



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 Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 21st November 2017** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm when it is hoped to transact the following business.

AGENDA

1. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 19TH SEPTEMBER 2017
5. PUBLIC REPRESENTATIONS
6. SOUTHEND BOROUGH COUNCIL

This is an agenda item inviting Southend Borough Councillors to report matters and issues either in person or by correspondence to Leigh Town Council relevant to the Town Council's area.

7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

COMMITTEES

8. COMMITTEES
To receive Minutes of Committees and Report 2665/Payments List
 - a) Planning, Highways & Licensing Committee - To receive minutes of [26th September](#), [10th October](#), [23rd October](#) and [14th November](#) 2017
RECOMMENDATION TO COUNCIL- None made
 - b) Community Facilities Committee – To receive minutes of [3rd October 2017](#)
RECOMMENDATION TO COUNCIL – None made
 - c) Environment & Leisure Committee – To receive minutes of [17th October 2017](#)
RECOMMENDATION TO COUNCIL – None made
 - d) Policy & Resources Committee - To receive minutes of [7th November 2017](#)
RECOMMENDATIONS TO COUNCIL:
 - Minute – Statement of Intent Community Engagement – See Agenda Item 9
 - Minute – Lone Worker Policy – See Agenda Item 10
 - Minute 58 – Approve Expenditure (Report 2665/Payments list - [Appendix 1](#)) page 7

DECISION ITEMS

9. STATEMENT OF INTENT COMMUNITY ENGAGEMENT ([Appendix 2](#)) page 11

It is **RECOMMENDED** that Council adopt the policy with the next review date of November 2021.

10. LONE WORKER POLICY ([Appendix 3](#)) page 13

It is **RECOMMENDED** that Council adopt the policy with the next review date of November 2020.

CONSULTATIONS

11. AIR QUALITY AREA ACTION PLAN ([Appendix 4](#)) page 15

Southend Borough Council (SBC) is consulting on the new Air Quality Action Plan (AQAP). It is a statutory duty for SBC to develop an AQAP following the declaration of an Air Quality Management Area (AQMA) in response to an identified breach of the annual mean national air quality objective for nitrogen dioxide.

In Southend the primary source of air pollution is road traffic and SBC have assessed the contribution each category vehicle type makes to the overall pollution burden. Data from source apportionment analysis confirms that diesel vehicles are the main contributor of pollution on roads in and adjacent to the Borough.

The emphasis of the plan is to firstly, develop measures that will provide the necessary emissions reductions to achieve the air quality objectives within specified timescales and secondly, to act as a live document which can be continually reviewed and developed to ensure current measures are progressing and new measures brought forward.

SBC are seeking views on the new draft AQAP which contains a list of proposed measures and actions aimed at improving local air quality. This is the first AQAP by SBC and has been triggered primarily to address the air quality concerns associated with the AQMA declared along a stretch of the A127, Prince Avenue in November 2016. Its secondary purpose is to address air quality across the whole Borough via so-called 'soft' indirect actions.

Councillors are requested to look at the document AQAP – Non Technical Summary prior to the meeting which can be found at http://www.southend.gov.uk/downloads/download/719/air_quality_-_consultation

It is **RECOMMENDED** that the Council respond to the consultation.

12. AMBITION SOUTHEND, A SKILLS AND LABOUR MARKET STRATEGY ([Appendix 5](#)) page 18

The consultation paper is the product of a project to develop a skills strategy for the Borough. Its aim is to enable an efficient, effective labour market with clear accessible career pathways for residents which is able to respond to emerging economic risks and opportunities.

Councillors are requested to look at the consultation paper prior to the meeting which can be found at http://www.southend.gov.uk/downloads/file/5112/ambition_southend_towards_a_skills_and_labour_market_strategy_for_southend-on-sea

It is **RECOMMENDED** that the Council respond to the consultation.

13. ADMISSION AND CATCHMENT ARRANGEMENT FROM SEPTEMBER 2019 ([Appendix 6](#)) page 22

Southend Borough Council (SBC) as the admission authority has the duty to consult on and determine the admission arrangement for 2019 for all community schools. SBC is not the admission authority for all other types of school.

Councillors are requested to look at the consultation papers prior to the meeting which can be found at <http://www.southend.gov.uk/schoolconsultation>

It is **RECOMMENDED** that the Council respond to each school consultation relevant to its residents. To complete a consultation response for Darlington and West Leigh Junior School, we are requested to email the school directly.

14. FORMAL CONSULTATION ON ADMISSION ARRANGEMENTS FOR SEPTEMBER 2019 – BELFAIRS ACADEMY ([Appendix 7](#)) page 24

In accordance with requirements of current legislation, the CEO at Legra Academy Trust has provided details of the Admission Arrangements and criteria which Belfairs Academy will apply to applications for admission to September 2019 and for the year 2019. The Council are invited to make any comments or observations in writing and this constitutes the consultation under the requirements of the legislation.

FOR NOTING

15. TOWN CLERK'S REPORT ([Appendix 8](#)) page 30

16. COUNCIL VACANCY

There being no request to call an election for the casual vacancy in Highlands Ward, the vacancy will be filled by co-option. Anyone interested is invited to apply in writing by Thursday 30th November and this has been widely advertised.

17. INTERNAL AUDIT REPORT 2017-18 (INTERIM) ([Appendix 9](#))page 35

18. LOCAL COUNCIL AWARDS

Leigh Town Council have received written confirmation that we have been awarded the Quality Level Award. The award demonstrates that Leigh Town Council achieves good practice in governance, community engagement and council improvement.

We are being encouraged by EALC to have the formal presentation made at the Borough Council. The Town Clerk has therefore written to the Chief Executive Officer and Town Clerk at Southend Borough Council asking if it is possible that this could be undertaken at a Borough Council Meeting. A response is awaited.

The next stage is the Quality Gold Award. This award will demonstrate that the Council is at the forefront of best practice and achieves excellence in governance, community leadership and council development. Quality Gold councils provide leadership for their communities, bring people together, have excellent business planning processes, ensuring value for money as well as constantly seeking new innovations and opportunities to improve.

At the forefront of obtaining a Gold Award, is proof that the council works to a forward plan created for at least three years. This plan is to explicitly respond to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved including financial forecasts for both revenue and capital for the duration of the plan. As Leigh Town Council will be commencing the production of a Strategic Plan in 2018, we are not at the stage to consider the next award at the present time.



Helen Symmons
Town Clerk
16th November 2017

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

DATE OF NEXT MEETING: Tuesday 16th January 2017



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 Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 19TH SEPTEMBER 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jane Ward (Chairman), Anita Forde, Patrick Fox, Jill Healey, Carole Mulroney, Declan Mulroney and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

MINUTES

The meeting opened at 7.32 pm

55. CHAIRMAN'S OPENING REMARKS

The Chairman thanked Vice Chairman Cllr Morgan for all her hard work during the summer, she also thanked staff as she had received excellent feedback on the Community Centre holiday programme, the Summer Season on Strand Wharf events and the Community Transport trips. Members were advised that the Chairman along with the Town Clerk had met with the new Chief Executive at Southend Borough Council (SBC).

Upon broaching the subject of the pre-consultation stage with regard to the SBC catchment school issue, Cllrs C Mulroney and D Mulroney declared a non-pecuniary interest, residing within an area affected by the proposed change. The Chairman gave her impression of the issue and was interested in other Councillors views. Further information was provided with regard to the proposed models. The Chairman stated she would be happy to respond to the consultation on behalf of any Councillors who wished to express their personal views to her direct. As this important issue is affecting a significant number of our residents' disappointment was noted that SBC had failed to engage with the Town Council. The Chairman will contact the Leader of SBC with a request that at the official consultation stage, a representative visits to explain the implications fully to our Councillors.

56. APOLOGIES FOR ABSENCE

Cllrs Karen Bowden, Mark Bromfield, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Ron Owen and Caroline Parker.

57. DECLARATION OF MEMBERS' INTERESTS

No further interests were declared.

58. APPROVAL OF THE MINUTES OF THE MEETING OF 18TH JULY 2017

The minutes of the meeting 18th July 2017 were agreed and signed by the Chairman as a true and accurate record.

59. PUBLIC REPRESENTATIONS

There were none.

60. SOUTHEND BOROUGH COUNCIL

No reports had been received direct from Borough Councillors. The Town Clerk informed Councillors of a couple of SBC Cabinet Agenda items that related to Leigh.

61. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

There were none

COMMITTEES

62. COMMITTEES

To receive Minutes of Committees and Report 2658/Payments List

- e) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 25th July, 8th August, 22nd August and 12th September 2017

There were no recommendations to Council from the minutes.

- f) Community Facilities Committee – Cllr C Mulroney presented the minutes of 1st August 2017

There were no recommendations to Council from the minutes.

- g) Environment & Leisure Committee – Cllr Rosier presented the minutes of 15th August 2017.

There were no recommendations to Council.

- h) Policy & Resources Committee – In the absence of the any member of the Committee who had attended this meeting, the Town Clerk presented the minutes of 5th September 2017 excluding minute 28, 29 and 38.

There were no comments or questions.

RECOMMENDATIONS TO COUNCIL:

- Minute 28 – Training & Development Policy – See Minute 63
- Minute 29 – Safeguarding Policy – See Minute 64
- Minute 38 – Approve Expenditure (Report 2658/Payments list)

Council **RESOLVED** the expenditure as per the payments list which was signed by the Chairman.

DECISION ITEMS

63. TRAINING & DEVELOPMENT POLICY – **Agenda item 9**

Following a proposal (Cllr Ward, seconded Cllr Rosier) the Council **RESOLVED** to add an additional bullet point under Members:

- An induction session with the Town Clerk

Following a proposal (Cllr C Mulroney, seconded Cllr Ward) the Council **RESOLVED** to add the following wording for the final bullet point under Members:

‘In particular members of the Planning, Highways & Licensing Committee will be required to attend Southend Borough Council (SBC) training on planning and licensing.’

