



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, 6th March 2018** 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 & HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 2ND JANUARY 2018
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) – page 5
7. REVIEW OF P&R ACTION PLAN ([Appendix 2](#)) – page 6 **DECISION ITEM**

It is **RECOMMENDED** that the Committee review their action plan **for recommendation to Council**.

POLICY

8. LEIGH TOWN YOUTH COUNCIL ([Appendix 13](#)) page 49 **DECISION ITEM**

The Committee are asked to consider the motion proposed by Cllr Forde and seconded Cllr Herbert with recommendation to Council if appropriate.

9. REVIEW OF RISK REGISTER ([Appendix 3](#)) – page 10 **DECISION ITEM**

It is **RECOMMENDED** that the Committee undertake the annual review and approval of the Register with **recommendation to Council**. Recommended amendments are shown on the appendix document.

10. COUNCIL GOVERNANCE OF STAFFING MATTERS ([Appendix 4](#)) page 18 **DECISION ITEM**

Report 2678/HS is submitted to the Committee for their consideration. If recommended to Council for adoption, then appropriate amendments to Standing Orders and Terms of Reference will be recommended to Council at that time.

11. REVIEW OF INTERNAL AUDITOR 2017/18

The internal auditor is appointed to review the accounts and accounting arrangements of the Council and covers the following areas:

Corporate Governance
Purchasing and Payment Procedures

Assessment and Management of Risk
Budgetary Control and Reserves
Review of Income
Petty Cash Account
Salaries and Wages
Asset Registers
Investment and Loans
Statements of Accounts and Annual Return

Two visits a year are made with the Auditor working within the office to check that accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers. The work carried out is to an acceptable level with good service.

RESOURCES

12. TOWN CLERK APPRAISAL POLICY & PROCESS ([Appendix 5](#)) page 21 **DECISION ITEM**

There being no formal Policy and Process adopted by Council, Appendix 5 is submitted for the Committee's consideration (subject to confirmation of Committee governance). The document is submitted following research and guidance into other Town Council practices and is submitted as PSC resolved to undertake a review of the Town Clerk in April/May and that the documentation at that time will have been set via the P&R Committee.

Additionally, a Continuous Performance Review Scheme form is attached at Appendix 4 which would enable Councillors' to pass on their feedback towards the appraisal. No form is attached with regard to the Town Clerk completing formal documentation as in viewing other processes, the Town Clerk would suggest that an annual self-appraisal is undertaken to bring to the appraisal meeting.

13. LTC MAGAZINE

This is due for publication 20th March under the control of the new Editor Cllr Rosier with support from the Marketing and Profile Officer. It looks to be a bumper packed edition and has a new feature of introducing a QR code for residents to undertake the CiL idea survey. A review was undertaken of publishing costs and the present local supplier still remains the most competitive.

14. COMMUNITY SPECIAL CONSTABLES

Unfortunately there is a delay in formalising the agreement with Essex Police due to a change in operational leaders and some internal issues. This has affected the scheme county wide and we await further details.

REFERENCES FROM OTHER COMMITTEES

15. ACTION PLANS OF E&L AND CFC ([Appendix 6](#)) page 31 **DECISION ITEM**

At recent meetings of their committees, CFC & E&L reviewed Action Plans with recommendation to P&R for approval. It is **RECOMMENDED** that the Committee approve the plans **with recommendation to Council**.

16. EARMARKED RESERVES OF E&L AND CFC ([Appendix 7](#)) page 38 **DECISION ITEM**

At the recent meetings of their committees, CFC & E&L reviewed their current year underspends with recommendation to P&R for approval of the movements to Earmarked Reserves. It is **RECOMMENDED** that the Committee approve the movements **with recommendation to Council**.

17. CFC MINUTE 80 – 6TH FEBRUARY 2018

The Committee RESOLVED to **RECOMMEND to P&R Committee and then Council** that 200mm concrete works be the preferred option at a budget of £30,000. A funding request from Capital Reserves for the project would be confirmed at the meetings subject to eligibility for grant funding from Sports England.

P&R Committee should note that this project will only proceed as presented should the related community funding part of the project for the skateboard ramps proceed. Therefore agreement is sought in principle for the funding of a concrete extension from Capital Reserves to a maximum of £30,000 (subject to SBC formal approval) with **recommendation to Council for the exact amount subject to eligibility for grant funding from Sports England** (an answer is still awaited) **and confirmation that phase 2 of the project will proceed.**

18. CFC MINUTE 75 – 6TH FEBRUARY 2018 **DECISION ITEM**

The CFC Committee seeks approval from P&R to vire £3,110 from EMR CC Refurbishment & Equipment to P&R Professional fees budget to pay for the measured survey that the Committee resolved to undertake.

19. CFC MINUTE 76 - 6TH FEBRUARY 2018 ([Appendix 8](#)) page 39 **DECISION ITEM**

The CFC Committee RESOLVED that a repair budget of £389,984.63 be **RECOMMENDED to P&R Committee and then 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

20. LEIGH COMMUNITY CENTRE REPAIR AND REFURBISHMENT BUDGET ([Appendix 9](#)) page 41 **DECISION ITEM**

The Committee are asked to consider the motion proposed by Cllr Herbert and seconded Cllr Fox with recommendation to Council if appropriate.

21. COMMITTEE AND COUNCIL BUDGETS 2017/18

- P&R Budget Reports as at 20th February 2018 ([Appendix 10](#)) – page 42
- Leigh Town Council Main Budget Report as at 20th February 2018 ([Appendix 11](#)) – page 44

22. QUARTERLY FINANCE CHECK

The third quarter check has been undertaken by Cllr Herbert.

23. BANK RECONCILIATION CHECK

Cllr D Mulroney is up to date with monthly bank reconciliation checks.

24. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 12](#)) – page 45 **DECISION ITEM**

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

25. BANK ACCOUNT BALANCES AS AT 22nd February 2018

HSBC Current	£20,591.45
HSBC BMM	£30,526.20
HSBC Payroll	£22,013.84
HSBC Imprest	£994.50
CCLA (PSDF)	£464,579.12

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

It is **RECOMMENDED** that the Committee **recommend to Council** the following movement to Earmarked Reserves at the year-end:

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

It is **RECOMMENDED** that the Committee **recommend to Council** the following movement to the Capital Reserves at the year-end:

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

In addition to the above, the Council will hold the following monies which cannot be held as part of the Council's reserves as they are accountable to SBC:

CiL	£6,719.60
Leigh Partnership Group	£10,000

Helen Symmons
Town Clerk
1st March 2018

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

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 02-01-18	69. Public Representations	RESOLVED TC in consultation with Chairman to respond to MDAS letter	15-01-18	Response sent to MDAS	NFA	
P&R 02-01-18	71. Use of Social Media, Internet & Email Policy	RESOLVED to recommend to Council	02-01-18	Added to Council Agenda	NFA	
P&R 02-01-18	73. Report of PDG	LTC news review RESOLVED Magazine date change Editorial Team	02-01-18	New editor & magazine in print stage	NFA under this minute	
		Check printing cost price	08-01-18	Review undertaken	NFA under this minute	
		CIL RESOLVED to add items to magazine for residents to comment	12-01-18	New QR code	NFA under this minute	
		TC write to SBC will additions and recommendations to 123 List	12-01-18	Response recd by SBC – being considered	TC will monitor NFA under this minute	
P&R 02-01-18	74. Community Special Constables	RESOLVED TC sign agreement, approval given for expenditure, programme to be reviewed	12-01-18	Delay from Essex Police in delivering scheme	TC will monitor NFA under this minute	
P&R 02-01-18	75. Committee and Council Budgets	RESOLVED £2920.82 used from Elections EMR	02-01-18	ARFO advised re yr end procedure	NFA	
P&R 02-01-18	78. Note Internal Tfms and Approve Expenditure	RESOLVED expenditure with recommendation to Council	02-01-18	Added to Council Agenda	NFA	
P&R 02-01-18	80. Council Budget 2018/19	RESOLVED to recommend budget pack to Council with amendment	02-01-18	Added to Council Agenda	NFA	

[Agenda](#)

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 POLICY & RESOURCES COMMITTEE

Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
Leigh Town Council News Develop the magazine to invite participation/dialogue on Council responsibilities etc	Build in comments/letters page. Encourage committees to involve and invite dialogue	By end of September	£11,000 2017/18	Overall timescales need to be specific as 5 yr action plan Staff restructuring allows for Marketing & Profile Officer to assist Editor Review undertaken. New editor, new timing, QR code included for feedback on CiL	Interim pages in Leigh Times to comply with Quality Council Gold Award Application in due course. Review January 2018 with regard to changes implemented Action complete
	Build in method for Council website for site visitors to leave messages	End of May	Website development budget implications	Website (launched May) and social media presence is having significant increase in this area of community engagement	
Volunteers Clarify roles and responsibilities for the volunteers, co-ordinator and office. Budget in place to pay co-	Meeting of Volunteer PDG Decision to be made on appointing a Volunteer Co-ordinator Advertise and appoint	By end of June	Review Pay and expenses for this role Cost item from appropriate budget stream	PDG decided not to re-appoint. Decision made to refer the need and activity to a specific Office staff member	Events & Projects Officer now developing the programme. Will refer to P&R with reports as appropriate. Initial discussion with SAVS

<p>ordinator. Revise job description and specification. Advertise and appoint a new co-ordinator</p>				<p>with responsibility for developing and involving volunteers to help and support Council activity and events as required</p>	<p>has taken place. Presentation to be made to P&R by SAVS in May 2018</p>
<p>3 Year Action Plan Established and currently under trial period. The Strategic Aims should now be embedded within the individual objectives and clearly identified.</p>	<p>Town Clerk to work closely with new Chairmen to ensure the Action Plan is completed with sufficient detail to be used as a framework for the work of each committee</p> <p>Identify possible training needs</p> <p>Ensures set dates for Review are met and reported on</p>	<p>End of May</p> <p>May 2019</p> <p>August/November/February</p>	<p>Potential impact on Training Budget</p> <p>£1500 2018/19</p>	<p>Completed although staffing issues have arisen so review not undertaken as promptly as intended.</p> <p>Training need identified in defining actions and reviewing</p>	<p>Development of Council Strategic plan will link in with Action plans needing further review as no overall Council plan established. To be looked at through Chairman's Forum by all Committee Chairmen</p> <p>New Training & Development Policy now in place.</p> <p>Ongoing training needs will be identified and preparation for new Council administration</p> <p>Structured action plan review dates implemented Feb/March and August/September dependent on Committees. Action complete</p>
<p>Neighbourhood Plan Development</p>	<p>Review and Revise core strategy, Vision for Leigh, CCT & SBC plans</p> <p>Plan & implement series of workshops to develop outline proposal and actions to engage with community groups and</p>	<p>To resolve ACM 2017 By year end 2018</p> <p>End of November 2017</p>		<p>Workshop taken place January 2018 as first step.</p> <p>On hold until Council decision with regard to NHP</p>	

	<p>individuals representing specific focus</p> <p>Establish Chairman's meetings calendar to co-ordinate activity</p> <p>Town Clerk to ensure set dates and review period are held and reported on.</p> <p>Training support needs for Cllrs introduced</p>	<p>For ACM 2017</p> <p>Ongoing as project develops</p> <p>Ongoing as project develops</p>		<p>Awaiting confirmation from SBC with regard to their Local Plan schedule</p> <p>EALC training undertaken October 2017</p>	<p>Meeting calendar established. Action complete</p> <p>TC will report as soon as response received</p>
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Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
Build into the Review scrutiny of all service provision, inviting feedback from recipients/public, noting production costs, and identify savings	Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim	May/June	Aim to reduce budget, make savings where possible	Should be on future Agendas and acted upon	Process has begun with E&L and CFC instigating feedback after events. To be ongoing in other areas.
Review revise standing orders	In discussion with Town Clerk	Annually		Calendar for this item	Annual requirement now diarised. Action complete

Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
Work with contributors to magazine to submit on time quality items and images.	Review and revise writing guide and distribute online and at receptions	By September	Photocopy cost	Writing guide reviewed and modified with each issue.	MO now assisting Editor to aid with. On going for each magazine

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
Consider developing a Policy Document that proposed methods that involve the community participating in identifying what are the needs of the Town	If agreed develop the policy	October	Aim to reduce budget, make savings where possible	This is likely to be covered by NHP.	Consideration for consultations, resident, business & visitor feedback. Look at ways forward for effective methodologies.

