

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 16th January 2018** 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 21ST NOVEMBER 2017 AND EXTRA ORDINARY MEETING 19TH DECEMBER 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. COMMITTEE VACANCIES

Currently there is a vacancy on the following standing Committees:

- Planning, Highways & Licensing Committee
- Environment & Leisure Committee

It is **RECOMMENDED** that these vacancies be filled and nominations made at the Council meeting.

9. COMMITTEES

To receive Minutes of Committees and Report 2676/Payments List

- a) Planning, Highways & Licensing Committee - To receive minutes of [28th November](#) and [12th December](#) 2017 and [9th January 2018](#)

RECOMMENDATION TO COUNCIL- None made

- b) Community Facilities Committee – To receive minutes of [5th December 2017](#)

RECOMMENDATION TO COUNCIL – None made

- c) Environment & Leisure Committee – To receive minutes of [19th December 2017](#)

RECOMMENDATION TO COUNCIL – None made

- d) Policy & Resources Committee - To receive minutes of [2nd January 2018](#)

RECOMMENDATIONS TO COUNCIL:

- Minute 71 – Use of Social Media, Internet & Email Policy – See Agenda Item 9
- Minute 80 – Council Budget 2018/19 – See Agenda Item 10
- Minute 78 – Approve Expenditure (Report 2676/Payments list - [Appendix 1](#)) page 8

DECISION ITEMS

10. USE OF SOCIAL MEDIA, INTERNET & EMAIL POLICY ([Appendix 2](#)) page 14

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

11. COUNCIL BUDGET 2018/19 ([Appendix 3](#)) page 18

To receive the Budget Pack for 2018/19 recommended by P&R Committee to Council. Subject to the tax base of £8,779.95 being confirmed by Southend Borough Council:

It is **RECOMMENDED** that the presented budget for 2018/19 is agreed by Council.

It is **RECOMMENDED** that the precept for 2018/19 be £46.89 for Tax Band D electors. This means the precept figure increases by 90p (1.96%) from 2017/18 figure (£45.99) and LTC will receive £411,692

12. SALARY BUDGET 2018/19 (Appendix 3 Salary Budget) page 25

In accordance with Financial Regulation 4.4 the salary budget for 2018/19 is presented for review. Such review is to be evidenced by a hard copy schedule signed by the Town Clerk and Chairman of the Council.

13. MDAS SHOP AND CAFE ([Appendix 4](#)) page 26

Report 2777 is presented to the Committee following the resolutions made 18th July 2017.

14. COUNCILLOR LEAVE OF ABSENCE

Cllr Fr. Hillman is requesting a leave of absence from Council due to a work sabbatical taking him away from Leigh. He would be absent for 2 Council meetings from June to October 2018.

15. ANNUAL POLICE, FIRE AND CRIME COMMISSIONER'S PARTNERSHIP CONFERENCE

Cllr Morgan attended this event last year as an Executive Member on EALC, She is unable to attend this year's conference but recommends that at least one substitute be sent. It would be ideal if 2 Councillors could attend as there are a number of interactive workshops. The date is 15th March, Boreham, Chelmsford. The conference runs from 9 am to 3 pm and includes refreshments, lunch and networking opportunities.

FOR NOTING

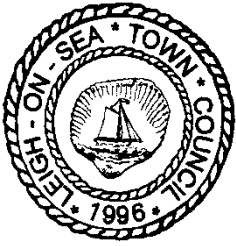
16. TOWN CLERK'S REPORT ([Appendix 5](#)) page 30



Helen Symmons
Town Clerk
11th January 2018

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

DATE OF NEXT MEETING: Tuesday 20th March 2018



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MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 21ST NOVEMBER 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jane Ward (Chairman), Mark Bromfield, Anita Forde, Patrick Fox, Donald Fraser, Jill Healey, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Carole Mulroney, Declan Mulroney, Ron Owen and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

MINUTES

The meeting opened at 7.30 pm

71. CHAIRMAN'S OPENING REMARKS

The Chairman announced that a Strategic Plan workshop would take place on Saturday 20th January 2018 with the intention of this being the only workshop to create the Council's four year Plan and hopefully the accompanying Action Plans too. She hoped as many Councillors as possible would be able to attend. The Town Clerk will send out details. The Remembrance Services in Southend and Leigh were attended by many Leigh Councillors. Sir David Amess had sent belated congratulations to both the Chairman and Vice Chairman on their positions. A reply had now been received from Southend Borough Council with regard to the request of a representative visit at the official consultation stage of the SBC catchment school issue. The Borough hoped we would respond but no visit would be forthcoming. Finally several Councillors had attended the N-Act performance of 'Keep Yourself Safe Online'. This project was a recipient of a Grant Aid Award and the Chairman reported that it was a very good performance and is currently touring senior schools.

72. APOLOGIES FOR ABSENCE

Cllr Caroline Parker.

73. DECLARATION OF MEMBERS' INTERESTS

There were none.

74. APPROVAL OF THE MINUTES OF THE MEETING OF 19TH SEPTEMBER 2017

The minutes of the meeting 19th September 2017 were agreed and signed by the Chairman as a true and accurate record.

75. PUBLIC REPRESENTATIONS

There were none.

76. SOUTHEND BOROUGH COUNCIL

Cllr Carole Mulroney as a Borough Councillor reported that the refurbishment of Belton Hill steps would be commencing in the first quarter of 2018.

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

There were none

COMMITTEES

78. COMMITTEES

To receive Minutes of Committees and Report 2665/Payments List

- e) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 26th September, 10th October, 23rd October and 14th November 2017.

There were no recommendations to Council from the minutes.
In relation to minute 153 it was clarified that planning breaches are not illegal.

- f) Community Facilities Committee – Cllr C Mulroney presented the minutes of 3rd October 2017

There were no recommendations to Council from the minutes.

Cllr Mulroney reported on the recent PDG meeting and explained how the next one after CF meeting 5th December would proceed. Councillors were reminded to submit any further Community Centre ideas to the Town Clerk so they could be reviewed by all prior to the meeting. The most potentially interesting proposals would then be submitted to Johnson Gillies following the meeting to establish viability and costs.

- g) Environment & Leisure Committee – Cllr Morgan presented the minutes of 17th October 2017.

There were no recommendations to Council.

- h) Policy & Resources Committee – Cllr Herbert presented the minutes of 7th November 2017 excluding minute 46, 47 and 58.

Councillors were reminded of the PDG meeting 14th December to discuss the LTC magazine review and Community Infrastructure Levy ideas.

A question was raised in relation to minute 49 regarding the Neighbourhood Plan and whether it was pertinent following the LTC news article and recent Leigh Times magazine article mentioning the NHP to send a letter to the Leigh Times to update residents with the fact that progress could not be made until the Borough's Local Plan emerged. The Town Clerk advised that a letter was being written to Cllr Flewitt at Southend Borough Council being the Executive Councillor for Housing, Planning and Sustainability asking whether Leigh Town Council can have early involvement in the Local Plan. The Chairman of Council and Chairman of P&R felt a letter was not necessary to the Leigh Times as the NHP had not been abandoned.

RECOMMENDATIONS TO COUNCIL:

- Minute 46 – Statement of Intent Community Engagement – See Minute 72
- Minute 47 – Lone Worker Policy – See Minute 73
- Minute 58 – Approve Expenditure (Report 2665/Payments list)

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

DECISION ITEMS

79. STATEMENT OF INTENT COMMUNITY ENGAGEMENT – **Agenda item 9**

The Council **RESOLVED** to adopt the Statement with the next review date of November 2021

80. LONE WORKER POLICY – **Agenda item 10**

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

CONSULTATIONS

81. AIR QUALITY AREA ACTION PLAN – **Agenda item 11**

Following various discussion, Council **RESPONDED** to the consultation which the Town Clerk will submit.

82. AMBITION SOUTHEND, A SKILLS AND LABOUR MARKET STRATEGY – **Agenda item 12**

Following various discussion Council **RESOLVED** that the consultation response will be undertaken by those members attending the P&R PDG meeting 14th December.

83. ADMISSION AND CATCHMENT ARRANGEMENT FROM SEPTEMBER 2019 – **Agenda item 13**

It was noted that the proposal was based on the worst case scenario that might happen with regard to school places. The Council felt the style of the consultation response as individual questionnaires per school was a difficult one and did not permit a response to the complete picture. Leigh Town Council has a duty to respond on behalf of the whole town where many community boundaries corresponding with the existing catchment areas have been in existence and linked historically to ecclesiastical boundaries within the town. It was recognised that cross boundary negotiations need to be considered as there still remains uncertainty once places in all the schools are filled. The Council is very aware that funding is not available to build a new school or remodel the older schools but this would be ideal and would avoid future issues that will surely arise with ongoing residential development in the affected areas.

Council will **RESPOND** to the consultation in letter format which will be drafted by the Chairman and two other Councillors but will be sent to remaining Councillors for comments prior to submission.

Members were reminded that they are able to complete the consultation as individuals and to encourage others to do so to even if they do not have school age children.

84. FORMAL CONSULTATION ON ADMISSION ARRANGEMENTS FOR SEPTEMBER 2019 – BELFAIRS ACADEMY – **Agenda item 14**

No comments or observations from Council were forthcoming and therefore the arrangements were **NOTED** including the admission criteria of pupils of staff.

FOR NOTING

85. TOWN CLERK'S REPORT

The Council **NOTED** the report and made comment on code changes being very important to handle bullying nationwide and across the board by Councillors. The Chairman expressed that the potential for anyone in a position of power or perceived power to bully colleagues, be they Councillors or staff is not unique to Councillors alone. Abuse can be found in all situations where people are vulnerable. Councillors are as vulnerable as staff. To state this issue as one sided, avoids addressing a culture where it is allowed to thrive.