Following a proposal (Cllr Ward, seconded Cllr Forde) the Council **RESOLVED** to delete the words ‘on an ad-hoc basis’ under the final bullet point from Members and replace it with the words ‘as required’.

The Council **RESOLVED** to adopt the policy with the next review date of September 2020

64. SAFEGUARDING POLICY – **Agenda item 10**

Thanks were given to Cllr Bromfield for his assistance to the Town Clerk in drafting the policy.

The Council **RESOLVED** to adopt the policy with the next review date of September 2020.

65. COUNCIL STRATEGIC PLAN – **Agenda item 11**

The Chairman presented the background in making the recommendation. There is a framework in mind for the plan along with a number of internal workshops.

The Council **RESOLVED** to hold a series of workshops with a view to creating a four year Strategic Plan for Leigh Town Council.

66. ACTION PLANS – **Agenda item 12**

All Committees have now revised their Action Plans and Council **APPROVED** them.

CONSULTATIONS

67. CCTV CONSULTATION – **Agenda item 13**

Council **RESPONDED** to the consultation which the Town Clerk will submit.

68. SHORELINE CONSULTATION

The Chairman gave a precis of the exhibition relating to the issue.

Council **RESPONDED** to the consultation which the Town Clerk will submit.

FOR NOTING

69. TOWN CLERK'S REPORT

The Council **NOTED** the report and congratulations were given to David Skeels on being voted Student of the Year during his apprenticeship. Cllr Rosier also wished thanks to be passed to David for his assistance hanging the current art exhibition.

Cllr C Mulroney wished it recorded that she attended the SBC training as a Borough Councillor.

Cllr Rosier wished to attend Chairman's Day 3 training and Cllr Healey wished to attend Chairman's Day training. The Town Clerk will organise.

The Town Clerk was delighted to inform Council that it was the recipient of the EALC Innovative Work Award 2017 for its Arts programme and Childrens' Holiday programme at the Community Centre. Cllr Healey and the Town Clerk had been presented with the award earlier in the day when attending the EALC AGM and Annual Conference.

70. SPECIAL POLICING – **Agenda item 16**

The Town Clerk was able to provide Councillors with further information regarding Community Special Constables. At present three 'pathfinder' areas have been chosen in Essex to trial the scheme before expanding to other areas. There had been a few changes to the initial outline given at the Police Conference but Council felt that the scheme would be workable in the Town Council boundaries.

Following a proposal (Cllr C Mulroney, seconded Cllr Healey) Council **RESOLVED** that a provision of £5,000 be made in the 2018/19 budget for the funding of 3 Community Special Constables as outlined in the email 15th September 2017 from Superintendent Simon Anslow.

The meeting closed at 9.05 pm



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 Jane Ward
 Vice Chairman: Valerie Morgan
 Town Clerk: Helen Symmons

Payments List 24th Aug 2017- 20 Oct 2017 Report 2665/ Expenditure incurred under the General Power of Competence

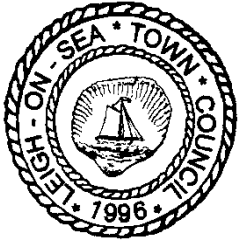
Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102242	£57.60	Acumen Wages Service	Payroll processing August
102243	£150.42	Essex Supplies (UK) Ltd	Cleaning materials
102244	£126.00	Miskos Ltd	Spam filtering & server monitoring
102246	£1,560.00	PKF Littlejohn	External Audit fee re Annual Return
102247	£1845.84	Edge IT Systems Ltd	5 th year of contract for Facilities & Finance Systems
102248	£178.46	Viking Direct	Stationery
102249	£10.92	Recognition Express Essex	Name badge – Claire Broad
102250	£30.00	Taxi Drivers Charity Fund	CT Trip to Priory Park
102251	£125.00	Norman Sutcliffe	Replanting Strand Wharf
102252	£84.60	Fulton Paper	A4 paper
102253	£180.00	Southend BC	Premises licence renewal
102254	£120.00	The Play Inspection Company	Annual inspection of skate park
102255	£13.63	SSE	Electricity Strand Wharf
102256	£20.00	Belfairs Academy	Donation re Music-on-Sea
102257	£10.00	Z Stockdale	Refnd pitch fee
102258	£200.00	Neopost Ltd	Top up franking machine
102259	£1140.00	Essex Arb Ltd	Tree condition survey allotments
102260	£15.00	E Docker	Plot 52C deposit refund
102261	£60.00	Helen Symmons	Travel expenses
102263	£200.00	A Stoa Ltd	First Aid course
102264	£5400.00	Johnson Gillies Ltd	Inspection / condition report LTC
102265	£20.00	Patsy Corang	Refund of key deposit taken in error
102266	£30.00	Mrs Saunders	Deposit refund plot 6A

102267	£30.00	Mrs Kim Ekers	Deposit refund plot 71B
102268	£30.00	Mr James Blake	Deposit refund plot 103A
102269	£57.60	Acumen Wages Svce	Monthly payroll services
102270	£25.00	Paula Burls	Refund deposit & keys plot 1A
102271		Cancelled chq	
102272	£89.45	Viking	Stationery
102273	£100.00	Mark Keeble	Entertainer
102274	£20.00	Wyvern Community Transport	Deposit for minibus hire
102275	£360.00	BT Payphones	Red Telephone box in Old Leigh
102276	£207.82	Essex Supplies (UK) Ltd	Cleaning materials
102277	£126.00	Miskos Ltd	Server monitoring ang spam filtering
102278	£80.40	Urban Design & Print	Summer Season Banner
102279	£10.00	Salina Ventress	Stall hire refund
102280	£311.18	Veolia Environmental Services Ltd	Garden waste sacks
102281	£71.41	Allen Bros Electrical Factors Ltd	Light bulbs & hacksaw blades
102282	£45.90	Helen Symmons	Travel expenses EALC Forum
102283	£30.50	Sue Bedwell-Smith	Travel expenses Council Finance
102284	£250.00	Chq cancelled	
102285	£30.00	Ben Eve	Donation for 21 st tea performance
102286	£20.00	Isabel Oliver	Donation for 21 st tea performance
102287	£1800.00	Greenworks Solutions Ltd	Annual servicing contracr
102288	£36.99	F Smith	Reimburse for helium
102289	£71.74	SLCC Enterprises Ltd	Books for library
102290	£150.30	Alexander's Table & Chair Hire	Table & chair hire 21 st tea
102291	£186.48	Mary Lister	Legacy piece
102292	£120.00	AG Harding	21 st tea prosecco
102293	£531.25	Lorna & Lotties Café	LTC 21 st cream teas
102294	£49.31	SSE	Skate Park electricity
102295	£14.26	SSE	Strand Wharf electricity
102296	£10.00	Clare Cain	Refund stall hire
102297	£30.00	Phoenix Water	Cups
102298	£75.00	RBL Poppy Appeal	Wreath and donation
102299	£196.80	Essex County Council	3 DBS checks
102300	0.00	Cancelled Cheque	

102301	£7.60	New Eastwood U3A	Refund room hire
102302	£150.00	Cash	Petty cash
Bk Trs	£250.00	D Batchelor	Roof repairs Comm Centre
Bk Trs	£325.00	LOSALGA	Retained deposits
Bk Trs	£21000.00	Payroll	Cover September payroll
		Expenditure – Imprest Items	
	£25.00	JD Cycles	Gift voucher – urgent CT volunteer
	£25.20	Solopress	21 st Invitations
	£24.00	Solopress	Flyers Nearly New Fair
	£25.00	Disclosure Scotland	Staff disclosure checks
	£38.40	Solopress	Roller banner for Comm Centre
	£22.47	Halfords	Clear laquer
	£25.18	Dulux Decorator Centre	Woodstain
	£33.13	Promain UK Ltd	Anti slip paint
	£14.98	Shop4Electrical	Trunking
	£298.00	Solopress	Carols on Strand Wharf song books
	£393.08	Dickies Store	Caretaker uniforms
	£79.70	Hobbycraft	Helium balloons etc 21 st Tea
	£7.49	Decathlon	Basketball net Skate Park
	£70.00	Kursaal Plant Hire	Digger hire re allotments
	£96.39	Perspex Sheet Sales	Perspex for use with M Lister legacy piece
	£25.00	Southend BC	Event permit
	£106.00	Vinyl Banners Printing	Christmas Fair banner
	£36.00	Solopress	Christmas Fair flyer
	£40.81	Woleseley UK	Allotments maintenance
	£181.31	Buildbase	Allotments maintenance
	£6.41	The Heating Centre	Allotments maintenance
	£25.13	Direct Heating Ltd	Allotments maintenance
		Expenditure – Direct Debits	

	£85.67	Biffa Environmental	Skate park rubbish
	£132.56	Biffa Environmental	Comm Centre waste
	£186.60	British Telecom	Broadband line rental 716287
	£769.00	Southend BC	Comm Centre business rates
	£378.53	BNP Paribas Lease Group	Photocopier lease
	£188.23	DOTS	Photocopying costs
	£35.00	Information Commissioner	Licence renewal
	£62.32	Global Payments	Card processing fees
	£94.72	The Calls Warehouse	Call charges 477248
	£554.11	SSE	Electricity Comm Centre
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee costs recovered by LTC
	£152.84	DOTS	Photocopying costs
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£769.00	Southend BC	Business rates Comm Centre
	£81.40	Biffa Environmental	Recycling Comm Centre
	£77.41	Biffa Environmental	General waste Comm Centre
	£85.67	Biffa Environmental	Skate Park waste
	£63.06	Global Payments	Card processing fees
	£257.58	Childcare Vouchers	Childcare vouchers & charge

[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 Jane Ward
Vice-Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

STATEMENT OF INTENT – COMMUNITY ENGAGEMENT

Adopted: November 2017

Review: November 2021

INTRODUCTION

Local Councils have an overarching role to play in their area which no other body can provide. In performing a community leadership role, Councils can articulate and represent the views and needs of the local community more effectively. This will involve listening to the local community and communicating what it is doing through a variety of mediums. If the community knows and understands what the Council is doing for them, its reputation will be higher.

