

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



Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the **POLICY AND RESOURCES COMMITTEE** of Leigh-on-Sea Town Council will take place on **Tuesday, 1st May 2018** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.30 p.m.**

Committee Membership

Cllrs: Mark Bromfield, Jill Healey, Richard Herbert (Chairman), Valerie Morgan, Carole Mulroney, Declan Mulroney (Vice Chairman) and Ron Owen

AGENDA

1. CHAIRMAN'S OPENING REMARKS & HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 6TH MARCH 2018
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 9

POLICY

7. REVIEW OF FINANCIAL REGULATIONS ([Appendix 2](#)) page 11 **DECISION ITEM**

In accordance with Financial Regulation 17.1 it is the duty of the Council to review the Financial Regulations annually. Also in accordance with 17.1 the Town Clerk wishes to suggest to Council the amendments to the Financial Regulations as per Appendix 2.

It is **RECOMMENDED** that the Committee adopt the revised Regulations with **recommendation to Council.**

8. REVIEW OF STANDING ORDERS ([Appendix 3](#)) page 26 **DECISION ITEM**

The National Association of Local Councils (NALC) has published new model standing orders. These incorporate or reference the requirement of new legislation introduced after 2013. The Town Clerk has incorporated these changes for the Council's review. The changes in bold are statutory ones. Some additional amendments are also recommended to clarify existing standing orders or to delete duplications or to correct inaccuracies stated.

It is **RECOMMENDED** that the Committee adopt the revised Standing Orders with **recommendation to Council.**

9. TERMS OF REFERENCE ([Appendix 4](#)) page 59 **DECISION ITEM**

With the creation of the new Staffing Standing Committee with effect from 15th May 2018, the existing Terms of Reference have been amended to reflect the inclusion of the new committee. Some additional amendments are also recommended to clarify existing Terms of Reference.

It is **RECOMMENDED** that the Committee adopt the revised Terms of Reference with **recommendation to Council**.

10. INVESTMENT STRATEGY ([Appendix 5](#)) page 75 **DECISION ITEM**

In accordance with the statutory Guidance on Local Government Investments (3rd Edition) it is **RECOMMENDED** that the Committee adopt the Investment Strategy with **recommendation to Council**.

11. GENERAL DATA PROTECTION REGULATION 2018 ([Appendix 6](#)) page 77 **DECISION ITEM**

GDPR comes into effective 25th May 2018. Therefore in accordance with the recommendations and guidance of the NALC, the following documents are submitted for adoption:

Data Protection & Information Security Policy
Retention Policy
General Privacy Notice
Staff/Councillors Privacy Notice
Consent Form

We have received a briefing from NALC and the Information Commissioner's Officer (ICO) that at this stage they are looking to Councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. Therefore at the present time the appointment of a Data Protection Officer (DPO) is still being reviewed and the ICO is working closely with NALC and the Society of Local Council Clerks (SLCC) to consider alternative solutions to the specific issue of appointing DPOs. Council's will be required to have a DPO in the long term but at this stage it is not essential. Further processes and training will be taking place prior to May 25th including a new Councillor email system.

It is **RECOMMENDED** that the Committee adopt the Policies, Notices and Consent Form with **recommendation to Council**.

12. LEIGH TOWN YOUTH COUNCIL **DECISION ITEM**

Minute 88 P&R 6th March resolved to set up a group to consider the establishment, development & delivery of a Youth Council. Councillors are now invited to join the group and set up an initial meeting.

It is **RECOMMENDED** that the Committee appoint members to the group and set a date for their first investigatory meeting.

RESOURCES

13. STAFF – NATIONAL SALARY AWARD **DECISION ITEM**

The National Joint council for Local Government Services (NJC) has reached agreement on new pay scales for 2018-2019 to be implemented from 1st April 2018. The effect on the 2018/19 Council budget is an increase of £3064. This is because in the 2018/19 budget an increase of 2.5% had been budgeted for across all grades but the actual agreement has percentage increases ranging from 2% to 8% (the lower grades receiving the higher increase).

It is **RECOMMENDED** that the Committee resolve with **recommendation to Council** that this additional expense be funded from the Salaries Earmarked Reserve (currently £16,079).

This is a two year pay deal but the new pay scales for 2019-2020 to be implement from 1st April 2019 will be incorporated in the budgeting process commencing September 2018.

14. LTC MAGAZINE

The new Leigh Times 'news flash' edition will go to print in June. We have had great feedback on edition 7 of the magazine.

15. COMMUNITY SPECIAL CONSTABLES

It has been confirmed that the scheme is proceeding with just a slightly changed operational format which will be monitored to ensure that it does not affect the service agreement. Two volunteers had expressed an interest in Leigh but unfortunately their applications did not proceed. We will assist Essex Police with further promotion of the scheme to hopefully be able to 'go live' as soon as possible. There will still be a media launch for Leigh and the Town Clerk awaits further information regarding a date.

REFERENCES FROM OTHER COMMITTEES

16. PERSONNEL SUB-COMMITTEE ([Appendix 7](#)) page 93 **DECISION ITEM**

Minutes of meetings 8th March, 27th March and 24th April are submitted.

It is **RECOMMENDED** that the Committee approve the necessary expenditure for external advice relating to two independent confidential matters:

Minute 21 – costs up to £1,000 from the P&R ancillary staffing budget

Minute 36 - £390 from P&R Professional Fees

FINANCIAL

17. CiL SURVEY

Following minute 73 P&R 2nd January 2018, a number of responses have been received via the magazine and Annual Town Meeting.