**REVIEW COMPLETED MARCH 2017, SEPTEMBER 2017
UNDER REVIEW MARCH 2018**

Table: Risk Register - Level and Control (L = Likelihood, I = Impact, R = Risk – Low (1-2) Medium (3-4) High (6-9))

Revised and adopted 21st March 2017 (Council Minute 121)

Under Review March 2018

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
A. Assets	A.1. Failure to protect physical assets	L:1	Building and Property: Assets register in place. Items insured, with value increased in line with RPI annually. Skate Park: Funds set aside annually towards capital replacement maintenance costs.	A.1.1. Asset Register: Document to be updated annually each March. Also on each occasion that any changes are made to the Council's asset base. A.1.2. Insurances: Insurance levels reviewed bi-annually. Cover obtained for new items, as necessary during the year. A.1.3. Skate Park Equipment: Funding for repairs and replacement to be provided in budget and covered by insurance.	Clerk/P&RC
		I: 3			Clerk/P&RC
		R: Medium (3)			Clerk/P&RC
	A.2. Inadequate security of buildings & safe custody of equipment etc.	L:1	Leigh Community Centre The Centre operates a 24hr CCTV surveillance system, and alarm system when building not in use, to protect against unauthorised access Allotment Buildings Secure Lock Xmas Lights Stored in third party warehouse and fully insured by contractor	A.2.1. Leigh Community Centre: Review security arrangements – at least annually. A.2.2. Other Buildings: Designated key holders. Buildings not alarmed – limit risk by only using for low value storage. A.2.3. Xmas Lights: Stored in third party warehouse and fully insured by contractor	CF Cttee
		I: 2			Clerk/Facilities Manager
		R: Low (2)			E&L Cttee Facilities Manager
					E&L Cttee
	A.3. Failure to maintain buildings etc.	L:1	Assets generally maintained on an ad hoc basis. LCC liability limited by Lease repair conditions. General maintenance programme is in place.	A.3.1. Maintenance Programme: A prepared maintenance programme established for each site. LCC Maintenance budget allocation regularly reviewed and monitored by Committee. Programme is reviewed in the autumn annually or where necessary	CF Cttee
		I: 3			
		R: Medium (3)			

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
B. Finance	B.1. Failure to bank and care for funds	L: 1 I: 1 R: Low (2)	Funds not required immediately held on deposit CCLA & HSBC.	B.1.1. Funds: Funds deposited in interest bearing accounts. Level of deposit reviewed two monthly, prior to P&RC meeting.	Clerk/P&RC
			Financial Regulations updated annually	B.1.2 Financial Regulations: Financial Regulations reviewed annually each February/March.	Clerk/P&RC
	B.2. Loss of cash through theft or dishonesty	L:1 I: 2 R:Low (2)	Cash held overnight in safe. Petty Cash reimbursed by Senior Administrator Assistant Responsible Finance Officer (ARFO) on presentation of documentary evidence of expenditure. Petty Cash Account reconciled in accordance with Financial Regulations. Petty cash drawings limited to £200 £150 Other income banked regularly and at least weekly.	B.2.1. Petty Cash: Chairman or Vice Chairman of P&RC carries out random checks on petty cash transactions and balances quarterly. Monthly reconciliations of all bank accounts carried out in accordance with Financial Regulation 2.2 by nominated Councillor, who is not Chairman or Vice Chairman of P&RC Internal Audit checks on income.	Senior Administrator/ ARFO/Chairman or Vice Chairman P&RC Nominated Councillor other than the Chairman
	B.3.	L:1	Cheque payments and electronic	B.3.1. Payments:	Senior

	Failure to protect expenditure	I: 2 R:Low (2)	transfers approved and signed by 2 Councillors and approved two monthly by Council. Payment procedures compliant with Financial Regulations and in accordance with accounting control procedures determined by the RFO to ensure best practice.	Chairman or Vice Chairman of P&RC selects at random four months per year and verifies that two Councillors have evidenced their approval for each item of expenditure Internal Audit checks on occurrence, valuation and regularity of payments.	Administrator/ARFO/ Clerk/P&RC
	B.4. Failure to protect income	L:1 I: 2 R:Low (2)	A receipt or an invoice supports each item of income received. Monthly reconciliation of each bank or petty cash account. Debtors monitored in accordance with Debtor Policy & if required reported for action to Council	B.4.1. Income: Internal Audit checks for completeness of income brought to account and that all income is banked promptly. Internal Audit review of bank reconciliations. Debtor reports produced to action if required and deposits taken.	ARFO Senior Administrator
Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	B.5. Failure to comply with HMRC (VAT) Regulations	L:1 I: 1 R:Low(1)	VAT claims prepared biannually by ARFO Senior Administrator. In conjunction with HMRC Guidelines VAT Partial Exemption calculated by Accountants.	B.5.1. VAT Claims: Periodic inspection of claims by HMRC and response to queries. Claims subject to check by Internal Auditor.	Senior Administrator ARFO
	B.5. Failure to determine an Annual Budget	L:1 I: 1 R:Low (1)	Having regard to planned levels of expenditure, anticipated income and balances needed to be carried forward for contingencies and future levels of expenditure. Policy & Resources oversees budget compilation, during the autumn. Detailed two monthly reports of income and expenditure against budget. System of approved delegated	B.5.1. Annual Budget: Budget preparation to commence each autumn. Detailed Committee budgets, with breakdown to be submitted by November. Precept figure considered in November, confirmed as soon as possible after confirmation of grant funding and tax base from the Primary Authority but no later than the end of February. B.5.2. Monthly Reporting: Bi - monthly review of reports to Committees and Council of outturn against budget. B.5.3. Compliance Checks:	Clerk/P&RC

			limits of expenditure A submission for all new projects costing in excess of £5000 to be considered and approved by the appropriate Committee for recommendation to Council	By Internal Auditor and Chairman or Vice Chairman of P&RC. The findings to be reported to P&RC, three times per annum.	
	B.6. Failure to ensure Business Continuity	L:1	Ensure Council evaluates risks and minimises occurrences of interruption by Budget planning and robust legal agreements	B.6.1. Business Continuity: Two Monthly review of budgets and changes to business action plan reviewed and evaluated by appropriate Committee at least annually. B.6.2. Sufficient Reserves Reserves maintained at a level to allow for fluctuations in income and expenditure.	Clerk/Appropriate Committee/P&RC
I: 3					
R:Medium (3)		Robust Business Continuity Plan is in progress.			
Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
C. General Liabilities	C.1. Failure to comply with Legal Requirements	L:2-1	Expertise and Training of Town Clerk with external guidance. Reference to Council Solicitor, SBC Solicitor or Administrators.	C.1.1. Legal Advice: Town Clerk – CiLCA qualified & Continuing Professional Development and Networking C.1.2. External Review: Prior to change of Council at an election to review policies required by law. C.1.3. Members of Professional Bodies: Town Clerk and Council members of appropriate bodies.	Clerk/P&RC
		I: 2			
		R:Medium (3)	Regular updates from EALC, NALC & SLCC Guidance and briefings to Councillors. Induction Training for Councillors and Staff. Specific training as required.		

