



# Leigh-on-Sea Town Council

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

Notice is hereby given that a meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday, 4<sup>th</sup> July 2017** at the 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. CHAIRMAN'S OPENING REMARKS

2. APOLOGIES FOR ABSENCE

At the time of the agenda being sent, apologies had been received from Cllrs Carole Mulroney, Declan Mulroney, Richard Herbert and Jane Ward.

3. DECLARATION OF MEMBERS' INTERESTS

4. APPROVAL OF THE MINUTES OF THE MEETING 2<sup>ND</sup> MAY 2017

5. PUBLIC REPRESENTATIONS

6. TOWN CLERK'S REPORT ([Appendix 1](#)) – page 4

## POLICY

7. COUNCILLOR CODE OF CONDUCT ([Appendix 2](#)) – page 5 **DECISION ITEM**

Council adopted the Code 12<sup>th</sup> September 2012 which was in line with the Code adopted by Southend Borough Council. Southend's Code now reflects The Nolan Principles as revised by the Committee on Standards in Public Life in January 2013 and Section 28(1) of the Localism Act 2011 whilst ours does not.

It is therefore **RECOMMENDED** that the Principles of the Leigh-on-Sea Town Council Councillor Code of Conduct be revised as per Appendix 2 in line with Southend Borough Council Members' Code of Conduct. All other aspects of the Codes are the same.

8. HEALTH & SAFETY POLICY ([Appendix 3](#)) – page 15 **DECISION ITEM**

This policy has now been rewritten (combining the two policies in existence for the Council and Community Centre) and it is **RECOMMENDED** that the Committee adopt the revised policy with the next review date July 2020.

The policy forms part of the new staff manual which is to be read six monthly by staff.

9. REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATION

The Data Protection Act 1998 is the main piece of legislation which governs the protection of personal data. Data protection law will significantly change on 25<sup>th</sup> May 2018, when the 2016

EU Directive known as General Data Protection Regulation (GDPR) takes effect. The GDPR will be directly applicable in the UK without the need to implement national legislation. The Government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR in 2018. The GDPR imposes new obligations on data controllers and processors and provides enhanced rights for individuals.

Compliance with the GDPR will have resource implications and the Town Clerk will organise an information audit as the first process. The GDPR will require some organisations such as public authorities to appoint a Data Protection Officer (DPO). It is not yet known if this requirement will extend to Parish or Town Councils. NALC are considering whether they should support or oppose a legal requirement for parish/town councils to appoint a DPO and we await further briefing material.

#### 10. CONSULTATION BY POLICE AND CRIME COMMISSIONER AND FIRE SERVICES

In accordance with Minute 118/May 2017, the Town Clerk wrote to the Police and Crime Commissioner with regard to Leigh Fire Station and received an email response as follows:

Dear Helen,

In your recent correspondence (received 3<sup>rd</sup> May) to Roger Hirst you requested assurance that the Leigh-On-Sea Fire station will not close.

I can advise the Roger Hirst is committed to delivering the current Transformation 2020 Fire programme. This programme states that there are no fire station closures planned.

I hope this provides assurance for the foreseeable future.

Regards,  
Georgina

Georgina Button | Communications and Engagement Lead Officer  
Office of Police and Crime Commissioner

#### 11. REVIEW TIMETABLE OF ALL COUNCIL POLICIES AND DOCUMENTS ([Appendix 4](#)) – page 18

The Town Clerk has now implemented a scheduled timetable.

The P&R Action plan was due to be reviewed but in view of the Committee Chairmen absences, the Town Clerk will defer this to the September meeting.

## RESOURCES

#### 12. STAFF

Staffing will be returning to full complement with effect from 10<sup>th</sup> July when the Marketing & Profile Officer returns from maternity leave. Council are asked to note that staff will be taking annual leave July – end of September. Suitable staffing cover is in place but it will still remain a busy period.

The Finance team have registered to take the Introduction to Local Council Administration qualification. This is a good demonstration of the commitment staff have to the Council.

#### 13. COMMITTEE AND COUNCIL BUDGETS – **FOR NOTING**

- P&R Budget Reports as at 27<sup>th</sup> June 2017 ([Appendix 5](#)) – page 19
- Leigh Town Council Main Budget Report as at 27<sup>th</sup> June 2017 ([Appendix 6](#)) – page 21

14. QUARTERLY FINANCE CHECK

In accordance with the Risk Register the 1<sup>st</sup> quarterly check is now due for payments and Petty Cash and the Chairman or Vice Chairman of P&R is to undertake this.

15. BANK RECONCILIATION CHECK

All reconciliation checks were completed for 2016/17 and all were verified. In accordance with Financial Regulation 2.2 and the Risk Register the Town Clerk now asks that the Committee appoint a member (other than the Chairman) to verify the reconciliations in the 1<sup>st</sup> quarter of 2017/18 financial year.

16. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 7](#)) – page 22 **DECISION ITEM**

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

17. BANK ACCOUNT BALANCES AS AT 23<sup>RD</sup> JUNE 2017

CCLA a/c	£388,957.99
HSBC BMM a/c	£ 104,962.11
HSBC Current a/c	£ 19,789.42
HSBC Payroll a/c	£ 7,338.46
HSBC Imprest a/c	£ 1,000.00

**CONFIDENTIAL**

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

**RECOMMENDED** 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) and 24 - staffing

19. NALC PAY CLAIM CONSULTATION (Confidential Appendix for Committee Members only)

The National Association of Local Councils would like feedback and comments on what impact the staff side proposal would have on councils.