The consultation process with regard to access to funds was also of interest.

86. COUNCIL VACANCY

The Town Clerk was able to inform Councillors that to date, 3 candidates had expressed an interest in being considered with another enquiry made that day. An Extra Ordinary Council meeting will be held Tuesday 19th December at 7 pm to follow the Council's Co-option procedure. The Town Clerk will advise candidates.

87. INTERNAL AUDIT REPORT 2017-18 (INTERIM)

The Council **NOTED** the report and congratulated the Town Clerk and staff.

88. LOCAL COUNCIL AWARDS

The Town Clerk advised Council that a response had been received from the Borough. As Council wished the award to be recognised to a wider circle, the Town Clerk will liaise with EALC and SBC to attend one of their Council meetings.

The meeting closed at 8.52 pm



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

Present: Cllrs: Jane Ward (Chairman), Jill Adair, Anita Forde, Patrick Fox (from minute 93) , Jill Healey, Richard Herbert, Carole Mulroney, Declan Mulroney, Ron Owen, Caroline Parker and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk) and 3 co-option candidates

MINUTES

The meeting opened at 7.00 pm

89. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting, undertook the housekeeping announcements and gave an overview of the co-option process.

90. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, Donald Fraser, Fr. Clive Hillman and Valerie Morgan.

91. DECLARATION OF MEMBERS' INTERESTS

Cllr Ward declared a non-pecuniary interest in Agenda item 5 as one of the candidates was known to her in a past employment.

92. APPROVAL OF THE MINUTES OF THE MEETING OF 21ST NOVEMBER 2017

The minutes of the meeting 21st November 2017 were agreed and signed by the Chairman as a true and accurate record.

93. CO-OPTION OF COUNCILLOR FOR HIGHLANDS WARD

Each candidate was invited to speak to members for 3 minutes and questions were invited. Only 3 candidates attended the meeting.

Following a proposal (Cllr Mulroney, seconded Cllr Healey) the Committee **RESOLVED** the nomination 'en bloc' of all the candidates in the voting process which in accordance with the Co-Option policy would follow the 'supplementary voting system'

The Town Clerk counted the votes and the Chairman declared John Duprey as the new Councillor for Highlands Ward having received an absolute majority of the votes.

The Declaration of Acceptance of Office was signed by Cllr Duprey and the Town Clerk.

The meeting closed at 7.30 pm



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Payments List 21st Oct 2017- 15th Dec 2017 Report 2676/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102303	£89.13	Viking	Stationery
102304	£33.00	Miskos Ltd	Update Flash Player
102305	£28.00	SEEOG	Donation for half term kids events
102306	£54.60	Acumen Wages Service	Payroll processing fee
102307	£231.69	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre & Skate Park
102308	£70.00	Southend BC	Annual premises licence re Leigh Lights
102309	£15.00	Wyvern Community Transport	Annual membership fee
102310	£73.80	Helen Symmons	Mileage – NALC – Milton Keynes
102311	£100.00	EALC	Local council Award scheme/Quality
102312	£126.00	Miskos Ltd	Server monitoring/Spam filter
102313	£66.00	The National Allotment Society	Annual membership
102314	£25.00	The Corner Club LOS Ltd	Refund LL programme donation
102315	£540.00	Southend BC	Grass cutting at Skate Park 2017
102316	£15.00	Mrs C Hopping	Plot deposit refund
102317	£99.00	M Frost & Associates Ltd	Display Energy Certificate renewal Comm Centre
102318	£250.00	The Olive Tree Centre	Grant award for furniture
102320	£409.00	N-Act Theatre	Grant Award – room hire & promotional video costs
102321	£500.00	Leigh Art Trail	Grant Award – supporting Art Trail 2018
102322	£1158.58	PRS for Music	PRS licence Community Centre
102323	£566.50	DJ Elcock	Leigh Lights programme printing
102324	£1008.00	Auditing Solutions Ltd	Internal audit interim visits

102325	£16.50	Miskos Ltd	Email assistance
102326	£10.00	Kelly Phillips	Rfnd stall holder Farmers Mkt
102327	£57.80	Wyvern Community Transport	Minibus hire, CT trip to Alton Gdn Centre 9/11/17
102328	£18.00	E. Carr	Refund room hire (replacement chq)
102329	£15.57	SSE	Strand Wharf , October electrics
102330	£74.70	Fulton Paper	Copier paper
102331	£72.00	RCH Heating & Plumbing Ltd	To fix Main Mersea water heater
102332	£20.00	Cancelled	Lost/replacement issued
102333	£132.00	Urban Design & Print	Leigh Lights road signs
102334	£120.00	Leigh Times Series Ltd	Display ad re LTC road closure.
102335	£75.00	Karen Tranded	Pre Parade arts activity at CC
102336	£69.55	Anita Forde	Travel exps for 2 Councillor training days
102337	£21.84	Recognition Express Essex	Name badges-S.Bedwell-Smith CT, A. Curtis
102338	£50.00	Southend BC	Annual lease of Leigh Marshes – Skate Park
102339	£27.96	Viking	Stationery
102340	£70.00	Potherbs	2 x Christmas tree
102341	£19049.40	Aylesford Electrical Contractors Ltd	Installation & additions to Leigh Lights lighting.
102342	£1080.00	Southend BC	Hedge cutting at Manchester Drive Allotments
102343	£54.60	Acumen Wages Service	Payroll processing
102344	£4453.20	Icicle Graphic Design	Production of newsletter and 21 st celebration banner
102345	£120.00	Hannah Mumford	Production of tablecloths for Council use
102346	£35.00	Southend Carnival CIC	Road closure barriers at Leigh Lights
102347	£171.77	Essex Supplies (UK) Ltd	Cleaning materials
102348	£504.00	Leigh Times Series Ltd	Distribution of 10,000 LTC newsletters
102349	£1402.40	Southend BC	Leigh Lights traffic mgmt
102350	£5753.86	VIP Security Services	Leigh Lights switch on security
102351	£242.40	St John Ambulance	First Aid cover at Leigh Lights
102352	£18.30	Mencap Southend	Distribution of collection at Leigh Lights
102353	£154.46	Southend Sunflower Trust	Distribution of collection at Leigh Lights
102354	£89.77	Southend Mencap Showstoppers	Distribution of collection at Leigh Lights

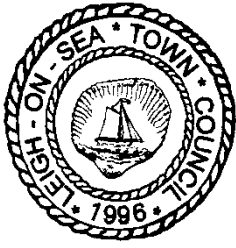
102355	£26.87	Alzheimers Society	Distribution of collection at Leigh Lights
102356	£88.10	Southend Cystic Fibrosis Association	Distribution of collection at Leigh Lights
102357	£26.65	Cancer Research UK	Distribution of collection at Leigh Lights
102358	£0.00	Cancelled	Cancelled & reissued
102359	£37.79	Southend Hospital Stroke Unit	Distribution of collection at Leigh Lights
102360	£99.36	Southend Scout & Guide Gang Show	Distribution of collection at Leigh Lights
102361	£112.16	Alzheimers Society	Distribution of collection at Leigh Lights
102362	£57.03	St John Ambulance	Distribution of collection at Leigh Lights
102363	£275.00	Southend Carnival	Donation re assistance at Leigh Lights
102364	£75.00	The Art Ministry	Donation re assistance at Leigh Lights
102365	£100.00	Alzheimers Society	Prize winners donation re Leigh Lights
102366	£150.00	Southend Scout & Guide Gang Show	Prize winners donation re Leigh Lights
102367	£54.00	Phoenix Water Coolers Ltd	Community Centre cups
102368	£4,332.00	Regiment Traffic Mgmt	Leigh Lights traffic management
102369	£20.00	Mrs JL Reeves	Refund Christmas Fair pitch fee
102370	£10.00	Mrs Z Moore	Partial refund Christmas Fair pitch fee
102371	£48.23	Viking	Stationery
102372	£268.70	Alzheimers Research	Proceeds of collection at Carols on Strand Wharf
102373	£30.00	Salvation Army	Donation for assistance at Strand Wharf Carols
102374	£25.00	Southend YMCA	Donation for assistance at Strand Wharf Carols
102375	£40.00	Lions Club of Leigh-on-Sea	Donation for assistance at Strand Wharf Carols
102376	£42.80	Hilary Le Marie	Volunteer expenses
102377	£55.33	Allen Bros. Electrical (Factors) Ltd	Light bulbs
102378	£140.00	Cash	Top up petty cash
102379	£159.00	Miskos Ltd	Spam filtering, server monitoring and server issue

102380	£20.00	AG Harding	For Stud 100 tickets sold in error
102381	£151.17	Eastwood Lions Club	Distribution of collection at Leigh Lights
102382	£1656.00	Event Communications Services Ltd	Radios at Leigh Lights
102383	£422.64	Veolia ES (UK) Ltd	Additional litter picking etc at Leigh Lights
102384	£682.80	Vicarage Marquees Ltd	Marquee hire Carols on Strand Wharf
102385	£396.00	Phuse Media	Council website updates
102386	£44.88	WEL Medical Ltd	Defibrillator pads
Bk Trs	£22000.00	Payroll	Cover October payroll
Bk Trs	£280.00	The Art Ministry	Payment of children's event proceeds
Bk Trs	£400.00	LOSALGA	ASA agreement
Bk Trs	£750.00	MDAS	ASA agreement
Bk Trs	£125.00	Marshall Close Allotments	ASA agreement
Bk Trs	£20000.00	Payroll	Cover November payroll
Bk Trs	£200.00	FP Teleset	Postage on account
Bk Trs	£100.00	MDAS	Retained deposits
BK Trs	£100.00	FP Teleset	Postage on account
		Expenditure – Imprest Items	
	£255.20	Kursaal Plant Hire	Digger hire allotment clearance
	£22.93	The Range	Frames for display of councillors
	£13.97	B&Q	Repairs to office tap
	£13.98	B&Q	Plastic sheet & screws
	£28.80	Solopress	Leigh Lights A4 posters
	£38.40	Solopress	Leigh Lights roller banners
	£264.00	Rapid Racking	Attic shelving
	£49.20	Solopress	Christmas cards
	£25.00	Southend BC	Volunteer parking ticket
	£7.15	Evolve Office Ltd	Replacement ink pad
	£269.75	Amazon	Office shredder
	£17.88	First Aid 4 Less	Ice packs
	£27.00	Solopress	Farmers Market leaflets
		Expenditure – Direct Debits	