AIMS & OBJECTIVES

Leigh-on-Sea Town Council is committed to high standards of engagement with its community. Our Council is part of a tier of local government which belongs to, is part of and is directly accountable to its local community. Councillors play an important role as they are elected to make decision on matters affecting our Parish. We aim to make a measurable difference to the quality of life of the community we serve and to be responsive to the needs of our community. This statement sets out how we ensure the community is kept informed about and can contribute to the activities and decision-making of this Council to the benefit of this Parish.

WHAT IS OUR COMMUNITY?

We believe our community is everyone within the boundaries of our Parish including all ages, any organisations, groups and individuals within it. We also recognise that residents pay for the activities of the Town Council and that visitors to our community form an important part of the vibrancy of community life. We understand that there are certain bodies that are crucial to local quality of life and we will strive to achieve excellent working relationships with these bodies including Town organisations, the Policy and Southend Borough Council.

PROVISION OF INFORMATION TO THE COMMUNITY

Leigh-on-Sea Town Council has many avenues through which it communicates with its community.

These include:

- The Councils website – www.leighonseatowncouncil.gov.uk – a wealth of information including:
Councillor details
Freedom of Information Scheme
Links to other organisations including Southend Borough Council (primary authority)

Annual Report (hard copies available at the Annual Town Meeting)

Agendas and Minutes of Council and Committees

- Six noticeboards around the Town
- Annual Town Meeting
- Bi-annual publication - LeighTown Council magazine
- Annual External Audit
- Social Media – Facebook and Twitter accounts
- The Community Centre and Town Council Office

OPPORTUNITIES FOR COMMUNITY INVOLVEMENT

Leigh-on-Sea Town Council makes every opportunity available to the electorate to ensure excellent community involvement. These will include the following methods:

- Public Representation agenda item on every Council and Committee meeting where the electorate can raise issues “in relation to the business on the agenda or request matters to be discussed at a subsequent meeting”.
- At all Committee meetings the public are permitted to ask questions and provide input at the discretion of the Chairman.
- The website will contain a feedback form to enable residents to input into current issues and raise concerns.

OPPORTUNITIES FOR FORMAL REPRESENTATIONS TO THE COUNCIL

This ‘Statement of Intent’ has elsewhere listed the many opportunities that exist for the public to make formal representations to the Town Council. Issues received in writing, providing they are received before the deadline for closure of the agenda, are considered for inclusion as a stated item on the next agenda.

It is a target that correspondence received from a member of the public is at least acknowledged, wherever possible, within two working days and actioned within 10 working days.

INVOLVEMENTS IN PARTNERSHIPS

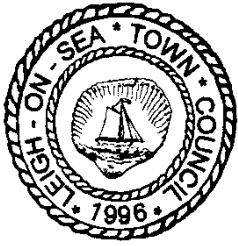
Leigh-on-Sea Town Council has representation on various partnerships, and committees. Representatives are elected at the Annual Council Meeting. The Town Council encourages and supports public meetings organised by the Police, Health Authority, and Southend-on-Sea Borough Council where they feel information should be made available to the residents of Leigh-on-Sea.

ROLE OF COUNCIL MEMBERS AND OFFICERS

As an open and transparent Town Council, both Members and officers seek to offer a high quality professional service to all whom they serve. Both Members and Officers are keen to maintain relevant Codes of Conduct in their business, and see the community as “customers” rather than an electorate.

SPECIFIC AREAS FOR COMMUNITY INVOLVEMENT

Where there is a specific issue, or a new project, that the Town Council wish to consider, it is of value to the Town Council to seek the views of the community who will be most affected. The residents of the Town can have confidence that their “voice” will be heard, and that the Council will work with the community to reach a common goal.



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 Jane Ward
Vice-Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

LONE WORKING POLICY

Policy Statement

In the interest of staff working alone this policy is committed to ensuring that employees are aware of the risks presented by lone working whilst they are engaged in any activity associated with Leigh Town Council.

Definitions

Lone working includes both members of staff alone in a building and those whose duties involve working outside where there is no close, frequent or regular contact with other colleagues.

Policy Objective

- To ensure Leigh Town Council (LTC) comply with statutory duties with regard to lone working, the Council will through procedures adopted at all levels avoid the need for lone working wherever possible.
- To ensure that employees who are required to work alone are protected from risks to their health, safety and welfare.
- To ensure any potential risks are identified and discussed with the line manager prior to undertaking any lone working.
- To encourage employees to take responsibility for their own safety and understand that they must remove themselves immediately from any such situation. Such action and concerns must be reported immediately to the line manager.

Assessing the Risk

In order to promote a safe environment for employees the following issues should be considered, as and when appropriate:

- The Environment – location, security and access
- The Context – nature of the task, any special circumstances
- The individuals concerned – indicators of potential or actual risk
- History – any previous incidents in similar situations?
- Who to contact in case of an emergency and how? Employees must not assume that having a mobile phone is a sufficient safeguard in itself.
- Any other special circumstances to be aware of

Personal Safety

- Employees must inform their line manager or other identified person when they will be working alone, giving accurate description of their location and following an agreed plan to inform that person when the task is completed.

- If a member of staff does not report in as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate using emergency contact information if necessary.
- Be aware of the environment around you. Know what measures are in place – check out alarm systems and procedures, exits and entrances and the location of first aid supplies.
- Employees should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

POLICY ADOPTED: NOVEMBER 2017

POLICY REVIEW: NOVEMBER 2020

[Agenda](#)

This section considers Air Quality in the Borough.

Please make sure you have looked at the document 'AIR QUALITY ACTION PLAN - NON TECHNICAL SUMMARY' before answering the following questions.?

If you have not seen this document you can download it from www.southend.gov.uk/airquality or request a hard copy from PlaceConsultation@southend.gov.uk or by calling 01702 215408

1. Have you read the Air Quality Action Plan - Non Technical Summary

Please tick one option only

Yes

No

If you answered "No" to question 1 then You have finished the questionnaire

2: Are any significant actions/initiatives already being undertaken or committed to that could improve air quality?

Yes

No

2.1: If you have answered Yes - please specify.

3: Are any significant actions/initiatives missing that could improve air quality?

Yes

No

3.1. If you have answered yes - please tell us

4: Are any of the Action listed in the AQAP Technical Report no longer relevant

Please tick one option only

Yes

No

4.1 if yes please state which ones

5: Are there any barriers that need to be overcome for us to take up these measure in the plan

Please tick one option only

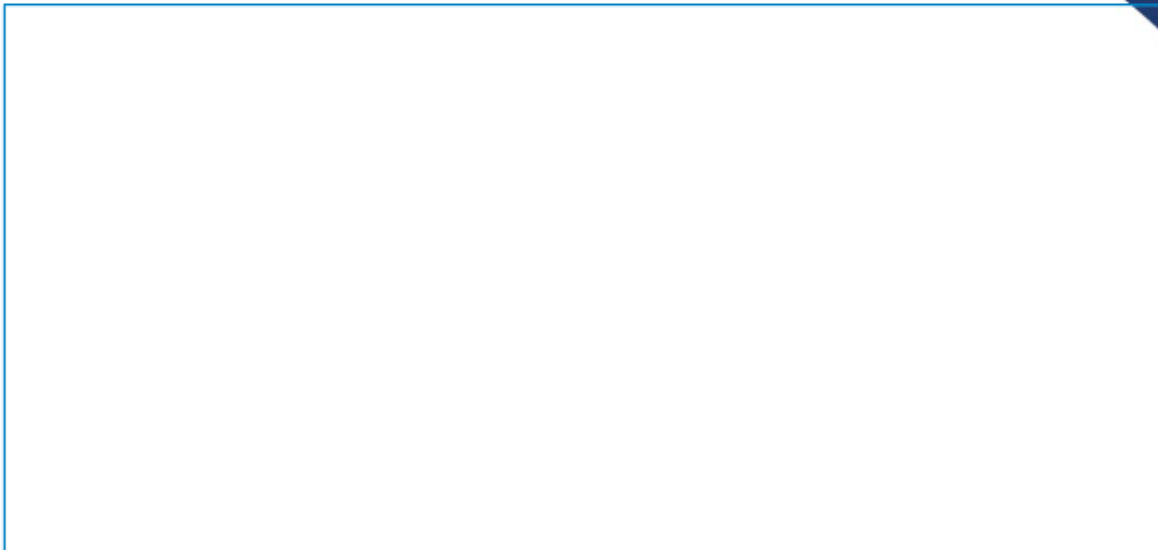
Yes

No

5.1: If yes please specify

Anything else?

6. Please tell us about anything else you feel is necessary as part of the Air Quality Action Plan



Please make sure you have looked at the **Ambition Southend Consultation Paper - October 2017** before answering any questions.

If you have not see this document you can download it from www.southend.gov.uk or request a hard copy from bettersouthend@southend.gov.uk or by calling 01702 215408.

