meeting of the Council to fill positions on outside bodies and in the event of any vacancies arising during the Council year.
10. Filling of vacancies at a meeting other than the annual meeting occurring on any Standing Committee of the Council during the Council year.
11. Authorising the taking of legal action by the Council.
12. The appointment and dismissal of the Town Clerk.
13. Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor.
14. Reporting to the Council's External Auditor.
15. To manage and review Leigh Town Council's assets.
16. To negotiate the transfer or management of assets from other bodies as enabled by legislation.
17. To ensure that the Council is fully covered by Insurance to carry out all its functions as a local authority.

## **POWERS AND DUTIES OF STANDING COMMITTEES**

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- (b) as regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council; and
- (c) in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.



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## ***POLICY & RESOURCES COMMITTEE***

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### **TERMS OF REFERENCE**

Membership shall comprise 7 Councillors:  
Chairman of E&L Committee  
Chairman of PH&L Committee  
Chairman of CFC Committee  
Plus 4 others

Note: In the event that any Committee Chairmen are ex-officio members of P&RC, or the same person is Chairman of more than one Committee, the Committee will be made up to 7 members by election of extra Councillor(s).

The quorum of the Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members on the P&R Committee.

Note: The Chairman and Vice Chairman of P&R are required in accordance with the Council's Risk Register to undertake compliance checks. Therefore the positions must be held by Councillors willing to do this.

### **PURPOSE**

To develop, monitor and review Council policies and functions and review the Council's accounts and finances. P&RC is the senior Committee of the Council. Where there is a dispute between two other Committees, P&RC shall arbitrate and its decision shall be final. Where there is a dispute between itself and another Committee, the decisions of P&RC shall have precedence.

### **SCOPE**

**To develop, monitor and/or review the following and make recommendations to Council**

### POLICY AND PROCEDURES

1. Council Policy and policy objectives.
2. Council Standing Orders, Terms of Reference and Financial Regulations.
3. Performance on aims, objective, powers and duties of the Council and Standing Committees as required (through Action Plans).
4. Council Risk Management Strategy.
5. Business Continuity.
6. Council strategic objectives and performance (through Action Plans).
7. The Council's approach to award status, general power of competence and opportunities arising from the Localism Act and other legislation.
8. Develop an overall Vision for Leigh/Neighbourhood Plan.
9. Be responsible for the monitoring, development, co-ordination and review of the Neighbourhood Plan.
10. To develop policy and arrangements for partnerships with all external bodies.
11. Oversee preparations for any external relationships for emergency planning and community safety.

## FINANCE

1. Council's annual budget and precept
2. Approval and use of financial reserves
3. Council budget monitoring
4. Comply with the Council's Financial Regulations

## TO DEAL UNDER DELEGATED POWERS (within budget and policies approved by the Council)

1. All staffing matters as recommended by Personnel Sub-Committee
2. Grant Aid Awards
3. Oversight and management of ICT and systems
4. Crime and disorder issues
5. To review policy and procedures for internal and external communications including:
  - Relationships with the media
  - Web site
  - Council magazine
  - Annual report
  - Public consultations
  - Community engagement
6. To oversee Corporate Governance and Democratic services including:
  - Member and staff Training
  - Members' Services
7. To develop and promote the Council's approach to and relationships with the business community
8. Work with residents, associations and others on a range of matters including Neighbourhood Planning
9. Correspondence appropriate to its Terms of Reference

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# **ENVIRONMENT AND LEISURE COMMITTEE**

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## **TERMS OF REFERENCE**

Membership shall comprise 7 Councillors.

The quorum of the Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members on the E&L Committee.

## **PURPOSE**

For consideration and development of all leisure, foreshore and environmental matters relating to the Council's business.

## **SCOPE**

To deal under delegated powers, with the following specific decision-making processes within the budget and policies approved by the Council.

## **EVENTS**

1. Develop and review an annual Council events programme which will be managed by the Events Officer under delegated powers.
2. Promotion of events in Leigh organised by other voluntary and community groups.

## **LEIGH CHRISTMAS LIGHTS**

All matters pertaining to the Christmas Lights including:

- Review the Christmas lights provision
- Maintain the Christmas lights infrastructure

## **ENVIRONMENT**

All matters pertaining to the environment including:

- Waste and refuse issues in the Town
- Hanging basket provision in the Town
- Heritage and public spaces

## **COMMUNITY TRANSPORT PROGRAMME**

1. To support the CT Officer in the arrangement and organization of events for elderly and disabled members of the community which will be managed by the CT Officer under delegated powers.

## **ALLOTMENTS**

1. Oversee the administration, management and maintenance of the allotments and Allotment Societies under their service agreements which will be managed by the Assistant Proper Officer under delegated powers.
2. The setting of rents and tenancy agreements.
3. Formulate policy or strategy in relation to the discharge of the allotments function.

## FINANCE

1. Submit an annual proposed budget for E&LC to P&RC.
2. E&LC budget monitoring.
3. Comply with the Council's Financial Regulations.

## OTHER ACTIVITIES

Such other activities which are pertinent to its role including:

1. Overseeing the programme of Farmers' Markets.
2. The consideration of funding other organisations to provide services such as a First aid post etc.
3. Liaison, joint programmes, partnerships etc. relating to E&LC matters with other local authorities and bodies.
4. Receive reports from any Council appointed representative to other bodies relevant to the Committee.
5. To formulate proposals for major projects for consideration by P&RC.
6. Correspondence appropriate to its Terms of Reference.

# **PLANNING, HIGHWAYS & LICENSING COMMITTEE**

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## **TERMS OF REFERENCE**

Membership shall comprise 7 Councillors.

The quorum of the Committee shall be three members with one officer in attendance.

Where a meeting is not quorate, Councillors who are members of PH&LC may consider such applications and a note of their views shall be made available to the Town Clerk who shall inform the local planning authority accordingly under delegated powers.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members of PH&L Committee.

## **PURPOSE**

To make observations where appropriate on all planning applications within the Town Council area and Government and Borough Council planning consultations and to make site visits where necessary.

To make observations on any Licensing application within the Town Council area the Committee thinks appropriate.

To make observations on any relevant Highway issue referred from or being discussed by the Highway Authority.

## **SCOPE**

To deal under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council.

### **PLANNING**

1. Exercise the Town Council's statutory right to be notified of and comment on planning applications.
2. Represent the community of Leigh on major planning issues and to encourage participation in decision making.
3. Consider the environmental impact of planning proposals
4. Make representations either in writing or by attendance by a nominated officer or member at planning appeals if required.
5. Make observations on any planning consultation.

### **HIGHWAYS**

1. Consider Traffic Regulation Orders.
2. Respond to any consultations or matters on traffic and transport affecting the Town Council area.
3. Consider matters pertaining to traffic management/road safety in the Town Council area.

LICENSING

1. Make observations on any relevant Licensing application.
2. Agree nominations to represent the views of the Council at licensing hearings if required.

FINANCE

1. Submit an annual proposed budget for PH&LC to P&RC.
2. PH&LC budget monitoring.
3. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

1. Receive reports from any Council appointed representative to other bodies relevant to the Committee.
2. Correspondence appropriate to its Terms of Reference.

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# **COMMUNITY FACILITIES COMMITTEE**

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## **TERMS OF REFERENCE**

Membership shall comprise 7 Councillors.

The quorum of the Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members of CF Committee.

### **PURPOSE**

Responsibility for all Council premises and assets and for supporting the operation of the Leigh Community Centre.

### **SCOPE**

To deal under delegated powers, with the following specific decision-making processes within the budget and policies approved by the Council.

#### LEIGH COMMUNITY CENTRE

1. To set policy and tariff levels relating to the general use of LCC.
2. Oversee the management of LCC by Officers with delegated authority under the Town Clerk in all operational matters.
3. To receive reports and recommendations from liaison groups such as the Arts Group including the Art Wall and Artist in Residence programme.

#### COMMUNITY FACILITIES

1. Overseeing the management, administration and provision of assets including:
  - Skatepark
  - Strand Wharf
  - Paddling Pool
  - Street furniture

#### FINANCE

1. Submit an annual proposed budget for CFC to P&RC.
2. CFC budget monitoring.
3. Comply with the Council's Financial Regulations.

#### OTHER ACTIVITIES

1. The consideration of funding other organisations to provide services such as a school crossing patrol etc.
2. Committee.
3. To formulate proposal for major projects for consideration by P&RC.
4. Correspondence appropriate to its Terms of Reference.

## ***PERSONNEL SUB-COMMITTEE***

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### **TERMS OF REFERENCE**

Membership shall comprise 5 Councillors:

Chairman of Council  
Chairman of P&RC  
Plus 3 others

Note: Where either Chairman is unable to attend a Sub-Committee meeting, the Vice Chairman can attend as a substitute with voting rights.

The quorum of the Sub-Committee shall be three members with one officer in attendance.

Only members of the PSC shall be entitled to be present at meetings of this Sub-Committee.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the Council.

### **PURPOSE**

To consider all staff matters and make recommendations to P&RC.

### **SCOPE**

To act as overview body.

### **KEY TASKS**

1. Maintain an overview of staff appointments and see that staff are appointed in accordance with the Council's policies and employment legislation.
2. Review the staffing policies and structure.
3. Review the pay and conditions of employment of the staff and update these as necessary to comply with the law and with good practice.
4. Review appropriate performance management systems and ensuring an effective appraisal system is in place.
5. Recommending the appointment or dismissal of the Town Clerk.
6. Consider appeals against dismissal, grading and grievances by employees of the Council Staff terms and conditions of service, levels and remuneration.
7. To consider correspondence appropriate to its Terms of Reference.



# **LEISURE DEVELOPMENT**

## **SUB-COMMITTEE**

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### **TERMS OF REFERENCE**

Membership shall comprise 6 Councillors and designated co-opted members:

Chairman & Vice-Chairman of Council  
Plus 4 other members and maximum of 3 co-opted members

The quorum of the Sub-Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the Councillor members of the Sub-Committee.

### **PURPOSE**

To consider all project matters for a Leigh Leisure and Sport area and make recommendations to CFC.

### **SCOPE**

To act as overview body.

### **KEY TASKS**

1. Further develop the project and submit a project assessment.
2. Submit a detailed proposal and project budget.
3. If adopted to assist and guide the implementation of the project with appropriate monitoring.
4. To consider correspondence appropriate to its Terms of Reference.

# **COMMUNITY CENTRE**

## **SUB-COMMITTEE**

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### **TERMS OF REFERENCE**

Membership shall comprise 5 Councillors from the main CFC Committee

The quorum of the Sub-Committee shall be three members with one officer in attendance.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by members of the Sub-Committee.

### **PURPOSE**

To consider all project matters for the repair/refurbishment of Leigh Community Centre and make recommendations to CFC.

### **SCOPE**

To act as overview body.

### **KEY TASKS**

1. Further develop the proposed repair/refurbishment project.
2. Submit a detailed proposal and project budget.
3. If adopted to assist and guide the implementation of the project with appropriate monitoring.
4. To consider correspondence appropriate to its Terms of Reference.

# ***PROJECT DEVELOPMENT GROUPS***

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## **TERMS OF REFERENCE**

Membership shall comprise of the members of the Standing Committee to which the PDG relates although PDG's may co-opt members and any member of Council may attend and speak.

The quorum of the Group shall be three members with one officer in attendance.

The Chairman shall be the Chairman of the parent Standing Committee.

## **PURPOSE**

To be a discussion group for the parent Standing Committee on any matter related to that Committee and to make recommendations to that Committee.