It is **RECOMMENDED** that a P&R PDG be held to consider the survey and to make a recommendation at the next P&R meeting with regard to any CiL project the Council could undertake.

18. COMMITTEE AND COUNCIL BUDGETS 2017/18

- P&R Budget Reports as at 31st March 2018 ([Appendix 8](#)) page 97
- Leigh Town Council Main Budget Report as at 31st March 2018 ([Appendix 9](#)) page 99

N.B. THESE ARE MANAGEMENT I&E REPORTS ONLY AND NOT YEAR END REPORTS

The Committee are advised that the office continue to review service costs and in addition to the savings we have implemented with regard to postage, card payments, gas & electricity and the Lift contract, we will now save approximately £400 per year on photocopying charges.

19. QUARTERLY FINANCE CHECK

The final quarter check needs to be undertaken by either the Chairman or Vice Chairman of the Committee

20. BANK RECONCILIATION CHECK

Cllr D Mulroney is currently checking the final quarter's monthly bank reconciliations.

21. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 10](#)) page 100 **DECISION ITEM**

The Committee is asked to **NOTE** the account transfers and **RECOMMEND the expenditure to Council.**

22. BANK ACCOUNT BALANCES AS AT 23rd April 2018

HSBC Current	£239,418.43
HSBC BMM	£11,270.78
HSBC Payroll	£22,024.59
HSBC Imprest	£883.50
CCLA (PSDF)	£439,887.59

The first instalment of the precept payment for 2018/19 has now been received and a transfer of £200,000 will be made to the deposit account.

CONFIDENTIAL

23. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d)

24. GRANT AID AWARDS (Confidential Papers – for Committee members only) **DECISION ITEM**

Grant requests have been made as follows:

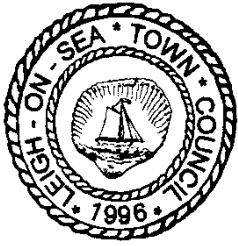
Royal British Legion	£68.00 (LCC room hire)
SABUG	£101.25 (LCC room hire)
N-Act Theatre in Schools	£495.00 (LCC room hire)
Dementia Champion Volunteer	£230.40 (LCC room hire)
LODS	£500.00 (Digitising Archives)
Leigh Folk Festival	£500.00 (Festival expenses)
RNLI	£500.00 (Funding for RNLI Southend station)
Trawler Paper	£450.00 (Printing expenses)
Little Acorns Pre-School	£500.00 (Forest School project)

The Grant Award budget for 2018/19 is £5,000 in total. The Grant applications for this half year total £3,344.65. There is an Earmarked Reserve of £3,971.18.



Helen Symmons
Town Clerk
26th April 2018

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



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

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 6th MARCH 2018 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Declan Mulroney (Chairman), Mark Bromfield, Jill Healey, Valerie Morgan, and Carole Mulroney

In Attendance: Cllr Anita Forde and Abbie Cotterell (Assistant Proper Officer)

The meeting opened at 7.30pm

81. CHAIRMAN'S OPENING REMARKS

In the Chairman's absence, the Vice-Chairman became Chairman of the meeting and welcomed members. The appropriate housekeeping announcements were made. News had been received relating to a member of the Committee, but the Chairman felt it should be announced formally at the Council meeting on 20th March.

82. APOLOGIES FOR ABSENCE

Cllrs: Richard Herbert, Ron Owen and Jane Ward.

83. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in any items relating to the Community Centre, Skate Park & Strand Wharf as a Southend Borough Councillor.

Cllr D Mulroney declared a non-pecuniary interest in any items relating to Strand Wharf as a member of the Leigh Society.

84. APPROVAL OF THE MINUTES

The minutes of the meeting 2nd January 2018 were **AGREED** and signed by the Chairman.

85. PUBLIC REPRESENTATIONS

There were none

86. TOWN CLERK'S REPORT

The Committee **NOTED** the report

87. REVIEW OF P&R ACTION PLAN – **Agenda item 7**

There was a discussion on volunteers and how to work with them successfully.

The Committee **RESOLVED** the action plan with **recommendation to Council**.

POLICY

88. LEIGH TOWN YOUTH COUNCIL - **Agenda item 8**

This motion was moved by members of the Committee.

The Committee **RESOLVED** to set up a group to consider the establishment, development and delivery of a Youth Council.

89. REVIEW OF RISK REGISTER - **Agenda item 9**

The Committee **RESOLVED** the Risk Register which will be **RECOMMENDED** to Council for approval.

90. COUNCIL GOVERNANCE OF STAFFING MATTERS - **Agenda item 10**

It was **RESOLVED** to **RECOMMEND** to Council that a specific staffing Committee with specific Terms of Reference be setup.

Following a proposal (Cllr C Mulroney, seconded Cllr Healey) the Committee **RESOLVED** the amendments to the ToR

- To make recommendations on staffing related expenditure to P&R Committee if the salary budget is to be exceeded.
- To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk
- To appoint from its membership three different members when necessary to hear any formal grievance made by the Town Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.

The Committee **RESOLVED** the ToR with amendments and with recommendations to Council.

91. REVIEW OF INTERNAL AUDITOR 2017/18

The Committee **NOTED** the review

RESOURCES

92. TOWN CLERK APPRAISAL POLICY & PROCESS – **Agenda item 12**

Following a proposal (Cllr C Mulroney, seconded Cllr Healey) the Committee **RESOLVED** to defer this item as it will come under the ToR of the Staffing Committee if resolved by Council 20th March 2018.