	C.2. Failure to protect Third Parties, Property, or Individuals	L:2	Insurances in place. Regular inspection of spaces subject to Council ownership /control, as scheduled in the Asset Register. Health and Safety Policy in place and detailed individual risk assessments completed as required.	C.2.1. Third Party Risks: Insurance cover in place – reviewed annually, or as needed. Record of inspections maintained and review of follow-up work undertaken following inspection report. Visual Inspection and Health and Safety Training undertaken by Cllrs and Staff. Maintenance programmes instituted on all Council property/equipment.	Clerk/Staff/P&RC E&LC/CFC
	Events	I: 2	Risk assessments prepared for each event in order to identify and minimise risk. Training provided for staff and volunteers.	Risk assessment produced for each event along with an Event Management Plan.	Events Officer/ESC
		R:Medium/High (4) In accordance with Risk Management Strategy, Operational risk measures in place plus event risk assessments			
Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	C.3. Failure to comply with legal responsibilities as a consequence of asset ownership (e.g. Skate Park)	L:1	Insurances in place. Inspection regime in place.	C.3.1. Insurances: Regime of inspection required for Skate Park asset ownership areas, to insure insurance cover is retained.	Senior Administrator/E&LC Facilities Manager/Clerk
		I: 3			
		R:Medium (3)			
D. Employer Liability	D.1. Compliance with	L:1	Regular Information updates – EALC, SLCC etc.	D.1.1. Employment Legislation: Receive regular information and update from EALC, SLCC etc.	Clerk/P&RC
		I: 2	H&SE and Working Method		

	Employment Law	R:Medium (3)	<p>policies</p> <p>Guidance from external HR advisors & ACAS</p>	H&SE Policies reviewed annually or as events require.	
	D.2. Failure to comply with HMRC PAYE requirements	<p>L:1</p> <p>I: 2</p> <p>R:Low (2)</p>	Salary Administration contracted out to competent contractor.	<p>D.2.1. HMRC: Changes and updates implemented by competent contractor. Internal Audit checks on payroll.</p>	<p>Senior Administrator/Acumen ARFO</p>
Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	D.3. Failure to have sufficient resources for unexpected staff absences	<p>L:1</p> <p>I: 3</p> <p>R:Medium (3)</p>	<p>Identified sources of staff-cover for senior staff absence.</p> <p>Specific operational tasks are being documented.</p> <p>Operational Manuals for specialist systems kept up to date.</p> <p>Reserves kept at a level to enable acting staff to be engaged.</p> <p>Succession Planning and additional staff training to provide absence cover.</p>	<p>D.3.1. Support Staff: Review staff training through the appraisal system.</p> <p>General Reserves maintained at correct levels.</p>	Clerk/P&RC

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
E. Legal Liability	E.1. Failure to ensure activities are within legal constraints	L:1	Expertise and training of Town Clerk	E.1.1. Legal Requirements: Clerk to clarify any legal points raised, after seeking legal advice as necessary. Clerk circulates appropriate training courses and monitors attendance.	Clerk/P&RC
		I: 1	Clerk to clarify any legal issue raised, seeking legal advice as necessary.		
		R:Low (2)	Elected members kept up-to-date with legislation		
	E.2. Failure to keep proper and Timely Reporting via the Minutes	L:1	All minutes published in draft form as soon as they are produced and published on website.	E.2.1. Minutes: Minutes published on web site as well as being made available to the Press and Public.	Clerk
		I: 1	Minutes altered as a consequence of any amendments immediately after signing.		
		R:Low (1)	Minutes also made available to Press and Public		
	E.3. Failure to keep proper control of documents	L:1	Legal documents kept in office along with legal documents in 'fire proof' cabinet.	E.3.1. Documents: Originals of leases and legal documents held in Council Office in fire-proof cabinet or at Council Solicitors I.T. support contractor provides a back-up test service Accounts provider bound by Service Level Agreement reviewed as appropriate by Policy & Resources Committee	Clerk/Staff
		I: 2	All computer documents backed up daily and copy kept off site.		
		R:Low (2)	Financial records held on remote server as well as reports backed up locally with copy kept off-site.		

F. Councillor Propriety	F.1. Failure to register of interests & Gifts / Hospitality	L:1	Register of Interest completed & published on Web-Site.	F.1.1. Register of Interests: All Cllrs required to complete a declaration of interest – updated as necessary and requested to be reviewed annually Declarations called at each meeting Register of Interest published on website and subject to public scrutiny.	Cllrs	
		I: 2	Declarations of interest called at each meeting			
		R:Medium (3)				
	F.2. Failure to have a Code of Conduct	L:1	Council / Cllrs adopted Code of Conduct – 2017	F.2.1. Code of Conduct: Council adopted SBC Code of Conduct Code of Conduct reviewed and updated if legislation changes	Clerk/Cllrs	
		I: 1				
		R:Low (1)				

[Agenda](#)

Report 2678/HS

Council Governance of Staffing Matters

As part of ensuring LTC are operating as they should be, I recently asked EALC to look over our Standing Orders and Terms of Reference. The CEO of EALC responded by confirming that our Standing Orders are up to date and include the filming requirements and contract finder legal process (the most recent legal changes).

Our ToR were also reviewed and the comment was received that they are very professional and are easy to read and understand. It was further commented that a great deal of hard work looks to have gone into these and as a result are sure they will support the Councils functions well.

However, I was advised that there is a little issue over the appointment of Sub-Committees and in particular the Personnel Sub-Committee. Sub-Committees are appointed by a Committee and not by full Council. The full Council must delegate responsibility to a Committee which would allow them to create and delegate power to a Sub-Committee.

As such, EALC recommends that a Council delegate power to a Committee responsible for Staffing matters. This Committee is able to meet, set strategic documents and agree a strategy for the Councils staffing requirements. LTC looks to have just become a little muddled over this over the course of time as the PSC looks to be a Sub-Committee of Council and not P&R.

P&R could still be the Standing Committee responsible for Staffing matters but in this respect its ToR need to be tightened up and Councils ToR changed to reflect this. The Committee could still continue to delegate to the Personnel Sub-Committee but it would only be in regard to individual personnel issues. The PSC made up of only 3 councillors should deal with specific individuals' issues. This would include appraisals, grievances and disciplinary matters. Once the Sub-Committee has agreed, if an individual wished to appeal, an appeals panel can look at the issues again and give a view. The appeals Panel should be made up of 3 Councillors who are not compromised by the issue.