## **SCOPE**

To act as an advisory group.

## **KEY TASKS**

1. Meet and discuss matters relating to the Standing Committee.
2. Prepare reports and recommendations to the Standing Committee.
3. To comply with Standing Order 5.

**Amended Terms of Reference adopted by Council 19<sup>th</sup> July 2016**

**Further revision made October 2016 following CFC meeting 4<sup>th</sup> October Minute 38  
Full revision made May 2017**

[Agenda](#)

Leigh-on-Sea Town Council - Meetings timetable 2017/18															
Meeting	Time	Regular Date	May 2017	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2018	Feb	Mar	April	May
<b>Council</b>	7.30	3rd Tuesday Month 1	16th	6th*	18th		19th		21st		16th	6th **	20th		15th
<b>Policy &amp; Resources</b>	7.30	1st Tuesday Month 1	2nd		4th		5th		7th		2nd		6th		1st
<b>Planning &amp; Licensing</b>	7.30	2nd & 4th Tuesday	9th 23rd	13th 27th	11th 25th	8th 22nd	12th 26th	10th 24th	14th 28th	12th	9th 23rd	13th 27th	13th 27th	10th 24th	8th 22nd
<b>Environment and Leisure</b>	7.30	3rd Tuesday Month 2		20th		15th		17th		19th		20th		17th	
<b>AALG</b>	2.00	1st Tuesday Quarterly			4th			3rd			2nd			3rd	
<b>Community Facilities</b>	7.30	1st Tuesday Month 2		6th		1st		3rd		5th		6th		3rd	
<b>Chairmen's Forum</b>	TBC		4th		6th		7th		9th		4th		8th		
* Extra Meeting to approve Accounts @ 7.00pm						<b>Annual Town Electors Meeting</b>			20th April 2018						
** Extra Meeting to approve Precept @ 7.00pm			N.B. The recommendation was put Chairmen's Forum meetings 2 weeks prior to Council. This would be on the same day as P&R. Would seem more beneficial to have all the Committee meets completed prior to a Chairmens meet hence the 2 days later scenario as a suggestion.												

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# Leigh-on-Sea

# Town Council -

# Standing Orders

## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded and a report with sufficient information to be used in the debate circulated in writing with the agenda.
- c A motion on the agenda that is not moved by its proposer or another Councillor may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer, or seconder, but only with the consent of the seconder or proposer.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the motion as amended becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.

- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of a motion or an amendment has a right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another Councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall, with the advice of the Proper Officer if required, identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask that a person to be no longer heard or leaves the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.



s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under Standing Order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairman of the meeting.

u Any member who considers they will take longer than 5 minutes to present their views shall submit them in writing to the Proper Officer for circulation to 24 hours in advance of the meeting to enable members to consider the submission.

## 2. Disorderly conduct at meetings

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or shall be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. Meetings generally



- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in the part of the premises which at the time of the meeting is used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above is at the Chairman's discretion and shall not exceed 15 minutes unless directed by the Chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall speak only once and shall not speak for more than 3 minutes unless permitted to do so by the Chairman.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated

when speaking.

j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.


  l **Filming, photographing or audio recording of proceedings, and/ or commentary on proceedings, for the purposes of reporting is allowed at any public meeting of the Council and its committees by any person attending. Any communication methods, including the internet, may be used to broadcast, transmit, publish, post or otherwise share this reporting with persons not present, either during the meeting or later.**


As a courtesy, those persons planning to make a visual or audio recording of proceedings and/ or commentary for broadcast, transmission or otherwise sharing, either during a meeting or later, are requested to liaise with the Town Clerk (or Council officer acting in that capacity) before the meeting begins. Officers will notify the meeting's Chairman, in order that all attendees can be informed before the recording, broadcast or transmission begins.




The Chairman of the meeting will ask for any recording, broadcasting or transmitting to be undertaken in such a way that it is not disruptive or distracting to the good order and conduct of the meeting. In the case of disorderly conduct, persons may be excluded from public meetings, or public proceedings may be suspended in accordance with the relevant Standing Order/s.

**Recording for broadcast, transmission or otherwise sharing with persons not present, either during the meeting or later, must cease if the meeting resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. In these cases, the proceedings of the confidential session will be reported as per the provisions of that Act**





  m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

 n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**

 o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

   p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights**

**present and voting.**

-  q **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**  
*See standing orders 6(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands** or, if at least two members so request, by signed ballot provided there has not been a request for a recorded vote. **At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of Councillors present and absent;
  - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
  - iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters in which they held relevant interests were being considered;
  - v. if there was a public participation session;
  - vi. the resolutions made.
- and may include a brief resume of any debate at the minute taker's discretion in consultation with the Chairman and a view expressed by a Councillor on his request should be included in the minutes.
-  t **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
-  u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4e(vi) below for the quorum of a committee or sub-committee meeting.*
-  v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. <sup>1</sup>

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<sup>1</sup> For Planning, Licensing & Highways see Terms of Reference

- w A meeting shall not exceed a period of 3 hours unless a motion is passed to suspend this Standing Order.

## 4. Standing Committees and sub-committees

- a **Unless the Council determines otherwise, a Standing Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.**
- b **The members of a Standing Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c Non-Councillor members of a Standing Committee may not vote on any financial matter or matters of Council policy.
- d The Council may appoint Standing Committees as may be necessary, and:
- i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council;
  - iii. shall permit a Standing Committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to the provisions of this Standing Order, appoint and determine the terms of office of members of a Standing Committee;
  - v. shall, after it has appointed the members of a standing committee, adjourn the meeting to allow the standing committee to select its Chairman;
  - vi. shall determine the place, notice requirements and quorum for a meeting of a Standing Committee and a Sub-Committee which shall be no less than three;
  - vii. shall determine if the public may participate at a meeting of a Standing Committee;
  - viii. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
  - ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - x. may dissolve a Standing Committee.
- e The Chairman and Vice Chairman of the Council will be ex-officio members of all Standing Committees and Sub-Committees unless they signify they do not wish to serve and if so signified the place shall be filled by the election of another member.

## 5. Project Development<sup>2</sup> Groups

- a) Every Standing Committee shall have a PDG (a discussion and not a decision making group) comprising the members of the Standing Committee to be chaired by the Chairman of the Standing Committee which shall meet and discuss matters relating to the Standing Committee and prepare reports and recommendations to the Standing Committee. These groups are not open to the public or press.
- b) Notice of a PDG is to be given to ALL Councillors preferably two weeks in advance of the proposed meeting date. Meetings will be held at the Town Council's offices.
- c) PDG's may co-opt members, not necessarily Councillors, either on an annual basis or for specific meetings. Any Councillor may attend and speak at any PDG meeting, even if not a member of that PDG.
- d) The Proper Officer or an appropriate officer will attend PDG meetings if available and required.
- e) Each meeting of a PDG will produce a written report for the Agenda of the next meeting of the relevant Standing Committee. If the Proper Officer or appropriate officer is present, they will produce the report, but if not, it is the responsibility of the PDG Chairman to write the report and send it to the Proper Officer.
- f) If the PDG requires action to be taken, it will make a recommendation to the relevant Standing Committee. That recommendation will be typed in bold within the report of the meeting, as in 5(a) above.
- g) In the event that there is a disagreement over PDG recommendations, or whether another person is co-opted, it will be decided by a vote of those members present, with the Chairman of the PDG having a casting vote.
- h) No power can be delegated to a PDG, (Council can only delegate power to Standing Committees, Sub-Committees or officers of the Council)
- i) The views of PDGs are advisory only but can aid in any decision making of Standing Committees and officers with delegated authority.

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<sup>2</sup> Full Council Minute 48/2016

- i. Each Committee will have a PDG which can meet at any time but preferably with 2 weeks' notice.
- ii. The PDG will comprise all members of the Committee if they wish to attend. It will be chaired by the parent Committee Chairman unless the Chairman wishes to relinquish the chair to another member who may be a more appropriate chair for the specific subject matter that the PDG was discussing.
- iii. All other members of the Council can attend and co-option of non-Councillors applies.
- iv. If a project requires more research within the PDG and some members are willing to do this then it may be undertaken independently, meeting together if they wish. The Town Clerk and PDG Chairman should be advised. The research is then to be brought back to the PDG for wider discussion and possible recommendations.

It was noted that it already exists that at any time Councillors can undertake independent research and recommendations to a Committee without formal regulations and over prescriptive procedures. The new Committee administration system introduced last year was an example of this.

The Council DID NOT RESOLVE the proposal put forward by Cllr Fraser.

The Council RESOLVED the recommendation of P&RC and approved the revised Standing Orders and Terms of Reference as resolved by the Committee with the interpretation as in this minute.

## 6. Ordinary Council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.** Additional meetings of the Council shall normally take place on Tuesdays as per the timetable approved annually at the Annual Council Meeting.
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j **Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the Annual Council Meeting, the business of that meeting shall include:**
  - l. **In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council**

**resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

- II. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- III. Receipt of the minutes of the last meeting of a Standing committee;
- IV. Consideration of the recommendations made by a Standing committee;
- V. Review of delegation arrangements to Standing Committees, Sub-Committees, staff and other local authorities;
- VI. Review of the terms of reference for committees;
- VII. Appointment of members to existing committees;
- VIII. Appointment of any new committees in accordance with standing order 4 above;
- IX. Review and adoption of appropriate standing orders and financial regulations;
- X. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- XI. Review of representation on or work with external bodies and arrangements for reporting back;
- XII. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- XIII. Review of inventory of land and assets including buildings and office equipment;
- XIV. Confirmation of arrangements for insurance cover in respect of all insured risks;
- XV. Review of the Council's and/or staff subscriptions to other bodies;
- XVI. Review of the Council's complaints procedure;
- XVII. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- XVIII. Review of the Council's policy for dealing with the press/media;  
and
- XIX. Determination of the time and place of ordinary meetings of the Council and committees up to and including the next annual meeting of full Council.

## **7. Extraordinary meetings of the Council and Standing Committees and Sub-Committees**

- a **The Chairman of the Council may convene an extraordinary meeting of the**



### **Council at any time.**

- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**
- c The Chairman of a Standing Committee [or a Sub-Committee] may convene an extraordinary meeting of the Standing Committee [or the Sub-Committee] at any time.
- d If the Chairman of a Standing Committee or a Sub-Committee does not or refuses to call an extraordinary meeting within 7 clear working days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the Standing Committee or Sub-Committee may convene an extraordinary meeting of a Standing Committee and a Sub-Committee. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.

## **8. Previous resolutions**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six Councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a Standing Committee or a Sub-Committee.
- b When a motion moved pursuant to standing order 8(a) above has been disposed of, no similar motion may be moved within a further six months.

## **9. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

## 10. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c A motion may not go direct to Council, unless the Proper Officer and the Chairman agree that the matter is of such urgency that it cannot go through the committee process.
- d If a motion specified in the agenda is not moved either by the member who gave notice of it or by any other Councillor, it shall, unless postponed by the Council be treated as withdrawn and shall not be moved without fresh notice.
- e If a motion fails at Standing Committee, it will be recorded as such in the minutes. When the Standing Committee minutes are reported to Council, the mover of the motion may ask that the matter be reconsidered and voted upon. For the sake of clarification, the minutes of the meeting which contain the failed motion shall constitute the written notice under SO 10(a) and the mover of the motion shall give prior notice to the Chairman of the relevant Standing Committee.
- f The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- g If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- h If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- i Subject to standing order 10(h) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- j Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- k Motions rejected shall be recorded in a book for that purpose with the explanation by the Proper Officer for their rejection.