	£85.67	Biffa Environmental	Skate Park waste
	£74.06	Biffa Environmental	Comm Centre general waste
	£65.93	Biffa Environmental	Comm Centre recycling
	£231.80	British Telecom	Phone services 716288
	£93.48	British Telecom	Line rental 716287
	£32.39	The Calls Warehouse	Call charges 477248
	£560.18	SSE	Electricity Comm Centre
	£396.16	British Telecom	Line rental & broadband chgs re alarm line, broadband line & 477248
	£783.23	Essex & Suffolk Water	MDAS water chgs, May – Oct 2017
	£769.00	Southend BC	Business rates Community Centre
	£196.00	DOTS	Photocopying costs
	£536.52	NWG Business	Water rates Leigh Allotments
	£63.24	GO CARDLESS (Verde Coffee Ltd)	Coffee cost recovered from Lottie & Lorna's
	£430.76	GO CARDLESS (Verde Coffee Ltd)	Coffee machine service cost recovered from Lottie & Lorna's
	£81.40	Biffa Environmental	Comm Centre recycling
	£88.84	Biffa Environmental	Comm Centre general waste
	£415.35	Essex & Suffolk Water	Comm Centre water bill
	£36.12	The Calls Warehouse	Service & call charges 477248
	£650.12	SSE	Comm Centre electricity
	£257.58	Edenred	Staff childcare vouchers
	£63.36	Global Payments	Card processing fee October
	£257.58	Edenred	Childcare vouchers
	£36.12	The Calls Warehouse	Call charges 477248
	£145.35	NWG Business	Water rates Community Centre
	£783.23	Essex & Suffolk Water	Water rates MDAS
	£269.20	NWG Business	Marshall close water rates

	£769.00	Southend BC	Business rates
	£188.76	British Telecom	Broadband service 716287
	£426.53	BNP Paribas Lease Group	Photocopier lease
	£158.24	DOTS	Photocopying costs
	£36.99	GO CARDLESS (Verde Coffee Ltd)	Coffee cost recovered from Lottie & Lorna's
	£43.40	GO CARDLESS (Verde Coffee Ltd)	Coffee cost recovered from Lottie & Lorna's
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee cost recovered from Lottie & Lorna's

[Agenda](#)



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USE OF SOCIAL MEDIA, INTERNET & EMAIL POLICY

Rewritten: January 2018
To be reviewed: January 2021

1. Introduction

The Council recognises that email and internet are important information and communication systems which are used during the course of Council business. This policy provides guidelines and procedures to protect users and the Council.

2. Scope of the policy

All employees, Councillors and volunteers are expected to comply with this policy at all times to protect the privacy, confidentiality and interests of the Council.

Breach of this policy by employees and Councillors may be dealt with under the adopted Code of Conduct or Disciplinary Procedure and in serious cases may be treated as gross misconduct leading to summary dismissal in the case of employees.

3. Responsibility for implementation of the policy

The Council has overall responsibility for the effective operation of this policy.

The Town Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to work.

All employees, Councillors and volunteers should ensure that they take the time to read and understand this policy. Any breach of it should be reported to the Town Clerk. Questions regarding the content or application of this policy should be directed to the Town Clerk.

4. Social Media

Only certain members of staff have the authority from (and in consultation with) the Town Clerk to post material on the Council's websites and social media accounts (Twitter and Facebook only) in the Council's name and on behalf of the Council.

❖ Rules for Social Media

Whenever permitted to use social media in accordance with this policy, the following general rules must be adhered to:

- Do not upload post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.

- Any employee, Councillor or volunteer who feels that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform the Town Clerk.
- Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether information to be shared falls within one of these categories, this should be discussed beforehand with the Town Clerk.
- Before including a link to a third party website, check that any terms and conditions of that website permit you to link it.
- When making use of any social media platform its terms of use must be read and complied with.
- Be honest and open but be mindful of the impact a contribution might make to people's perceptions of the Council.
- Employees, Councillors and volunteers are personally responsible for any content they publish into social media tools.
- Do not escalate heated discussions. Try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- Do not discuss employees, Councillors and volunteers without their prior approval.
- Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- Do not publish personal contact details where they can be accessed and used widely and never publish anyone else's personal contact details.

❖ **Monitoring use of Social Media**

- a) Employees, Councillors and volunteers should be aware that any use of social media (whether or not accessed for Council purposes) may be monitored and where breaches of this policy are found action may be taken under the scope of this policy.
- b) Misuse of social media can in certain circumstances constitute a criminal offence or otherwise give rise to legal liability against the Council and its employees.
- c) In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website whether in a professional or personal capacity will probably amount to gross misconduct/breach of the Code of Conduct (this list is not exhaustive):
 - Material in breach of copyright or other intellectual property rights or which invades the privacy of any person
 - Pornographic material (that is writing, pictures, films and video clips of a sexually explicit or arousing nature)
 - A false and defamatory statement about any person or organisation
 - Material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Council, Councillors, employees or volunteers
 - Confidential information about the Council or anyone else
 - Any other statement which is likely to create any liability (whether criminal or civil and whether for employees or the Council).
- d) Where evidence of misuse is found a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any

witnesses involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

- e) Any breach of the policy should be reported to the Town Clerk in accordance with the Council's Whistle Blowing policy within the Staff Handbook.

5. Email

- a) Use of email is encouraged as it provides an efficient system of communication.
- b) Email should be regarded as written paper documents for the purposes of production, use retention and disclosure and can be called upon under the Freedom of Information Act 2000. Personal information should be kept in accordance with the principles established in the Data Protection Act 1998.
- c) The Council reserves the right to open any email file stored on the Council's computer system.

❖ Email Etiquette

All employees, Councillors and volunteers must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- Only agreed email signatures may be used
- All messages must use appropriate business language
- A waiver clause will be included at the end of each email message
- The circulating of offensive, indecent or obscene material or anything which breaches the Equal Opportunities Policy is strictly prohibited.
- Confidential material should not be disclosed
- Only attachments from a trusted source may be downloaded
- Ensure that the address of the recipient is correct before sending emails
- Ensure that a 'reply to all' is appropriate
- Ensure that essential files are saved before deleting the message in which they were received.
- Emails which create obligations or give instructions on behalf of the Council must be sent by officers only, not Councillors

❖ Reporting and sanctions

If a staff member or Councillor receives an email from a staff member or Councillor which they believe is contrary to the guidance provided in this policy it should be reported to the Town Clerk who will consider the use of formal disciplinary procedure/grievance or reporting through Code of Conduct or refer the matter to the Personnel Sub-committee depending on the severity of the event.

6. Internet

- a) Staff members are encouraged to use the internet responsibly as part of their official and professional activities.
- b) Information obtained via the internet and published in the name of the Council must be relevant and professional. A disclaimer must be stated where personal views are expressed.
- c) The use of the internet to access and/or distribute any kind of offensive material will not be tolerated and staff may be subject to disciplinary action.

- d) The equipment, services and technology used to access the internet are the property of the Council. The Council reserves the right to monitor internet traffic and monitor and access data that is composed, send or received through its online connections.

❖ **Unacceptable use of the internet**

This includes but is not limited to:

- Sending or posting discriminatory, harassing or threatening messages or images
- Using computers to perpetrate any form of fraud and/or software, film or music piracy
- Obtaining, using or disclosing another staff member's password without authorisation
- Sharing confidential material or proprietary information outside of the Council
- Hacking into unauthorised areas
- Sending or posting information that is defamatory to the Council, its services, Councillors and/or members of the public
- Introducing malicious software onto Council computers and/or jeopardising the security of the Council's electronic communication systems
- Sending or posting chain letter, solicitations or advertisements not related to Council business activities
- Passing off personal views as those representing the Council

7. Security

Only software purchased by the Council shall be installed on the Council's computer system. Software licences shall be retained.