In consideration of the advice by EALC, reference to other Town Councils and the fact that the staffing situation has grown enormously in the past 5 years, it is **RECOMMENDED** that Council have a specific Staffing Committee with specific Terms of Reference and that **P&R Committee make this recommendation to Council.**

Under the Town Clerk's job description, the following has been delegated by the Council:

To manage Council staff including:

- Setting standards of discipline, training and working systems.
- Providing and maintaining up to date job specifications.
- Ensuring proper standards of health and safety at work are adhered to.
- Resolving grievances and disputes in accordance with Council procedures and reporting to Council major disciplinary problems.
- Paying wages and salaries in accordance with agreed contracts.
- Advising Council on proper terms and conditions of employment and levels of staffing.
- Administering staff recruitment.
- Carry out annual staff appraisals

It is therefore **RECOMMENDED** that the following Terms of Reference be **recommended by P&R to Council:**

STAFFING committee

TERMS OF REFERENCE

Membership shall comprise 5 Councillors.

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

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

The Committee shall meet once a year and where there is a staffing necessity.

Meetings of the Committee will be held without press or public present and without public notice as the content of discussions falls under Standing Order 24.

PURPOSE

To consider and deal with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to Full Council.

SCOPE

To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters. The Committee is directly responsible to Full Council.

RESPONSIBILITIES

The Town Clerk shall be responsible for the day to day management of staff and shall be responsible for:

- Setting standards of discipline, training and working systems.
- Providing and maintaining up to date job specifications.
- Ensuring proper standards of health and safety at work are adhered to.
- Resolving grievances and disputes in accordance with Council procedures and reporting to Council major disciplinary problems.
- Paying wages and salaries in accordance with agreed contracts.
- Advising Council on proper terms and conditions of employment and levels of staffing.
- Administering staff recruitment.
- Carry out annual staff appraisals

The Committee shall be responsible:

1. To establish and keep under review the staffing structure and make recommendations to the Council.
2. To draft, implement, review, monitor and revise policies for staff
3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence

7. To make recommendations on staffing related expenditure to P&R Committee
8. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
9. To appoint from its membership three members 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.
10. To appoint from its membership three 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.
11. To appoint an appraisal panel of three members to for the Town Clerk's appraisal process as defined.

[Agenda](#)

TOWN CLERK APPRAISAL POLICY AND PROCESS

INTRODUCTION

It is the policy of Leigh Town Council (LTC) to maintain a meaningful and effective appraisal system that will monitor performance against agreed and achievable targets and responsibilities and provide an opportunity for the Town Clerk to have his or her objectives and performance reviewed. This policy is intended for use by the Staffing Committee and Appraisal Panel.

The process of setting objectives should be by agreement and the result should be to identify objectives which are relevant and challenging but achievable.

The process should not become complex. At all times it needs to focus clearly on a few basic issues: what the Town Clerk's job is; what has been done well; what could have been done better; the major issues over the next year; and what development needs the process clearly identifies.

RESPONSIBILITY FOR APPRAISAL

The responsibility for appraising the Town Clerk lies with the Appraisal Panel set by the Staffing Committee.

Those conducting the appraisal need to bear in mind at all times that the Town Clerk is employed by the Council as a whole and is therefore required to serve all of the Council.

AIMS OF APPRAISAL

The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to the Town Clerk.

1. To clarify the key objectives, priorities and targets of the Council and appropriate timescales for their achievement over the next twelve months.
2. Agree what the Town Clerk should personally achieve over the next twelve months and identify required standards of performance in order to deliver the Council's key objective, priorities and targets. Wherever possible standards of performance should be expressed in ways which can be monitored objectively.
3. Discuss positive achievements over the past twelve months and identify reasons for good performance.
4. Discuss instances over the past twelve months where targets have not been met, identifying the factors preventing the achievements of agreed goals.
5. Discuss developmental requirements. The Town Clerk will have strengths and weaknesses and the parties should identify the professional development necessary to equip the Town Clerk with the requisite skills to meet the Council's objectives. The parties should be proactive and anticipate future developmental needs in the context of the Council's changing priorities. This discussion could lead to the design of a formal programme of continuous professional development (CPD). Equally this discussion may lead to agreement on changes to the working relationship between members and the Town Clerk. It should not be assumed that it is only the Town Clerk who may need to adjust his/her approach to the working relationship.

Appraisal should be set in the context of the Council's objectives, priorities and targets, generally expressed in the Strategic Plan. Appraisal targets when taken as a whole should be related to agreed targets for the Council as a whole.

THE APPRAISAL CYCLE

Appraisal should take place on a predetermined date, at least annually, backed up by a six month monitoring meeting where targets can be reviewed for continuing relevance. A formal system of appraisal should not prevent the continuous review of progress and performance.

KEY ELEMENTS OF THE APPRAISAL PROCESS

1. Continuous two-way monitoring of performance against objectives.
2. Preparation for an appraisal interview
3. An appraisal interview where recent and current performance, future objectives and development needs are discussed.
4. Agreement should be reached on action required from either party to ensure required performance is achievable.
5. The process of informal discussion regarding performance should continue

The appraisal interview and afterwards.....

1. All parties should be well informed and prepared for the interview
2. The process should be two-way
3. The interview should be free from interruptions and notes should be taken when necessary.
4. The parties should concentrate as far as possible on established fact rather than unsubstantiated opinions
5. Targets which are realistic and capable of being monitored should be agreed
6. Any agreed development plans should be implemented within the agreed timescale
7. The Town Clerk should be given a reasonable opportunity to correct any shortfalls in performance
8. A date for the next review should be agreed

REPORTING TO COUNCIL

The content of appraisal interviews should be treated as confidential to the participants. However it is to be reported to the Staffing Committee that an appraisal interview has taken place.

OTHER MATTERS

It should not be assumed that the process for appraising the Town Clerk should be followed in precise detail for other staff. There is a fundamental difference between elected members appraising the Town Clerk and the Town Clerk appraising staff. The principles, nevertheless are the same but the Town Clerk has delegated authority to carry out annual appraisals and has instigated a specific staff appraisal pack.

LEIGH-ON-SEA TOWN COUNCIL

TOWN CLERK'S

CONTINUOUS

PERFORMANCE

REVIEW

SHEME

2018

LEIGH-ON-SEA TOWN COUNCIL CONTINUOUS PERFORMANCE REVIEW

APPRAISAL REVIEW DATE:	DATE OF LAST APPRAISAL:
APPRAISAL PANEL	

GUIDANCE NOTES

This form provides the framework for Councillor's to pass on their feedback to the Appraisal Panel with regard to the Town Clerk's performance based on competencies. The Appraisal Panel will undertake the appraisal based on the competencies and also Key Result Areas (which will the Panel will review and set with consideration of Council key areas)

When making assessments of competencies and achievements of KRAs please consider the following:

- Recognition of success
- Factors outside of the individual's control affecting performance
- Areas for development and improvement

COMPETENCIES

The role of Town Clerk has varying demands and competence judgement is only relevant against the context of the role. When making comments, please provide examples of where competencies have been demonstrated.