93. LTC Magazine

The Committee **NOTED** the report

There was some concern that residents who don't receive a copy of the Leigh Times would not receive a copy of the LTC magazine. It is suggested that the Marketing and Profile Officer contact the Leigh Times and get a list of where they do not deliver. Additional magazines could then be delivered to these addresses by Councillors/Volunteers.

94. COMMUNITY SPECIAL CONSTABLES

The Committee **NOTED** the report

REFERENCES FROM OTHER COMMITTEES

95. ACTION PLANS OF E&L AND CFC – **Agenda item 15**

The Committee **RESOLVED** the action plans which will be **RECOMMENDED** to Council for approval.

96. EARMARKED RESERVES OF E&L AND CFC – **Agenda item 16**

The Committee **RESOLVED** the movements which will be **RECOMMENDED** to Council for approval.

97. CFC MINUTE 80 – 6TH FEBRUARY 2018 – **Agenda item 17**

Following a proposal (Cllr C Mulroney, seconded Cllr Healey) the Committee **RESOLVED** that 200mm concrete works be the preferred option at a budget of £30,000 which will be **RECOMMENDED** to Council for approval only when confirmation is received of the exact amount required (subject to grant funding eligibility) and confirmation that the second phase of the project (skateboard ramps) will be funded by a community project as outlined by co-opted members of the Leisure Development Sub-Committee.

98. CFC MINUTE 75 – 6TH FEBRUARY 2018 – **Agenda item 18**

The Committee **RESOLVED** to vire £3,110 from EMR CC Refurbishment & Equipment to P&R Professional fees.

99. CFC MINUTE 76 - 6TH FEBRUARY 2018 – **Agenda item 19**

The Committee **RESOLVED** that a repair budget of £389,984.63 with **RECOMMENDATION** to Council to undertake the Phase 1 repair works identified in the Conditions Survey by Johnson Gillies and subsequent arising issues reported to the CFC Committee. This budget to be funded as follows to a separate project fund:

Capital Reserve	£138,407.95
Major Project budget 2018/19	£50,000.00
Major Project budget 2019/20	£50,000.00
CC Infrastructure Costs EMR & budget 2018/19	£35,576.68
CC External Maintenance EMR & budget 2018/19 & 19/20	£88,000.00
CC Internal Maintenance EMR & budget 2018/19 & 19/20	<u>£28,000.00</u>
TOTAL PHASE 1 REPAIR PROJECT FUND	<u>£389,984.63</u>

FINANCIAL

100. LEIGH COMMUNITY CENTRE REPAIR AND REFURBISHMENT BUDGET–**Agenda item 20**

This motion was not moved by any Councillor at the meeting and therefore in accordance with standing order 1C the Chairman of the meeting treated it as withdrawn.

101. COMMITTEE AND COUNCIL BUDGETS 2017/18

The Committee **NOTED** the budgets

102. QUALITY FINANCE CHECK

The Committee **NOTED** the report

103. BANK RECONCILIATION CHECK

The Committee **NOTED** the report.

104. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 24**

The Committee **NOTED** the balances and **RECOMMENDED** the expenditure to Council.

105. COUNCIL BANK ACCOUNT BALANCES AS AT 22nd February 2018

The Committee **NOTED** the balances as at 22nd February 2018.

106. TO CONSIDER ANY UNDERSPENDS IN 2017/18 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **Agenda item 26**

The Committee **RESOLVED** the following movement to Earmarked Reserves at the year-end with **RECOMMENDATION** to Council for approval.

P&R	Proposed increase/creation	2017/18 Closing Balance
Elections (£22,265.59)	(£2920.82)	£19,344.77
Grant Aid (£3,471.18)	£500.00	£3,971.18
Legal Costs	£3,475.00	£3,475.00
Office Admin (£2,000)	£2,750.00	£4,750.00
Training	£1,500.00	£1,500.00

The Committee **RESOLVED** the following movement to the Capital Reserves at the year-end with **RECOMMENDATION** to Council for approval.

Capital	Proposed change	2017/18 Closing Balance
Strand Wharf (£2276.53)	(£2,276.53)	£0.00
Other Projects Fund (£118,407.95)	£50,000	£168,407.95