[Agenda](#)

Leigh-on-Sea Town Council

Budget Pack 2018/19

For Recommendation to Council

RESOLVED P&R January 2018

Leigh Town Council 2018/19 Proposed Budget Document						2018/19					
INCOME	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19	EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Policy & Resources						Policy & Resources					
Interest	£ 1,374.90	£ 1,136.00	£ 1,000.00	£ 700.00	£ 800.00	P & R Expenditure	£ 21,616.89	£ 16,920.09	£ 29,300.00	£ 27,223.00	£ 39,350.00
Other Income	£ 1,528.64	£ 1,632.10	£ 1,200.00	£ 1,200.00	£ 1,200.00	Office & Admin	£ 54,155.31	£ 64,425.27	£ 65,950.00	£ 59,911.00	£ 73,550.00
	£ 2,903.54	£ 2,768.10	£ 2,200.00	£ 1,900.00	£ 2,000.00	Staffing	£ 80,704.72	£ 82,769.26	£ 98,153.00	£ 104,367.00	£ 92,549.00
						Capital Fund/Projects			£ 50,000.00	£ -	£ 50,000.00
							£ 156,476.92	£ 164,114.62	£ 243,403.00	£ 191,501.00	£ 255,449.00
Community Facilities						Community Facilities					
LCC Hire Income	£ 112,590.31	£ 114,333.58	£ 125,000.00	£ 123,000.00	£ 129,000.00	Strand Wharf	£ 15.10	£ 1,383.18	£ 1,300.00	£ 1,600.00	£ 700.00
LTC Contribution	£ 25,000.00	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	LCC Expenditure	£ 72,010.47	£ 53,200.35	£ 114,000.00	£ 63,234.00	£ 114,200.00
Other Income	£ 1,019.05	£ 4,052.22	£ 3,300.00	£ 4,750.00	£ 4,500.00	LCC Staffing	£ 112,466.97	£ 124,715.33	£ 139,800.00	£ 127,646.00	£ 135,865.00
Strand Wharf		£ 4,000.00	£ -	£ -	£ -	CFC Other	£ 6,426.75	£ 6,130.25	£ 5,300.00	£ 4,643.00	£ 4,700.00
Highways	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ -	Paddling Pool		£ -	£ 500.00	£ -	£ 500.00
	£ 138,909.36	£ 147,685.80	£ 155,600.00	£ 155,050.00	£ 160,500.00	Skate Park Expenditure	£ 6,005.02	£ 6,184.00	£ 7,550.00	£ 6,978.00	£ 9,105.00
						Strand Wharf Capital	£ 56,426.00	£ 76,131.27	£ -	£ 2,880.00	£ -
							£ 253,350.31	£ 267,744.38	£ 268,450.00	£ 206,981.00	£ 265,070.00
Environment & Leisure						Environment & Leisure					
Allotments Income	£ 11,631.94	£ 11,428.31	£ 11,111.00	£ 12,640.00	£ 13,085.00	Allotments Expenditure	£ 15,651.20	£ 20,099.78	£ 20,710.00	£ 22,843.00	£ 21,857.00
Community Transport Fees	£ 3,266.84	£ 3,182.70	£ 3,200.00	£ 1,500.00	£ 2,500.00	Community Transport Expenditure	£ 7,733.43	£ 7,152.46	£ 8,730.00	£ 5,708.00	£ 6,866.00
Farmers' Market Fees	£ 1,637.00	£ 2,000.00	£ 2,000.00	£ 2,800.00	£ 2,500.00	Farmers' Market Expenditure	£ 1,298.02	£ 1,518.28	£ 1,350.00	£ 2,736.00	£ 5,067.00
Leigh Lights Income	£ 2,630.00	£ 2,320.00	£ 2,000.00	£ 3,000.00	£ 2,750.00	Leigh Lights Expenditure	£ 24,148.73	£ 28,910.53	£ 35,750.00	£ 31,864.00	£ 34,970.00
Other E&L Income	£ 722.00	£ 570.00	£ 600.00	£ 490.00	£ 450.00	Other Events Costs	£ 5,371.70	£ 5,936.87	£ 8,300.00	£ 5,900.00	£ 7,750.00
	£ 19,887.78	£ 19,501.01	£ 18,911.00	£ 20,430.00	£ 21,285.00	General E&L Services	£ 8,539.40	£ 5,940.13	£ 8,700.00	£ 7,550.00	£ 7,650.00
						E&L Staffing	£ 15,049.75	£ 22,088.71	£ 15,319.00	£ 15,646.00	£ 12,260.00
							£ 77,792.23	£ 91,646.76	£ 98,859.00	£ 92,247.00	£ 96,420.00
Planning & Licensing						Planning & Licensing					
						Planning Expenditure	£ 416.67	£ -	£ 500.00	£ -	£ 1,500.00
						Staffing	£ 12,009.44	£ 10,928.24	£ 10,500.00	£ 13,834.00	£ 9,828.00
		£ -		£ -	£ -		£ 12,426.11	£ 10,928.24	£ 11,000.00	£ 13,834.00	£ 11,328.00
Total Income	£ 161,700.68	£ 169,954.91	£ 176,711.00	£ 177,380.00	£ 183,785.00	Total Expenditure	£ 500,045.57	£ 534,434.00	£ 621,712.00	£ 504,563.00	£ 628,267.00
Capital Reserves 31/03/17	£ 120,684.00			£ 170,000.00		Budget Net Totals per Committee					£ 203,449.00
Earmarked Reserves 31/03/17	£ 155,820.00			£ 179,000.00		Policy & Resources (excl capital fund)					£ 104,570.00
General Reserves 31/03/17	£ 112,441.47			£ 118,000.00		Community Facilities					£ 75,135.00
						Environment & Leisure					£ 11,328.00
						Planning, Highways & Licensing					£ 220,000.00
						Capital Projects to be funded from Capital Reserves & 2018/19					

BUDGET FUNDING				Budget 2018/19
Total Income				£ 183,785.00
Total Expenditure				£ 628,267.00
Major Project Expenditure				£ 170,000.00
Net Position				-£ 614,482.00
		31/03/2017		
Capital Reserves 31/03/18		£ 120,684.00		£ 170,000.00
General Reserves 31/03/18		£ 112,441.00		£ 118,000.00
				£ 288,000.00
GROSS SHORTFALL				-£ 326,482.00
RECOMMENDED RESERVE				£ 85,000.00
LCTS GRANT		£ 6,860.00		
BUDGET FUNDING FIGURE				-£ 411,482.00
2016/17	£ 390,550.00			
2017/18	£ 401,085.00	2.70%		
2018/19	£ 411,482.00	2.59%		
PRECEPT CALCULATION				
Band D figure				-46.87
divide by 9			46.87	5.207777778
x 9			5.21	
PROPOSED BAND D				£46.89
Tax base 2016/17	£8,645.94	£ 391,402.00		
Tax base 2017/18	£8,717.19	£ 400,904.00		
Tax base 2018/19 (TBC by SBC)	£8,779.95	£ 411,692.00		
Band D figure 2016/17	45.27			
Band D figure 2017/18	45.99	1.59%		
Band D figure 2018/19	46.89	1.96%		

Leigh Town Council 2018/19 Medium Term Financial Plan						2018/19					
INCOME	2017/18	2018/19	2019/20	2020/21	2021/22	EXPENDITURE	2017/18	2018/19	2019/20	2020/21	2021/22
Policy & Resources						Policy & Resources					
Interest	£ 1,000.00	£ 800.00	£ 600.00	£ 500.00	£ 600.00	P & R Expenditure	£ 29,300.00	£ 39,350.00	£ 38,000.00	£ 41,000.00	£ 39,000.00
Other Income	£ 1,200.00	£ 1,200.00	£ 1,300.00	£ 1,300.00	£ 1,400.00	Office & Admin	£ 65,950.00	£ 73,550.00	£ 65,000.00	£ 66,000.00	£ 67,000.00
						Staffing	£ 98,153.00	£ 92,549.00	£ 95,500.00	£ 96,000.00	£ 98,000.00
						Capital Fund/Projects	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 50,000.00
	£ 2,200.00	£ 2,000.00	£ 1,900.00	£ 1,800.00	£ 2,000.00		£ 243,403.00	£ 255,449.00	£ 248,500.00	£ 253,000.00	£ 254,000.00
Community Facilities						Community Facilities					
LCC Hire Income	£ 125,000.00	£ 129,000.00	£ 129,000.00	£ 140,000.00	£ 147,000.00	Strand Wharf	£ 1,300.00	£ 700.00	£ 700.00	£ 800.00	£ 800.00
LTC Contribution	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	LCC Expenditure	£ 114,000.00	£ 114,200.00	£ 90,000.00	£ 95,000.00	£ 100,000.00
Other Income	£ 3,300.00	£ 4,500.00	£ 2,000.00	£ 4,500.00	£ 4,500.00	LCC Staffing	£ 139,800.00	£ 135,865.00	£ 139,500.00	£ 144,000.00	£ 148,000.00
Strand Wharf	£ -	£ -	£ -	£ -	£ -	CFC Other	£ 5,300.00	£ 4,700.00	£ 5,800.00	£ 5,300.00	£ 5,500.00
Highways	£ 300.00	£ -	£ -	£ -	£ -	Paddling Pool	£ 500.00	£ 500.00	£ -	£ -	£ 500.00
	£ 155,600.00	£ 160,500.00	£ 158,000.00	£ 171,500.00	£ 178,500.00	Skate Park Expenditure	£ 7,550.00	£ 9,105.00	£ 7,100.00	£ 7,250.00	£ 7,300.00
							£ 268,450.00	£ 265,070.00	£ 243,100.00	£ 252,350.00	£ 261,300.00
Environment & Leisure						Environment & Leisure					
Allotments Income	£ 11,111.00	£ 13,085.00	£ 13,600.00	£ 14,100.00	£ 14,650.00	Allotments Expenditure	£ 20,710.00	£ 21,857.00	£ 22,200.00	£ 22,500.00	£ 22,750.00
Community Transport Fees	£ 3,200.00	£ 2,500.00	£ 3,000.00	£ 3,250.00	£ 3,500.00	Community Transport Expenditure	£ 8,730.00	£ 6,866.00	£ 7,000.00	£ 7,250.00	£ 7,500.00
Farmers' Market Fees	£ 2,000.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Farmers' Market Expenditure	£ 1,350.00	£ 5,067.00	£ 5,200.00	£ 5,200.00	£ 5,300.00
Leigh Lights Income	£ 2,000.00	£ 2,750.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Leigh Christmas Lights	£ 21,900.00	£ 21,900.00	£ 22,500.00	£ 17,500.00	£ 17,500.00
Other E&L Income	£ 600.00	£ 450.00	£ 450.00	£ 450.00	£ 450.00	Leigh Christmas Lights event	£ 13,850.00	£ 13,070.00	£ 13,000.00	£ 13,250.00	£ 13,500.00
	£ 18,911.00	£ 21,285.00	£ 22,050.00	£ 22,800.00	£ 23,600.00	Event costs	£ 8,300.00	£ 7,750.00	£ 7,750.00	£ 7,750.00	£ 8,000.00
						General E&L Services	£ 8,700.00	£ 7,650.00	£ 8,000.00	£ 11,250.00	£ 8,250.00
						E&L Staffing	£ 15,319.00	£ 12,260.00	£ 12,700.00	£ 13,000.00	£ 13,000.00
							£ 98,859.00	£ 96,420.00	£ 98,350.00	£ 97,700.00	£ 95,800.00
Planning & Licensing						Planning & Licensing					
						Planning Expenditure	£ 500.00	£ 1,500.00	£ 5,000.00	£ 10,000.00	£ 10,000.00
		£ -		£ -	£ -	Staffing	£ 10,500.00	£ 9,828.00	£ 10,200.00	£ 10,500.00	£ 10,750.00
							£ 11,000.00	£ 11,328.00	£ 15,200.00	£ 20,500.00	£ 20,750.00
Total Income	£ 176,711.00	£ 183,785.00	£ 181,950.00	£ 196,100.00	£ 204,100.00	Total Expenditure	£ 621,712.00	£ 628,267.00	£ 605,150.00	£ 623,550.00	£ 631,850.00