## 11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to determine matters arising from the consideration of reports from officers, Standing Committees or Sub-Committees which are included in the agenda;
  - v. to refer a motion to a particular Standing Committee or Sub-Committee;
  - vi. to appoint a person to preside at a meeting;
  - vii. to change the order of business on the agenda;
  - viii. to proceed to the next business on the agenda;
  - ix. to require a written report;
  - x. to appoint a Standing Committee or Sub-Committee and their members;
  - xi. to extend the time limits for speaking;
  - xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xiii. to not hear further from a Councillor or a member of the public;
  - xiv. to exclude a Councillor or member of the public for disorderly conduct;
  - xv. to temporarily suspend the meeting;
  - xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvii. to adjourn the meeting; or
  - xviii. to close a meeting.

## 12. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

## 13. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
- c When a meeting is convened to discuss items under SO 24(a) all matters discussed shall be confidential to the members at the meeting and shall not be disclosed to any other Councillor, Staff Member or the public, any disclosure will constitute a breach of confidentiality.

## 14. Draft minutes

- a The draft minutes of a preceding meeting will be placed on the Council's website immediately they are produced. Hard copies shall be served on Councillors with the Council agenda and shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 15. Code of conduct and dispensations

*See also standing order 3(t) above.*

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- f Subject to standing orders 15(d) and (e) above, dispensation requests shall be considered by the Chairman and Vice Chairman of Council before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- g **A dispensation may be granted in accordance with standing order 15(f) above if having regard to all relevant circumstances the following applies:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## 16. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13 above, report this to the Council.

- b Where the notification in standing order 16(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d) below].
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 17. Proper Officer

- a The Proper Officer shall be either (i) the town clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer of the Council is under a statutory duty to carry out all the functions required by law of a local authority's Proper Officer. The Proper Officer is totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.

The Proper Officer is expected to advise the Council on, and assist in the formation of, overall policies to be followed and to implement constructively all decisions. The Proper Officer is accountable to the Council, not to any individual or group of Councillors, for the effective management of all its resources and will report to the Council as and when required or its Standing Committees.

- c The Proper Officer shall:
  - at least three clear days before a meeting of the Council, a Standing Committee and a Sub-Committee serve on Councillors a summons, by email or post on request at their residences, confirming the time, place and the agenda** provided any such notice contains the signature (electronic or otherwise) and title of the Proper Officer.  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3 (c) above for a meeting of a committee.*
  - i. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a Standing Committee or a Sub-Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**

*See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3(c) above for a meeting of a committee.*

- ii. subject to standing order 10 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. facilitate inspection of the minute book by local government electors;
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. retain acceptance of office forms from Councillors;
  - vii. retain a copy of every Councillor's register of interests;
  - viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same;
  - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
  - xi. arrange for legal deeds to be executed;  
*See also standing order 27 below.*
  - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
  - xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
  - xiv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning, Licensing and Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning, Licensing and Highways Committee;
  - xv. manage access to information about the Council via the publication scheme; and
  - xvi. retain custody of the seal of the Council which shall not be used without a resolution to that effect.  
*See also standing order 27 below.*
  - xvii. Keep proper records required before and after meetings.
- d If the wording or subject of a proposed agenda item is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the item shall be included in the agenda or rejected.
- e The Proper Officer shall decide as to whether or not to include this item on the agenda and his decision shall be final.

## 18. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 19. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor at every Council meeting a statement to summarise:
  - i. the Council’s receipts and payments made since those approved at the previous meeting;
  - ii. the Council’s aggregate receipts and payments for the year to date;
  - iii. the balances currently held and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends. Similar statements to those above will be supplied to Standing Committees at their meetings.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each Councillor with a statement summarising the Council’s receipts and payments for the period since those approved at the previous meeting and the year to date for information; and
  - ii. to the full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

## 20. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of



the following:

- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 20(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 20(d) below and must satisfy the requirements of the Public Contracts Regulations 2015 which include use of the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer; tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
  - v. Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract exceeds thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup> the**

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<sup>3</sup> Thresholds currently applicable are:

**full requirements of The Public Contracts Regulations 2015, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract.**

## 21. Estimates / Precepts

- a. **The Council shall approve written estimates and the precept for the coming financial year** at its meeting before the end of February
- b. Any Standing Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

## 22. Canvassing of and recommendations by Councillors

- a. Canvassing Councillors or the members of a Standing Committee or Sub-Committee, directly or indirectly, for appointment by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A Councillor or a member of a Standing Committee or Sub-Committee shall not solicit a person for appointment by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

## 23. Inspection of Documents

- a. Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a Standing Committee or a Sub-Committee, and request a copy for the same purpose. The minutes of meetings of the Council, its Standing Committees or Sub-Committees shall be available for inspection by Councillors.

## 24. Handling staff matters

- a. A matter personal to a member of staff that is being considered by any meeting of Council is subject to standing order 13 above.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Personnel sub-committee or, if he is not available, the vice-Chairman of the Personnel sub-committee of absence

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- a. For public supply and public service contracts 209,000 Euros (£164,176)
  - b. For public works contracts 5,225,000 Euros (£4,104,394)

occasioned by illness or other reason and that person shall report such absence to the Personnel sub-committee at its next meeting.

- c The Chairman of the Personnel sub-committee or in his absence, the vice-Chairman together with the Chairman and Vice Chairman of Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk and RFO. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the Personnel sub-committee or in his absence, the vice-Chairman of the Personnel sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel sub-committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the Chairman or vice-Chairman of the Personnel sub-committee, this shall be communicated to another member of the Personnel sub-committee, which shall be reported back and progressed by resolution of the Personnel sub-committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 24(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 24(f) and (g) above shall be provided only to the Town Clerk and/or the Chairman of the Personnel sub-committee.

## 25. Requests for information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Policy and Resources Committee. The said Committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 26. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

## 27. Execution and sealing of legal deeds

*See also standing orders 17(c)(xi) and (xvi) above.*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 27(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.**

## 28. Communicating with Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Unitary Council (Principal Authority – PA) representing the area of the Council.
- b If the Council so orders, a copy of each letter sent to the PA shall be sent to the PA Councillor representing its electoral ward.
- c Any decision taken by the Council or a Standing Committee which requires contact with the PA shall be effected by the Town Clerk or his nominated officer.
- d Contact by Councillors with PA officers, unless authorised by the Council or a Standing Committee, shall be restricted to information and clarification only.

## 29. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 30. Complaints Procedure

- a. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Standing Committee, as appropriate, for consideration.
- b. This procedure does not cover complaints about the conduct of a Councillor (refer Standing Order 16).
- c. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Proper Officer of the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
- d. The complainant will be asked to put the complaint in writing to the Proper Officer of the Council at 71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP. The complaint will be dealt with within 35 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
- e. If the complainant prefers not to put the complaint to the Proper Officer of the Council (because the matter relates to the Proper Officer, for example,) he should be advised to write to the Chairman.
- f. (a) On receipt of a written complaint, the Proper Officer of the Council (except where the complainant is about his own actions) or Chairman (if the complaint relates to the Proper Officer), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him an opportunity to comment. Efforts should be made to resolve the complaint at this stage.  
(b) Where the Proper Officer of the Council or a Councillor receives a written complaint about the Proper Officer's actions, he or she shall refer the complaint to the Chairman. The Proper Officer of the Council will be formally advised of the matter and given an opportunity to comment.

- g The Proper Officer of the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
- h The Proper Officer of the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Proper Officer will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.
- i Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures (refer Standing Order 24).
- j The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
- k The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
- l As soon as possible after the decision has been made (and in any event not later than 10 clear working days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
- m The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.
- n The Council will set up a complaints register.

## 31. Delegation

- a. Where the next scheduled meeting of the Council is after the date when the Council is requested to either reply to a consultation document, or to nominate a representative to an outside body, the power to act shall be delegated to the appropriate Standing Committee. Where a decision is required before the committee can be convened then the power to act shall be delegated to the Proper Officer in consultation with either the Chairman or Vice-Chairman of Council and either the Chairman or Vice-Chairman of the appropriate Standing Committee.
- b. Power shall be delegated to the Proper Officer in consultation with the Chairman and Vice-Chairman of Planning, Licensing and Highways Committee to negotiate with licensing applicants and/or their agents, and to rescind or amend the decision of the Planning, Licensing and Highways Committee in the light of new information, satisfactory reassurances, undertakings or explanations in writing. All such decisions are to be reported to the next meeting of P&RC
- c. In the event that a Standing Committee or Sub-Committee meeting is not quorate, power shall be delegated to the Proper Officer to respond to any consultations, and take decisions, up to the limit of the power of that Standing Committee or Sub-Committee, including responding to planning applications, in consultation with those Standing Committee or Sub-Committee members present. The Proper Officer to report any such decisions or actions to the next ordinary meeting of the committee or sub-committee.
- d. When carrying out their duties under delegated authority granted to them by the Council officers will act within the parameters set by the Council's standing orders and financial regulations.

## 32. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by

a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with standing order 10 above.

- c A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.
- d The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after he has delivered his acceptance of office form.
- e The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

**These Standing Orders were adopted by Council on the 19th July 2016**

**Reviewed May 2017**

[Agenda](#)



**LEIGH-ON-SEA TOWN COUNCIL ASSET REGISTER AS AT 31<sup>st</sup> March 2017****Assets**

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

Computer	£	1017.00
Office Furniture	£	502.91
Leigh Lights	£	4680.00
LCC Equipment	£	150.73
Allotments	£	116.58
Events Equipment	£	411.50
Strand Wharf	£	130,000.00

During the year, the following assets were disposed of at an asset value of:  
£16757.00

Bus Shelters returned to Southend Borough Council

At 31<sup>st</sup> March 2017 the following assets were held:

Computers	£	20,186.06*
Notice Boards	£	5,017.67*
Chairman's Insignia (Donated by Mr. T. Hatton)	£	1,500.00**
Christmas Lights	£	66,688.44*
Buildings & Infrastructure on allotments	£	32,021.47*
Seats	£	1,932.00*
Bins	£	880.00*
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****
Strand Wharf	£	130,000.00*****

\* 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

\*\*\*\*\* Valued at cost of landscaping

Value of other assets not required to be individually identified £50681.85.



**Aviva Insurance Limited.** Registered in Scotland, No. 2116.  
Registered Office: Pitheavlis, Perth PH2 0NH.  
Authorised by the Prudential Regulation Authority and regulated by the  
Financial Conduct Authority and the Prudential Regulation Authority.

**SCHEDULE  
CONTINUED**

**Policy Number**  
24896590 CCI

**Effective From**  
19th August 2016

**Produced on**  
05/08/16

**The Policyholder :** Leigh-on-Sea Town Council

**The Business :** Town Council, Property Owners and Community Bus Operator

**The Premises :** Leigh Community Centre, 71-73 Elm Road,  
Leigh-on-Sea

**SUMMARY OF COVER**

<b>Asset Protection</b>		<b>Revenue Protection</b>	
-----		-----	
Property Damage -	Not Insured	Business Interruption	Insured
Specified Contingencies		Business Interruption -	Not Insured
Property Damage -	Insured	Producers Indemnity	
All Risks		Book Debts	Not Insured
Theft	Insured	Loss of Licence	Not Insured
Computer	Not Insured	<b>Asset/Revenue Protection</b>	
Electronic Equipment	Not Insured	-----	
Business All Risks	Insured	Terrorism	Not Insured
Goods in Transit	Not Insured	Legal Liabilities	
Money and Assault	Insured	-----	
Specialist and Property	Not Insured	Employers' Liability	Insured
Covers		Public and Products	Insured
Glass	Insured	Liability	
Frozen Foods	Not Insured	Commercial Legal	Insured
Engineering	Not Insured	Protection	
Employee Dishonesty	Insured	Professional Indemnity	Not Insured
Contract Works	Not Insured	Directors & Officers	Not Insured
		Management Liability	Insured
		<b>Employee Benefits</b>	
		-----	
		Personal Accident	Insured
		Business Travel	Insured

The Schedule forms part of the Policy and replaces the previous Schedule.