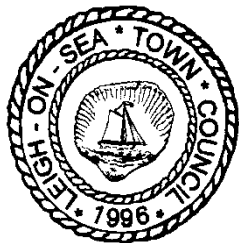
The meeting closed at 8.37 pm

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 05-09-17	31. Staff	RESOLVED to review Staff Handbook		Consultant instructed.	Review ongoing	TC
P&R 06-03-18	87. Review of P&R Action Plan	RESOLVED with recommendation to Council	14-03-18	Added to Council Agenda	NFA	
P&R 06-03-18	88. Leigh Town Youth Council	RESOLVED to set up a group to consider establishment, development & delivery of a Youth Council	01-05-18	Members to be appointed to group & meeting date set	Added to P&R agenda 01-05-18	P&R
P&R 06-03-18	89. Review of Risk Register	RESOLVED with recommendation to Council	14-03-18	Added to Council Agenda	NFA	
P&R 06-03-18	90. Council Governance of Staffing Matters	RESOLVED to recommend to Council that staffing committee with ToR be set up	14-03-18	Added to Council Agenda	NFA	
P&R 06-03-18	92. Town Clerk Appraisal Policy & Process	RESOLVED to defer item as if new Staffing committee formed it will come under those ToR	06-03-18	Staffing Committee formation resolved w.e.f. 15 th May	Item for Staffing Committee NFA under this minute	
P&R 06-03-18	95. Action Plans E&L and CFC	RESOLVED with recommendation to Council	14-03-18	Added to Council Agenda	NFA	
P&R 06-03-18	96. EMR of E&L and CFC	RESOLVED with recommendation to Council	14-03-18	Added to Council Agenda	NFA	
P&R 06-03-18	97. CFC Minute 80	RESOLVED with recommendation to Council only when confirmation of exact amount and that 2 nd phase proceeding			Await confirmations from LD Sub-committee via CFC	EPO
P&R 06-03-18	98. CFC Minute 75	RESOLVED to vire £3,110 from EMR CC Refurb & Equipment to P&R Professional fees	06-03-18	Year-end procedure diarised	NFA	
P&R 06-03-18	99. CFC Minute 76	RESOLVED repair budget with recommendation to Council	14-03-18	Added to Council Agenda	NFA	
P&R 06-03-18	104. To approved expenditure	RESOLVED with recommendation to Council	14-03-18	Added to Council Agenda	NFA	

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 06-03-18	106. To Consider underspends re EMR	RESOLVED with recommendation to Council	14-03-18	Added to Council Agenda	NFA	

[Agenda](#)



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Leigh-on-Sea Town Council Investment Strategy 2018-2022

1. Leigh-on-Sea Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This strategy has been prepared in accordance with the statutory Guidance on Local Government Investments (3rd Edition) ('the Guidance'), issued under section 15(1)(a) of the Local Government Act 2003, effective for financial years commencing on or after 1st April 2018.

The Guidance states:

- a) it applies to parish councils and charter trustees, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year.
- b) Where a Town or Parish Council expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.

The Council does expect its investments during the 2018-19 financial year to exceed £100,000.

2. Investment Objectives

The Council's investment priorities are: 1) the security of its reserves; 2) the liquidity of its investments; and 3) return. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest-bearing bank account. The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

3. Security of Investments

Government guidance differentiates between specified investments and non-specified investments.

3.1 Specified Investments

Specified investments are those offering high security and high liquidity with a maturity of no more than one year. In addition, short-term sterling investments must be with bodies/institutions with "high credit ratings". For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council could use:

- UK banks and UK building societies;
- Public Bodies (including Local Authorities and Police Authorities);
- UK FCA regulated qualifying money market funds with a triple A rating.

3.2 Non-specified investments

Non-specified investments are usually for longer periods (i.e. more than one year) and with bodies that are not highly credit-rated. No non-specified investments are included in the Investment Strategy for this Council as these investments are not acceptable due to their higher potential risk.

4. Liquidity of Investments

The Responsible Finance Officer in consultation with either Policy & Resources (P&R) Committee or Full Council (as applicable) will determine the maximum periods for which funds may prudently be committed so as not to compromise *liquidity*.

5. Long Term Investments

Long term investments shall be defined as greater than one year. The Council will use the same criteria for assessing long term investment as identified above for specified investments. The Council does not currently hold any long-term investments.

6. Risk Assessment

The Council's reserves are covered by the Financial Services Compensation Scheme up to £85,000 and must therefore be carefully managed to mitigate the risk of losses. The Council will only invest in institutions of "high credit quality" as set out in section 3.1 of this strategy.

The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating for short-term investments or Fitch A- for long term investments. The Council will also have regard for the general economic and political environment in which institutions operate. The investment position will be reviewed quarterly by the Responsible Financial Officer and reported to the Policy & Resources Committee (or Full Council).

The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

7. Investment Approval

The Council has the delegated authority to consider and make any short-term investments (maximum of twelve months), in accordance with the Investment Strategy, subject to the prior recommendation of the investment provider by the P&R Committee. All resolutions relating to investments will be noted in the minutes of the P&R Committee meetings that are circulated to all councillors.

8. Investment Reports

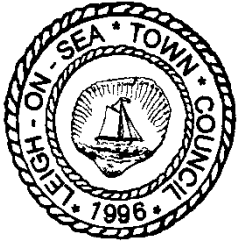
The Responsible Finance Officer will prepare a report on investment activity for each P&R Committee meeting. The report will be circulated to all councillors with the agenda and papers for the P&R Committee meeting.

9. Review and Amendment of Regulations

The Investment Strategy will be reviewed every 4 years or subject to a change in statutory guidance. The Strategy for the coming financial year will be prepared and reviewed by the P&R Committee which will then make a recommendation to the Full Council. The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

The Council has for some years invested its reserves in the CCLA Public Sector Deposit Fund, a UK FCA Qualifying Money Market Fund managed by CCLA that offers the substantial benefits of cooperation between public sector bodies. The main objective of this fund is to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality sterling denominated deposits and instruments. The Fund is AAmmf rated by Fitch Ratings. It offers instant access to deposit and withdraw funds and as such it meets the requirements of the Council's Investment Strategy.

[Agenda](#)



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Town Clerk: Helen Symmons

Data Protection & Information Security Policy

Revised May 2018 in accordance with new GDPR legislation

Definitions:

Personal Data

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Data Controller

A natural or legal person, Public Authority, Agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Leigh-on-Sea Town Council (LTC) is the “data controller” for your data.

Data Subject

The identified (directly or indirectly) person to which the data refers.

Introduction

LTC recognises its responsibility to comply with the General Data Protection Regulation (GDPR) 2018 which replaces the EU Data Protection Directive of 1998 and regulates the use of personal data.