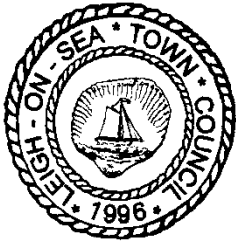
Leigh Town Council 2018/19 Proposed Budget Document											
Committee - Community Facilities											
INCOME	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19	EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Community Centre						Paddling Pool			£ 500.00	0	£ 500.00
Room Hire	£ 112,590.31	£ 114,333.58	£ 125,000.00	£ 123,000.00	£ 129,000.00						
LTC Building Contribution	£ 25,000.00	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	Community Centre					
LTC Events Hire	£ -	£ 299.25	£ 300.00	£ -	£ -	Insurance	£ 2,702.34	£ 2,746.49	£ 2,800.00	£ 2,827.00	£ 2,900.00
Events at LCC	£ -	£ 2,908.61	£ 1,500.00	£ 5,000.00	£ 3,500.00	Business Rates	£ 7,920.00	£ 7,986.00	£ 8,000.00	£ 8,457.00	£ 8,500.00
Other Income	£ 1,019.05	£ 1,143.61	£ 1,500.00	£ 1,000.00	£ 1,000.00	Gas	£ 7,337.82	£ 6,748.52	£ 6,500.00	£ 6,800.00	£ 7,000.00
	£ 138,609.36	£ 143,685.05	£ 155,300.00	£ 156,000.00	£ 160,500.00	Electricity	£ 9,032.00	£ 8,756.33	£ 10,200.00	£ 9,000.00	£ 9,200.00
Strand Wharf						Water	£ 1,653.08	£ 1,593.04	£ 1,700.00	£ 1,650.00	£ 1,850.00
Memorial Plaques		£ 4,000.00	£ -	£ -	£ -	Catering	£ 1,808.27	£ 176.60	£ 700.00	£ 200.00	£ 1,000.00
	£ -	£ 4,000.00	£ -	£ -	£ -	Communications	£ 1,751.31	£ 1,863.33	£ 1,900.00	£ 1,900.00	£ 2,150.00
Community Facilities						Cleaning & Waste / H&S	£ 6,779.54	£ 6,239.58	£ 7,000.00	£ 6,500.00	£ 7,000.00
Red Phone Box	£ 300.00		£ 300.00	£ 300.00	£ -	Advertising	£ 2,490.24	£ 871.15	£ 3,000.00	£ 1,000.00	£ 1,000.00
	£ 300.00		£ 300.00	£ 300.00	£ -	Security & Alarms	£ 129.51	£ 1,165.21	£ 500.00	£ 400.00	£ 500.00
						Miscellaneous	£ 313.67	£ 542.98	£ 2,000.00	£ 1,300.00	£ 1,000.00
	£ 138,609.36	£ 147,685.05	£ 155,600.00	£ 156,300.00	£ 160,500.00	Licences	£ 4,713.00	£ -	£ 2,300.00	£ 1,700.00	£ 3,000.00
						IT & Website	£ 3,163.79	£ 157.45	£ 1,100.00	£ 600.00	£ 1,000.00
						Janitorial Costs (Uniforms Etc)	£ -	£ -	£ 500.00	£ 500.00	£ 250.00
EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19	Contingencies	£ 2,870.00	£ -	£ 2,000.00	£ -	£ 2,000.00
Strand Wharf						Events at LCC	£ 939.25	£ 1,967.08	£ 1,000.00	£ 2,600.00	£ 2,000.00
Security Costs	£ -	£ 35.00	£ 50.00	£ -	£ -	Professional Fees	£ -	£ -	£ 2,000.00	£ 6,000.00	£ 1,000.00
Maintenance	£ 15.10	£ 794.39	£ 1,000.00	£ 800.00	£ 500.00	Card Processing charges	£ 786.50	£ 798.18	£ 800.00	£ 800.00	£ 850.00
Electricity	£ -	£ 188.51	£ 150.00	£ 200.00	£ 200.00	Internal Maintenance	£ 8,508.50	£ 8,328.94	£ 13,000.00	£ 5,000.00	£ 10,000.00
Planters	£ -	£ 365.28	£ 100.00	£ 600.00	£ -	External Maintenance	£ 1,867.11	£ 1,258.74	£ 42,000.00	£ 500.00	£ 39,000.00
	£ 15.10	£ 1,383.18	£ 1,300.00	£ 1,600.00	£ 700.00	Infrastructure costs (capital)	£ 7,244.54	£ 2,000.73	£ 5,000.00	£ 5,500.00	£ 13,000.00
Community Facilities						Staffing Costs	£ 112,466.97	£ 124,715.33	£ 139,800.00	£ 127,646.00	£ 135,865.00
School Crossing Patrol	£ 4,291.75	£ 4,291.75	£ 4,500.00	£ 4,343.00	£ 4,400.00		£ 184,477.44	£ 177,915.68	£ 253,800.00	£ 190,880.00	£ 250,065.00
Highways infrastructure	£ 1,835.00	£ 1,538.50	£ 500.00	£ -	£ -	LCC costs less staffing					
Red Phone Box	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00		£ 72,010.47	£ 53,200.35	£ 114,000.00	£ 63,234.00	£ 114,200.00
	£ 6,426.75	£ 6,130.25	£ 5,300.00	£ 4,643.00	£ 4,700.00		£ 196,924.31	£ 191,613.11	£ 268,450.00	£ 204,101.00	£ 265,070.00
Skate Park											
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	EMR as at 31/03/17					
Cleaning	£ 858.56	£ 791.61	£ 1,000.00	£ 800.00	£ 1,000.00	Strand Wharf Memorial Planters	£ 3,634.72				
Electricity	£ 666.16	£ 233.79	£ 500.00	£ 250.00	£ 300.00	Skate Park	£ 4,402.25				
Miscellaneous	£ 305.64	£ 333.61	£ 300.00	£ 300.00	£ 300.00	CFC Other	£ 1,331.03				
Grass Cutting	£ 550.00	£ 450.00	£ 700.00	£ 450.00	£ 500.00	Community Centre - general	£ 14,094.88				
Maintenance	£ 12.19	£ 695.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	CC Feasibility	£ 5,000.00				
Staffing Costs	£ 3,562.47	£ 3,629.99	£ 4,000.00	£ 4,128.00	£ 5,955.00	CC Refurbishment & Equipment	£ 22,576.68				
	£ 6,005.02	£ 6,184.00	£ 7,550.00	£ 6,978.00	£ 9,105.00	Paddling Pool	£ 1,659.70				