**SUMMARY COMPLETED**



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the Financial Conduct Authority and the Prudential Regulation Authority.

**SCHEDULE  
CONTINUED**

**Policy Number**  
24896590 CCI

**Effective From**  
19th August 2016

**Produced on**  
05/08/16

**Property Damage - All Risks** Risk 6  
-----

**The Premises**  
-----

Anywhere within Leigh-on-Sea  
SS9 1SP

**Description/Occupation of Property Insured**  
-----

As specified in The Schedule

<b>Item</b>	<b>Description</b>	<b>Sum Insured</b>
----	-----	-----
1	Property as more fully described in The Schedule (Buildings).	£30,000
2	Property as more fully described in The Schedule (Buildings).	£31,729
3	Property as more fully described in The Schedule (Buildings).	£10,243
4	Property as more fully described in The Schedule (Buildings).	£26,000
<b>Total Risk Sum Insured</b>		<b>£97,972</b>

The Excess in respect of Contingency Groups (a), (b) and (c) is as follows:  
Contingency Group (a) - £250  
Contingency Group (b) - £250  
Contingency Group (c) - £250

Policy Condition 13 - Index Linking applies to Item(s) 1 2 3 4

Policy Condition 14 applies - 3 year Long Term Undertaking from 19/08/16

Special Endorsement 1 - Additional Clause A Day One  
-----  
Additional Clause A Day One (Non Adjustable)  
applies to each Item of property insured in the  
Schedule.

The sum insured by each item in the Schedule is the  
Declared Value. The Day One uplift is 20%

Special Endorsement 2 - Theft Damage To Buildings



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**SCHEDULE  
CONTINUED**

**Policy Number**  
24896590 CCI

**Effective From**  
19th August 2016

**Produced on**  
05/08/16

-----  
Where Buildings are insured under this Section, We  
will indemnify You in respect of Damage to such  
Buildings at The Premises, or which You are  
responsible, by theft or attempted theft.

We will not indemnify You in respect of

- (a) Damage
  - (i) caused to any property other than the  
Buildings
  - (ii) caused by any person lawfully on the Premises
  - (iii) while the building is unoccupied or disused
  - (iv) more specifically insured by You or on Your  
behalf
- (b) an excess of £250

**Special Endorsement 3 - Excess**  
-----

The Excess in respect of Contingency Group (a) is  
amended to Nil and not as stated in The Schedule

**Memorandum 1 - Description of Items**  
-----

The Items specified in The Schedule are more fully  
described as:

- Item 1 - Street Furniture
- Item 2 - Skate Park Equipment
- Item 3 - Fencing
- Item 4 - Street Furniture & Lighting at  
Strand Wharf

[Agenda](#)

# LEIGH-ON-SEA TOWN COUNCIL

## FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Information published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
Who's who on the Council and its Committees	Website Hard copy on request	Free 5p per A4 sheet
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy on request	Free 5p per A4 sheet
Location of main Council office and accessibility details	Website There is full disabled access throughout the building	Free
Staffing structure	Website Hard copy on request	Free 5p per A4 sheet
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy on request	Free 5p per A4 sheet

Finalised budget	Website Hard copy on request	Free 5p per A4 sheet
Precept	Website Hard copy on request	Free 5p per A4 sheet
Borrowing Approval letter	Not currently available as no borrowing	
Financial Standing Orders and Regulations	Website Hard copy on request	Free 5p per A4 sheet
Grants given and received	Website Hard copy on request	Free 5p per A4 sheet
List of current contracts awarded and value of contract	Available electronically by request Hard copy on request	Free  5p per A4 sheet
Members' allowances and expenses	There are no members' allowances. Details of expenses available electronically by request Hard copy on request	Free  5p per A4 sheet
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	'Vision for Leigh' publication available as a hard copy on request	5p per A4 sheet
Annual Report to Town Electors' Meeting (current and previous year as a minimum)	Website Hard copy on request	Free 5p per A4 sheet
Quality status	Website	Free

	Hard copy on request	5p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	Not available	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		Free 5p per A4 sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free 5p per A4 sheet
Agendas of meetings (as above)	Website Hard copy on request LTC noticeboards	Free 5p per A4 sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 5p per A4 sheet
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 5p per A4 sheet
Responses to consultation papers	Website Hard copy on request	Free 5p per A4 sheet
Responses to planning applications	Website Hard copy on request	Free 5p per A4 sheet
Bye-laws	Not available	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		Free 5p per A4 sheet
Policies and procedures for the conduct of council business	Website Hard copy on request	Free 5p per A4 sheet

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		sheet
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy on request	Free 5p per A4 sheet
Information security policy	Not available	
Records management policies (records retention, destruction and archive)	Not available	
Data protection policies	Website Hard copy on request	Free 5p per A4 sheet
Schedule of charges (for the publication of information)	Website Hard copy on request	Free 5p per A4 sheet
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held)	Where applicable Hard copy on request	Free 5p per A4 sheet
Assets register	Website Hard copy on request	Free 5p per A4 sheet



Disclosure log (indicating the information that has been provided in response to requests)	Hard copy on request	5p per A4 sheet
Register of members' interests	Website Hard copy on request	Free 5p per A4 sheet
Register of gifts and hospitality	Only available for inspection by visiting the Town Council Office	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website Hard copy on request	Free 5p per A4 sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Electronically by request Hard copy on request	Free 5p per A4 sheet
Parks, playing fields and recreational facilities	Electronically by request Hard copy on request	Free 5p per A4 sheet
Seating, litter bins, clocks, notice boards, memorials and lighting	Electronically by request Hard copy on request	Free 5p per A4 sheet
Markets	Electronically by request Hard copy on request	Free 5p per A4 sheet
Public conveniences	Not applicable	
Agency agreements	Electronically by request Hard copy on request	Free 5p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information available</b>		

Town magazine – LTC News	Delivered to LTC electors Website Available LCC	Free
Links to Local Organisations	Website	

Information will be published if it is available/when it becomes available.

**Contact details:**

**Helen Symmons**

**Town Clerk**

**Leigh-on-Sea Town Council**

**Tel: 01702 716288**

**Email: [council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk)**

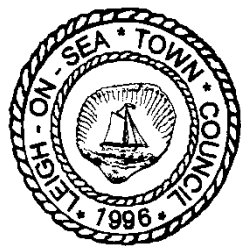
**Website: [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)**

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost 5p per sheet
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Document reviewed: ACM May 2016

Date to be reviewed: ACM May 2017



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson

## Data Protection Policy & Information Security Policy

Adopted 13<sup>th</sup> May 2015

### The Data Protection Policy

Leigh-on-Sea Town Council recognises its responsibility to comply with the Data Protection Act 1998. The act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

### The Data Protection Act

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people, electronically or on paper.

As a local authority, Leigh-on-Sea Town Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 when holding personal information.

When dealing with personal data, Leigh-on-Sea Town Council staff and Councillors must ensure that,

- **Data is processed fairly and lawfully**

This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.

- **Data is processed for specified purposes only**

- **Data is relevant to what it is needed for**

Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

- **Data is accurate and kept up to date**

Personal data should be accurate, if it is not it should be corrected.

- **Data is not kept longer than it is needed**

Data no longer needed will be shredded or securely disposed.

- **Data is processed in accordance with the rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

- **Data is kept securely**

Only staff and where necessary Councillors can access the data. It cannot be accessed by members of the public.

### **Storing and accessing data**

Leigh-on-Sea Town Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and staff must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to staff or a member of Leigh-on-Sea Town Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else without the person's permission.

Leigh-on-Sea Town Council may hold personal information about individuals such as their addresses and telephone numbers. Except for the main contact details for the Councillors the information about individuals will be securely kept and are not available for public access. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Council's document retention policy, it will be shredded or securely deleted from the computer.

The Town Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them,

- They must be sent all of the personal information that is being held about them
- There must be an explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be agreed by the Town Council and amended in line with inflation from time to time. For postage the figure will be £2.00 and for photocopying it will be £0.15 per sheet.

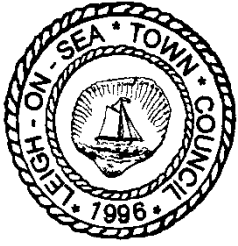
### **Disclosure of personal Information**

If an elected member of the council, for example a Councillor, needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint about over hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. A Councillor may only do this providing they represent the area that the subject lives in. However, before they access any sensitive information about a person, they would need consent to do this from the Town Clerk. Data should never be used for political reasons unless the data subjects have consented.

### **Confidentiality**

Leigh-on-Sea Town Council Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

[Agenda](#)



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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson

## PRESS & MEDIA POLICY

### 1 INTRODUCTION

- 1.1 The purpose of this policy is to define the roles and responsibilities within Leigh-on-Sea Town Council (known as “the Council”) for working with the press and media (known as “the media”) and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

### 2 KEYS AIMS

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

### 3 THE LEGAL FRAMEWORK

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government’s Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:-
  - “Any publicity describing the Council’s policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both.”
  - “Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments.”
  - “Publicity should not attack, nor appear to undermine, generally accepted moral standards.”
  - “Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.”
- 3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

- 3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.
- 3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 3.5 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council's policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Town Clerk before any response is made to the media.

#### **4.0 CONTACT WITH THE MEDIA**

- 4.1 When responding to approaches from the media, the Chairman of the Council should be the authorised contact with the media in consultation with the Town Clerk. However, if the subject of an enquiry relates to the work of one of the Council's Committees, the Chairman of the Council may delegate the authorised contact role to the Chairman of that Committee.
- 4.2 Statements made must reflect the Council's opinion.
- 4.3 Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.
- 4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.
- 4.5 Letters representing the views of the Council should only be issued by the Town Clerk following agreement by the Council or relevant Committee. If individual Members choose to send letters to express their own opinions on Council policies, they are strongly advised to check their facts first with the Town Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.
- 4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

#### **5 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS**

- 5.1 Agendas and minutes of meetings will be on the Council's website.
- 5.2 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request, prior to the meeting.
- 5.3 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available.
- 5.4 Filming or taping of Council or Committee is permissible.

#### **6 ELECTIONS**

- 6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the

particular position they hold in the Council. These extracts from the Code illustrate the main points:-

- “Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chairman of a committee), and their responsibilities. Publicity may also include information about individual councillors’ proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council.  
All such publicity should be objective and explanatory, and personalisation of issues or personal images making should be avoided.”
- “Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals.”
- “The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election.”

6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

## **7 PRESS COMMUNICATIONS**

7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council’s position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

7.2 Any Officer or Member may draft a press release, however they must all be issued by the Town Clerk following agreement by the Council or relevant Committee in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

## **8 NOTICES**

8.1 The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by the Town Clerk.

8.2 The Council notice boards will be used for the advertising of agendas, minutes and other council information.

## **9 URGENT SITUATIONS**

9.1 In the case of an urgent letter or press release being required in advance of a Council or Committee meeting, this may be issued by the Town Clerk with the agreement of the Chairman of the Council or relevant Committee following circulation of a draft version to other Members for comment.