Helen Symmons  
Town Clerk  
29<sup>th</sup> June 2017

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

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

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion Status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
P&R 07-03	95. Notice Boards	Ordered, paid, due to arrive imminently and installed thereafter	May 2017	INSTALLED	NFA	
P&R 02-05	117. Risk Management Strategy	RESOLVED	16-05-17	RESOLVED BY COUNCIL	DIARISED FOR REVIEW - MARCH 2019	TC
P&R 02-05	118. Consultation by Police & Crime Commissioner & Fire Services	RESOLVED letter to be written	08-05-17	RESPONSE RECEIVED	ON AGENDA FOR NOTING	
P&R 02-05	121. IT Virus Protection	Cllr Mulroney in consultation with TC to look at options	June 2017	INSTALLED	RENEWAL COST TO GO ON ANNUAL PAYMENTS LIST	TC
P&R 02-05	125. Note Income & Approve Expenditure	Income noted. Add recommendation to Council Agenda 16-05-17	16-05-17	RESOLVED BY COUNCIL	NFA	
P&R 02-05	129. Grant Aid Awards	All awards RESOLVED	02-05-17	RECEIPIENTS ADVISED AND PUBLISHED IN LINE WITH LOCAL GOVT. TRANSPARENCY CODE	PRESENTATION OF CERTIFICATES AT ANNUAL ELECTORS MEETING	APO

## Leigh-on-Sea Town Council



### Councillor Code of Conduct

#### Localism Act 2011

##### Promoting and Maintaining High Standards of Conduct in Local Government

##### Principles

**SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever the scrutiny is appropriate to their office necessary to ensure this.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**HONESTY:** Holders of public office ~~have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest~~ must should be truthful.

**LEADERSHIP:** Holders of public office ~~should promote and support these principles by leadership and example~~ should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## PART 1 GENERAL PROVISIONS

### Introduction and interpretation

As a Member you are a representative of Leigh-on-Sea Town Council (“**the Authority**”) and the public will view you as such. Therefore your actions impact on how the Authority as a whole is viewed and your actions can have both positive and negative impacts on the Authority.

This Code as a whole is consistent with “Nolan Principles” which are set out above and the provisions of S29(1) Localism Act 2011

In this Code:

“**meeting**” means any meeting of:

- (a) the Authority
- (b) any of the Authority’s or its committees, sub-committees, joint committees, joint sub-committees or areas committees whether or not the press and public are excluded from the meeting in question by virtue of a resolution of Members
- (c) any briefings by officers and site visits organised by the Authority

“**relevant period**” means the period of 12 months ending with the day on which you give notification to the Authority’s monitoring officer of any disclosable pecuniary interests you had at the time of the notification.

“**profit or gain**” includes any payments or benefits in kind which are subject to Income Tax

“**beneficial interest**” means having an economic benefit as a legal owner or holding it on trust for the beneficial owner, having a right to the income from the land or securities or a share in it or the right to the proceeds of sale or share of part of the proceeds of sale

“**Member**” includes a co-opted member.

“**Monitoring Officer**” means the Monitoring Officer of Southend Borough Council.

**1. Who does the Code apply to?**

- (1) This Code applies to all Members of the Authority including co-opted members.
- (2) It is your responsibility to comply with the provisions of this Code.

**2. What does the Code apply to?**

- (1) You must comply with this Code whenever you -
  - (a) conduct the business of the Authority, or
  - (b) you are acting as a representative of the Authority.
- (2) This Code has effect in relation to your conduct in your official capacity.
- (3) Where you act as a representative of the Authority-
  - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
  - (b) on any other body, you must, when acting for that other body, comply with the Authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

**3. General obligations**

- (1) You must treat others with respect.
- (2) You must uphold the law
- (3) You must not-
  - (a) do anything which may cause the Authority to breach any of the equality enactments
  - (b) bully any person;
  - (c) intimidate or attempt to intimidate any person who is or is likely to be-
    - (i) a complainant;
    - (ii) a witness; or
    - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a Member (including yourself) has failed to comply with the Authority's code of conduct; or
  - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.

#### **4. Confidential Information**

You must not-

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where-
  - (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is-
    - (aa) reasonable and in the public interest; and
    - (bb) made in good faith and in compliance with the reasonable requirements of the Authority;
- (b) prevent another person from gaining access to information to which that person is entitled by law.

#### **5. Conferring an advantage or disadvantage**

You must-

- (a) not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- (b) when using or authorising the use by others of the resources of the Authority-
  - (i) act in accordance with the Authority's reasonable requirements;
  - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes);
- (c) have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.



## **PART 2 MEMBERS INTERESTS**

### **6. Disclosable Pecuniary Interests<sup>1</sup>**

6.1 You have a Disclosable Pecuniary Interest in any business of the Authority if it is of a description set out in 6.2 below and is either:

- (a) An interest of yours; or
- (b) An interest (of which you are aware) of a spouse, civil partner or a person you are living with as a spouse or civil partner (known as “Relevant Persons”).