Data Protection Principles

As a local authority, LTC has a number of procedures in place to ensure that it complies with the GDPR when collecting, using, retaining, transferring, disclosing and destroying personal information. Staff and Councillors must ensure that they adopt the following principles:

1. Lawfulness, Fairness and Transparency

Personal Data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject. This means, LTC must tell the data subject what processing will occur (transparency), the processing must match the description given to the data subject (fairness), and it must be for one of the purposes specified in the applicable data protection regulation (lawfulness).

2. Purpose Limitation

Personal Data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. This means Leigh-on-Sea must specify exactly what the personal data collected will be used for and limit the processing of that personal data to only what is necessary to meet the specified purpose.

3. Data Minimisation

Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. This means LTC must not store any personal data beyond what is strictly required.

4. Accuracy

Personal data shall be accurate and, kept up to date. This means LTC must have in place processes for identifying and addressing out-of-date, incorrect and redundant personal data.

5. Storage Limitation

Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. This means LTC must, wherever possible, store personal data in a way that limits or prevents identification of the data subject. The length of time personal data is kept is outlined in the Council's Retention Policy.

6. Integrity & Confidentiality

Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, and against accidental loss, destruction or damage. LTC must use appropriate measures to ensure the integrity and confidentiality of personal data is maintained at all times and that personal data is only accessed by Council staff and Councillors.

7. Accountability

The data controller shall be responsible for all personal data and must be able to demonstrate compliance. This means LTC must demonstrate that the principles (outlined above) are met for all personal data for which it is responsible.

Privacy Notices

A 'Privacy Notice' and an online 'Cookie Policy' are available on the Town Council website which details who we share personal data with, how we use and store personal data, the purposes for which we use personal data and your rights to your personal data.

Subject Access Requests

LTC is aware that people have the right to access any personal information that is held about them. If a person requests to see any data, a procedure is in place to help staff facilitate this.

A response to each request will be provided within 30 days of the receipt of the written request from the Data Subject. Appropriate verification must confirm that the requestor is the Data Subject or their authorised legal representative. Data Subjects shall have the right to require LTC to correct or supplement erroneous, misleading, outdated, or incomplete Personal Data. If LTC cannot respond fully to the request within 30 days, the Office of Data Protection shall nevertheless provide the following information to the Data Subject, or their authorised legal representative within the specified time:

- An acknowledgement of receipt of the request.
- Any information located to date.
- Details of any requested information or modifications which will not be provided to the Data Subject, the reason(s) for the refusal, and any procedures available for appealing the decision.
- An estimated date by which any remaining responses will be provided.
- An estimate of any costs to be paid by the Data Subject (e.g. where the request is excessive in nature).*

- The name and contact information of the staff member who the Data Subject should contact for follow up.

*No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be unnecessary or excessive in nature.

Data Breaches

Any Town Council staff member or Councillor who suspects that a personal data breach has occurred e.g. due to the theft or exposure of personal data must immediately notify the Information Commissioners Office (ICO) no more than 72 hours after becoming aware of it and provide a detailed description of what occurred. The ICO will then investigate the matter. Procedures are in place for Council staff and councillors to notify and record any data breaches.



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

Vice Chairman: Cllr Valerie Morgan
 Town Clerk: Helen Symmons

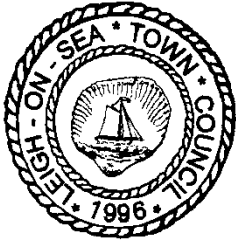


Retention of Documents and Records

This policy details the minimum retention time required for council documents before disposal

Records	Minimum Retention Period	Reason
COUNCIL		
Approved Minutes and Agendas	Indefinite	Archive
Draft/rough notes of minutes taken at meetings	Until minutes are approved	Management
Councillors' declarations of office	Term of office + 1 year	Management
Register of Interests	Term of office + 1 year	Management
Nominations forms parish council elections	Term of office + 1 year	Management
Byelaws and orders		
Policy documents	Indefinite (archive after superseded)	Management
FINANCE		
Receipt and Payment Accounts	Indefinite	Archive
Paid Invoices	6 years	VAT
Paid Cheques	6 years	VAT
VAT records	6 years	VAT
Grant Applications	Last completed audit year	Audit
Bank Statements	Last completed audit year	Audit
Paying in books	Last completed audit year	Audit
Cheque Stubs	Last completed audit year	Audit
Scales of fees and charges	6 years	Management
Members allowances register	6 years	Tax, Statue of Limitations
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitations Act 1980 (as amended)
Timesheets	Last completed audit year	Audit
Wages books	12 years	Superannuation
INSURANCE		
Insurance Policies	2 years	Management
Certificates of Employers' Liability Insurance	40 years	Limitation period
HUMAN RESOURCES		
Personal data of employees	6 years after employment terminates	Recommended Practice
Recruitment paperwork	1 years for all except successful candidate	Recommended Practice
Accident books / reports	3 years or if a child/young adult, until that person reaches the age of 21	RIDDOR (SI.1995/3163)
Statutory maternity, paternity and adoption pay records and evidence	3 years after the end of the tax year in which the pay period ends	Maternity and Parental Leave etc Regulations 1999

Formal complaints made under the Council's Complaints procedure	6 years	Management
SERVICES		
Hirer information and records of letting	6 years	VAT
Allotment Agreements	Term of tenancy + 3 years	Audit, Management
OTHER		
Quotations and tenders	6 years	Limitations Act 1980 (as amended)
Title deeds, leases, agreements and contracts	Indefinite	Audit, Management
Press releases/publications	Indefinite	Management



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GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Leigh-on-Sea Town Council which is the data controller for your data.