9.2 In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:

a) the Vice Chairman of the Council may act in the absence of the Chairman;

b) the Vice Chairman of a Committee may act in the absence of the Chairman;

c) the Town Clerk may act in the absence of the Vice Chairman of the Council or a Committee

**Approval required for the following Annual Commitments 2016-2017****Subscriptions**

<b>Name/Reason</b>	<b>Frequency/Payment Type</b>	<b>Annual Spend</b>
EALC & NALC - Local Council Review Subscription	Annually/Cheque	£17.00
EALC & NALC – Affiliation fee	Annually/Cheque	£1776.16
National Society of Allotments - Subscription	Annually/Cheque	£66.00
CTA (UK) – Subscription/membership	Annually/Cheque	£295.00
Rural Community Council – Annual membership	Annually/Cheque	£60.00
Thames Estuary Partnership	Annually/Cheque	£250.00

**Annual Contracts/Agreements**

<b>Name/Reason</b>	<b>Frequency/Payment Type</b>	<b>Annual Spend</b>
Secom – Security Alarm CC	Annually/Cheque	£495.64
JK Fire Systems- Fire Alarm CC	Annually /Cheque	£460.00
Quantum Services-Lift maintenance contract	Annually/Cheque	£390.00
Edge IT Systems – Facilities & Finance systems	Annually/Cheque	£1749.00
Auditing Solutions – Internal Audit	Twice Yearly/Cheque	£1640.00
PKF Littlejohn – External Audit	Annually/Cheque	£1560.00
Greenworks Washrooms – Washroom services	Annually/Cheque	£1800.00
ATS Services – Boiler service	Annually/Cheque	£1000.00
Miskos Ltd – IT Support	Monthly/Cheque	£1260.00
Neopost – Franking Machine service agreement	Annually/Cheque	£423.00
Acumen Wages Services – Payroll processing	Monthly/Cheque	£625.40
BNP Paribas – Photocopier lease	Quarterly/Direct Debit	£1301.76
Aylesford Electrical Contractors Ltd- Leigh Lights	Annually/Cheque	£9150.00
Eon – Electricity for Leigh Lights	Annually/Cheque	£381.63
Heart Internet – Domain renewal for Council & LCC	Annually/Imprest card	£311.81
LOSALGA- ASA agreement	Quarterly/Bank Transfer	£1600.00
MDAS –ASA agreement	Quarterly/Bank Transfer	£3000.00
Marshall Close – ASA agreement	Quarterly/Bank Transfer	£500.00
Southend Borough Council – Hedge cutting allotments	Annually/Cheque	£900.00
Southend Borough Council- Grass cutting allotments	Annually/Cheque	£450.00
Wren Electrical Ltd – electrical condition report for LCC	Every 3 years	£2,500.00



**Licences**

<b>Name/Reason</b>	<b>Frequency/Payment Type</b>	<b>Annual Spend</b>
PRS & PPL – Music licences	Annually/Cheque	£1500.00

**Approval required for the use of variable direct debits as follows****Regular Direct Debits**

<b>Name</b>	<b>Reason</b>	<b>Average Annual Spend</b>
Biffa	Waste/Bins CC & Skate Park	£2148.00
Southend BC	Business Rates	£7980.00
Anglian Water	Sewage fee Comm Centre	£808.68
BT	Broadband, line rental & call chgs	£2739.49
The Calls Warehouse	Call chgs LCC	£864.03
Essex & Suffolk Water	Water rates CC	£808.29
SSE Gas	Gas &Electricity at LCC Electricity at Skate Park & Strand Wharf	£12000.00
Wessex Leasing	Hand Drier leasing	£554.12

[Agenda](#)

**TOWN CLERK'S REPORT  
COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2016/17**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
COUNCIL 21-03	119d. Report 2644/I&E	RESOLVED	21-03-17	No further action	NFA	
COUNCIL 21-03	120. Renewal of Licenses	ATC to execute	31-03-17	Executed	Diarise for review at CFC February 2018	TC
COUNCIL 21-03	121. Adoption of Revised Risk Register	RESOLVED	21-03-17	Published on websites	Diarise for P&R review March 2018	TC
COUNCIL 21-03	122. Adoption of Revised Financial Regulations	RESOLVED	21-03-17	Published on websites	Diarise for P&R review March 2018	TC
COUNCIL 21-03	123. Governance Statement	Statements RESOLVED individually	21-03-17	Part of year end procedures	Governance statement to be adopted at Council 6-06-17	TC
COUNCIL 21-03	124. Review of Standing Orders and Terms of Reference	P&R PDG to be held to review	09-05-17	Reviewed	On Council Agenda 16-05-17	TC
COUNCIL 21-03	129. Staff Salary Payment 2017/18	RESOLVED	21-03-17	Monthly Salary exp for coming year approved	NFA	
COUNCIL 21-03	132. Good for Leigh Awards	Recipients RESOLVED	21-03-17	2 organisation awards, 4 individual (albeit 1 joint)	Presented at ATM Diarise for 2018 awards January 2018	TC
COUNCIL 21-03	133. Staffing Recommendation	Helen Symmons RESOLVED as Town Clerk	21-03-07	With effect from 10 <sup>th</sup> April 2017	Changed effected	

**ANNUAL HOLIDAY OF ACTING TOWN CLERK**

I shall be absent from the Office 18<sup>th</sup> - 22<sup>nd</sup> May, 8<sup>th</sup> – 12<sup>th</sup> June (training & annual leave), 15<sup>th</sup> – 28<sup>th</sup> August and 7<sup>th</sup> – 11<sup>th</sup> September.

**2016/17 STAFF TRAINING**

Code of Conduct	Helen Symmons
EALC Lone Working & Appraisals	Graham Davison
Introduction to Local Council Administration (completed and passed)	Abbie Cotterell
SLCC Conference	Paul Beckerson
Social Media Course	Abbie Cotterell
Employment Overview	Helen Symmons
EALC / SLCC Training Day – Vine HR & Fire Service	Paul Beckerson
Essex Pension Fund EOY Workshop	Emma Stratton
Fire Safety Level 2	Graham Davison
Essex Pension Fund EOY Workshop	Vivien Choppen
Understanding the Annual Meeting	Helen Symmons
Quality Council Application Workshop	Emma Stratton
First Aid Training Older People	Vivien Choppen
Personal Licence Training Ltd	Graham Davison
Annual Return Workshop	Helen Symmons Emma Stratton
Health & Safety Level 2	Graham Davison Ashley Curtis
SLCC Regional Seminar	Helen Symmons
EALC Planning Briefing	Helen Symmons

**2016/17 COUNCILLOR TRAINING**

Councillor Training day 1	Valerie Morgan
Councillor Training Day 2	Valerie Morgan
Internal Budget Training	Cllrs Ward, Fraser, Rosier, Herbert, Healey & Morgan
Chairman's Day 1	Vivien Rosier Helen Robertson
Council Finance	Jane Ward Valerie Morgan
Employment Overview	Carole Mulroney
Advanced Councillor Day	Valerie Morgan
Chairman's Day 3	Vivien Rosier
Chairman's Day	Valerie Morgan
Planning Briefing	Jill Healy
MIDAS training	Karen Bowden

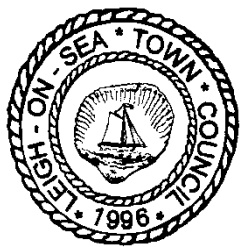
**LOCAL COUNCIL AWARD SCHEME**

We are aiming to have this completed for the necessary resolutions at Council 18<sup>th</sup> July 2017. The new website was launched 11<sup>th</sup> May.

**YEAR END ACCOUNTS**

These have been prepared ready for the Internal Auditor to undertake the year-end review Friday 19<sup>th</sup> May. May I remind Councillors of the additional meeting date 6<sup>th</sup> June to formally approve the accounts for the year 2016/17. This meeting will commence at 7 p.m. prior to the CFC meeting.

[Agenda](#)



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney

Town Clerk: Paul Beckerson (Helen Symmons – acting)

## MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON TUESDAY 21<sup>ST</sup> MARCH 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Karen Bowden, Patrick Fox, Donald Fraser, Jill Healey, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Declan Mulroney, Ron Owen, Caroline Parker, Vivien Rosier and Jane Ward

Also in attendance: Helen Symmons (Town Clerk – acting), Gavin Dixon (Leader of Kings Church) until minute 132.

Prior to the meeting Justin Benson-Ryal, Station Commander of Leigh Fire Station introduced himself and spoke with the members. Gavin Dixon, Leader of King's Church, then led Councillors in prayers.

### ***The meeting opened at 7.37 pm***

#### 113. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and spoke about the High Sheriff Awards event she had attended. Cllrs Fraser and Herbert were thanked for attending the Thursday Club closing party.

#### 114. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair and Mark Bromfield

#### 115. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulroney declared a non-pecuniary interest as a Southend Borough Councillor on the Development Control Committee when at minute 119 (a) Cllr Fraser spoke further on planning minute 249 (28<sup>th</sup> February 2017 meeting)***

#### 116. APPROVAL OF MINUTES OF THE EXTRAORDINARY MEETING 7<sup>TH</sup> FEBRUARY 2017

The minutes of the meeting of 7<sup>th</sup> February 2017 were agreed and signed by the Chairman as a true and accurate record.

#### 117. PUBLIC REPRESENTATIONS

There were none

#### 118. QUESTION FROM COUNCILLORS

There were none

### COMMITTEES

#### 119. COMMITTEES – **Agenda item 7**

- a) Cllr Fraser presented the minutes of the Planning, Highways and Licensing Committee of 24<sup>th</sup> January, 14<sup>th</sup> February, 28<sup>th</sup> February and 14<sup>th</sup> March 2017 which were **NOTED** by Council.

Cllr Fraser referred to minute 249 of the meeting 28<sup>th</sup> February and provided members with more detail.

- b) Cllr Herbert presented the minutes of the Community Facilities Committee of 7<sup>th</sup> February 2017. These were **NOTED** by Council.

Further detail regarding minute 21 (Leisure Development Sub-Committee) was provided following a query.

- c) Cllr Valerie Morgan presented the minutes of the Environment and Leisure Committee of 21<sup>st</sup> February 2017 which were **NOTED** by Council.

Additional information was provided regarding minute 67.

- d) Cllr Ward presented the minutes of the Policy and Resources Committee of 7<sup>th</sup> March 2017 which were **NOTED** by Council.

There was one recommendation at this stage in the meeting, the other recommendations would be attended to later in the meeting at the appropriate agenda point.

**Minute 100** – To approve the expenditure and note the income (Report 2644/I&E – Appendix 1 to the agenda)

**RESOLVED:** That the expenditure and income in Report 2644/I&E be approved and noted respectively

DECISION ITEMS
----------------

120. RENEWAL OF LICENCES – **Agenda item 8**

Council **RESOLVED** that the Acting Town Clerk be given authority to execute the renewal of the café licence.

121. ADOPTION OF REVISED RISK REGISTER – **Agenda item 9**

Council **RESOLVED** the Risk Register.

122. ADOPTION OF REVISED FINANCIAL REGULATIONS – **Agenda item 10**

The Acting Town Clerk explained the amendments.