6.2 A Disclosable Pecuniary Interest is an interest which relates to or is likely to affect:

- i. Any employment, office, trade, profession or vocation carried on by you or a Relevant Person for profit or gain;
- ii. Any payment or provision of any other financial benefit (other than from the Authority) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
- iii. Any contract for goods, services or works which has not been fully discharged between you or a Relevant Person and the Authority or a body in which you or they have a beneficial interest;
- iv. A beneficial interest in any land in the Authority’s area
- v. a licence of any land in the Authority’s area (alone or jointly with others) that you or a Relevant Person occupy for a month or longer
- vi. any tenancy where to your knowledge (a) the landlord is the Authority and (b) the tenant is a body in which you or a Relevant Person has a beneficial interest
- vii. Any beneficial interest in securities of a body where-
  - 1. that body (to your knowledge) has a place of business or land in the area of the Authority and
  - 2. either:
    - a. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - b. the beneficial interest exceeds one hundredth of the total issued share capital of the share capital of that body, if of more than one class, the total nominal value of the shares of any one class

### **7. Other Pecuniary Interests**

You have an Other Pecuniary Interest in any business of the Authority where it relates to or is likely to affect:

- (i) any person or body who employs or has appointed you;
- (ii) any contract for goods, services or works made between the Authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specific in paragraph 6.2.(vii) which has been fully discharged within the last 12 months;

### **8. Non-Pecuniary Interests**

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<sup>1</sup> The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 set out the pecuniary interests specified for the purposes of Chapter 7 of Part 1 Section 30(3) of the Localism Act 2011

You have a non-pecuniary interest in any business of the Authority where:

- i. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Authority;
- ii. it relates to or is likely to affect any body
  1. exercising functions of a public nature;
  2. directed to charitable purposes; or
  3. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);of which you are a member or in a position of general control or management;
- iii. it relates to or is likely to affect the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; within the last 3 years
- iv. a decision in relation to that business which might reasonably be regarded as affecting your wellbeing or the wellbeing or financial position of a friend, relative or close associate to a greater extent than the majority of:-
  - (a) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
  - (b) (in all other cases) other council tax payers, ratepayers or inhabitants of the Authority's area

Note: Only items (i) – (iii) are registerable non-pecuniary interests.

## **9. Disclosure of Interests (Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests)**

- 9.1 Subject to sub-paragraphs 9.2 to 9.3, where you have a Disclosable Pecuniary Interest, Other Pecuniary Interest or Non-Pecuniary Interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification
- 9.2 Sub-paragraph 9.1 only applies where you are aware or ought reasonably to be aware of the existence of the Interest
- 9.3 Where you have an interest in any business of the Authority which would be disclosable by virtue of paragraph 9.1 but by virtue of paragraph 12 (Sensitive Information) details of the interest are not registered in the Authority's published Register of Members' Interests and the interest is a Disclosable Pecuniary Interest or Other Pecuniary Interest you need not disclose the nature of the interest to the meeting
- 9.4 Where you have a Pecuniary Interest in any business of the Authority which would be Disclosable by virtue of paragraph 9.1 and a function of the Authority may be discharged by you acting alone in relation to that business, you must ensure you notify the Authority's monitoring officer of the existence and nature of that interest within 28 days of becoming aware that you will be dealing with the matter even if more than 28 days before you will actually deal with the business
- 9.5 Where you have an interest in any business of the Authority which would be disclosable by virtue of paragraph 9.1 and you have made an executive decision in relation to that business you must ensure that any written statement of that decision records the existence and nature of that interest. In this paragraph "executive

decision” is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000

## **10. Effect of Interests on participation**

### **10.1 Disclosable Pecuniary Interests**

- (a) If you are present at a meeting of the Authority or of any committee, sub-committee, joint committee or joint sub-committee of the Authority and you or a Relevant Person has a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting and you are aware of that Interest:
  - (i) You must not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting
  - (ii) You must withdraw from the room or chamber where the meeting considering the business is being held unless you have received a dispensation from the Standards Committee or the Authority’s proper officer
- (b) If you have a Disclosable Pecuniary Interest in any business of the Authority you must not:
  - (i) exercise executive functions in relation to that business; or
  - (ii) seek improperly to influence a decision about that business
- (c) If a function of the Authority may be discharged by a Member acting alone and you have a Disclosable Pecuniary Interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enable the matter to be dealt with otherwise than by yourself)

### **10.2 Other Pecuniary Interests**

If you have an Other Pecuniary Interest in any business of the Authority and you are present at a meeting of the Authority at which such business is to be considered or is being considered you must:

- (i) disclose the existence and nature of the interest in accordance with paragraph 9.1 (but subject to paragraph 9.3); and
- (ii) withdraw from the room or chamber where the meeting considering the business is being held

### **10.3 Non-Pecuniary Interests**

After having declared an interest in accordance with paragraph 9.1 you may then participate and vote unless a member of the public with knowledge of the relevant facts would reasonably regard your interest as so significant that it is likely to prejudice your judgment of the public interest or your interest may give rise to a perception of conflict of interest or bias; in which case you must withdraw.

### **PART 3 REGISTER OF MEMBERS INTERESTS**

#### **11. Registration of Members' Interests**

- (a) Subject to paragraph 12, you must, within 28 days of-
- (i) this Code being adopted by or applied to the Authority; or
  - (ii) your election, re-election or appointment or re-appointment to office (where that is later), or co-opted onto the Authority;
- register in the Authority's Register of Members' Interests (maintained by the Monitoring Officer under Section 29(1) of the Localism Act 2011) details of:
- i. Disclosable Pecuniary Interests as referred to in paragraph 6 that you, or a Relevant Person has in so far as you are aware of their interests at that time;
  - ii. Other Pecuniary Interests referred to in paragraph 7 that you have; and
  - iii. Non-pecuniary Interests referred to in paragraph 8 (sub-paragraphs i – iii) that you have.
- (b) You must keep your register of interests up to date by notifying the Monitoring Officer of any changes to your interests referred to in (a) above within 28 days of the change occurring or becoming aware of the change.