Other data controllers the council works with:

- Southend Borough Council
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;

- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a community centre room or allotment plot, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of community centre hire, or the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community and reporting Borough Council related matters on your behalf.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep your hirer information and records of letting for a period of 6 years for VAT purposes. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) ***The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) ***The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) ***The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

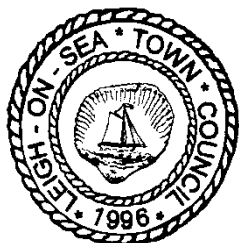
We keep this Privacy Notice under regular review and we will place any updates on this web page www.leighonseatowncouncil.gov.uk. This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Leigh-on-Sea Town Council, 71-73 Elm Road, Leigh-on-Sea, SS9 1SP

Email: council@leighonseatowncouncil.gov.uk



Leigh-on-Sea Town Council

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Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons



PRIVACY NOTICE

For staff*, councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Leigh-on-Sea Town Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.

- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 6 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2. *The right to correct and update the personal data we hold on you***
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3. *The right to have your personal data erased***
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4. *The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5. *The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7. *The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and a copy can be found in the staff folder. This Notice was last updated in May 2018.

Contact Details

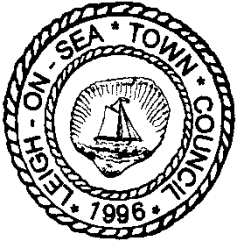
Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Leigh-on-Sea Town Council, 71-73 Elm Road, Leigh-on-Sea, SS9 1SP

Email: council@leighonseatowncouncil.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



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Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

CONSENT FORM

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

If you are age 13 or under your parent or guardian should fill in their details below to confirm their consent

Name
Address

Signature
Date

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website: www.leighonseatowncouncil.gov.uk or from the town council Office.

You can withdraw or change your consent at any time by contacting the council office.

- We may contact you to keep you informed about news, events and meetings hosted by the Council and held within the Community Centre or the town. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- We may contact you about groups, clubs and activities you may be interested in participating in within the wider Southend community.
- We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account).
- We may contact you about volunteering opportunities in Leigh-on-Sea.

Keeping in touch:

- Yes please, I would like to receive communications by email
- Yes please, I would like to receive communications by telephone
- Yes please, I would like to receive communications by mobile phone including text message
- Yes please, I would like to receive communications by social media (for example Facebook, Twitter, Instagram, WhatsApp)
- Yes please, I would like to receive communications by post

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OFFICE ADMIN DETAILED BUDGET			2017/18	
EXPENDITURE	Budget 2017/18	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 3,500.00	£ 3,500.00	£ -	100.00%
LCC Premises Use Grant	£ 27,000.00	£ 27,000.00	£ -	100.00%
	£ 30,500.00	£ 30,500.00	£ -	100.00%
Office Admin - EMR £2,000				
Stationery	£ 2,000.00	£ 832.85	£ 1,167.15	41.64%
Insurance	£ 6,300.00	£ 6,453.16	-£ 153.16	102.43%
Library	£ 300.00	£ 69.94	£ 230.06	23.31%
Communication	£ 2,450.00	£ 1,852.90	£ 597.10	75.63%
Photocopying	£ 3,500.00	£ 2,885.47	£ 614.53	82.44%
Subscriptions	£ 2,300.00	£ 1,843.16	£ 456.84	80.14%
Postage	£ 1,700.00	£ 1,436.76	£ 263.24	84.52%
Entertaining	£ 250.00	£ 120.00	£ 130.00	48.00%
Licences	£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges	£ 1,200.00	£ 1,168.00	£ 32.00	97.33%
Miscellaneous	£ 500.00	£ 89.57	£ 410.43	17.91%
Professional Advice	£ 4,110.00	£ 3,603.00	£ 507.00	87.66%
Audit	£ 2,700.00	£ 2,560.00	£ 140.00	94.81%
IT	£ 4,500.00	£ 4,038.87	£ 461.13	89.75%
Training - Staff	£ 3,000.00	£ 1,202.40	£ 1,797.60	40.08%
Expenses/Travel Costs - Cllrs	£ 600.00	£ 339.77	£ 260.23	56.63%
Training - Cllrs	£ 2,000.00	£ 1,362.52	£ 637.48	68.13%
Mileage & Expenses - Staff	£ 650.00	£ 739.37	-£ 89.37	113.75%
	£ 38,560.00	£ 30,632.74	£ 7,927.26	79.44%
	£ 69,060.00	£ 61,132.74	£ 7,927.26	88.52%