Council **RESOLVED** the revised Financial Regulations.

123. GOVERNANCE STATEMENT – **Agenda item 11**

The Chairman read each accounting statement with members reviewing the specific control measures.

Statement 1 – The Council has put in place arrangement for effective financial management during the year and for the preparation of the accounting statements with specific control measures.

The Council **RESOLVED** Statement 1

Statement 2 – The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness with specific control measures.

The Council **RESOLVED** Statement 2

Statement 3 – The Council took all reasonable steps to assure itself 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.

The Council **RESOLVED** Statement 3

Statement 4 – The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with requirements of the Accounts and Audit Regulations.

The Council **RESOLVED** Statement 4

Statement 5 – The Council has carried out an assessment of the risks facing the Council and have taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance where required.

The Council **RESOLVED** Statement 5

Statement 6 – The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

The Council **RESOLVED** Statement 6

Statement 7 – The Council took appropriate action on all matters raised in reports from internal and external audit.

The Council **RESOLVED** Statement 7

Statement 8 – The Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after year end have a financial impact on the council and where appropriate have included them in the accounting statements.

Council **RESOLVED** Statement 8

124. REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE – **Agenda item 12**

Council **RESOLVED** to request that P&R Committee hold a PDG meeting to review Standing Orders and Terms of Reference for Council and Committees and to make their recommendations to P&R Committee 2<sup>nd</sup> May 2017.

FOR NOTING
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125. TOWN CLERK'S (ACTING) REPORT 2645/HS

The report was **NOTED**. The Acting Town Clerk advised members that the Election Notice for the Leigh Road Ward vacancy was now advertised. If contested, the election date will be Thursday 27<sup>th</sup> April 2017. Members discussed the changes to the Annual Town Meeting.

126. TIME TABLE OF MEETINGS 2017/18

Council requested that the Chairmen Forum meetings take place two weeks prior to each full Council meeting. The Acting Town Clerk will revise the schedule and present for acceptance at the Annual Council Meeting in May.

127. REVIEW OF MEMBERS' INTERESTS

The Chairman reminded all members of the need to review their Declaration of Interest statements.

128. COUNCIL TAX REFERENDUM PRINCIPLES TO TOWN AND PARISH COUNCILS

A recent letter relating to this issue from NALC was circulated to members.

FINANCIAL
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129. STAFF SALARY PAYMENT FOR 2017/18 – **Agenda item 17**

Council **RESOLVED** the monthly salary expenditure for 2017/18

130. COPY OF FINAL COUNCIL BUDGET 2017/18

Members were provided with a copy of the resolved budget for 2017/18

CONFIDENTIAL
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131. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

Council **RESOLVED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs 3(d) and 24 – staffing and public award)

***Gavin Dixon left the meeting***

***Start of confidential business***

132. GOOD FOR LEIGH AWARDS – **Agenda item 20**

An additional nomination was submitted.

Council **RESOLVED** that not all nominations would be given an award and voting took place.

Council **RESOLVED** to present six Good for Leigh Awards at the Annual Town Meeting on Friday 28<sup>th</sup> April 2016.

***The Acting Town Clerk left the meeting***

133. STAFFING RECOMMENDATION – **Agenda item 21**

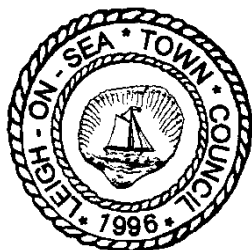
Council considered the recommendation from P&R Committee.

Council **RESOLVED** to appoint Helen Symmons to the position of Town Clerk with effect from 10<sup>th</sup> April 2017 as per the confidential recommendation.

***End of confidential business***

***The Acting Town Clerk returned to the meeting***

***The meeting closed at 8.32 pm***



# Leigh-on-Sea Town Council



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Chairman: Cllr Carole Mulroney

Town Clerk: Helen Symmons

## **Minutes of 21<sup>st</sup> Annual Town Electors Meeting 28<sup>th</sup> April 2017, 7.00 pm at Leigh Community Centre, Elm Road**

**Present:** Councillors: Carole Mulroney (Chairman), Karen Bowden, Anita Forde, Donald Fraser, Jill Healey, Valerie Morgan, Declan Mulroney, Ron Owen, Caroline Parker, Vivien Rosier and Jane Ward.

Sir David Amess MP, Cllr John Lamb, Leader of Southend Borough Council, Borough Councillor Bernard Arscott, Cllr Peter Davey (EALC) and Peter Geraghty (SBC). Press – Evening Echo & Leigh Times

Town Clerk and two members of staff along with 39 members of the public.

Those attending who were Leigh Town Council electors numbered 42

### ***The meeting opened at 7.07pm***

#### **1. OPENING OF MEETING**

The Chairman opened the meeting, welcomed everybody and thanked the attending Borough Councillors and MP. Leigh Town Council members were asked to stand and introduce themselves.

#### **2. APOLOGIES**

Councillors: Patrick Fox, Richard Herbert, Fr. Clive Hillman, Past Councillors: Peter Dolby and Helen Robertson

#### **3. MINUTES OF THE 20<sup>th</sup> ANNUAL TOWN MEETING** were agreed and signed.

#### **4. REPORT OF THE CHAIRMAN – Cllr Carole Mulroney**

Good evening everyone and thank you for coming and showing an interest in the work of the Town Council. Well here we are at the end of another Council year, they seem to come round very quickly.

It has been a pretty eventful one for the Town Council with the opening of Strand Wharf after many years hard slog and the ever increasing popularity of our events and of course the Community Centre. There have been some changes in the offices with the retirement of the former Town Clerk, Paul Beckerson and a very long standing member of staff, Vivien Choppen and we thank them for the years of service they gave to the Council. Of course retirements mean new appointments and we welcome our new Town Clerk, Helen Symmons and other new members of staff filling the vacancies we have had over the year. We are very pleased to be an employer in the town and encourage youth employment. Both of our apprenticeships have resulted in permanent employment with the Town Council and career development. There has been a major review of job roles and the new restructuring allows us to move forward efficiently and with cost savings. We now employ 6 full time and 8 part time members of staff.

Sadly there still seems to be people in the Town that don't know much about us and so part of the staffing restructure was to enable us to move forward to rectify this and enhance our community engagement – it really isn't just about dishing out pink sacks!

We hold many events other than the major ones of the lights and Carols. We make great use of the community centre to arrange childrens' events during the holidays, book fayres and the like and the art wall which gives a great opportunity for local artists to display their work. We provide Grant Aid for those who are just getting started with schemes and organisations. With our artist in



residence scheme we ensure that the arts are well provided for in both the centre and the wider town.

You may not be aware that we fund the first aid post in the Old Town in the summer, the School Crossing Patrol at Elm Road, the hanging baskets, the Farmers' Market and the Community Transport Scheme for our elderly and disabled. On top of that we have major allotment sites, the skate park and Strand Wharf where we will be holding events in the coming months. And we get involved in litter picks and provide a first port of call for channelling comments to the Borough Council – in many cases avoiding people having to go to Southend or spend time calling and writing.

There are some detractors of course – no organisation is without the doubters – but that is good because it keeps us thinking about how better we can serve the community. And that is just what we have been doing in the last few months.

We have started to prepare the ground for a neighbourhood plan following the framework provided by the National Association of Local Councils, we hope to shortly meet to discuss this with the Borough whose support we need and when we get to the appropriate stage there will be full consultation town-wide. There is an exhibition of the work done so far at the back of the room. It is a long exercise with several stages and many views and variables to be taken into account so it won't be a quick process. It will go to referendum when it is the best it can be. Yes, it will actually be the residents of Leigh who decide whether the plan is adopted

One of the biggest issues in the town is parking. If there was a simple solution it would have been thought of long ago. We are not the highway authority but we will give a view on proposals and consider this through the Neighbourhood Planning process and by responding to the Borough's Parking Strategy when this is published, hopefully later this year. You can't please everyone of course and sometimes solving a problem in one place just moves it along the line so solutions have to be thought through carefully.

We all care for our town in its many aspects and one of the most important of these is its commercial side. We understand exactly how people feel about the individual shops but we cannot alter the law and so sometimes have to accept changes we don't like. One recent excellent event is the founding of the new Group, Love Independent Leigh, this town needs a strong commercial organisation to work with the Town and Borough Councils and other organisations to look after the interests of our commercial enterprises and it has been really gratifying that the traders are moving this forward – they have to lead because they know the climate they are working in.

Another subject which is important to the town is its heritage. The Town Council's Planning Committee responds to all planning applications within the town and where heritage assets are concerned is particularly testing of proposals whilst acknowledging the limitations the planning system places on us and the Borough. You all know how we fought to save the community centre and our library and we have already registered our interest in what happens to the police station once the police finally leave and I have received an assurance from the Leader of the Borough Council that we will be consulted at that time.

Several of the councillors sit on outside bodies representing the Town Council and so the Town. Valerie Morgan sits on the Airport Consultative Committee, Richard Herbert is our representative on SAVS and other councillors attend business partnership meetings and Borough Council working parties. I have been working as part of the Leigh Coastal Communities Team and the North Thames Fisheries Local Action Group both of which are looking at the fishing industry economics, tourism and betterment of the town and how it works within our varied population.

We are a group of 16 people, all different, all with different ideas, experience and hopes for the future and we come together on a totally non-party basis– whatever our personal politics, they have never entered the Town Council arena – that is the way it should be and that is the way we think you would want us to remain.

So all in all I hope that has explained a bit more about what we do, what we intend to do and how we want you to become involved. The town belongs to all of us and we should all be playing a part in its future.

## 5. OBSERVATIONS FROM GUESTS

The Chairman moved this item forward from Agenda item 10 as Sir David Amess and Cllr John Lamb had to leave for another engagement.

**Cllr John Lamb** gave his apologies for having to leave early but wished to recognise the role of Leigh Town Council with particular regard to the planning comments passed to the Borough and involvement with the Fisheries Local Action Group. He wished the Council well for the future as Leigh continues to grow along with the business side and as such the Borough are looking to extend the Business Improvement District.

**Sir David Amess** congratulated the Councillors for all the work they undertake for electors. He believed Cllr Fraser was the only original Councillor remaining from 20 years ago. Sir David stated that he remains in touch with the local community and highlighted Southend as the Alternative City of Culture at present and informed the audience of an event taking place imminently.

## 6. PRESENTATION OF LOCAL COUNCIL AWARD

The Town Clerk introduced Cllr Peter Davey, the Vice Chairman of EALC and Chairman of the Essex County Accreditation Panel. Cllr Davey thanked the Council for their invite and advised the audience that he also sits on the National Association of Local Councils and provided an overview of some of the areas he is involved in and the types of work where Councils and Councillors are represented.

He was delighted to be awarding Leigh Town Council with the Foundation award which he presented to the Chairman.

## 7. GUEST SPEAKER

The Chairman introduced Peter Geraghty, Director of Planning & Transport at Southend Borough Council. Peter highlighted that planning is a challenging role in any town and presented the legislation behind planning decisions.

Members have to act in accordance with legislation. Objections and petitions to applications show strength of peoples' views but members have to look at all relevant material considerations not just those views. All the evidence has to be considered. The Planning Officers advise the Council. It is independent advice as the Officers have a Code of Conduct to follow and act in the widest public interest not a political one. The local community is respected but planners must act independently based on legislation and evidence.

National Guidance rules as well as the Local Plan have to be followed. A new Local Plan will be due for consultation in 2018 and Leigh Town Council will be able to contribute. The thrust of the plan is pro-growth and development.