1. Have you read the document Ambition Southend Consultation Paper?

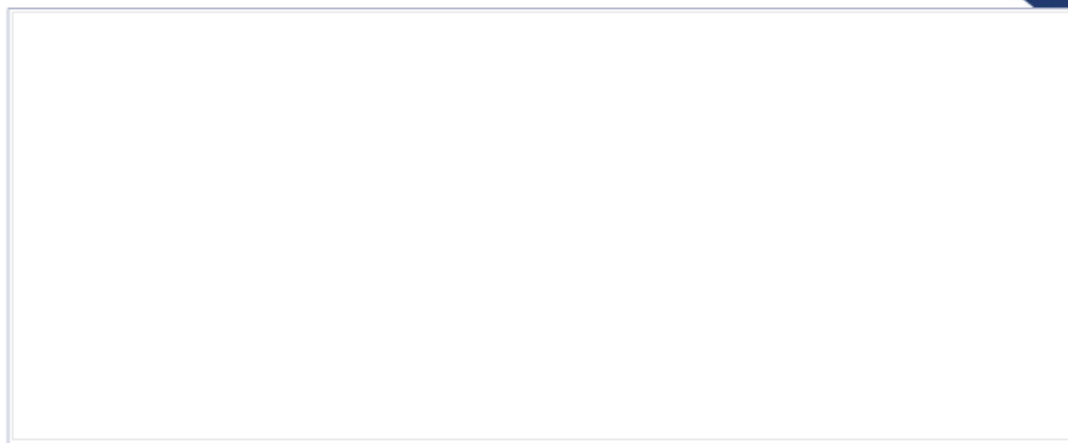
please tick one option only

Yes

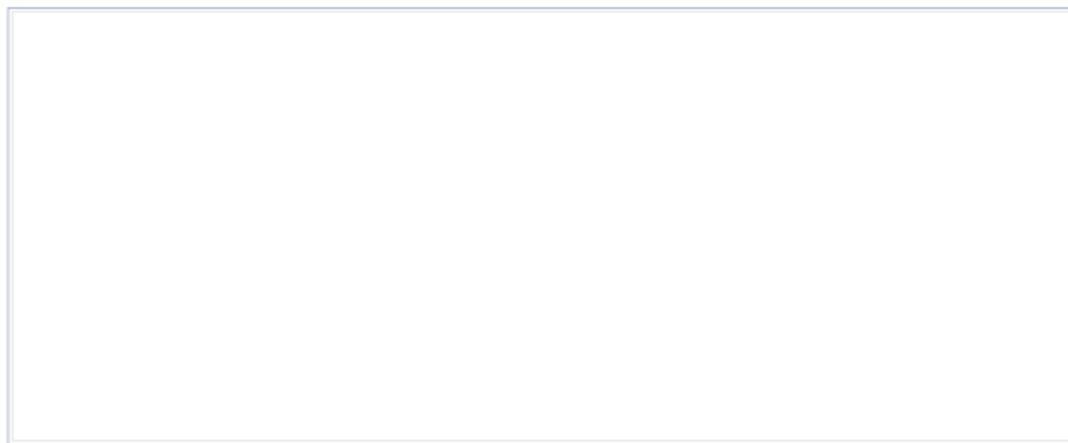
No

If you have answered 'No' to question 1 then You have finished the questionnaire

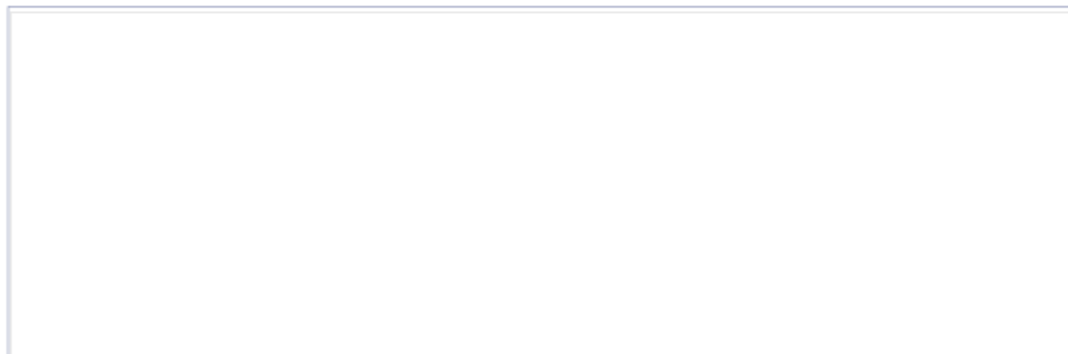
1. Should we consider other strengths? If so, which ones?



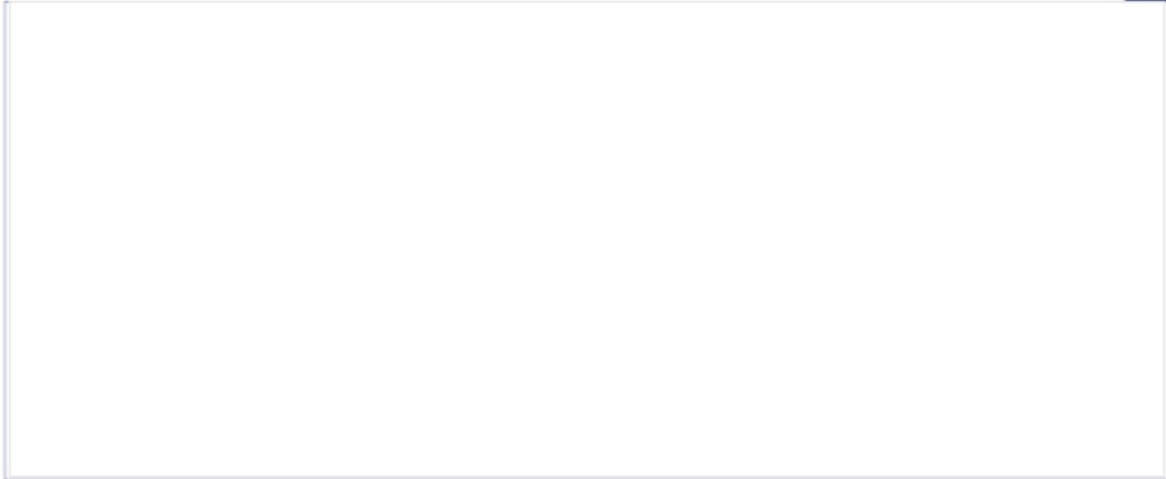
2. Should we consider other weaknesses? If so, which ones?



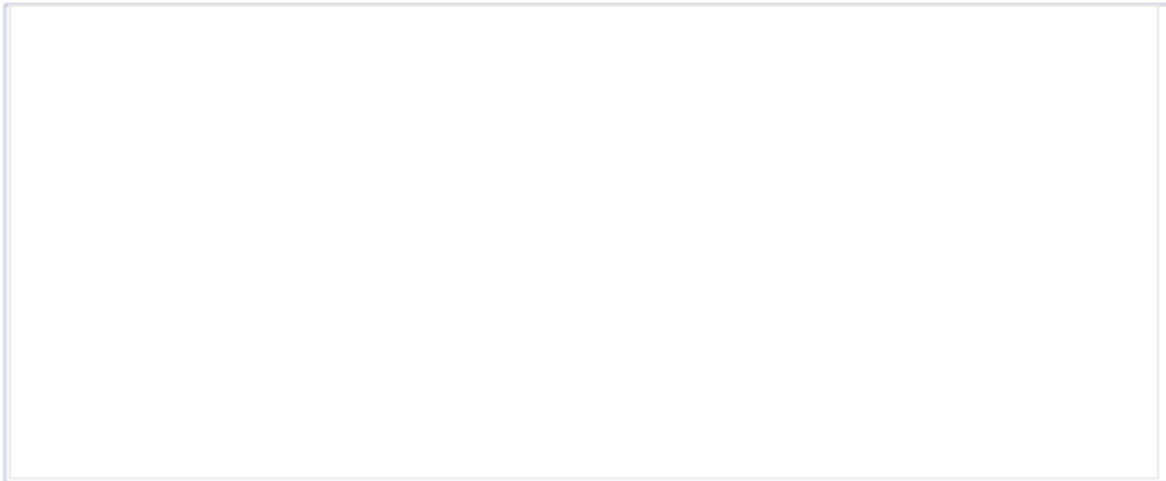
3. Should we consider other challenges? If so, which ones?



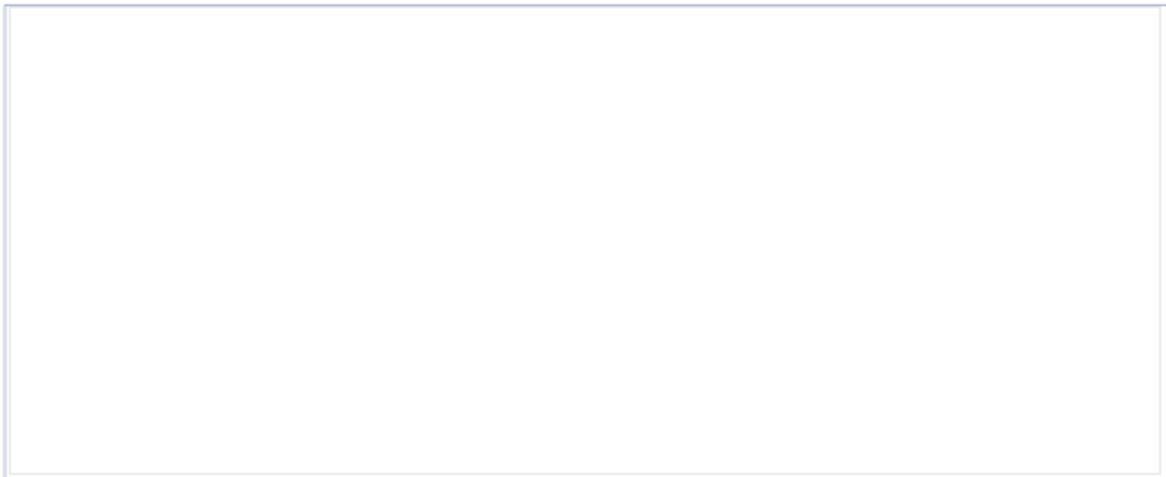
4. Should we consider other opportunities? If so, which ones?