Leigh Town Council 2018/19 Proposed Budget Document											
Committee - Environment & Leisure											
INCOME	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19	EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Allotments						Leigh Lights					
Manchester Drive Rent	£ 6,540.94	£ 6,444.31	£ 6,000.00	£ 7,400.00	£ 7,700.00	Column Testing 1/3	£ -	£ 3,500.00	£ 1,300.00	£ -	£ 1,300.00
Leigh Site Rent	£ 3,050.50	£ 2,990.50	£ 3,000.00	£ 3,100.00	£ 3,200.00	Installation Removal & Storage	£ 9,232.50	£ 9,150.00	£ 9,150.00	£ 9,150.00	£ 9,150.00
Marshall Close Rent	£ 429.50	£ 430.00	£ 500.00	£ 450.00	£ 470.00	Electricity	£ 312.98	£ 381.63	£ 350.00	£ 400.00	£ 420.00
Manchester Drive Water	£ 1,070.00	£ 1,061.00	£ 1,070.00	£ 1,200.00	£ 1,200.00	Repairs & Renewals	£ 960.00	£ -	£ 1,100.00	£ 500.00	£ 1,000.00
Leigh Water	£ 472.00	£ 438.00	£ 472.00	£ 430.00	£ 450.00	Security	£ 3,646.25	£ 5,436.30	£ 6,000.00	£ 6,100.00	£ 6,200.00
Marshall Close Water	£ 69.00	£ 64.50	£ 69.00	£ 60.00	£ 65.00	Entertainment/Outside Assistance	£ 685.00	£ 305.00	£ 1,000.00	£ 500.00	£ 700.00
	£ 11,631.94	£ 11,428.31	£ 11,111.00	£ 12,640.00	£ 13,085.00	Road Closures & Licences	£ 5,087.00	£ 4,897.07	£ 6,000.00	£ 5,242.00	£ 5,200.00
Leigh Lights						First Aid, Cleansing & Banners	£ 624.00	£ 560.53	£ 850.00	£ 960.00	£ 1,000.00
Traders donations	£ 1,670.00	£ 1,500.00	£ 1,600.00	£ 2,210.00	£ 2,000.00	Capital Renewals	£ 3,601.00	£ 4,680.00	£ 10,000.00	£ 9,012.00	£ 10,000.00
Other income	£ 960.00	£ 820.00	£ 400.00	£ 790.00	£ 750.00		£ 24,148.73	£ 28,910.53	£ 35,750.00	£ 31,864.00	£ 34,970.00
	£ 2,630.00	£ 2,320.00	£ 2,000.00	£ 3,000.00	£ 2,750.00	Community Transport					
Community Transport						Ticket Purchases	£ 2,072.84	£ 1,888.30	£ 2,200.00	£ 500.00	£ 2,000.00
Trip Sales	£ 3,266.84	£ 3,182.70	£ 3,200.00	£ 1,500.00	£ 2,500.00	Travel Costs	£ 805.90	£ 627.60	£ 750.00	£ 500.00	£ 750.00
	£ 3,266.84	£ 3,182.70	£ 3,200.00	£ 1,500.00	£ 2,500.00	Driver Costs	£ 72.00	£ 389.06	£ 260.00	£ 300.00	£ 300.00
Farmers' Market Fees						Refreshments	£ 683.09	£ 702.47	£ 800.00	£ 200.00	£ 700.00
Pitch income	£ 1,637.00	£ 2,000.00	£ 2,000.00	£ 2,800.00	£ 2,500.00	CTA Membership	£ 254.17	£ 254.17	£ 270.00	£ 254.00	£ 270.00
	£ 1,637.00	£ 2,000.00	£ 2,000.00	£ 2,800.00	£ 2,500.00	Miscellaneous	£ 41.98	£ 774.77	£ 50.00	£ 50.00	£ 50.00
General Events						Staff Costs	£ 3,803.45	£ 4,404.39	£ 4,400.00	£ 4,404.00	£ 4,796.00
Summer Series Strand Wharf	£ 660.00	£ 345.00	£ 300.00	£ 450.00	£ 400.00		£ 7,733.43	£ 7,152.46	£ 8,730.00	£ 5,708.00	£ 6,866.00
Other Events			£ 250.00	£ -	£ -	Farmers Market					
Loaned Equipment	£ 62.00	£ 225.00	£ 50.00	£ 40.00	£ 50.00	Hall Hire	£ 792.00	£ 792.00	£ 900.00	£ 792.00	£ 900.00
	£ 722.00	£ 570.00	£ 600.00	£ 490.00	£ 450.00	Leaflets/Publicity	£ 428.00	£ 521.30	£ 200.00	£ 200.00	£ 200.00
						Banners	£ 50.00	£ 185.00	£ 200.00	£ 119.00	£ 200.00
						Miscellaneous	£ 28.02	£ 19.98	£ 50.00	£ 50.00	£ 50.00
	£ 19,887.78	£ 19,501.01	£ 18,911.00	£ 20,430.00	£ 21,285.00	Staff Costs	£ -	£ -	£ -	£ 1,575.00	£ 3,717.00
							£ 1,298.02	£ 1,518.28	£ 1,350.00	£ 2,736.00	£ 5,067.00
EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19	General Events					
Allotments						Summer Series Strand Wharf	£ 3,040.67	£ 3,508.88	£ 3,750.00	£ 2,900.00	£ 3,750.00
Maintenance Costs	£ 939.81	£ 1,003.70	£ 1,500.00	£ 2,850.00	£ 2,500.00	Carols on Strand Wharf	£ 745.40	£ 584.21	£ 1,000.00	£ 1,000.00	£ 1,000.00
Protective Clothing						Easter Programme	£ 644.95	£ 767.00	£ 1,250.00	£ 1,000.00	£ 1,000.00
Waste Clearance/Tree Work	£ 983.33	£ 880.00	£ 500.00	£ 1,000.00	£ 1,000.00	Other Events		£ 366.03	£ 1,500.00	£ 850.00	£ 1,500.00
ASA Leigh Site	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	Events Equipment	£ 645.68	£ 411.50	£ 500.00	£ 150.00	£ 500.00
ASA Manchester Drive	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	LCC Room Hire	£ 295.00	£ 299.25	£ 300.00		£ -
ASA Marshall Close	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00		£ 5,371.70	£ 5,936.87	£ 8,300.00	£ 5,900.00	£ 7,750.00
Capital Expenditure	£ 281.29	£ 116.58	£ 1,250.00	£ 2,000.00	£ 1,000.00	General Services					
Affiliations	£ -	£ 55.00	£ 60.00	£ 60.00	£ 65.00	Flower Baskets	£ 5,650.00	£ 5,057.00	£ 6,600.00	£ 5,650.00	£ 5,650.00
Water Rates	£ 1,879.27	£ 3,233.74	£ 2,700.00	£ 2,635.00	£ 2,800.00	First Aid Post	£ 1,039.40	£ 883.13	£ 1,100.00	£ 900.00	£ 1,000.00
MDAS commission	£ 820.00	£ 810.00	£ 1,000.00	£ 830.00	£ 875.00	Good for Leigh		£ -	£ 500.00	£ 500.00	£ 500.00
Staff Costs	£ 5,647.50	£ 8,900.76	£ 8,600.00	£ 8,368.00	£ 8,517.00	Community Initiatives	£ 1,850.00	£ -	£ 500.00	£ 500.00	£ 500.00
	£ 15,651.20	£ 20,099.78	£ 20,710.00	£ 22,843.00	£ 21,857.00		£ 8,539.40	£ 5,940.13	£ 8,700.00	£ 7,550.00	£ 7,650.00
						E&L Staffing Costs					
							£ 15,049.75	£ 22,088.71	£ 15,319.00	£ 15,646.00	£ 12,260.00
							£ 15,049.75	£ 22,088.71	£ 15,319.00	£ 15,646.00	£ 12,260.00
EMR as at 31-03-17											
Allotments General	£ 2,120.19	(going down to £320.19)					£ 77,792.23	£ 91,646.76	£ 98,859.00	£ 92,247.00	£ 96,420.00
Allotments Infrastructure	£ 5,006.73										
E&L General Services	£ 4,000.00										
E&L General Events	£ 4,728.30										
Leigh Lights	£ 4,659.00										

Leigh Town Council 2018/19 Proposed Budget Document					
Committee - Policy & Resources					
INCOME	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Policy & Resources					
Interest	£ 1,374.90	£ 1,136.00	£ 1,000.00	£ 700.00	£ 800.00
Other Income	£ 1,528.64	£ 1,632.10	£ 1,200.00	£ 1,200.00	£ 1,200.00
	£ 2,903.54	£ 2,768.10	£ 2,200.00	£ 1,900.00	£ 2,000.00
EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Policy & Resources					
Grant Award Fund	£ 2,262.00	£ 2,223.50	£ 5,000.00	£ 4,820.00	£ 5,000.00
Furniture & Equipment	£ 16.66	£ 502.91	£ 500.00	£ 500.00	£ 500.00
Elections	£ -	£ -	£ -		
Legal Costs	£ 510.00	£ -	£ 3,500.00	£ 2,700.00	£ 3,500.00
Annual Town Meeting	£ 357.72	£ -	£ 500.00	£ 233.00	£ 500.00
Community Engagement	£ 10,204.54	£ 9,906.50	£ 11,000.00	£ 9,900.00	£ 12,000.00
Volunteer Programme	£ 2,495.60	£ 212.73	£ 5,000.00	£ 5,700.00	£ 6,000.00
LTC Website	£ 750.00	£ -	£ 100.00	£ 120.00	£ 100.00
Civic	£ 145.00	£ 226.50	£ 200.00	£ 100.00	£ 250.00
Renewals Fund	£ 1,251.67	£ 2,617.00	£ 2,000.00	£ 2,000.00	£ 5,000.00
Localism Act	£ 6.00	£ -	£ 300.00	£ 150.00	£ 300.00
Other Expenditure	£ 1,217.20	£ 1,230.95	£ 1,200.00	£ 1,000.00	£ 1,200.00
Community Specials					£ 5,000.00
Intern	£ 2,400.50		£ -		
	£ 21,616.89	£ 16,920.09	£ 29,300.00	£ 27,223.00	£ 39,350.00
Capital Fund/Projects	£ -	£ -	£ 50,000.00	£ -	£ 50,000.00
Town Council Office					
<i>Premises</i>					
Office Rental		£ 10,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00
LCC Premises Use Grant	£ 25,000.00	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00
<i>Administration</i>					
Stationery	£ 1,153.00	£ 1,070.37	£ 2,000.00	£ 1,000.00	£ 1,500.00
Insurance	£ 6,026.52	£ 6,136.38	£ 6,300.00	£ 6,511.00	£ 6,700.00
Library	£ 49.99	£ 169.46	£ 300.00	£ 100.00	£ 300.00
Communication	£ 1,636.72	£ 1,950.18	£ 2,450.00	£ 2,300.00	£ 2,450.00
Photocopying	£ 2,750.54	£ 2,938.62	£ 3,500.00	£ 2,800.00	£ 3,000.00
Subscriptions	£ 2,205.14	£ 2,092.49	£ 2,300.00	£ 2,000.00	£ 2,150.00
Postage	£ 1,384.39	£ 974.54	£ 1,700.00	£ 1,000.00	£ 1,000.00
Entertaining	£ -	£ -	£ 250.00	£ 250.00	£ 250.00
Licences	£ 505.00	£ 35.00	£ 500.00	£ 250.00	£ 500.00
Bank Charges	£ 1,247.31	£ 1,223.54	£ 1,200.00	£ 1,200.00	£ 1,200.00
Miscellaneous	£ -	£ -	£ 500.00	£ 50.00	£ 500.00
Professional Advice	£ 1,042.50	£ 1,112.25	£ 1,000.00	£ 1,000.00	£ 1,000.00
Audit	£ 2,640.00	£ 2,550.00	£ 2,700.00	£ 2,700.00	£ 2,800.00
IT	£ 3,229.91	£ 5,811.61	£ 4,500.00	£ 4,500.00	£ 15,000.00
<i>Training & Expenses</i>					
Training - Staff	£ 3,528.00	£ 1,419.00	£ 3,000.00	£ 1,200.00	£ 2,000.00
Expenses/Travel Costs - Cllrs	£ 42.76	£ 78.61	£ 600.00	£ 400.00	£ 500.00
Training - Cllrs	£ 1,056.80	£ 837.00	£ 2,000.00	£ 1,500.00	£ 1,500.00
Mileage & Expenses - Staff	£ 656.73	£ 526.22	£ 650.00	£ 650.00	£ 700.00
	£ 54,155.31	£ 64,425.27	£ 65,950.00	£ 59,911.00	£ 73,550.00
Salaries					
Town Clerk (certain % until 2017/18)	£ 43,505.63	£ 44,467.01	£ 49,855.00	£ 49,996.00	£ 52,924.00
Other staffing (proportionate)	£ 35,587.74	£ 37,482.15	£ 46,498.00	£ 52,591.00	£ 38,125.00
Payroll Costs	£ 671.35	£ 739.64	£ 800.00	£ 1,780.00	£ 1,500.00
Recruitment	£ 940.00	£ 80.46	£ 1,000.00		
	£ 80,704.72	£ 82,769.26	£ 98,153.00	£ 104,367.00	£ 92,549.00
	£ 156,476.92	£ 164,114.62	£ 243,403.00	£ 191,501.00	£ 255,449.00
EMR as at 31-03-17					
Elections	£ 22,265.59				
Renewals Fund	£ 16,086.02				
Grant Aid Awards	£ 3,471.18				
Volunteer Programme	£ 19,504.40				
Office Admin	£ 2,000.00				
Salaries	£ 16,079.00				