#### **12. Sensitive Information**

- 12.1 Where you have a Disclosable Pecuniary Interest referred to in paragraph 6 or Other Pecuniary Interest referred to in paragraph 7 and the nature of the interest is such that you and the Authority's monitoring officer consider that disclosure of details of the interest could lead to you or a person connected with you being subject to violence or intimidation if the interest is entered in the Authority's Register then copies of the register available for inspection and any published version of the Register should not include details of the interest but may state that you have an interest details of which are withheld under s32(2) of the Localism Act 2011 and/or this paragraph.
- 12.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 12.1 is no longer sensitive information, notify the Authority's monitoring officer.

12.3 In this Code “sensitive information” means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subject to violence or intimidation<sup>2</sup>.

### **13. Register of Gifts and Hospitality**

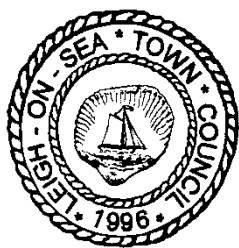
13.1 You must within 28 days of receipt, notify the Authority’s monitoring officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the Authority.

13.2 The monitoring officer will place your notification on a public register of gifts and hospitality

13.3 This duty to notify the monitoring officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

<sup>2</sup> A ‘sensitive interest’ is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the Monitoring Officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

[Agenda](#)



# 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

## **Leigh-on-Sea Town Council Health and Safety Policy**

Health and Safety at Work Act 1974

Safety Policy

### General Statement of policy

The policy of the Town Council is to provide and maintain safe and healthy working conditions, equipment and work methods for all employees and users of the Centre and Skate Park. In particular we seek to ensure that the Community Centre is both accessible and safe for disabled people.

We shall provide all necessary information and training to staff and maintain a programme to foster the awareness of health, safety and welfare issues.

The allocation of duties for safety matters and the specific arrangements to implement this policy are set out below. This policy and the way in which it operates will be reviewed annually by the Town Clerk and the Town Council.

### Responsibilities

#### 1. Safety officer

- a. The Leigh on sea Town Council delegates overall responsibility for health and safety in the Leigh Community Centre, Skate Park and Council Offices to Graham Davison (Facilities Manager) as Safety Officer.
- b. The Safety Officer should ensure that the Town Council receives regular reports on health and safety issues, and will inform the council immediately where a health and safety matter requires urgent attention.
- c. The Safety Officer is responsible for ensuring that the Centre has adequate cover under the Employers' Liability Act 1969 and Public Liability insurance organised by the Town Clerk.
- d. The Safety Officer is responsible for this policy being carried out in the Centre, Skate Park and Offices. In his absence, the Town Clerk is responsible.
- e. The Safety Officer is responsible for arranging the following: safety training; safety inspections; monitoring of the maintenance of equipment; first aid training; and investigation of accidents.
- f. The Safety Officer is responsible for carrying out Risk Assessments of work practices, use of equipment and other hazards in accordance with HSE Risk Assessment guidelines.

## 2. Employees

- a. All employees have the responsibility to develop, within the staff team, measures to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- b. All employees are responsible for health and safety within their area of work. They will put right a hazard or unsafe work practice as soon as they notice it or have it reported to them. If a hazard cannot be put right, it should be reported to The Safety Officer and the piece of equipment or area of the Centre should be closed down until it is safe to re-use.

## 3. Duty Janitor

- a. The duty janitor will be the senior janitor or caretaker on duty and is responsible for the health and safety of Centre users and staff and must ensure that they are trained to use equipment (whether for hire or for use in the Centre) correctly and safely. The duty supervisor should be aware of the particular needs of disabled users and will be given additional training.

### General arrangements

## 4. Accidents

- a. The Appointed Person responsible for taking charge in an emergency during public opening hours is the duty supervisor. At other times, the Appointed Person is the Facilities Manager or, in his absence, the Town Clerk (according to availability).
- b. Where possible a trained First Aider will be on duty at all times. Two members of staff will be trained as First Aiders and undertake regular refresher training.
- c. The Appointed Person responsible for maintaining the First Aid box is the Safety Officer.
- d. The Safety Officer is responsible for reporting accidents and diseases notifiable under RIDDOR.
- e. All employees have a duty to be familiar with the First Aid manual and in particular to be aware of the techniques of resuscitation and the treatment of an unconscious person. All employees should be aware of the recommended procedure for the treatment of injuries involving the loss of blood in order to avoid the risk of spreading infectious diseases such as HIV/Aids and Hepatitis.
- f. The First Aid box is in the Town Council office. It contains the First Aid manual.
- g. The Accident Record book is on top of cupboard next to the sink in the main office, adjacent to the First Aid Boxes.

## 5. General Fire Safety

- a. The Safety Officer is responsible for Fire Safety arrangements; these include ensuring that there are adequate signed escape routes from the building and that Fire Action notices are kept up to date.
- b. All employees have a duty to be aware of the Fire Action instructions and the location of Fire Alarms.
- c. The Assistant Proper Officer is responsible for ensuring that, during a fire, all users and visitors follow the Fire Action instructions and leave the building safely.



- d. The Duty Janitor is responsible for checking that escape routes and exits are clear and fire extinguishers in place daily while opening up the Centre.
- e. The Duty Janitor is responsible for weekly checks of smoke alarms, emergency lighting, fire exit signs and Fire Action notices (in accordance with the Maintenance checklist).
- f. Fire extinguishers are serviced annually in February.

Fire Alarms in the Centre are part of a system for the whole building and are the responsibility of JK Fire Systems.

There will be a joint fire drill twice a year. A form will be completed by the Facilities Manager after the drill noting evacuation time and any problems encountered.