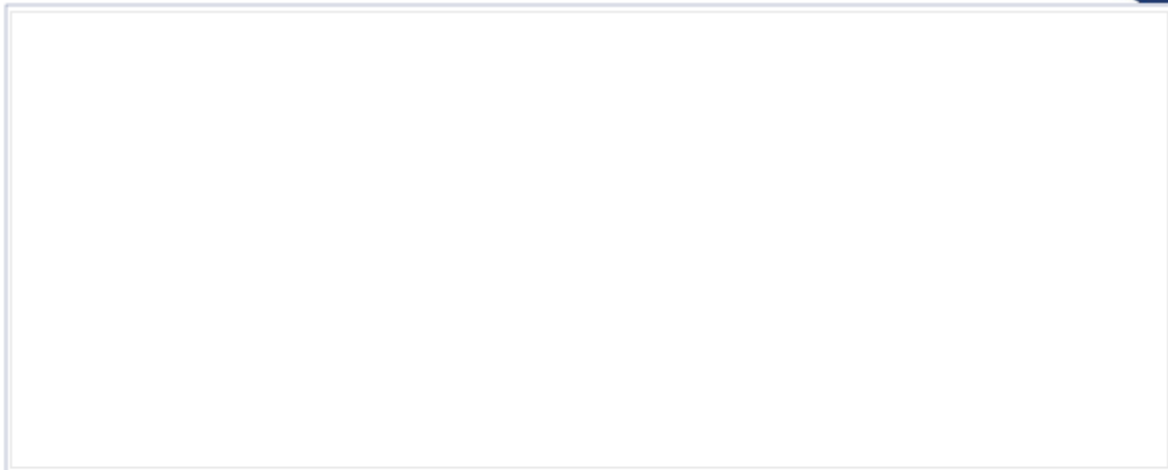
5. Are these the right outcomes to aim for? How would you adapt or add to these?



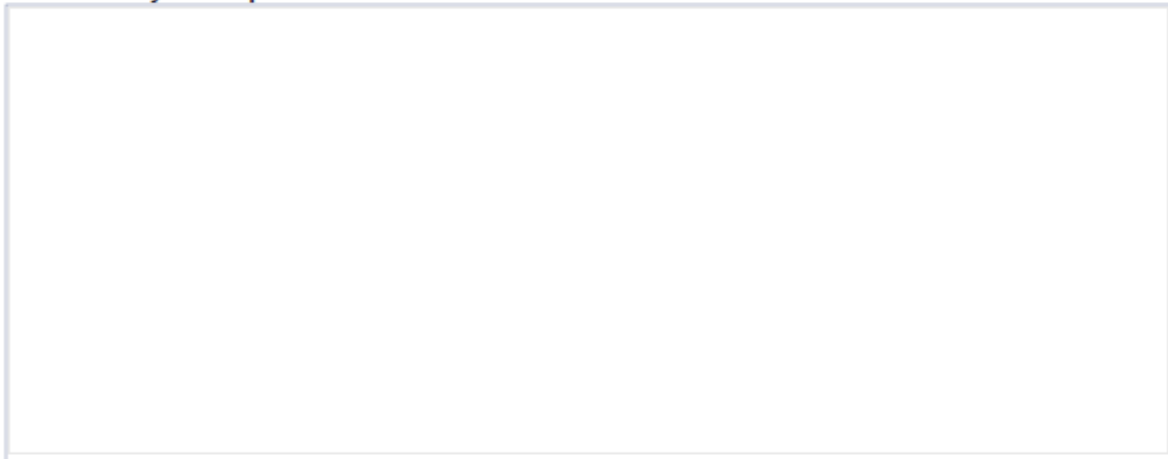
6. Are these the right areas of focus? How would you adapt or add to these?



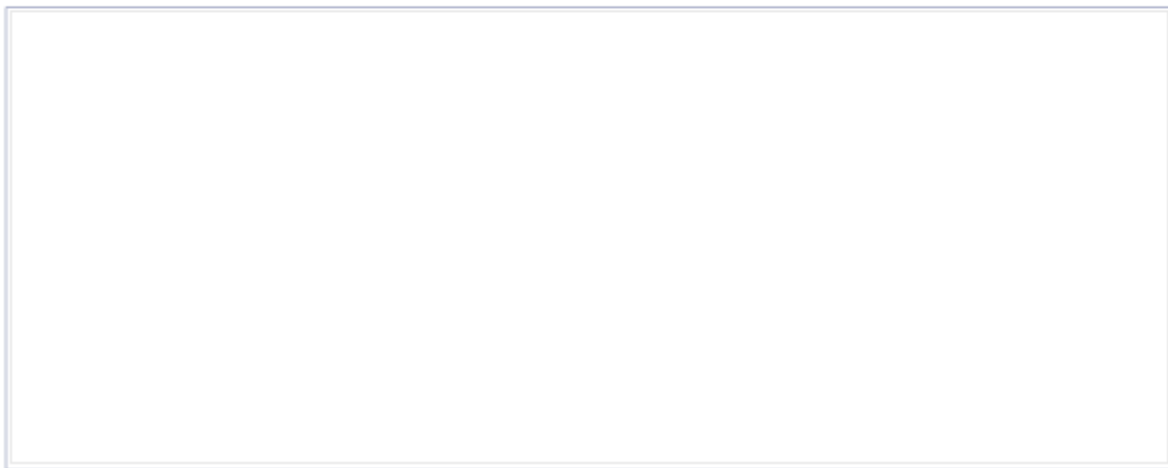
**7. Leadership – Are these the right objectives and delivery ideas?
How would you adapt or add to these?**



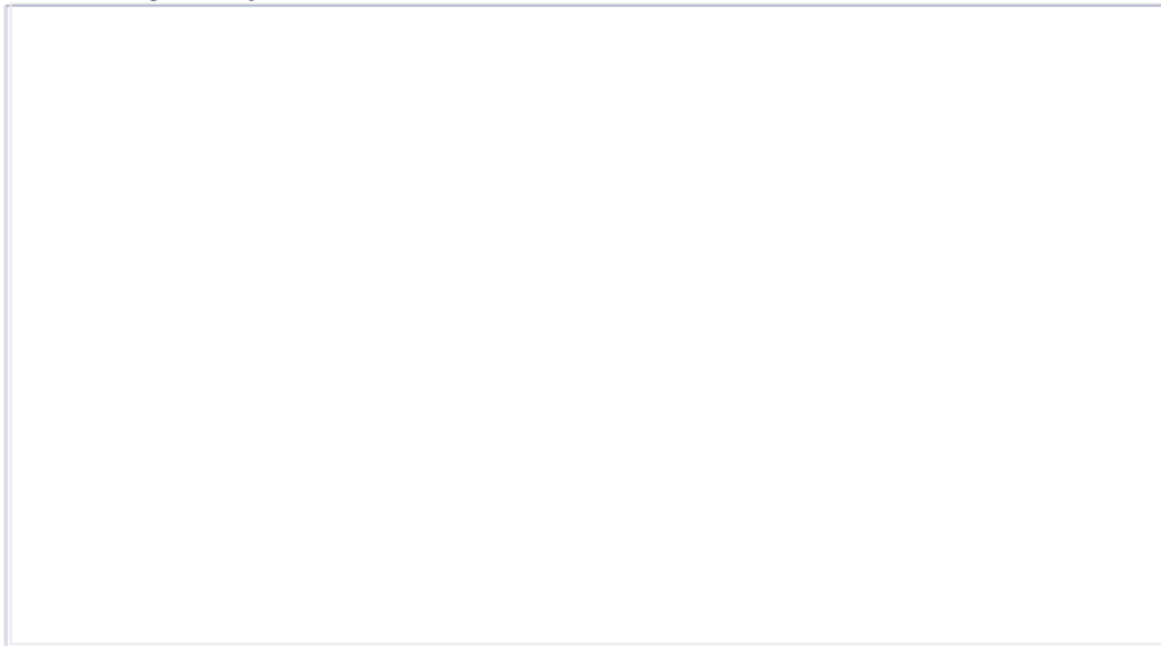
**8. Life transitions – Are these the right objectives and delivery ideas?
How would you adapt or add to these?**



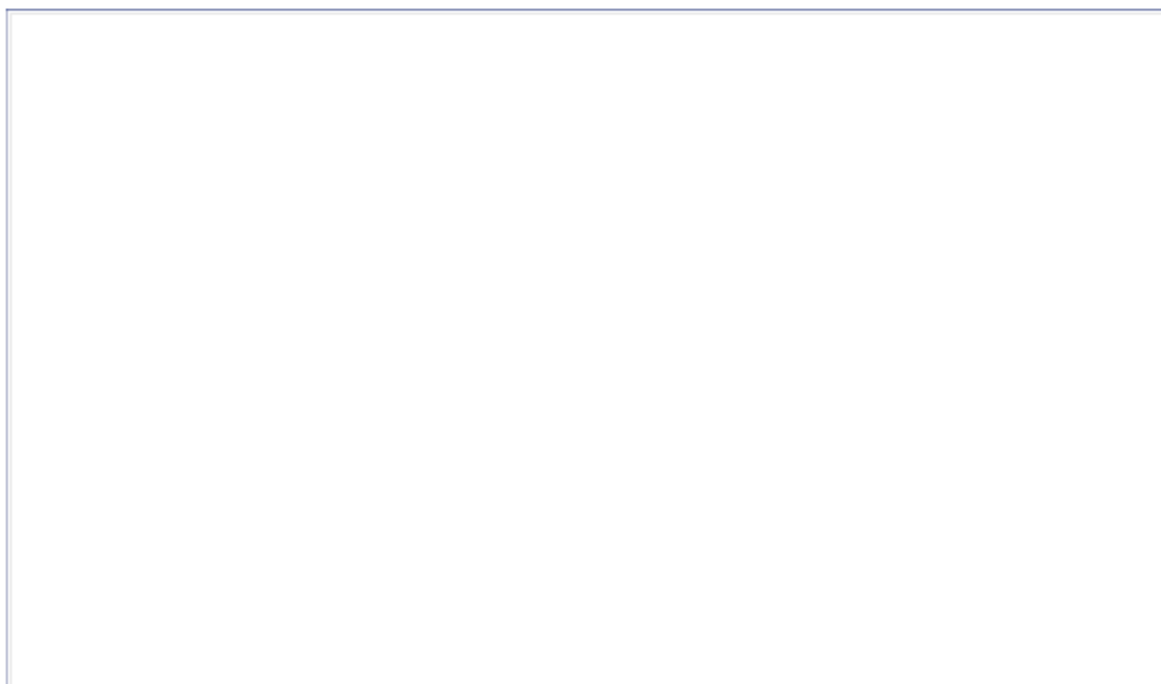
**9. Agility in provision – Are these the right objectives and delivery ideas?
How would you adapt or add to these?**



**10. Skills charter and a virtual academy for skills and employment –
Are these the right objectives and delivery ideas?
How would you adapt or add to these?**



**11. Utilisation of existing assets and networks – Are these the right
objectives and delivery ideas?
How would you adapt or add to these?**



[Agenda](#)

1	Do you agree with the Published Admission Number (PAN) for West Leigh Infant School?	Yes		No		Don't know	
1a	If you do not agree, please tell us why						
2	Do you find the oversubscription criteria for admission to West Leigh Infant School for 2019 easy to understand?	Yes		No		Don't know	

2a	If no, please tell us which part is difficult to understand and your reasoning:						
----	---	--	--	--	--	--	--

3	Do you find that the 2019 admission criteria for West Leigh Infant School are reasonable?	Yes		No		Don't know	
3a	If no, tell us which part is unreasonable and your reasoning:						

4	Do you find that the 2019 proposed catchment area for West Leigh Infant School is clear?	Yes		No		Don't know	
4a	If no, what is unclear?						