If it is not possible to assess a competence or if you feel it is not relevant to the post, please provide an explanation under 'comments'.

BASIC COMPETENCIES	
JOB KNOWLEDGE	Eg: Policies, procedures, legislation and the ability to apply appropriately
Comments	
COMMUNICATION – ORAL	Ability to communicate at all levels, face to face, at meetings and by telephone
Comments	
COMMUNICATION – WRITTEN	Correspondence, completing forms and report writing
Comments	
RELATIONSHIPS WITH STAFF & CLLRS	Ability to work as part of a team, self awareness
Comments	
RELATIONSHIPS WITH ‘CUSTOMERS’	Internal and external, networking and ‘political’ skills
Comments	
QUALITY OF WORK	Accuracy, ability to produce work to required standard
Comments	
TIME MANAGEMENT	Ability to plan, prioritise and deliver to time scales
Comments	

PROBLEM SOLVING & DECISION MAKING	Judgement, analysis of information
Comments	

ADVANCED AND MANAGEMENT COMPETENCIES

PROJECT MANAGEMENT	Ability to deliver on special projects outside of the normal responsibilities of the role, including cross cutting initiatives
Comments	
POLICY DEVELOPMENT	Initiative, proactive in creating and developing policies, strategic capability
Comments	
STAFF MANAGEMENT	Recruitment, appraisal, managing performance, staff development, delegation, health and safety
Comments	
TEAM LEADERSHIP	Communication, team building, motivation, managing change
Comments	
FINANCIAL MANAGEMENT SKILLS	Identifying resource requirements, budgetary control
Comments	
SERVICE DEVELOPMENT & PLANNING	Innovative service development and improvement, delivery of the service plan, promotion of equal opportunities and Best Value
Comments	

PERSONAL KEY RESULTS AREAS – SECTION 1

KEY RESULT AREA	ASSESSMENT OF ACHIEVEMENT (Refers to performance indicators at last appraisal)

PERSONAL KEY RESULTS AREAS – SECTION 2

Set out Key Result Areas and Performance Indicators for the next review period. KRAs may be individual or shared by the Council. The ideal number of KRAs is between four and six.

KEY RESULT AREA Identify from the Strategic plan/Action plan and the job description	PERFORMANCE INDICATOR Describe how the KRA will be achieved using deadlines, timescales, numerical, target methods and statement of quality	TIME SCALE

TRAINING AND DEVELOPMENT

TRAINING AND DEVELOPMENT UNDERTAKEN SINCE LAST APPRAISAL	EVALUATION OF EFFECTIVENESS
TRAINING AND DEVELOPMENT REQUIRED	

TOWN CLERK'S COMMENTS

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PANEL'S COMMENTS

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DATE OF NEXT APPRAISAL	
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Signatures by Appraisal Panel and Town Clerk to confirm that the contents are an accurate record of the interview:			
Panel:		Date:	
Town Clerk:		Date:	
Chairman of Staffing Committee:		Date:	

CHAIRMAN OF STAFFING COMMITTEE'S COMMENTS	

LEIGH-ON-SEA TOWN COUNCIL

TRAINING/DEVELOPMENT IDENTIFIED THROUGH CPR

TRAINING OPTIONS/SPECIFIC COURSE IDENTIFIED?			
(e.g. in-house, shadowing, secondment/exchange, short term cover, course)		PREFERRED TIMESCALE	Priority
What	By whom	Month & year	High / Med / Low
RECOMMENDED BY:			

COURSE	PROVIDER	COST £

Authorised by:		Date:	
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[Agenda](#)

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 E & L COMMITTEE

Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
To engage proactively with the community by gathering feedback on council activities and events in order to respond positively and tailor and/or initiate subsequent events more closely to that feedback	<p>Continue with, and review, relevant PDGs and community forums (events, tourism, community transport)</p> <p>Consider the need for other community forums</p> <p>Allotments – quarterly meetings between Allotment Forum and LTC officer</p>	On-going	Overall E&L budget	<p>Surveys have been undertaken with regard to Summer Series on Strand Wharf and Leigh Lights</p> <p>Environment PDGs with SBC & Veolia have been held</p> <p>Chairman has attended Veolia Community Group</p> <p>Ongoing meetings with AALG</p>	<p>Town Clerk is now part of Leigh Partnership Group and working with group on survey for traders & businesses in Leigh</p> <p>SBC working in conjunction with us for a 'Friends of Library Gardens' group. Introductory meeting March 2018</p>

Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
To work collaboratively with the LCC staff to monitor objectives, budget and expenditure in the light of feedback	<p>LCC staff to report to E&L meetings on response to feedback on events/activities and to offer recommendations for consideration.</p> <p>Leigh Lights - continue with refurbishment of</p>	<p>Ongoing</p> <p>Contract expires January 2019</p>	<p>Overall E&L Budget Easter 2018/19 budget £1,000</p> <p>£10,000</p>	<p>Easter programme survey reported to E&L in June</p> <p>New events recommended to E&L</p> <p>Further pieces ordered</p>	<p>Easter Event to be part of holiday programme</p> <p>If resolved action plan to be updated with details</p> <p>Continue with refurbishment add £5,000 to capital</p>

	lights, introduce max 10 new pieces, renew 3 year installation and storage contract Community transport scheme – to continue to offer trips to the elderly and/or disabled residents within LTC boundary. Advertise in LTC Newsletter to encourage participation from other residents.	Ongoing	2018/19 budget set	to complete Broadway section Staffing in place and programme has recommenced August 2017 Article in December 2016 newsletter has encouraged better uptake of trips	lighting programme 2018/19 2018/19 budget £10,000 as all new metal columns installed by SBC which can take motifs Volunteer drivers now in place
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Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
To initiate and strengthen communication and relationships with voluntary, statutory and commercial organisations (for example, 'mums and toddler groups', schools, churches, etc) to encourage collaborative engagement in town events	Advertising on community website, council newsletter (2xyear) Articles in LTC Newsletter to highlight events/activities targeted at specific groups (either as reports on what has happened or to raise awareness of activities at LCC) + invitation for any other groups to contact LCC	Approx 2 months prior to newsletter release in Dec/June	Overall E&L Budget	Website is live and response positive including contact through it. MO is now active in working on Magazine with the Editor and assisting in sourcing articles	Consider once developed Ongoing