#### 6. Hygiene and welfare

- a. The Duty Janitor is responsible for cleaning the toilet and sinks daily and for emptying rubbish bins (in accordance with the checklist).
- b. All employees are responsible for washing up cups and plates.

#### 7. General cleanliness

- a. The Duty Janitor is responsible for cleaning floors and work surfaces as required but at least weekly.
- b. The Duty Janitor is responsible for keeping public areas tidy and for cleaning up any dirt or spillages.

#### 8. Floors, gangways and position of furniture & equipment

- a. Floors, gangways and spaces underneath furniture must be kept clear of trailing cables and other obstructions.
- b. Furniture and equipment must be positioned so that it does not pose a hazard to passers-by and so that wheelchair users are able to have safe access to all equipment. Filing cabinets and cupboard doors should be kept closed.
- c. The Duty Janitor is responsible for all public areas, all employees for staff areas.

#### 9. Safe Practices

- a. All employees should move around the Centre and open doors with due care and generally behave with consideration towards other staff and Centre users.
- b. All staff should ensure that users behave in a safe manner and, in particular, ensure that children do not cause hazards for themselves or others.
- c. All employees should follow Manual Handling procedures and take care that users do not run the risk of injury through bad lifting techniques or failure to use trolleys

[Agenda](#)

**TIME TABLE OF POLICY REVIEWS**

<b>POLICY/DOCUMENT TITLE</b>	<b>DATE APPROVED</b>	<b>REVIEW DATE</b>
Code of Conduct	Sep-12	Jul-17
Health & Safety	Sep-12	Jul-17
Scheme of Delegation*	Nov 2014 & April 2016	Aug-17
Training Statement of Intent	Jan-10	Sep-17
Budget Setting Procedure	Feb-15	Sep-17
Operational Risk - Skatepark	Sep-16	Sep-17
Statement of Intent Community Engagement	Oct-11	Nov-17
Use of Social Media - Internet & Email	Dec-13	Dec-17
Core Strategy & Vision Statement	Jan-15	Jan-18
Operational Risk Register - LCC	Jun-17	Feb-18
Operational Risk Register - Allotments	Jun-17	Feb-18
Financial Regulations	Mar-17	Mar-18
Governance Statements	Mar-17	Mar-18
Risk Register	Mar-17	Mar-18
Standing Orders - incl complaints procedure	May-17	May-18
Terms of Reference	May-17	May-18
Freedom of Information Publication Scheme	May-17	May-18
Data Protection & Information Security	May-17	May-18
Press & Media	May-17	May-18
Risk Management Strategy	May-17	May-18
Staff Handbook - incorporates various policies**	Jun-15	Jun-18
Co-Option Procedures	Jun-16	Jun-18
Protocol on Member/Officer Relations	Jul-14	Jul-18
Volunteer Policy	Sep-15	Sep-18
Grant Aid Policy	Jan-16	Jan-19
Bee Keeping Policy	Apr-17	Jan-20
Health & Safety for Allotment Gardeners	Apr-17	Jan-20
*Each Committee to review their own scheme prior to P&R final approval		
** Work has already commenced to begin a review process as this will take time to complete		

[Agenda](#)

POLICY & RESOURCES DETAILED BUDGET					2017/18					
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
					P&R Accruals 2016/17			-£ 1,600.00		
Precept	£ 400,904.00	£ 200,452.00	£ 200,452.00	50.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 9,800.00	£ 4,900.00	£ 4,900.00	50.00%	Grant Award Fund	£ 3,471.00	£ 5,000.00	£ 1,237.20	£ 7,233.80	14.61%
Bank Interest	£ 1,000.00	£ 126.20	£ 873.80		Furniture & Equipment		£ 500.00	£ -	£ 500.00	0.00%
Other Income*		£ 45.99	-£ 45.99		Elections	£ 22,265.59	£ -	£ -	£ 22,265.59	
Sale of Garden Waste Sacks*	£ 1,200.00	£ 364.00	£ 836.00		Legal Costs		£ 3,500.00	£ -	£ 3,500.00	
VAT Refund*		£ 9,545.25	-£ 9,545.25		Annual Town Meeting		£ 500.00	£ 112.38	£ 387.62	22.48%
CIL Income - FOR NOTING		£ 5,834.54	-£ 5,834.54		Community Engagement		£ 11,000.00	£ 4,900.25	£ 6,099.75	44.55%
					Volunteer Programme	£ 19,504.40	£ 5,000.00	£ 812.94	£ 23,691.46	3.32%
					Website		£ 100.00		£ 100.00	
					Civic		£ 200.00	£ -	£ 200.00	0.00%
					Renewals Fund	£ 16,086.02	£ 2,000.00	£ 1,642.20	£ 16,443.82	9.08%
					Garden Sacks		£ 1,200.00			
					Localism Act	£ 2,000.00	£ 300.00	£ 150.00	£ 2,150.00	6.52%
<b>TOTAL INCOME</b>	<b>£ 412,904.00</b>	<b>£ 221,267.98</b>	<b>£ 191,636.02</b>	<b>53.59%</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 63,327.01</b>	<b>£ 29,300.00</b>	<b>£ 7,254.97</b>	<b>£ 85,372.04</b>	<b>24.76%</b>
* Other Income in Main Budget Sheet										
CIL EMR £885.06					Capital Fund	£ 75,286.67	£ 50,000.00	£ -	£ 125,286.67	0.00%