5	Do you find that the 2019 proposed catchment area for West Leigh Infant School is reasonable?	Yes		No		Don't know	
5a	If no, what is unreasonable?						

6	Do you agree with the admission arrangements for West Leigh Infant School (including the detail in the explanatory notes)?	Yes		No		Don't know	
7	Do you agree that siblings who live in the catchment area and in Area 1 are given priority? See criteria 2?	Yes		No		Don't know	
8	Do you agree that staff of pupils have priority? See criteria 3	Yes		No		Don't know	
9	Do you agree that pupils that are eligible for pupil premium in the catchment area are given priority? See criteria 4	Yes		No		Don't know	
10	Do you agree that pupils living in Area 1, as indicated in the consultation document, as well as being in the catchment area for Leigh North Street also have priority, as proposed to West Leigh Infant and Junior Schools? As in priority 6.	Yes		No		Don't know	
11	Do you agree that pupils in Area 1 are given priority before any out of area pupils?	Yes		No		Don't know	

Do you agree the following (from the explanatory notes)

12	Do you agree with the way the Council measures distance?	Yes		No		Don't know	
13	Do you agree with the tie break to be used to decide between two applications that cannot otherwise be separated?	Yes		No		Don't know	

14	Do you agree with the way the Council treats applications when parents have separated?	Yes		No		Don't know	
15	Do you agree with the Council sibling rules?	Yes		No		Don't know	
16	Do you agree that the Council runs the waiting lists for the school year?	Yes		No		Don't know	
17	Do you agree with the rules on 'Over and under age applications'?	Yes		No		Don't know	
18	Do you agree with the rules on 'Admission of children below compulsory school age and deferred entry to School'?	Yes		No		Don't know	
19	Do you agree that the home address to be used is the address as at the closing date for applications, 15 th January, and any address changes after that are updated after the on time applications are processed?	Yes		No		Don't know	
20	Do you have any other comments for the admissions arrangements for West Leigh Infant School as proposed for 2019/2020?						

N.B. Each school has its own response form but West Leigh has an additional question with regard to pupil premium (question 9)

Agenda

Belfairs Academy



Admissions Criteria September 2019/2020

Admission limit: 232

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to the Academy; places will be allocated using the admission criteria as below. Admission Criteria apply for admission to all year groups for this year. Admission Criteria will not apply to children with statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below with explanatory notes following:

Admission criteria:

1. Looked after children and previously looked after children.
2. Pupils who live in the catchment area served by the Academy and who have a sibling attending the Academy
3. Pupils who live in the catchment area served by the Academy.
4. Pupils of staff
5. Pupils who live outside the catchment area served by the Academy and who have a sibling attending the Academy.
6. Pupils who live outside the catchment area served by the Academy (for all criteria please see explanatory notes below)

Admission Criteria Explanatory notes

Looked after children and Previously looked after children:

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking for all schools.

Statement of Special Educational Need (SEN) and Education Health and Care Plan(EHCP):

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child. If the school is oversubscribed, the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, is mandatory.

Siblings:

A sibling is a child who will have an older brother or sister still at the Academy at the time of admission. (A sibling of the same parents, will be considered to be a brother or sister whether living at the same address or not. Fostered and adopted children and step, or half brothers and sisters, living at the same address will all be classed as siblings.)

Pupils of staff:

Children will be ranked in admission criteria 4, if they are children of staff in either or both of the following circumstances:

- a) Where the member of teaching or professional staff has been employed at the school for two or more years at the time at which the application for admission to the academy is made and/or
- b) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage

Distance and Tie Break:

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system for the main round and google

maps for in-year admissions. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated:

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

o *Distance where parents have separated*

The distance is measured the same for all applications. Only one application can be received. The Academy not the LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- 'an application is made that both parents agree to; or
- 'written agreement is provided from both parents; or
- 'a court order is obtained confirming which parent's application takes precedence'

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Waiting lists:

Children's names will automatically be on the waiting list if they did not receive an offer until the last day of the school year for which they applied, therefore - for year 7 it will be up to the end of the school year for year 7.

Over and Under age applications (children outside the usual age group):

For admissions into year 7, an applicant is under age if he or she will be under 11 years of age on 31st August immediately prior to admission in September. In accordance with the published Coordinated Admission Scheme, the LA (Southend-on-Sea Borough Council) will only accept applications from under age applicants who have been registered in year 6 of their primary schools from the first day of the school year in which they apply for a secondary school place. This effectively requires that the decision to promote the child to the year group above his/her chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place. Confirmation of this is likely to be sought from the headteacher of the primary school concerned by SBC.

An applicant is over age if he or she is 12 years of age or over on 31st August immediately prior to admission in September. SBC will not accept over age applicants for year 7 admissions unless there are verified exceptional circumstances for a child to repeat one of the primary school years, for example, extended illness. SBC will seek verification from the headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. SBC will wish to investigate especially thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. Medical evidence will be required for such applicants.

This will include documenting the following and will be provided to the Academy:-

- of the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;

- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.

The academy will support any over or under age application were the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

Appeals

Parents will also have the opportunity to appeal against the refusal. Parents can apply by submitting an appeal form which available on the Academy web site. Appeals for year 7 are heard according the published timetable and appeals for in-year admissions of 30 days.

In-year applications

Application for admission during year 7 and for years 8-11 must be made using the Academy application form on the website and submitted directly to the Academy.

Admission Arrangements:

Prospectuses are available from the Academy. The application form used, relating to entry to the Academy is the Single Application Form used across the Local Authority. Parents wishing for their child to be considered for entry to Belfairs Academy must name the Academy as one of their preferences on the form, which will be returned to the Local Authority by the advertised closing date.

The Local Authority follows the process as detailed in the approved admission scheme, published on the Southend Borough Council website and will make offers of places on the National Offer day, 1 March 2019. Appeals are held in May and June. Information on admission to the Academy will also be available from the Borough of Southend annual publication to parents on Secondary School Admissions. Applications for admission to the Academy other than for the beginning of Year 7 should be made directly to the Academy using the application form available on the website.

Admission at age 16

Prospective Sixth form students are encouraged to attend an Open Evening held at the Academy in the autumn term. Application details, including a prospectus and more specific course and curriculum information is available on this night and via the Academy website. Prospective students will be invited to attend an Induction/Course Taster Programme in the summer term.

We welcome applications from external students. The maximum admission limit for external students is 38. Students should complete the application form and return it to the Academy. All external applicants will be invited in for a discussion on their subject application. At present, we have a maximum of 300 students in Post 16, although some practical subjects have upper limits based on access to technical equipment. We will endeavour to run additional classes in the most popular subjects to assure choice.

Places on Level 3 courses are offered to applicants who meet the minimum entry requirements. In addition to the overall entry requirement, there are specific GCSE entry requirements for many subjects.

Entry Requirements:

Pathway 1

Maths and English Language at grade 5 or above plus a minimum of 3 other GCSEs at grade 5 or above

Pathway = 3 Courses and EPQ

For students who meet an exceptionally high standard at GCSE, we are willing to discuss the option of taking 4 courses for the 2 years.

Pathway 2

Maths and English Language at grade 4 or above plus a minimum of 3 other GCSEs at grade 4 or above

Pathway = 3 Courses

Pathway 3

English Language at grade 4 or above plus a minimum of 4 other GCSEs at grade 4 or above, not including Maths

Pathway = 3 Courses and Maths Level 2 Qualification

It is recommended that students on Pathway 3 should choose at least 1 vocational course as part of their application.

Further information regarding these can be found in the Post 16 Course guide within the prospectus.

For Level 3 students, progression into Year 13 is based on the successful completion of Year 12 studies and good attendance.

The Academy reserves the right to alter the curriculum and withdraw courses depending on student numbers and staff changes. We guarantee, however, courses run in Year 12 will be continued into Year 13.

The Academy reserves the right to alter the curriculum and withdraw courses depending on student numbers and staff changes. We guarantee, however, courses run in Year 12 will be continued into Year 13.