Leigh Town Council 2018/19 Proposed Budget Document					
Committee - Planning, Highways & Licensing					
INCOME	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Planning					
	£ -	£ -	£ -	£ -	£ -
EXPENDITURE	Actuals 2015/16	Actuals 2016/17	Budget 2017/18	Yr End Projected Actuals	Budget 2018/19
Planning					
Equipment	£ 416.67	£ -	£ 500.00	£ -	
Neighbourhood Plan					£ 1,500.00
Other Expenditure	£ -		£ -		
	£ 416.67	£ -	£ 500.00	£ -	£ 1,500.00
Salaries					
Other staffing (proportionate)	£ 12,009.44	£ 10,928.24	£ 10,500.00	£ 13,834.00	£ 9,828.00
	£ 12,009.44	£ 10,928.24	£ 10,500.00	£ 13,834.00	£ 9,828.00
	£ 12,426.11	£ 10,928.24	£ 11,000.00	£ 13,834.00	£ 11,328.00
EMR as at 31-03-17					
Neighbourhood Plan	£ 2,000.00				

LTC Staffing 2018/19			
Allocations		Budget 2017/18	Projected
<i>Indication 2.5% ave rise</i>			
P&R	£92,549.00	£ 98,153.00	£ 104,367.00
LCC	£135,865.00	£ 139,800.00	£ 127,818.00
Skatepark	£5,955.00	£ 4,000.00	£ 4,128.00
Allotments	£8,517.00	£ 8,600.00	£ 8,368.00
Com Transp	£4,796.00	£ 4,400.00	£ 4,404.00
Farmers Market	£3,717.00	£ -	£ 1,575.00
E&L	£12,260.00	£ 15,319.00	£ 15,646.00
Planning	£9,828.00	£ 10,500.00	£ 13,834.00
Volunteer	£5,519.00	£ 5,000.00	£ 5,138.00
	£279,006.00	£ 285,772.00	£ 285,278.00
Gradings 2017/18 scale	Gross Wage	Full Time	Part Time
SCP10	£15,613.00		1
SCP 11	£15,807.00		1
SCP 12	£16,123.00		1
SCP 13	£16,491.00	1	2
LC1 15	£17,072.00	1	
LC1 19	£18,746.00	2	1
LC1 21	£20,138.00		2
LC2 27	£24,174.00	1	1
LC3 44	£39,177.00	1	
Total on costs	£56,642.00	54658 (17/18)	



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
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Chairman: Cllr Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

MDAS CLUBHOUSE

REPORT 2676/HS

At its meeting 18th July 2017, Council gave agreement in principle to the proposed clubhouse extension and demolition of the existing shop/café subject to conditions. These were conveyed to MDAS exactly as resolved:

- MDAS provide a professional survey of the area they wish to build on to confirm that it will not be affected by flooding issues.

MDAS RESPONSE

1. There was concern that the area for the extension is still part of the flooding issue on site. Up to know the flooding has never gone further than the existing shop/café which are at ground level. The new club house has at least an 18 inch step clearance before the door sill so there is no issue there. The extension will be built on the same specifications of height from ground level.

Secondly there has been, over the last few years, problems with the existing overflow on the site owned by Anglia water. It was discovered that the pumps had ceased working. The site was invaded by Anglia water earlier this year and major work was carried out. They installed new pumps dredged at least 3 metres of sludge from the hole involving many lorries. We have been assured by Anglia water that we should now not have a problem with flooding as the new pumps being larger are able to cope in such a situation.

- MDAS provide a copy of their Committee minutes when it was resolved to proceed with the project.

MDAS RESPONSE

2. I attach the minutes as requested showing that the committee agreed to the project of the new build.

M.D.A.S
G.P MEETING
HELD AT THE CLUB HOUSE ON
8th March 2017 at 7.30pm

NEW BUILD; We have an Architect who will draw up the plans for £250. P. Hills said that we needed to draw up a plan for the Architect to work from. A Hitchcock said that the new building would be attached to the club house. A discussion took place as to where the shop would be. A Hitchcock said he would draw some sketches to show the layout. It was agreed by all that the architect should be employed to do said plans. P. Hills wishes for an overall plan for the proposed area first. The Chairman said he would produce this.

There are several sets of minutes with reference to discussions regarding new build. Every one was happy for me to go ahead

- Confirmation from MDAS that they have consulted with all plot holders on the MDAS site with regard to the project and use of the new building.

MDAS RESPONSE

3. With regard to your third point, do all the members know and had they been informed. The minutes of every meeting of the committee are displayed in a folder in the shop for any plot holder to peruse. At our last AGM the project was brought up and there were no objections from the plot holders.

- The new building is to comply with the Equality Act 2010 and thus as a minimum is to have disabled access to the building and a toilet.

MDAS RESPONSE

4. With regard to the equalities act 2010 to have a disabled toilet installed. As the building will be part kitchen we felt this was not acceptable or practicable as so much room would be taken up. However the toilet block is adjacent to the Club house and it is intended to convert one of the toilets into a disabled toilet hopefully this winter then refurbishing the block.

- Statutory regulations being met

MDAS RESPONSE

5 The plans have been laid out per building regulations. The plans will be going into Southend Council this week as per your comments at the last meeting. We shall await the outcome.

The Council also resolved:

That for any Allotment Societies' buildings on LTC allotment land the Town Council will consult with Solicitors to formalise the arrangement and have relevant documentation prepared. Any agreement will include the provision of ground rent as per Minute 104 Allotments Sub-Committee 27th April 2011 and conditions regarding the provision and cost of utilities. Any costs and fee incurred by the Town Council are to be paid by the Allotment Societies.

Again this was relayed to MDAS.
MDAS RESPONSE

With regard to the ground rents; The electricity and water board are classed as amenities and therefore do not pay ground rent. Likewise the definition of an allotment site is also classed as an amenity for the local populace. I checked with the National Allotment society. I wonder as this argument has been raised before and rejected whether it should be shelved again.

The Town Clerk asked the Society of evidence as could find no reference to any rejection of the original minute 104 from the Allotments Committee 27th April 2011. If there is no documentary evidence (none has been produced) that the minute was overturned then it seems that the matter was just not correctly implemented.

By using various contacts, the Town Clerk has sourced an agreement which would give 'permission to use' to the Societies and seeks Council's view as to whether they would be agreeable to the use of this as a way to formalise the use of Allotment Societies' buildings on Leigh Town Council allotment land. Both Societies have received a copy of the agreement and there have been no adverse comments.

THE AGREEMENT - PERMISSION TO USE

The Council: Leigh-on-Sea Town Council
The Society – Manchester Drive Allotment Society
The Location: Manchester Drive Allotment Site
The Purpose: Buildings for Club House / Shop, Store & Toilet Facilities
The Area: Edged red on the attached plan

MAIN TERMS & CONDITIONS OF USE

The Council confirms its willingness to grant The Society permission to use the Area, for The Purpose on the following terms & conditions: -

1. This agreement shall subsist until further notice unless terminated by either party upon 3 months' notice in writing.
2. The rent shall be £100 annually for the use of The Area including water charges.
3. The Society shall use The Area solely for The Purpose.
4. The Society shall free and relieve The Council from all liabilities for any accidents or damage caused through or by, The Society use and occupation of The Area. Public safety for The Area will be The Society's responsibility in all matters relating to The Purpose. The Society shall free and relieve The Council from all claims arising as a result of The Purpose.
5. All service wayleaves will be identified and projected within The Area and The Council reserves the right to grant further wayleaves as landlord.
6. Details of plant material to be used at any time is to be agreed prior to the date of entry.
7. No storage of debris, rubble and works materials to be permitted anywhere at The Location and The Area without prior permission of The Council.
8. Spillage of any toxic or contaminated materials must be avoided at The Location and The Area. In the event of an accidental spillage The Council must be advised immediately.
9. The Area must be maintained to the satisfaction of The Council. In the event of failures The Agreement will be terminated and maintenance costs claimed if applicable.