<b>OFFICE ADMIN DETAILED BUDGET</b>				<b>2017/18</b>
<b>EXPENDITURE</b>	Budget 2017/18	Expenditure	Balance	% Spent
<b>Premises</b>				
Office Rental	£ 3,500.00	£ -	£ 3,500.00	0.00%
LCC Premises Use Grant	£ 27,000.00		£ 27,000.00	0.00%
	<b>£ 30,500.00</b>	<b>£ -</b>	<b>£ 30,500.00</b>	<b>0.00%</b>
<b>Office Admin - EMR £2,000</b>				
Stationery	£ 2,000.00	£ 150.37	£ 1,849.63	7.52%
Insurance	£ 6,300.00	£ -	£ 6,300.00	0.00%
Library	£ 300.00	£ -	£ 300.00	0.00%
Communication	£ 2,450.00	£ 441.39	£ 2,008.61	18.02%
Photocopying	£ 3,500.00	£ 546.78	£ 2,953.22	15.62%
Subscriptions	£ 2,300.00	£ 1,776.16	£ 523.84	77.22%
Postage	£ 1,700.00	£ 151.76	£ 1,548.24	8.93%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 500.00	£ -	£ 500.00	0.00%
Bank Charges	£ 1,200.00	£ 253.35	£ 946.65	21.11%
Miscellaneous	£ 500.00	£ -	£ 500.00	0.00%
Professional Advice	£ 1,000.00	£ 208.33	£ 791.67	20.83%
Audit	£ 2,700.00	£ 420.00	£ 2,280.00	15.56%
IT	£ 4,500.00	£ 1,000.00	£ 3,500.00	22.22%
Training - Staff	£ 3,000.00	£ 384.40	£ 2,615.60	12.81%
Expenses/Travel Costs - Cllrs	£ 600.00	£ 74.65	£ 525.35	12.44%
Training - Cllrs	£ 2,000.00	£ 275.00	£ 1,725.00	13.75%
Mileage & Expenses - Staff	£ 650.00	£ 267.51	£ 382.49	41.16%
	<b>£ 35,450.00</b>	<b>£ 5,949.70</b>	<b>£ 29,500.30</b>	<b>16.78%</b>
	<b>£ 65,950.00</b>	<b>£ 5,949.70</b>	<b>£ 60,000.30</b>	<b>9.02%</b>

Leigh Town Council Main Budget Report					2017/18				
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Budget 2017/18	Expenditure	Balance	% Spent
<b>Balances B/F</b>		<b>£ 403,765.00</b>							
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Precept	£ 400,904.00	£ 200,452.00	£ 200,452.00	50.00%	P & R Expenditure	£ 29,300.00	£ 7,254.97	£ 22,045.03	24.76%
Local Council Tax Support Grant	£ 9,800.00	£ 4,900.00	£ 4,900.00	50.00%	Office & Admin	£ 65,950.00	£ 5,949.70	£ 60,000.30	9.02%
Interest	£ 1,000.00	£ 126.20	£ 873.80	12.62%	Staffing	£ 98,153.00	£ 31,957.64	£ 66,195.36	32.56%
Other Income (inc VAT refund)	£ 1,200.00	£ 9,955.24	-£ 8,755.24	829.60%	Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL Income		£ 5,834.54	-£ 5,834.54			<b>£ 243,403.00</b>	<b>£ 45,162.31</b>	<b>£ 198,240.69</b>	<b>18.55%</b>
	<b>£ 412,904.00</b>	<b>£ 221,267.98</b>	<b>£ 197,470.56</b>	<b>53.59%</b>					
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC Hire Income	£ 125,000.00	£ 26,649.10	£ 98,350.90	21.32%	LCC Expenditure	£ 114,000.00	£ 12,457.21	£ 101,542.79	10.93%
LTC Contribution	£ 27,000.00	£ -	£ 27,000.00	0.00%	LCC Staffing	£ 139,800.00	£ 34,949.95	£ 104,850.05	25.00%
Strand Wharf	£ -	£ -	£ -		Highway Facilities	£ 5,300.00	£ -	£ 5,300.00	0.00%
Other Income	£ 3,479.52	£ 1,404.52	£ 2,075.00	40.37%	Strand Wharf Expenditure	£ 1,300.00	£ 180.31	£ 1,119.69	13.87%
LCC Fund-Raising		£ 50.09	-£ 50.09		Skate Park Expenditure	£ 3,550.00	£ 171.79	£ 3,378.21	4.84%
					Skate Park Staffing	£ 4,000.00	£ 636.67	£ 3,363.33	15.92%
					Paddling Pool	£ 500.00	£ -	£ -	0.00%
	<b>£ 155,479.52</b>	<b>£ 28,103.71</b>	<b>£ 127,375.81</b>	<b>18.08%</b>	Strand Wharf Capital Expenditure	£ -	£ -	£ -	
						<b>£ 268,450.00</b>	<b>£ 48,395.93</b>	<b>£ 219,554.07</b>	<b>18.03%</b>
<b>Environment &amp; Leisure</b>					<b>Environment &amp; Leisure</b>				
Allotments Income	£ 11,111.00	£ 1,767.44	£ 9,343.56	15.91%	Allotments Expenditure	£ 12,110.00	£ 2,375.47	£ 9,734.53	19.62%
Community Transport Fees	£ 3,200.00	£ -	£ 3,200.00	0.00%	Allotments Staffing	£ 8,600.00	£ 2,150.00	£ 6,450.00	25.00%
Farmers' Market Fees	£ 2,000.00	£ 625.00	£ 1,375.00	31.25%	Community Transport Expenditure	£ 4,330.00	£ -	£ 4,330.00	0.00%
Leigh Lights Income	£ 2,000.00	£ -	£ 2,000.00	0.00%	Community Transport Staffing	£ 4,400.00	£ 650.13	£ 3,749.87	14.78%
Other Events Income	£ 550.00	£ 265.00	£ 285.00	48.18%	Farmers' Market Expenditure	£ 1,350.00	£ 219.97	£ 1,130.03	16.29%
Other E&L Income	£ 50.00	£ 50.00	£ 50.00	0.00%	Leigh Lights Expenditure	£ 35,750.00	£ -	£ 35,750.00	0.00%
	<b>£ 18,911.00</b>	<b>£ 2,657.44</b>	<b>£ 16,253.56</b>	<b>14.05%</b>	Events & Other Expenditure	£ 17,000.00	£ 1,128.00	£ 15,872.00	6.64%
					E&L Staffing	£ 15,319.00	£ 3,830.30	£ 11,488.70	25.00%
<b>Planning, Highways &amp; Licensing</b>						<b>£ 98,859.00</b>	<b>£ 10,353.87</b>	<b>£ 88,505.13</b>	<b>10.47%</b>
		£ -	£ -		<b>Planning Highways &amp; Licensing</b>				
					Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 10,500.00	£ 2,552.25	£ 7,947.75	24.31%
	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>			<b>£ 11,000.00</b>	<b>£ 2,552.25</b>	<b>£ 8,447.75</b>	<b>23.20%</b>
<b>Total Income</b>	<b>£ 587,294.52</b>	<b>£ 252,029.13</b>	<b>£ 341,099.93</b>	<b>42.91%</b>	<b>Total Expenditure</b>	<b>£ 621,712.00</b>	<b>£ 106,464.36</b>	<b>£ 514,747.64</b>	<b>17.12%</b>
Capital Reserves 31/03/17	<b>£ 120,684.00</b>	YR END EST	<b>£ 60,000.00</b>		Balances Remaining C/F		<b>£ 549,329.77</b>		
Earmarked Reserves 31/03/17	<b>£ 155,820.00</b>	YR END EST	<b>£ 90,000.00</b>		Est. General Reserves @ 31st March 2017		<b>£ 225,682.06</b>		
CIL 31/03/17	<b>885.06</b>		<b>6719.60</b>						