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
<p>To ensure that LTC events and activities are effectively and widely publicised for the benefit of the town and the community</p>	<p>Providing a platform for local groups at town events – circulate information of events to groups using LCC and provide information to local press on up-coming events with an invitation to other local groups to contact LCC for further information.</p> <p>Farmers’ Market – to continue with monthly markets and to consider ways of encouraging better trader participation and an increase in customers</p>		<p>Community initiatives budget/good for Leigh budget</p> <p>Additionally budgeting £1793 staff cost 2017/18 £3717 staff cost 2018/19</p>	<p>EPO involved groups at Summer Series on Strand Wharf and social media is aiding further contact</p> <p>LTC staff are now undertaking organisation and marketing of markets</p>	<p>Staff actively engaged in promoting news & information where relevant and new events will be providing additional platform</p> <p>Staff cost is now applicable and will be reflected in financial monitoring</p>

Outline actions agreed May 2016
Enhance action plan agreed August 2016
Reviewed March 2017, August 2017
TO BE REVIEWED February 2018

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 COMMUNITY FACILITIES COMMITTEE

Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
<p>Leisure Development Project</p> <p>Engage with the public in the development and implementation</p>	<p>Advertise and enrol suitable local residents and service users to the development and implementation groups</p>	<p>With immediate effect and continuing throughout project</p>		<p>Achieved and continuing</p>	<p>Further consultation when appropriate</p>
<p>Community Centre refurbishment</p> <p>Engage with the public in the development and implementation of the future refurbishment</p>	<p>Advertise and enrol suitable local residents and service users to the development and implementation groups</p>	<p>With immediate effect and continuing throughout project</p>		<p>Full consultation of all residents only required if the project has an impact on the precept. A level of consultation recommended with regard to any major restyling</p>	<p>Consultation when appropriate and with consideration to the recommendation of DCLG if a PWL is required</p>
<p>Services</p> <p>Communicate plans and aspirations and consult where appropriate to ensure services provided are required</p>	<p>Inform local press of projects at an early stage and implement formal consultations utilising LTC news, website and other media</p>	<p>As appropriate</p>		<p>Undertaken when appropriate</p>	

Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
Capital Assets					
Maintain and improve particularly skate park, Strand Wharf and paddling pool	Carry out full safety survey of assets and review scheme of regular safety and maintenance checks	Surveys and review to be reported at October meeting April 2018	2017/18 budget being finalised	Operational risk reviews now in place with the next review date of February 2018. Paddling pool has been dredged. FM inspected Bonchurch Park gym. No issues to report to SCB.	
Maximise the utilisation and benefit of existing assets	Continue existing program for CC and further marketing and development by CC administrator.	Ongoing		Strand Wharf now utilised well as is Skatepark although limited promotion until refurbishment finalised.	Continue promoting these assets
	Develop promotion of use of skatepark and Strand Wharf	3 months			
Develop a refurbishment and development plan for Community Centre and to implement these works	Establish a refurbishment group/SC.	3 months		Sub-committee formed	
	Review staffing requirements for major projects	3 months		Staffing implemented	
	Professional consultation	As required	£5000-Used	On going	Recommendations asap to be submitted to Council for approval
	Finalise business plan utilising intern	6 months	£2000	Intern scrapped and budget removed	
	Develop and finalise scheme of refurbishment	12 months ASAP		Feasibility report received and internal discussions taking place as the resolution was to consider repair & refurbishment programme combined.	
	Identify and secure funding	12 months			
Leisure Development – consider outdoor activity area	Implement refurbishment scheme	3 years			
		Report October	£2000		

on Leigh Marshes	Establish development group/SC Carry out feasibility study and local survey Review staffing requirements to support and implement scheme	Meeting 3 months To be considered once Skatepark element complete	None at present	Sub-committee formed Skate park is the priority. Refurbishment idea identified. Investigation into scheme in progress. LD Sub-Committee will be held early 2018 Research undertaken – skatepark is priority Staffing in place	Ongoing
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Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
Assist with development of other bodies through community engagement and liaison.	Review working arrangements	Ongoing		Ongoing where applicable	

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
CFC supports work of other committee and Council by providing and maintaining physical assets	Chairman to engage with other Chairmen and report back	Ongoing		Undertaken at Chairmen's Forum	
Interact with SBC		Ongoing			
Consideration of a NHP				Still under	Awaiting emergence of

				consideration	SBC Local Plan
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Reviews due August 2018 and February 2019
No review was undertaken in November 2016, nor February 2017

[Agenda](#)

CFC Committee 06-02-18**Minute 87**

The Committee **RESOLVED** the Earmarked Reserves for recommendation to P&R and Council as follows:

EMR	Proposed increase/creation	2017/18 Closing balance
Skate Park (£4402.25)	£500	£4,902.25
CFC other (£1331.03)	£500	£1,831.03
CC General (£14094.88)	£4,000	£18,094.88
CC Refurb & Equip (£22576.68)	£47,000*	£69,576.68
Paddling Pool (1659.70)	£500	£2,159.70
Strand Wharf Planters (3634.72)	(£593.05)	£3,041.67

E&L Committee 20-02-18**Minute 80**

The Committee **RESOLVED** the Earmarked Reserves for recommendation to P&R and Council as follows:

EMR	Proposed increase/creation	2017/18 Closing Balance
Allotments Infrastructure (£5006.73)	£1,250.00	£6,256.73
E&L Allotments (£2,120.19)	£500.00	£2,620.19
E&L General Services (£4,000)	£1,900.00	£5,900.00
E&L General Events (£4,728.30)	£1,358.00	£6,086.30
Leigh Lights (£4,659.00)	£4,300.00	£8,959.00

[Agenda](#)

LCC DILAPIDATIONS PROJECT BUDGET**REPORT 2683/HS**

Following comprehensive reports which were submitted to CFC in the Autumn of 2017, dilapidations were comprehensively identified that LCC need to attend to in order to comply with the lease. Additionally, it has become apparent over the past year that other essential remedial work needs to be undertaken and additionally, if a refurbishment project does not proceed, there are some additional items that it would be prudent to consider to provide hirers with the environment they have identified is lacking within the building.

The CFC Committee reviewed the proposed phases along with the associated costs and recognised that with repair works long outstanding, elements are becoming essential to preserve the building and the business of running the Community Centre. The Committee therefore request consideration of a project budget to ensure that the work is scheduled and undertaken in the timescales recommended by the professional company that undertook the condition survey.