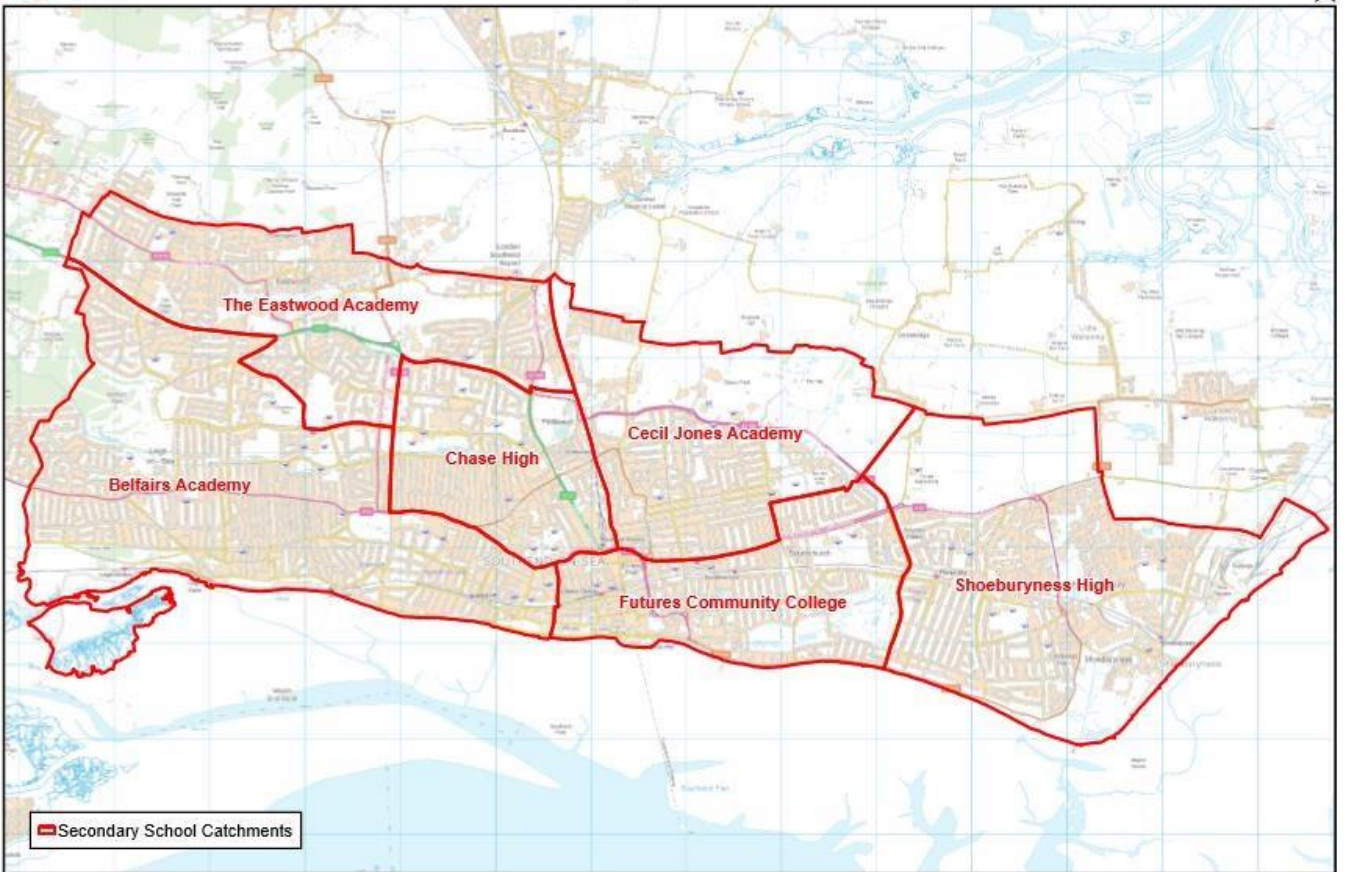
In the case of oversubscription, the following criteria will apply:

- a) Looked after children and previously looked after children.
- b) Current year 11 Belfairs students
- c) Distance from the Academy measured using the shortest walking distance using public highways between the student's home (including flats) and the student entrance at the front of the Academy, as measured by the Local Authority's computerised measuring system, with those living the closest being given priority.

'A look up postcode list is always available on www.southend.gov.uk/admissions'



Secondary School Catchments



© Crown copyright and database rights 2017 Ordnance Survey 100019680

Scale 1:51,000

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 Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

REPORT 2666/HS

TOWN CLERK'S REPORT NOVEMBER 2017

STAFFING

The annual appraisal process for staff will commence mid-December to ensure timely completion.

TRAINING

Staff

The following training has been undertaken since the last Council meeting:

Neighbourhood Planning briefing – 2 members of staff

First Aid – 5 members of staff

In addition I attended the NALC Conference which was a mixture of general sessions and workshops. On the whole I managed to attend most that were prevalent to Leigh Town Council and found the whole conference inspirational with useful networking between other clerks, councillors and county associations. Some of the prevalent information is reported below.

Supporting Local Economic Development

The Town Clerks of Shrewsbury and Sevenoaks held this workshop where the focus was on how their Town Councils have drawn people into the Town Centres which supports the businesses. Shrewsbury's aim was to make the Town Centre a vibrant hub and increase footfall. They focussed on being seen as a 'town of flowers', introduced an open air market to help change the focus of a particular area of the town and made their Christmas lights a key feature. Additionally they part funded a BID manager with the focus being on marketing to see a visitor improvement of dwell time in the town, a solution for car parking and heighten tourism.

Sevenoaks highlighted the two specific projects they have undertaken within their town which have helped economic growth – retained a local theatre and created a community space incorporated into a rundown railway station (still in operation).

It brought to the forefront how our Council has helped the economic growth in the town by taking on the community centre and with the Leigh Partnership now evolving this will enable our Council to better engage what we do at the community centre and in the town with the wider business community. It is also 'food for thought' for the future.

Health and Well-being

Angela Rippon gave an enthusiastic and inspiring talk on behalf of the Alzheimer's Society. Their goal is to have parish and town councils become dementia friendly communities in response to this disease that affects 1 in 3 families in the UK. Being conscious that this is the Chairman's chosen charity for this year, I thought Councillors might like to look at the website <https://www.dementiafriends.org.uk> as organisations can become involved.

Standards

Dr Jane Martin CBE, from the Committee for Standards and Public Life confirmed that it is reviewing the effect of the Localism Act 2011 and all Councils are being encouraged to respond on the consultation when it occurs. Many in the room highlighted the need to strengthen the code and the

President of SLCC called for a joint working party with NALC and the Standards Committee as more and more examples are coming forward of bullying in the workplace from Councillors and between Councillors with no practical tools in support. Recent industry press has also published that clerks appear to have no support where councillors choose to ignore advice or where councillors appear to believe that they are 'in charge' and not part of a corporate body.

Access to Funds

Shafi Khan, Executive Officer at DCLG and Tristram Gardner, Head of Local Government Funding Policy Team at DCLG gave a comprehensive overview of parish and town council borrowing, highlighting the stages of obtaining DCLG approval. Residents are at the heart of every application and there must always be general project consultation. It was however highlighted that councils should think of who will benefit from the project and if there is no precept increase related to the borrowing then engagement in terms of DCLG agreement need not be aimed at all residents. They would wish for majority public support from those consulted.

Housing and Planning

Sarah Richards, Chief Executive of the Planning Inspectorate gave an overview of the inspectorate system and passed on useful information from her team:

- Inspectors can only deal with the application as it stands in front of them
- When looking at applications stick to material considerations
- Support assertions with evidence and impact
- Design is individual taste and not a material consideration – 'being different is not a sin'
- The Inspectorate has no role in Neighbourhood Plans
- Only the policies in a Neighbourhood Plan carry weight. The text supports the policy.
- Councils should get involved in local planning policies early and stay involved throughout the process – if you wait to the examination stage it is a long way into the shaping of the plan

The Government View Point on local councils

The message from the Rt Hon Sajid Javid MP, Secretary of State for Communities and Local Government was think big and innovate, show ambition and DCLG will think of ways to be supportive! The guidance from DCLG to primary authorities is that they should work with their local councils and DCLG will be looking at ways of council tax support to come through to parishes. They are committed to devolution down to the parish council level and are looking carefully at what they do next with regard to funding at all tiers.

It was confirmed to us all that the referendum principle is in abeyance as long as we are sensible and mindful of precept increases and the sector remains responsible.

Other sessions attended:

Sustainability and the environment - this was a disappointing session as it didn't live up to the title. Alas it was more of a weather report with lots of graphs and did not tackle sustainability.

Data Protection – No one seems to know enough at present as the legislation is not finalised. What is apparent is the Town Clerk cannot be the Data Protection Officer as that role must be undertaken by someone independent. This will have a cost element for councils. I will continue to monitor and report to Council as further information is released.

Councillor

The following training has been undertaken since the last report:

Cllr Forde – Councillor Training Days 1 & 2
Cllrs Ward & Rosier – Neighbourhood Planning briefing

Future Training planned:

Licensing – 28th November at LCC
Planning – provisional 12th February 2018 at LCC

LEIGH-ON-SEA PARTNERSHIP

The Group has now encouraged membership from stages along the London Road. The Terms of Reference are being formalised and the survey to businesses being finalised in order that it can be distributed early in the new year.

COUNCIL DECISIONS FOLLOW UP RECORDS 2017/18

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required
COUNCIL 18-07	44b. Committees	RESOLVED to purchase table cloths and table skirting for Council meetings RESOLVED to sell board room table and chairs in Room 6		Sourcing at present In progress	
COUNCIL 18-07	44c. Committees	RESOLVED that allotment rents to rise 4% year on year to nearest 50p w.e.f. October 2018	18-07-17	Plot holders will be advised with invoices in September 2017	NFA
COUNCIL 18-07	44d. Committees	RESOLVED to approve payments list	18-07-17	Published on website	NFA
COUNCIL 18-07	45. Code of Conduct	RESOLVED revision	18-07-17	Website & files updated	NFA
COUNCIL 18-07	46. Health & Safety Policy	RESOLVED revised policy with reference to allotment sites & SW included	18-07-17	Website & files updated	NFA
COUNCIL 18-07	48. Council Awards	RESOLVED all 3 requirements	18-07-17	Application submitted	NFA
COUNCIL 18-07	49. CIL	RESOLVED to recommend P&R hold PDG to consider options for use & Regulation 123 Infrastructure List. RESOLVED to contact SBC with regard to S106 agreements in Leigh	18-07-17	Included on P&R Agenda September TC has written to SBC re S106 item. Awaiting response	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required
COUNCIL 18-07	51. REPORT ON POLICE CONFERENCE	RESOLVED to explore & investigate system of Special Constables		TC has contacted Southend Police & Superintendent Anslow. Awaiting response	
COUNCIL 18-07	54. MDAS Shop & Cafe	RESOLVED to formalise arrangements re Society buildings. RESOLVED to give landlords consent in principle subject to 4 conditions	28-07-17	Societies advised. No response received. TC is investigating leases/formal agreements MDAS advised. Awaiting further information with regard to conditions.	