# Leigh-on-Sea Town Council

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



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

## Payments List 1<sup>st</sup> April – 23<sup>rd</sup> June 2017 Report 2648/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102103	£50.00	Leanne Salmon	Face painter at Easter event
102104	£100.00	Petty cash	Top up petty cash
102105	£37.00	Southend BC	Fee for personal licence
102106	£50.00	Claire Chiddicks	Face painter at Easter event
102107	£78.62	DOTS	Photocopying costs
102108	£135.67	Essex Supplies(UK) Ltd	Cleaning materials
102109	£55.00	EALC	Code of Conduct training
102110	£51.18	Recognition Express Essex	Name badges
102111	£68.09	Viking Direct	Stationery
102112	£54.60	Acumen Wages Service	April payroll processing
102113	£71.50	Norman Sutcliffe	Strand Wharf gardening
102114	£14.98	SSE	Strand Wharf electricity
102115	£16.50	Miskos Ltd	New user setup
102116	£147.00	TV Licensing	TV Licence CC
102117	£746.10	Picture Hanging Systems Ltd	Picture hanging for Art Wall
102118	£49.31	SSE	Skate Park electricity
102119	£180.00	Phoenix Water Coolers Ltd	Water cooler service contract
102120	£18.00	E Carr	Room hire refund
102121	£21.00	J Butler-King	Room hire refund
102122	£60.00	Phoenix Water Coolers Ltd	Cups
102123	£49.43	Viking Direct	Stationery
102124	£126.00	Miskos Ltd	Server monitoring & spam filtering
102125	£168.85	Neopost Ltd	Annual postage rate change protection
102126	£500.00	Lions Club of Leigh	Grant award

102127	£41.40	Helen Symmons	To reimburse for SLCC seminar
102128	£500.00	Leigh Art Trail	Grant award
102129	£22.97	Hilary Le Marie	Travel expenses re notice boards
102130	£475.20	Kieran Lucas Contractors Ltd	Install Notice Boards
102131	£90.00	EALC	Risk assessment training
102132	£344.40	The Party Belles Ltd	Entertainment Kidzone event at Strand Wharf
102133	£1776.16	EALC	EALC & NALC affiliation fee
102134	£1248.00	Miskos Ltd	Anti virus
102135	£15.57	SSE	Strand Wharf Electricity
102136	£25.00	EALC	Police conference V Morgan
102137	£1400.40	Earth Anchors	Replacement notice boards
102138	£325.00	Deckchairs UK	Deckchair hire Music on Strand Wharf
102139	£160.00	EALC	Councillor training – Jill Healey
102140	£2827.35	Southend BC	Annual commercial insurance CC
102141	£16.50	Miskos Ltd	Server updates
102142	£45.60	K Shead	Refund room hire paid in error
102143	£900.00	Trade Windows Services Ltd	New window in Café kitchen
102144	£54.60	Acumen Wages Service	Payroll processing May 17
102145	£90.00	EALC	Councillor training A Forde & K Bowden
102146	£144.00	Phuse Media	Website hosting LCC
102147	£163.37	Essex Supplies (UK) Ltd	Cleaning materials
102148	£27.76	Viking	Office stationery
102149	£18.45	Essex Supplies (UK) Ltd	Window squeegee & mop
102150	£84.60	Fulton Paper	Copier paper
102151	£79.87	PPL	Background music licence
102152	£504.00	Auditing Solutions Ltd	Internal audit
102153	£126.00	Miskos Ltd	Spam filtering & server monitoring
102154	£10.92	Recognition Express Essex	Name badge
102155	£473.67	The Fisherman's Mission	Chairman's Charity
102156	£75.00	Find A Performer	Deposit for Italian Accordionist
102157	£4590.00	Icicle Graphic Design	Newsletter publication and posters
102158	£135.00	Cash	Petty cash top up
102159	£1500.00	ATS Services	Gas fitting of new cooker in kitchen
102160	£320.00	Jolly Kids Castles	Soft play hire for kids event
102161	£198.98	DOTS	Photocopying costs