Mr Geraghty explained the process of submitting planning applications and the right of appeal if an application is turned down. He explained that the Right to Light is not a planning consideration but the impact of daylight and sunlight can be considered.

Planning Officers make recommendations based on the weight of the impact of the material considerations in an objective way in view of the local and national guidance. When an application has gone to appeal, not all inspectors are from Bristol. An Inspector will spend some time in the area considering an appeal. It is an expensive process and planners have to advise their Councils accordingly. Appeals made are actually quite low and most applications are approved.

Finally Mr Geraghty spoke briefly about Neighbourhood Planning and highlighted that these plans are about promoting development whether building wise or community.

## 8. COMMUNITY GUEST SPEAKERS

Current President of Leigh Lions, Deborah Jones was the first to speak highlighting the work of the Leigh branch and provide background to membership and some forthcoming events they are involved in.

John Riddell, the Press Officer of Lower Thames Rowing Club spoke of the club based at Two Tree Island which has a packed rowing and social calendar. They are the largest touring rowing club in the country with a diverse membership, being inclusive and welcoming.

Finally, original founder of the Thames Traditional Touring Club spoke of this big social biking and walking club and some of its history having begun in 1993 with just 6 members, it now boast well over 100 members.

9. **GOOD FOR LEIGH AWARDS** - Presentations were made to:

**Mary Lister**

For enhancing the arts and crafts in Leigh and creating a great community project at Wesley Church which was a pleasure for all to see and participate in.

**Peter Monk**

For being a very active member of the Leigh community over many years. Helping at events and making sure St. Clements Church Yard always looks its best, as well as showing great community spirit.

**Joan Young**

For a long career of bringing arts & crafts to our Senior Citizens at St. Edith's Court and helping them to remain involved in the community of Leigh and unleashing their creative talents.

**Leigh Art Trail**

Leigh Art Trail, in its 20<sup>th</sup> Birthday year, is a group which Leigh can look on as a great asset, attraction and promotor of the arts for Leigh, its artists and visitors. Long may it continue.

**Love Independent Leigh**

Love Independent Leigh, a new group showing initiative and leadership in enhancing and promoting the shopping experience in Leigh and working together for the good of the community.

10. **ANNUAL REPORT OF THE TOWN COUNCIL**

The meeting received the report with one question being raised with regard to the extended approved leave of absence for Town Councillors and not representing the electorate in their ward. The Chairman highlighted that ill health was behind the requests and Council had voted on the matter.

11. **RESOLUTIONS OF WHICH WRITTEN NOTICE HAD BEEN RECEIVED**

**MOTION TO ANNUAL TOWN ELECTOR'S MEETING 28<sup>th</sup> April 2017 – Received 18<sup>th</sup> April 2017**

This meeting calls on Leigh-on-Sea Town Council to engage with and consult the community, residents and businesses of the Town with an aim to progressing the following policy issues.

1. **Neighbourhood Plan.** That a Neighbourhood Plan Steering Group of interested parties from within the community be formed to progress and formulate a Neighbourhood Plan for Leigh-on-Sea with the aim of going to referendum within the lifetime of this administration.
2. **Parking.** That a house to house resident's survey be undertaken in areas of parking stress within the town, for the purpose of arriving at solutions of traffic management and the possibility of residential permit areas. The results to be put to Southend Borough Council for implementation.
3. **Town Centre Management.** To help and encourage the businesses within the town to form a Marketing Steering Group with the aim of employing a Town Centre Manager and look into the possibility of creating a Business Improvement District.

4. **Former Leigh-on-Sea Urban District Council Offices (Police Station).** That the Town Council works with others in partnership to secure the retention of this historic building in civic use, including cultural, information and administrative uses.

Proposer: Paul Beckerson

Seconder: Janet Parmenter

The Chairman asked Mr Beckerson if he wished to speak on his motion and highlighted that many of the points within the motion had been mentioned by various speakers during the meeting. Mr Beckerson gave reasoning for his motion – essentially more engagement with the community. Cllr Ward provided an insight into what is already going on within the Council. The Chairman added to this – in areas where a parish or town council exists, these are the only bodies that can prepare a Neighbourhood plan. The Town Council have a few more steps in the process before the required part of Neighbourhood planning when they must consult with a variety of groups and residents. When they are at that point, there will definitely be full consultation and engagement. Both the parking issue and BID consideration will be part of the plan but also the Chairman highlighted that SBC are undergoing a parking strategy which Leigh Town Council will be able to respond to. The basis of a BID area is that the businesses make a financial contribution so they would need to steer this suggestion of a Town Centre Manager rather than the Council. Finally it was known that the Police Station remains in use but that the Town Council as Mr Beckerson was aware, had already registered its interest a while ago with SBC who own the premises and that the Leader of SBC had personally assured the Chairman that LTC would be approached in advance of anything happening.

The electors were advised that they had one vote but that any resolution is not binding on the Council, purely persuasive. It was requested that each point of the motion be voted on individually.

Issue 1 – Neighbourhood Plan **RESOLVED**

Issue 4 – Former Leigh-on-Sea Urban District Council Offices (Police Station) **RESOLVED**

Issues 2 & 3 did not receive sufficient votes in favour.

## 12. OPEN FORUM

In the absence of a representative from SBC, Cllr Mulroney spoke in her capacity as a Southend Borough Councillor where necessary.

- |      |  |   |
|------|--|---|
| 12.1 | <b>Member of the Electorate</b><br>Raised that there had been a loss of street trees                               | From <b>Cllr Carole Mulroney</b><br>SBC policy is to replace but not necessarily in the same place. It will be referred to SBC and also whether LTC can be involved. This issue would also form part of the Neighbourhood Plan. |
| 12.2 | <b>Member of the Electorate</b><br>Pointed out that many litter bins on the seafront but a distinct lack in Leigh. | From <b>Cllr Valerie Morgan</b><br>This had been recognised and she had raised the matter at the last meeting of the E&L Committee requesting that it be placed on the Agenda for the next meeting.                             |

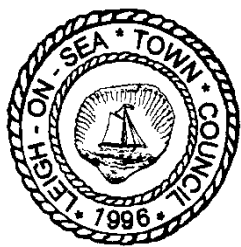
- 12.3 **Member of the Electorate**  
Stated that traffic signs around North Street School area were not evident like those at West Leigh School.
- From **Cllr Carole Mulroney**  
The speed limit around West Leigh Schools is 20 mph hence the signage. SBC are gathering evidence to consider other roads for 20 mph but are now awaiting a Government report on the matter.
- 12.4 **Member of the Electorate**  
Advised that the shelter at Bell Wharf is boarded up as owned by the railway and now sold by them.
- From **Cllr Carole Mulroney**  
Confirmed this.
- 12.5 **Member of the Electorate**  
Asked if there was ever going to be a cycle path between Chalkwell Station and Leigh.
- From **Cllr Carole Mulroney**  
Not being sure of the answer, SBC would be asked for the current position.
- 12.6 **Member of the Electorate**  
Was most concerned with the condition of some roads with deep pot holes etc.
- From **Cllr Carole Mulroney**  
Advised that areas are prioritised by SBC but the Town Council will report his concerns with regard to West Street and Woodfield Road.
- 12.7 **Member of the Electorate**  
Asked about electric car charging points for Leigh.
- From **Cllr Carole Mulroney**  
SBC are actively looking at this as she had raised the question with them today.
- 12.8 **Member of the Electorate**  
Raised the free parking anomaly with regard to differing times.
- From **Cllr Carole Mulroney**  
This was a trader driven decision. Not aware of any plans for it to change.

### 13. CONCLUSION

The Chairman closed the meeting by thanking other Councillors for their support, the staff for being first class, Gavin Dixon as her Chaplain for the year and to all the volunteers that have assisted the Council over the year.

***Meeting closed at 9.07pm***

[Agenda](#)



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney  
Town Clerk: Helen Symmons

## RISK MANAGEMENT STRATEGY

### 1. Introduction

1.1. This document forms the Council's Risk Management Strategy. It sets out:

- What is risk management
- Why the Council needs a risk management strategy
- What the Council's philosophy is on risk management
- The risk management process
- How risk management feeds into the Council's existing policies
- Roles and responsibilities
- Future monitoring

1.2. The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council
- Integrate risk management into the culture of the organisation
- Embed risk management through the ownership and management of risk as part of all decision-making processes
- Manage risk in accordance with best practice

### 2. What is Risk Management?

2.1. *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standard of conduct and service delivery arrangements'* Audit Commission, **Worth the Risk: Improving Risk Management in Local Government** (2001:5)

2.2. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3. Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** – long-term adverse impacts from poor decision-making or poor implementation. Risks - damage to the reputation of the Council, loss of public confidence or in a worst-case scenario Government intervention.

**Compliance Risk** – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks – exposure to prosecution, judicial review, employment tribunals and inability to enforce contracts.

**Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

**Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recover processes.

2.4. Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costs steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threat but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measure to manage adverse risks are likely to help with managing positive ones.

### **3. Why the Council needs a Risk Management Strategy**

3.1. Risk management will strengthen the ability of the Council to achieve its objective and enhance the value of services provided.

3.2. The Risk Management Strategy will help to ensure that all Committees across the Council have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3. There is a requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register.

### **4. The Council's philosophy on Risk Management**

#### **4.1. Risk Management Policy Statement**

Leigh-on-Sea Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

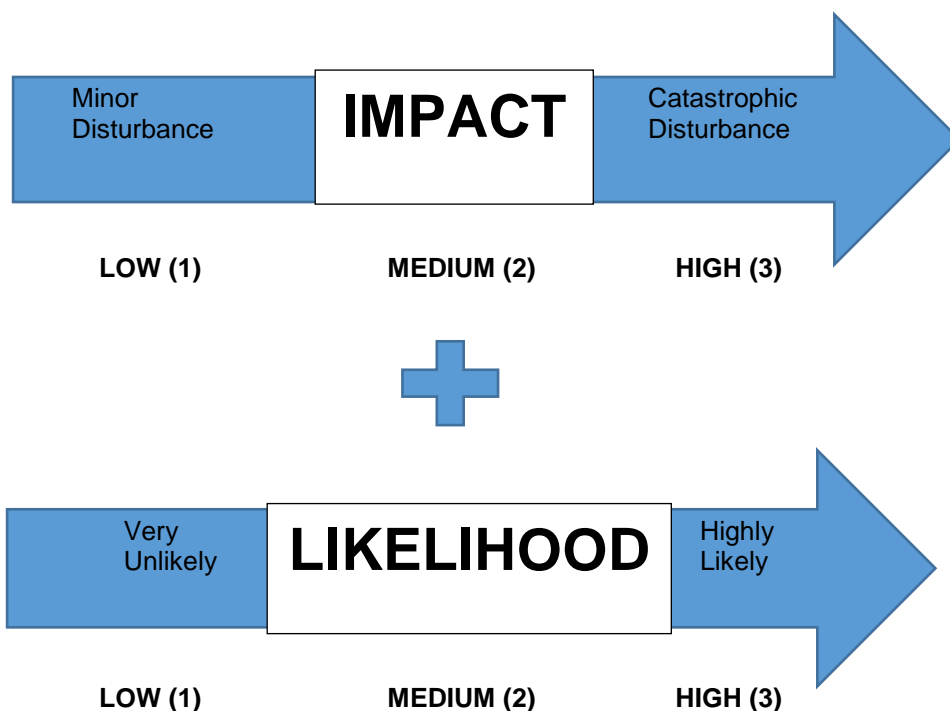
The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes.