[Agenda](#)

Leigh-On-Sea Town Council

Internal Audit Report 2017-18 (Interim)

Prepared by Nigel Archer

***For and on behalf of
Auditing Solutions Limited***

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied accordingly, in terms of independence from the Council decision making process, appointing a local practice to provide the service for the Council from the outset. Subsequently however, we at Auditing Solutions Limited, were appointed for 2010-11 and beyond.

This report sets out those areas examined during the course of our interim visit to the Council, which took place on 7th and 9th November 2017, and will be further updated following the final visit to the Council on a date yet to be arranged subsequent to the conclusion of the year-end “close-down” exercise for the year in May / June 2018.

Internal Audit Approach

In commencing our review for 2017-18, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, employing a range of selective sampling techniques (or 100% substantive testing if appropriate) across a range of the Council's activities in accord with our previously circulated Programme of Work.

Overall Conclusion

We are pleased to report that no significant issues have been identified in our review for the year to date that warrant formal recommendation and the current Clerk and her staff are to be thanked for the quality of work and documentation provided for the purposes of the interim audit.

This report has been prepared for the sole use of Leigh-on-Sea Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Detailed Report

Review of Accounts and Accounting Arrangements

Our objective has been to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have to date: -

- Ensured that an appropriate nominal ledger coding structure remains in place, noting that this has again been further updated in accord with current Committee structures to further assist the budget monitoring and reporting process;
- Checked and agreed transactions on the Current, Payroll and Imprest bank accounts, as recorded on the Edge accounting system software, with the entries on the relevant HSBC bank statements for the sample months of April and September 2017;
- Similarly, checked and agreed transactions on the other HSBC Business Money Manager Reserve account and the CCLA Public Sector deposit account from cashbooks to statements for the full six months (April to September 2017) due to the limited volumes arising; and
- Verified that regular, monthly bank reconciliations continue to be undertaken on all accounts, noting that appropriate hard copies are retained on file and that members are regularly provided with same. We have checked and agreed those as at 30th September 2017 on all five accounts with no matters arising.

Conclusions

No issues requiring formal recommendation have arisen in this area with no long-standing, unrepresented items of any note. We shall test a further sample of cashbook transactions at our final visit, also ensuring the accurate disclosure of year-end balances in the Accounts and Annual Return.

Review of Corporate Governance

Our objective here is to 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, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Examined the minutes of meetings of the Full Council and its Standing Committees (except Planning) held throughout the current financial year to date (end October 2017) to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred: no such issues were identified;
- We have previously noted that the Council properly adopted the General Power of Competence at the Full Council meeting in May 2015: subsequently, we note that re-adoption was not required in May 2016 or 2017 in the absence of Council elections in these years; and
- We also previously noted that both Standing Orders and Financial Regulations had been reviewed and re-affirmed in July 2016: subsequently the latter was also subject to further review and adoption on March 2017 to reflect revised contract regulations and the introduction of a national tender limit of £25,000 and no further work is considered necessary currently.

Conclusions

No issues requiring formal recommendation have arisen in this area to date.

Review of Purchasing and Payment Procedures

We have selected a sample of supplier payments made during the financial year to 30th September 2017, examining all those individually in excess of £2,000 together with a more random sample of every 30th payment, irrespective of value. Our test sample comprises 25 payments, totalling just over £40,000 and representing 44% of all non-pay related items processed to that date. Our testing strategy aims to ensure compliance with the following criteria to ensure 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
- That the calculation and recording of VAT to the VAT control account for subsequent recovery has been actioned appropriately.

Conclusions

We are pleased to report that no issues have been identified among our test sample with all the above criteria duly met. Additionally, we note that periodic manual VAT recovery claims continue to be submitted (generally six-monthly) and we have checked and agreed that for September 2017 to the underlying control account balances in Edge with no matters arising.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council's activities was undertaken and that a formal Strategy and detailed risk registers were re-adopted by the Full Council at its meetings in May 2017 and March 2017 respectively and have not considered this aspect again at present; and
- Examined the current year's insurance policy schedules (to August 2017), cover continuing to be provided by Aviva, noting that both Employer's and Public Liability remain at £10 million; that Fidelity Guarantee cover remains at £450,000 and that Loss of Revenue cover stands at £250,000.

Conclusions

No issues have been identified warranting formal comment or recommendation in this area at present: we shall further consider the risk assessment process at our final visit, also ensuring compliance with the now mandatory requirement for annual review and formal adoption of risk registers, as detailed in the Governance and Accountability Manual.

Budgetary Control and Reserves

We aim in this area of our work to 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. To meet this objective:

- We note that early deliberations have been undertaken in relation to Revenue budgets for 2018-19, with any formal conclusions deferred until January 2018,

by which time it is expected that Southend BC will have determined their approach to the “support grant”;

- We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information in order to provide an appropriate means for monitoring budgetary performance during the current year; and
- We noted in the Statement of Accounts for 2016-17 that approximately 20 specific Earmarked Reserves remain in place (totalling £156,000) with no evidence from our current minutes review of any significant movement in this area to date.

Conclusions

No matters arise currently to warrant formal comment in this area of the audit process.

Review of Income

In this area of our review work, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale: also ensuring that it is banked promptly in accordance with the Council’s Financial Regulations. In addition to the Precept, the Council’s principal source of income is clearly the Community Centre, supplemented by allotment rentals, monthly farmers’ market pitch fees, community transport ticket sales and ad-hoc activities such as Xmas Lights and other events. Consequently:-

- We note that the schedules of Council’s fees and charges continue to be reviewed and adopted annually, those for the Centre and allotments for 2017-18 having been formally considered by the relevant committee and full Council during the previous municipal year;
- We have, as noted earlier in this report, verified all receipt transactions from Edge ledgers to relevant bank statements for two sample months in the Current account and all interest / dividends on the Reserve and CCLA accounts for the full six months to September 2017;
- We note that the bookings and receipting processes for the Community Centre, utilising bespoke Edge software for this purpose, remain largely unchanged compared with the detail previously tested and agreed during 2013-14. We are also pleased to note the levels of segregation in place despite the limited numbers of administrative personnel;
- We have again tested examples of the Finance Officer’s banking control sheets in September 2017 to cashbook postings and bank statement entries, noting the timely and accurate manner (at least twice weekly) in which funds are deposited with the bank; and
- We have tested a sample of sales ledger invoices for Community Centre bookings by reference to a sample of the bookings diary (approximately 60 items in all tested during the week 4th to 10th September 2017) to ensure that every entry had been invoiced, that the fees charged were in accord with the times of day and length of each activity and that payments had been received in a timely manner.

Conclusions

No issues have arisen from work completed in this area to date to warrant formal recommendation: we shall undertake further testing as considered necessary for the purposes of the Annual Return verification at the final visit.

Petty Cash Account and Debit Card Usage

A relatively limited petty cash account is operated in the Council's office on a straightforward "top-up as required" basis: at the time of this interim visit just 1 reimbursement cheque of £150 had been required in the past three months.

Payment transactions are entered into the Edge Expenditure reports in the same manner as other supplier cheque and direct debit payments with full details of the payee and goods with VAT separately recorded for periodic recovery where applicable.

We have tested a sample of payment transactions (August 2017) with all items properly supported by till receipts / supplier invoices and correctly entered in the ledgers.

In addition, an HSBC Imprest bank account is in use with a debit card available for urgent goods / services and internet purchases to obtain best value pricing. Again this is utilised in a very limited manner (just 8 transactions totalling £463 in the sample month tested of September 2017) with all payments appropriately supported by supplier invoices and correctly entered in the ledgers.

Conclusions

There are no issues arising in this area to warrant any formal recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to 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 previously amended with effect from 1st April 2017 as regards employee contribution bandings. To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented the NJC award for 2016-17 & 2017-18;
- Noted previously that a payroll bureau provider (Acumen) was engaged to provide the service and this remains the case in 2017-18;
- Agreed the amounts paid to employees by reference to the approved pay scales on the NJC annual schedules, examining a sample of all those salary payments made in September 2017;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table;

- Checked that the correct superannuation percentage deductions, as amended from 1st April 2017, are being applied where applicable;
- Checked and agreed the net payments to staff from copy payslips to the Bacs summary reports and resultant cashbook entries; and
- Similarly checked and agreed 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.

Conclusions

There are no issues arising in this area to warrant any formal recommendation.

Asset Registers

The Accounts and Audit Regulations 1996 (as amended from time to time) require that all Councils establish and maintain inventories/asset registers of buildings, land, plant and equipment, etc. owned by them.

Conclusions

We have noted previously that an appropriate register is maintained, the current Clerk having updated detail to reflect acquisitions and disposals in 2016-17, and no further testing work has been undertaken in this area to date.

Investments and Loans

Our objectives here are to 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.

The Council currently has one CCLA Public Sector Deposit Fund account in place (approximately £390,000 in value) and, as noted earlier in this report, we have checked and agreed all dividend receipts / re-investments in the year to 30th September 2017 and verified the Edge cashbook balance to their third party statement as at the same date.

The Council has no loans either repayable by, or to, it.

Conclusions

There are no issues arising in this area to warrant any formal recommendation.

[Agenda](#)