102162	£16.50	Miskos Ltd	IT support
102163	£504.00	Leigh Times Series Ltd	Distribution of LTC magazine
102164	£35.40	Allen Bros Electrical (Factors) Ltd	Light bulbs for Comm Centre
102165	£750.11	Lemon Fencing Ltd	External fencing allotments
102166	£11.28	Recognition Express Essex	Name badge
102167	£220.00	Find a Performer Ltd	Accordionist performance Italian event Strand Wharf
102168	£153.47	Helen Symmons	Travel expenses Leadership in Action Conference
102169	£2500.00	Wren Electrical Ltd	Electrical condition report Comm Centre
102170	£34.61	Francesca Smith	Travel expenses re Marketing course
102171	£10.92	Recognition Express Essex	Name badge
102172	£43.93	Abbie Cotterell	Travel expenses re code of conduct course
102173	£74.40	Cancelled	Incorrect payee
102174	£15.57	SSE	Electricity Strand Wharf
102175	£35.50	Helen Symmons	Travel exps re Marks Tey Council Forum
102176	£37.43	Valerie Morgan	Travel exps re Dunmow Police Conference
102177	£37.22	Karen Bowden	Travel exps to Great Dunmow
102178	£390.00	Quantum Services	Annual lift maintenance contract
102179	£74.40	G Cudlipp	Refund room hire paid in error
Bk Trs	£55000.00	Payroll	Payroll April
Bk Trs	£750.00	MDAS	ASA agreement
Bk Trs	£400.00	LOSALGA	ASA agreement
Bk Trs	£125.00	Marshall Close Allotments	ASA agreement
BK Trs	£250.00	CLR Law Ltd	Professional advice
Bk Trs	£25000.00	Payroll	Payroll May
Bk Trs	£1270.80	RG Distributors Ltd	Commercial oven for Cafe
Bk Trs	£16000.00	Payroll	Payroll June
		<b>Expenditure – Imprest Items</b>	
	£81.60	Urban Design & Print	Banners for Annual Town Meeting



	£25.00	Disclosure Scotland	Disclosure check re Personal Licence
	£68.90	DJ Superstore	Leads for PA system
	£25.00	Southend BC	Event licence Italian Festival
	£15.64	Adobe	Renewal of licence
	£67.09	Crown Decorating Centre	Paint for Art wall
	£11.96	B & Q	Warning sign for CC
	£25.00	Southend BC	Event licence Music-on-Sea Strand Wharf
	£58.74	Brunel Engraving	Strand Wharf memorial plaque
	£36.00	Solopress Ltd	Leaflets for children's events CC
	£57.76	Direct Heating	Cooker fitting Café in CC
	£131.97	B&Q	Cooker fitting Café in CC
	£62.40	Ironmongery Direct	Signs for Comm Centre
	£14.40	Deli Supplies Ltd	Tap for hot water machine
	£474.73	Safelincs Ltd	Firedoors x2
	£58.74	Brunel Engraving	Strand Wharf planter plaque
	£25.00	Southend B.C.	Music-on-Sea event permit
	£11.96	B&Q	Warning sign
	£67.09	Crown Decorating Centre	Paint for the Art wall
	£10.20	B&Q	Putty etc window repair
	£25.00	Southend B.C.	Kids Zone event permit
	£9.70	B&Q	Back gate padlock
	£21.00	Southend B.C.	Kids Zone licence
		<b>Expenditure – Direct Debits</b>	
	£768.00	Southend BC	Business rates
	£138.53	Wessex Leasing	Hand drier contract
	£58.14	GO CARDLESS (Verde Coffee Ltd)	Coffee order (costs recovered by LTC)
	£142.38	Biffa	Waste collection LCC
	£68.83	Biffa	Waste collection Skate Park
	£87.52	Biffa	Waste collection LCC & Skate Park
	£283.54	SSE	Electricity LCC

	£70.88	The Calls Warehouse	Call chgs 477248
	£432.91	British Telecom	Line rental & broadband LCC
	£101.07	British Telecom	Council broadband
	£241.99	British Telecom	716288 line rental & calls
	£62.10	Global Payments	Card processing charges
	£61.82	Global Payments	Card processing chgs
	£65.94	GO CARDLESS (Verde Coffee Ltd)	Coffee order. Costs recovered by LTC
	£769.00	Southend BC	Business rates CC
	£206.60	Southern Electric	Electricity CC
	£65.99	The Calls Warehouse	Call chgs 477248
	£65.93	Biffa	Recycling bin at CC
	£69.19	Biffa	General waste at CC
	£85.67	Biffa	Waste at Skate Park
	£186.60	British Telecom	Council broadband
	£378.53	BNP Paribas Lease Group	Photocopier rental
	£769.00	Southend BC	Business rates CC
	£402.85	NWG Business	Water rates Leigh Site allotments
	£61.84	Global Payments	Card processing fees
	£32.53	NWG Business	Marshall Close water rates
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee order. Costs recovered by LTC