Leigh Town Council Main Budget Report					2017/18				
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Budget 2017/18	Expenditure	Balance	% Spent
Balances B/F		£ 403,765.00							
Policy & Resources					Policy & Resources				
Precept	£ 400,904.00	£ 400,904.00	£ -	100.00%	P & R Expenditure	£ 29,300.00	£ 24,753.85	£ 4,546.15	84.48%
Local Council Tax Support Grant	£ 9,800.00	£ 9,800.00	£ -	100.00%	Office & Admin	£ 69,060.00	£ 61,132.74	£ 7,927.26	88.52%
Interest	£ 1,000.00	£ 1,090.11	-£ 90.11	109.01%	Staffing	£ 98,153.00	£ 98,392.82	-£ 239.82	100.24%
Other Income	£ 1,200.00	£ 1,555.99	-£ 355.99	129.67%	Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL & Leigh Partnership Income (for noting)		£ 15,834.54	-£ 15,834.54			£ 246,513.00	£ 184,279.41	£ 62,233.59	74.75%
	£ 412,904.00	£ 429,184.64	-£ 446.10	103.94%					
Community Facilities					Community Facilities				
LCC Hire Income	£ 125,000.00	£ 124,333.29	£ 666.71	99.47%	LCC Expenditure	£ 114,501.83	£ 54,467.37	£ 60,034.46	47.57%
LTC Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	LCC Staffing	£ 139,800.00	£ 138,926.26	£ 873.74	99.38%
Strand Wharf	£ -	£ -	£ -		Highway Facilities	£ 5,300.00	£ 4,591.75	£ 708.25	86.64%
Other Income	£ 4,502.05	£ 8,521.60	-£ 4,019.55	189.28%	Strand Wharf Expenditure	£ 1,300.00	£ 1,564.48	-£ 264.48	120.34%
LCC Fund-Raising		£ 277.41	-£ 277.41		Skate Park Expenditure	£ 3,550.00	£ 1,847.70	£ 1,702.30	52.05%
					Skate Park Staffing	£ 4,000.00	£ 3,796.99	£ 203.01	94.92%
					Paddling Pool	£ 500.00	£ -	£ -	0.00%
	£ 156,502.05	£ 160,132.30	-£ 3,630.25	102.32%	Strand Wharf Capital Expenditure	£ -	£ 2,880.16	-£ 2,880.16	
						£ 268,951.83	£ 208,074.71	£ 60,377.12	77.37%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 11,111.00	£ 14,768.84	-£ 3,657.84	132.92%	Allotments Expenditure	£ 13,110.00	£ 14,202.46	-£ 1,092.46	108.33%
					Allotments Staffing	£ 8,600.00	£ 8,014.19	£ 585.81	93.19%
Community Transport Fees	£ 3,200.00	£ 1,267.00	£ 1,933.00	39.59%	Community Transport Expenditure	£ 4,330.00	£ 2,146.49	£ 2,183.51	49.57%
					Community Transport Staffing	£ 4,400.00	£ 3,471.94	£ 928.06	78.91%
Farmers' Market Fees	£ 2,000.00	£ 3,364.00	-£ 1,364.00	168.20%	Farmers' Market Expenditure	£ 1,350.00	£ 2,180.83	-£ 830.83	161.54%
Leigh Lights Income	£ 2,000.00	£ 3,290.00	-£ 1,290.00	164.50%	Leigh Lights Expenditure	£ 35,750.00	£ 31,993.51	£ 3,756.49	89.49%
Other Events Income	£ 550.00	£ 814.70	-£ 264.70	148.13%	Events & Other Expenditure	£ 17,000.00	£ 12,540.81	£ 4,459.19	73.77%
Other E&L Income	£ 50.00	£ 40.00	£ 10.00	80.00%	E&L Staffing	£ 15,319.00	£ 14,917.27	£ 401.73	97.38%
	£ 18,911.00	£ 23,544.54	-£ 4,633.54	124.50%		£ 99,859.00	£ 89,467.50	£ 10,391.50	89.59%
Planning, Highways & Licensing					Planning Highways & Licensing				
		£ -	£ -		Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 10,500.00	£ 14,276.75	-£ 3,776.75	135.97%
	£ -	£ -	£ -			£ 11,000.00	£ 14,276.75	-£ 3,276.75	129.79%
Total Income	£ 588,317.05	£ 612,861.48	-£ 8,709.89	104.17%	Total Expenditure	£ 626,323.83	£ 496,098.37	£ 129,725.46	79.21%
Capital Reserves 31/03/17	£ 120,684.00	YR END EST	£ 168,408.00		Balances Remaining C/F		£ 520,528.11		
Earmarked Reserves 31/03/17	£ 155,820.00	YR END EST	£ 236,558.00						
Tenancy Deposits & Friends			£ 7,502.00		Current General Reserves		£ 108,060.11		



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



Vice Chairman: Valerie Morgan
 Town Clerk: Helen Symmons

Payments List 24th Feb 2018- 24th April 2018 Report 2689/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102433	£54.60	Acumen Wages Service	Payroll processing
102434	£15.20	Room hirer	Refund room hire
102435	£32.80	Allen Bros Electrical (Factors) Ltd	Light bulbs for Comm Centre
102436	£126.00	Miskos Ltd	Spam filtering & server monitoring
102437	£65.06	Viking	Stationery
102438	£150.00	Entertainer	Puppet show fees
102439	£114.30	Staff member	Travel expenses
102440	£32.30	Staff member	Travel expenses
102441	£60.00	Rural Community Council of Essex	Membership renewal
102442	£200.00	Entertainer	Circus workshop Easter event
102443	£184.91	Essex Supplies (UK) Ltd	Cleaning materials Community Centre
102444	£204.00	Meyer Fire Protection Company Ltd	Annual Fire Extinguisher Service
102445	£33.00	Miskos Ltd	Onsite IT assistance
102446	£21.11	SSE	Strand Wharf electricity
102447	£65.00	Room hirer	Refund room hire
102448	£20.00	Leigh Society	Donation re Community Transport Social Afternoon
102449	£88.10	Southend Cystic Fibrosis Association	Reissued cheque for collection at Leigh Lights. Original lost.
102450	£54.30	Staff member	Reimburse for Easter event purchases
102451	£495.64	Secom Plc	Security alarm annual contract