10. All site services must be protected using appropriate drainage.
11. All maintenance liabilities within and on the boundaries of The Area will be the responsibility of The Society.
12. The Society will be responsible for insurance against all aspects of use including but not exclusively, fire, vandalism, personal accidents to users of The Area. Insurance documentation to be inspected by The Council.
13. The Society should ensure they have a health & safety plan which identifies emergency procedures for users of The Area.
14. The Society shall supply contact names to The Council and a named deputy in case of emergencies.
15. The Society shall at the end of this Agreement, however determined, without warning or process of law remove from The Area all items belonging to The Society and clear The Area of all refuse material.
16. The Council shall reserve the right to terminate this Agreement in the event of recurring vandalism on The Area or other abuses and nuisances arising during the period of this Agreement.
17. On termination of this Agreement The Council shall inspect The Area and provide a schedule of required works and estimated cost for reinstatement to The Council that will be the responsibility of The Society. Thereafter The Society has **14 days** to reinstate The Area to the satisfaction of The Council. If the works are not completed by said date then The Council shall undertake the necessary reinstatement works and recharge The Society for all appropriate costs.

Contact Details

INSERT CONTACT DETAILS

Signed on behalf of Leigh-on-Sea Town Council:

I hereby confirm acceptance to the foregoing terms of occupation in respect of The Area
(Society to sign)

Signature:

Position:

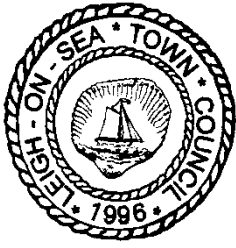
Address:

Date:

Witness:

Address:

Date:



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 2677/HS

TOWN CLERK'S REPORT JANUARY 2018

STAFFING

The annual appraisal process for staff is nearing completion with staff very responsive with the process.

An additional part time Receptionist has now been recruited which will provide daily cover until 2 pm on reception and support for the increasing bookings administration.

The skate park cleaning operative will be joining the caretaking team as a part time caretaker. This brings the team back to its full complement. The cleaning of the skate park will now be part of the rota of duties undertaken by all caretakers and overseen by the Facilities Manager. There is no effect on the budget submitted with regard to these changes.

A copy of the new organisational chart with effect from 3rd February 2018 is attached.

TRAINING

Staff

There has not been any external training since the last Council meeting but various training will be taking place imminently which will be reported at the next Council meeting.

I shall be attending the SLCC Practitioners Conference at the end of February with sessions on:

- Delivering Innovation
- Data Protection
- Conflict Management
- Employment Update
- Grievance & Disciplinary Procedures
- Running a Public Building
- Introduction to Project Management
- Understanding Byelaws
- Lessons for Local Councils from crisis events

Councillor

An internal Licensing session for Councillors was provided by the Licensing Officer at Southend Borough Council.

External Planning training specific to Leigh Town Council has been organised for Monday 12th February at 7.30 pm and it is hoped that as many Councillors as possible will attend. Councillors have received the next batch of training dates at EALC. Should any workshop be of interest please let the office know and we can either book this for you or provide further details if required.

Emergency Planning

Arrangements have been put in place with Southend Borough Council for the Community Centre to be a holder of a book of condolence.

Leigh on Sea Partnership Group

I have attended further meetings of the Group which is a new partnership recently formed to ensure that all businesses in the Leigh-on-Sea area are represented. All current groups, including LOSITA (Leigh-on-Sea Independent Traders Association), Love Leigh Road, Leigh-on-Sea London Road traders, Leigh Pubwatch and Old Leigh together with representatives from Leigh Town Council and Southend Borough Council have joined to form Leigh Partnership Group. The group's aim is to enable the Leigh-on-Sea business community to become an even more dynamic force in helping shape, develop and grow our local economy.

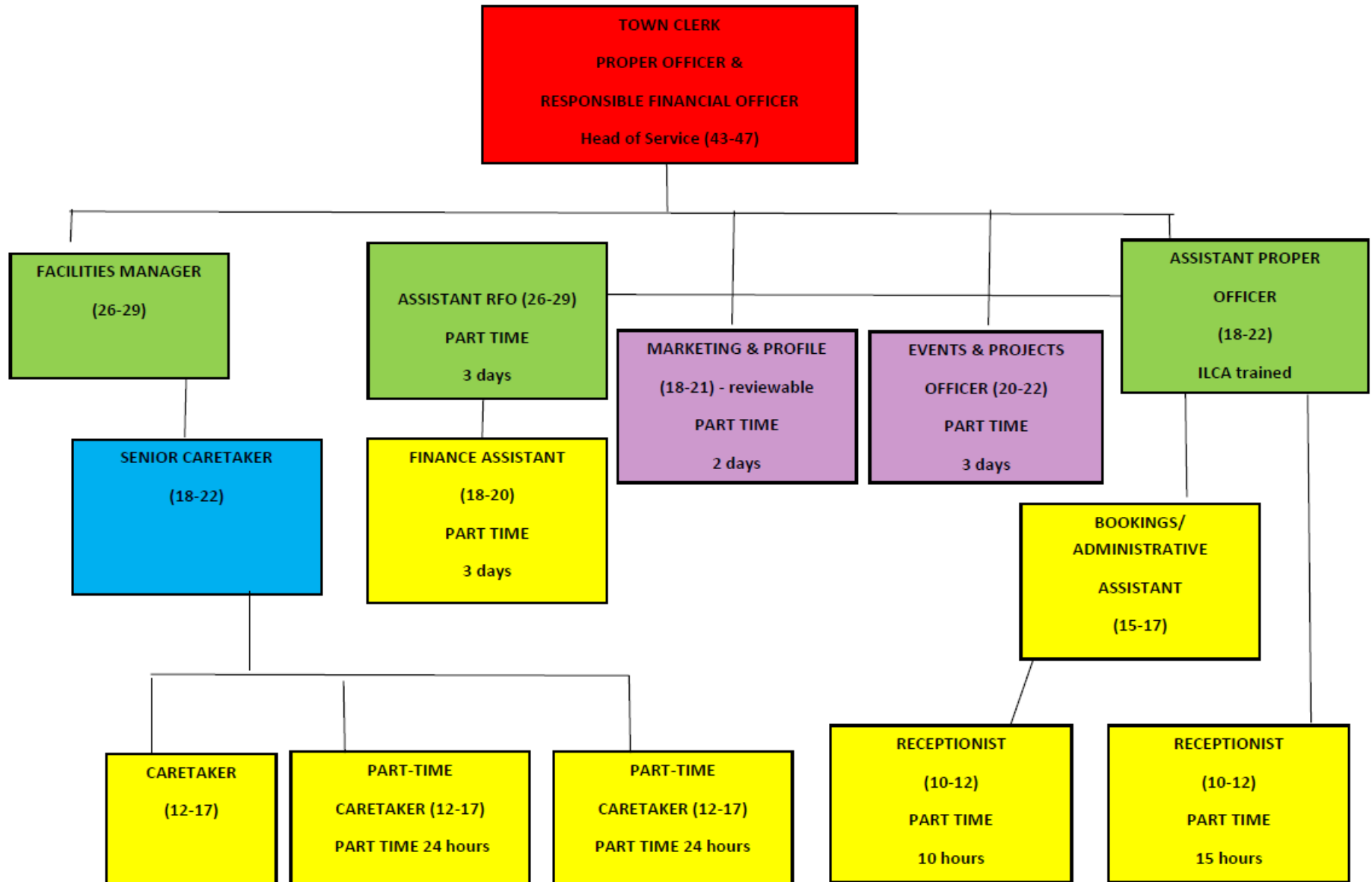
Currently we are in the process of developing a business survey to understand the local views and how to help achieve improved business prosperity and make Leigh a great place to be and do business.

The Group has the benefit of an initial funding grant from Southend Borough Council which has been requested to be held as an earmarked reserve by Leigh Town Council. It is specific for the Group under a service level agreement and our internal auditors have been made aware and have offered guidance to ensure this is correctly recorded.

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 18-07	49. CIL	RESOLVED to contact SBC with regard to S106 agreements in Leigh		After chasing several times, a holding reply has been received advising still looking into the matter as complex.	TC will monitor	TC
COUNCIL 18-07	54. MDAS Shop & Cafe	RESOLVED to give landlords consent in principle subject to 4 conditions	10-01-18	MDAS advised. Response received early December. Added to Council agenda	NFA under this minute	
COUNCIL 21-11	71d) Committees	RESOLVED expenditure as per payments list	21-11-17		NFA	
COUNCIL 21-11	72. Statement of Community Engagement	RESOLVED	21-11-17	Published on website, staff informed & diarised for next review 2021	NFA	
COUNCIL 21-11	73. Lone Worker Policy	RESOLVED	21-11-17	Included in Staff folder and processes implemented. Diarised for next review 2020	NFA	
COUNCIL 21-11	75. Ambition Southend Consultation	RESOLVED for P&R PDG members to complete	14-12-17	Completed at P&R PDG and submitted	NFA	
COUNCIL 21-11	83. Admission & Catchment Arrangement	Council will RESPOND to the consultation in letter format which will be drafted by the Chairman and two other Councillors but will be sent to remaining Councillors for comments prior to submission		Unknown by TC	Deadline has passed.	Chairman

[Agenda](#)



LEIGH-ON-SEA TOWN COUNCIL—STAFF STRUCTURE as at 3rd February 2018