### **5. The Risk Management Process**

#### **5.1. Implementing the Strategy**

- **Risk Identification** – identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.
- **Risk Analysis** – once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.
- **Risk Prioritisation** – an assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3).



The scores for impact and likelihood are added together. Risks scoring 4 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

## 5.2. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring
- **Transfer** – the financial impact is passed to other e.g. by revising contractual terms
- **Sharing** – the risk is shared with another party
- **Insuring** – insure against some or all of the risk to mitigate financial impact
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk

## 5.3. Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## 6. How Risk Management feeds into the Council's existing policies

6.1. The identification of Risks will be achieved by Councillors, the Town Clerk and Officers compiling a list of the risks in their service area(s) which will be integrated into a comprehensive Risk Register.



6.2. **Projects and Service changes** – Councillors, the Town Clerk and Officers developing projects or recommending changes to services will ensure that risks are identified and the measures to eliminate or control risks are documented and considered by the Council and its Committees.

6.3. **Partnership Working** – where the Council enters into partnerships with organisations from the public, private, voluntary and community sectors, part of the process will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

## 7. Roles and Responsibilities

7.1. It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively right across the Council and its operations and that responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve staff throughout the organisation.

7.2. **Elected Members** – risk management is seen as a key part of the elected Member's stewardship role and there is an expectation that elected Members will lead and monitor the approach adopted. This will include:

- Approval of the Risk Management Strategy
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
- Consideration and if appropriate, endorsement of the annual Statement of Internal Control
- Assessment of risks whilst budget setting, including any bids for resources to tackle specific issues

7.3. **Town Clerk** – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the detail of the Risk Management Strategy. The Town Clerk will:

- Provide advice as to the legality of policy and service delivery choices
- Provide advice on the implications for service areas/actions of the Council's corporate aims, objectives and best value targets
- Update the Council on the implications of new or revised legislation
- Assist in handling any litigation claims
- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operation decisions and assist in handling cases of work related illness or injury
- Advice on any health and safety implications of the chosen or proposed arrangements for service delivery
- Report progress to Council via the relevant Committee
- Ensure that Risk Management is an integral part of all best value reviews including recommendations for risk control in service review reports

7.4. **Responsible Finance Officer** – the Town Clerk or Assistant RFO will:

- Assess and implement the Council's insurance requirements
- Assess the financial implications of strategic policy options
- Provide assistance and advice on budgetary planning and control
- Ensure that the Financial Information System allows effective budgetary controls
- Effectively manage the Council's investment and loan portfolio

7.5. **Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness for the impact and costs of risks and how to feed data into the formal process. They will work to

control risks or threats within their jobs, monitor progress and report on job related risks to their line manager or the Town Clerk.

- 7.6. **Role of Internal Audit** – Internal audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports and any recommendations contained within will help to shape the annual Statement of Internal Control.

- 7.7. **Policy & Resources Committee** – reviews and future development of the Risk Management Strategy and compilation of the Risk Register will be overseen by the Committee.

- 7.8. **Training** – Risk Management training will be provided to elected Members, officers and key staff through a variety of mediums. The aim will be to ensure that all have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

## 8. Future Monitoring

- 8.1. **Review of Risk Management Strategy** – this strategy will be reviewed on a regular basis as part of the Council's continuing review of its policy documents, Standing Orders and Financial Regulations.

- 8.2. **Review of Risk Register** – the Register will be reviewed at least annually and updated as new risks emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement as can the sharing of best practice via professional bodies, NALC and relevant council forums.

## 9. Conclusion

- 9.1. The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

- 9.2. In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk) and copies of the document and the Risk Register will be available

[Agenda](#)



# 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 Carole Mulroney  
 Town Clerk: Helen Symmons

## Income and Expenditure 28th Feb 2017 – 31 Mar 2017 Report 2647/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102066	£54.60	Acumen Wages Service	Payroll processing February
102067	£142.50	Miskos Ltd	IT Support, server monitoring, spam filtering
102068	£33.56	Emma Stratton	Expenses training course
102069	£78.80	DOTS	Photocopying costs
102070	£30.00	Taxi Drivers Charity Fund	Minibus hire Community Transport
102071	£204.00	Meyer Fire Protection Company Ltd	Fire Extinguisher service
102072	£44.16	Allen Bros Electrical (Factors) Ltd	Light bulbs Community Centre
102073	£684.00	Border Signs & Graphics	Heritage sign at Strand Wharf
102074	££215.16	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
102075	£311.18	Veolia Environmental Waste Services (UK) Ltd	Garden waste sacks
102076	£480.00	Wren Electrical Ltd	Installation strip lighting Strand Wharf
102077	£111.00	Miskos Ltd	New graphics card office computer
102078	£18.12	SSE	Electricity Strand Wharf
102079	£200.00	Neopost Ltd	Top up franking machine
102080	£1253.40	Quantum Services	Lift repairs
102081	£170.00	EALC	Health & Safety Level 2 G Davison & A Curtis
102082	£695.00	Radii Skatepark Repairs	Repairs at Skate Park
102083	£292.80	Miskos Ltd	UPS & installation
102084	£60.00	Rural Community Council of Essex	Annual membership
102085	£381.63	EON	Electricity Leigh Lights
102086	£22.00	Mr A Cottee	Refund ticket CT
102087	£126.60	Acumen Wages Service	Payroll processing

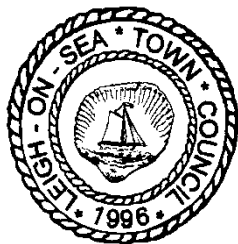
102088	£603.49	Viking	Chairs for office
102089	£72.02	Viking	Stationery
102090	£126.00	Miskos Ltd	Spam filtering & server monitoring
102091	£160.20	DOTS	Photocopying costs
102092	£495.64	Secom Plc	Alarm contract
102093	£90.00	Tiny Tales Storytellers	Storytelling event
102094	£90.00	Marko Sparko	Entertainer cost
102095	£290.00	J & Cs Party Pets	Entertainer cost
102096	£170.00	Jolly Kids Castles	Inflatables cost
102097	£95.00	Prof Joe	Entertainer cost
102098	£105.00	Lorna & Lottie's	Community Transport Tea
102099	£110.00	MDAS	Return of unclaimed deposits
102100	£35.41	Jill Healy	Travel expenses re training
102101	£13.96	Allen Bros Electrical (Factors) Ltd	Bulbs etc
102102	£30.20	Wyvern Community Transport	Minibus hire
Bk Trs	£60.00	John Oakes	Piano Tuner
Bk Trs	£24000.00	Payroll	Payroll March
		<b>Expenditure – Imprest Items</b>	
	£16.58	Dulux Decorator Centre	Paint for Strand Wharf sign
	£300.00	Southend Theatres Ltd	Tickets for Community Transport
	£64.00	Southend Theatres Ltd	Additional tickets Community Transport
	£32.00	Solopress	Easter event leaflets
	£180.00	Personal Licence Training	Training G Davison
	£45.47	Direct Heating Ltd	Water valve

		<b>Expenditure – Direct Debits</b>	
	£95.52	GO CARDLESS (Verde Coffee Ltd)	Coffee order cost recovered from Lorna & Lotties
	£68.83	Biffa	Bin collection Skate Park
	£63.66	Biffa	Recyclables Comm Centre
	£63.72	Biffa	Standard waste Comm Centre
	£378.53	BNP Paribas Lease Group Ltd	Photocopier lease
	£83.99	Biffa	Skate Park September <b>DISPUTED/ Credit received</b>
	£183.48	British Telecom	Council broadband
	£56.39	GO CARDLESS (Verde Coffee Ltd)	Coffee order cost recovered from Lorna & Lotties
	£637.92	SSE	Electricity Community Centre
	£61.57	Global Payments	Card processing fees
	£3439.95	SSE	Gas Community Centre
	£96.24	The Calls Warehouse	Call chgs 477248

### Income

Policy & Resources Committee	£280.74
Community Facilities Committee	£15763.32
Environment & Leisure Committee	£251.00
Planning, Highways & Licensing Committee	£0.00
<b>Total</b>	<b>£16295.06</b>

[Agenda](#)



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Chairman: Cllr Carole Mulroney  
Town Clerk: Helen Symmons

Auditing Solutions Ltd

Scope of work for Internal Audit 2017/18

## Review of Accounts and Accounting Arrangements

Please check that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. Including:-

- That an appropriate nominal ledger coding structure is in place,
- That regular, monthly bank reconciliations are undertaken on all accounts.

## Review of Corporate Governance

Ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

Further check the Council's reviews of Standing Orders and Financial Regulations during the year, and that appropriate internal control measures are in place together with an updated Financial Risk Assessment.

## Review of Purchasing and Payment Procedures

Perform test checks to confirm that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation;
- Supported by an official order, where appropriate;
- Supported by proper quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations;
- Posted accurately to the Edge software nominal ledger expenditure headings;
- Authorised as seen by members during the course of the cheque approval process and subsequently summarised for adoption by Full Council; and
- The VAT is calculated and recorded to the VAT control account for subsequent recovery and has been actioned correctly.

## Assessment and Management of Risk

Review the adequacy of the Council's risk assessment register for all principal areas of the Council's activities and confirm that a formal "strategy" was adopted by the Full Council;

Examine the current year's insurance schedules.

## Budgetary Control and Reserves

Ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the local Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

## Review of Income

Perform test checks to confirm that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale: and ensuring that it is banked promptly in accordance with the Council's Financial Regulations.

Ensure that the schedules of Council's fees and charges are reviewed and adopted annually;

### **Petty Cash Account**

Review the petty cash account and confirm that the required check by the Chair or the Vice Chair of P&RC is performed at least three times per year.

Check that the payment transactions are entered into the Edge Paid Expenditure reports in the same manner as other cheque payments with full details of the payee and goods with VAT separately recorded for periodic recovery.

### **Salaries and Wages**

Confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1<sup>st</sup> April 2014, as regards employee contribution bandings, the inclusion of overtime as pensionable pay and actual salary rates forming the basis for banding determination instead of WTEs. In particular:-

- Ensure that the Council reviews and approves pay scales for staff annually;
- Agree the amounts paid to employees by reference to the approved pay scale on the NJC annual schedule of rates payable, where applicable, or to the individuals' letters of annual amendment where not paid on those scales, examining a sample of all those salary payments made in one month;
- Ensure that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NI Table;
- Check that the correct superannuation percentage deductions are being applied where applicable;
- Check and agree the net payments to staff from copy payslips to the cashbooks;
- Check and agree the payment over of deductions to HMRC and Essex County Council from copy payroll reports to cashbooks and have, as part of the supplier payments testing noted earlier, summarised the month by month total payments with explanations obtained for any variances arising therein; and

### **Asset Registers**

Ensure that an appropriate register of buildings, land, plant and equipment owned by the Council is maintained.

Ensure that, in accord with the revised Practitioners' guidance in this area, the asset values have not been subject to either depreciation or "insurance policy inflation" and verify the overall value therein to the disclosure at Box 9, Section 1 of the Annual Return.

### **Investments and Loans**

Ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

### **Statement of Accounts and Annual Return**

Verify the accuracy of detail in the Annual Statement of Accounts, as produced initially by the Edge accounting software, but also supplemented by more formal supporting Income & Expenditure and Balance Sheet statements prepared by the Clerk and Finance Officer, to the underlying records and other documentation.

[Agenda](#)