102452	£4472.00	Icicle Graphic Design	Production of 10,000 LTC newsletters
102453	£29.70	Volunteer	Expenses reimbursed
102454	£3110.00	THS Concepts	Measured survey
102455	£90.00	Rock It Inflatables	Bouncy castle for Easter Fun Day
102456	£130.00	Entertainer	Crafts at Easter Fun Day
102457	£624.00	Leigh Times Series Ltd	Delivery of newsletters and advert for Annual Community Meeting
102458	£126.60	Acumen Wages Service	Payroll processing March and end of year filing
102459	£2232.92	Miskos Ltd	Upgrade of office computer equipment
102460	£10.00	EALC	Balance owing for Finance training.
102461	£126.00	Miskos Ltd	Server monitoring & spam filtering
102462	£72.00	RCH Heating & Plumbing Ltd	Callout to boiler at Comm Centre
102463	£100.00	Brentwood Community Transport	MIDAS course for two volunteer drivers
102464	£20.84	Viking Direct	Stationery
102465	£843.36	DCK Accounting Solutions Ltd	VAT consultation and calculation
102466	£100.00	Entertainer	Workshops at Easter events
102467	£7.64	Allen Bros Electrical (Factors) Ltd	Light bulbs
102468	£16.50	Miskos Ltd	Email support
102469	£95.00	Entertainer	Punch & Judy shows
102470	£1816.45	EALC	Affiliation fees EALC/NALC
102471	£417.41	E-on	Leigh Lights electricity
102472	£15.00	Plot holder	Return of plot deposit
102473	£246.73	Essex Supplies (UK) Ltd	Cleaning supplies
102474	£350.00	EALC	Staff & Councillor training
102475	£26.56	SSE	Electricity at Strand Wharf
102476	£19.99	Miskos Ltd	New keyboard
102477	£30.00	Plot holder	Return of plot deposit
102478	£49.31	SSE	Skate Park electricity
102479	£88.20	Fulton Paper	Paper
102480	£60.00	Entertainer	Balloon workshop
102481	£247.50	Miskos Ltd	Replacement HDD backups and IT support
102482	£390.00	Vine HR Ltd	Professional advice
102483	£120.00	Petty Cash	Petty cash top up

Bk Trs	£21000.00	Payroll	Cover March payroll
Bk Trs	£895.00	Ryan Fencing	Deposit for works on palisade fencing at allotments & Skate Park
Bk Trs	£330.00	Giles Wilson Solicitors	Allotment licence review
Bk Trs	£262.50	LOSALGA	ASA agreement payment
Bk Trs	£612.50	Manchester Drive Allotment Society	ASA agreement payment
Bk Trs	£125.00	Marshall Close Allotments	ASA agreement payment
Bk Trs	£200.00	FP Teleset	Top up postage
Bk Trs	£276.00	The Art Ministry	Donation for children's activity
Bk Trs	£22000.00	Payroll	Cover April payroll
		Expenditure – Imprest Items	
	£110.00	Vinyl Banners Printing	Annual Town Meeting banners
	£38.28	Picture Hanging Systems Ltd	Additional hooks for Art Wall
	£195.00	Southend Theatres Ltd	Tickets for Community Transport trip to Copacobana
	£22.00	Solopress	Annual Community Meeting flyers
	£45.00	Solopress	Farmer's Market flyers
	£30.00	Macmillan Cancer Care	Donation re U3A Ukulele group
	£5.86	Amazon	Tally clickers
	£26.00	Southend BC	Event permit – Community Day
	£150.50	TV Licensing	Renew TV licence
	£104.00	Southend BC	Event permits x 4
	£111.00	Solopress	Annual Community Meeting brochures
	£33.00	Solopress	Community Day flyers
	£78.00	Solopress	Summer Season tri-fold leaflets
		Expenditure – Direct Debits	
	£86.67	Biffa Environmental	Bin collection Skate Park
	£81.40	Biffa Environmental	Recycling Community Centre
	£141.34	Biffa Environmental	Regular waste Community Centre
	£34.55	The Calls Warehouse	Call charges 477248
	£193.08	British Telecom	Broadband charges 716287
	£378.53	BNP Paribas Lease Group	Photocopier lease

	£72.16	Global Payments	Card processing fees
	£55.44	GO CARDLESS (Verde Coffee Ltd	Coffee costs recovered by LTC
	£113.77	DOTS	Photocopying costs
	£257.58	Edenred	Childcare vouchers
	£641.34	SSE	Electricity Comm Centre
	£61.12	The Calls Warehouse	Call charges 477248
	£96.00	FP Mailing	Lease of franking machine
	£85.67	Biffa Environmental	Skate park bin collection
	£65.62	Biffa Environmental	Recycling Comm Centre
	£88.37	Biffa Environmental	Bin collection Comm Centre
	£6.00	Annecto UK Ltd	Virtual Terminal fee
	£2648.92	SSE	Gas Community Centre
	£12.00	Annecto UK Ltd	Card machine fee
	£792.00	Southend BC	Business rates Comm Centre
	£138.53	Wessex Leasing	Hand drier lease
	£163.20	DOTS	Photocopying costs
	£6.00	Annecto UK Ltd	Virtual Terminal fee
	£80.39	GO CARDLESS (Verde Coffee Ltd	Coffee costs recovered by LTC
	£20.03	Global Payments	Card processing fees
	£70.25	Global Payments	Card processing fees
	£284.20	British Telecom	Calls & line rental 716288
	£33.06	The Calls Warehouse	Call charges 477248

[Agenda](#)