Phase 1 – immediate attention (and to be completed within 2 years)

Budget years 2018/19 & 2019/20

Repairs/works identified	Cost	Phase Costs	TOTAL
Bird Proofing	2,500		
New lift	32,000		
Heating System flush & thermostatic valves	7,500		
Lantern Light	17,000		
JG identified works to do (if no refurb)	49,250		
JG immediate works identified	2,995		
Kitchen (if no refurb) – to bring to correct standards	13,000		
JG identified repairs years 1-3	107,300	231,545	
JG Fees (for part works)		21,185	
Contingency (10%)		25,273	278,003
VAT			55,601
			£333,604

We are currently awaiting a report by a professional consultant on VAT which will be referred to Council. In the event, that the Council becomes VAT registered and opts to tax the Community Centre then the VAT recoverable will in effect pay for the wish list items below and thus will offset other project funding identified in later years for repair works to take place 3 years onwards.

Wish list items (if no refurb project)	Cost	Phase Costs	TOTAL
Acoustic Panels to LH & Room 5 doors	18,000		
Comfort Cooling to LH	15,000		
Room 1 windows replaced	3,500		
Rear Access ramp	5,000	41,500	
Contingency (10%)		4,150	45,650
VAT			9,130
			£54,780

Phase 1 Project Funding Identified

	CAPITAL RESERVE as at 31/03/18	EARMARKED RESERVE as at 31/03/18	BUDGET 2018/19	TOTAL	MT Forecasted budget 19/20
MAJOR PROJECTS	£138,407.95*		£50,000	£188,407.95	50,000
CC EXTERNAL MAINTENANCE		£39,000	£39,000	£78,000	10,000
CC INTERNAL MAINTENANCE		£8,000	£10,000	£18,000	10,000
CC INFRASTRUCTURE COSTS (CAPITAL)		£22,576.68	£13,000	£35,576.68	
TOTAL FUNDS				£319,984.63	£70,000

*assumes £30,000 reserved for skate park project and set apart from Capital Reserve

TOTAL PHASE 1 EXPENDITURE - £388,384 TOTAL PHASE 1 FUNDING - £389,984.63

All other repairs

Repairs/works identified	Cost	Budget years
Repairs 3-5 years	52,200	2020/21
Repairs 5-10 years (incl. boiler)	118,000	2021/22 & 22/23
Repairs 10-20 years	48,600	
Repairs 20-30 years	48,600	
All above costs exclude VAT		
And any fees		
	£267,400	

All other Project Funding Identified

	CAPITAL or EM RESERVE as at 31/03/20	Budget 2020/21	Capital or EM Reserve as at 31/03/21	Budget 21/22	Capital or EM Reserve as at 31/03/22	Budget 22/23
MAJOR PROJECTS		£50,000	£17,800	£50,000	67,800	£50,000
CC EXTERNAL MAINTENANCE		£10,000		£10,000	10,000	£10,000
CC INTERNAL MAINTENANCE		£10,000		£10,000	10,000	£10,000
TOTAL FUNDS		70,000				157,800

Repairs 10 years + can be funded from LCC maintenance budgets set in future years.

[Agenda](#)

Motion

Proposed Cllr. R.Herbert

Seconded Cllr. P.Fox

That this committee recommends to Council:-

1. To continue with the existing LCC maintenance and infrastructure budgets of £62,000 as an ongoing budget, updated annually.
2. That the existing Ear Marked Reserve and the ongoing maintenance budget be utilised for repairs and refurbishment over the projected 10 year span of the program identified in the Johson Gillies report 10067/TDH/ZM, presented to CFC PDG on 3rd October 2017 and as regularly reviewed and updated
3. That any excess sums in this budget be utilised towards a program of improvements and additions
4. That any projected or actual increases in the income budget as a result of improvements be used to increase the maintenance budget and thereby increase the sum available for further improvements.
5. That if it is desired to carry out improvements beyond this budget that other sources of finance are sought including application to utilise the Council's capital project fund identifying the benefit and in accordance with the Council's resolved procedures.
6. That the planned maintenance program, updated and modified if required, identified in report 10067/TDH/ZM be progressed as a matter of urgency through the LCC sub committee.

That it is recommended to Council that spending on the first years identified program of works be approved and carried out subject to the approval of the LCC sub committee for all items of expenditure in excess of £1,000 and within that approved budget. Subsequent years expenditure budgets to be reviewed and approved by Council at the annual budget round with spending approval authorised by the LCC sub committee.

Report

These proposals would allow an immediate start on the required repairs and maintenance.

They recognise that these works are to be carried out over an extended period of time.

They recognise the use of the Capital Projects fund towards this program.

They allow flexibility within existing budgets and take account of proposed improvement works.

They are transparent and they maintain the existing financial separation between Council and Community Centre.

They provide scrutiny and control of public expenditure in a flexible and expedient manner.

They have no effect on the precept or other Council budgets or programs.

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	£ 400,904.00	£ -	100.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 9,800.00	£ 9,800.00	£ -	100.00%	Grant Award Fund	£ 3,471.00	£ 5,000.00	£ 4,363.30	£ 4,107.70	51.51%
Bank Interest	£ 1,000.00	£ 775.55	£ 224.45	77.56%	Furniture & Equipment		£ 500.00	£ 351.74	£ 148.26	70.35%
Other Income*		£ 245.99	-£ 245.99		Elections	£ 22,265.59	£ -	£ 2,920.82	£ 19,344.77	13.12%
Sale of Garden Waste Sacks*	£ 1,200.00	£ 1,185.70	£ 14.30	98.81%	Legal Costs		£ 3,500.00	£ 25.00	£ 3,475.00	0.71%
VAT received		£ -	£ -		Annual Town Meeting		£ 500.00	£ 232.38	£ 267.62	46.48%
CIL Income - FOR NOTING		£ 5,834.54	-£ 5,834.54		Community Engagement		£ 11,000.00	£ 9,822.96	£ 1,177.04	89.30%
					Volunteer Programme	£ 19,504.40	£ 5,000.00	£ 3,990.80	£ 20,513.60	16.29%
					Website		£ 100.00	£ 210.00	-£ 110.00	210.00%
					Civic		£ 200.00	£ 129.77	£ 70.23	64.89%
					Renewals Fund	£ 16,086.02	£ 2,000.00	£ 1,642.20	£ 16,443.82	9.08%
					Garden Sacks		£ 1,200.00	£ 1,038.08	£ 161.92	86.51%
					Localism Act	£ 2,000.00	£ 300.00	£ 150.00	£ 2,150.00	6.52%
TOTAL INCOME	£ 412,904.00	£ 418,745.78	-£ 5,841.78	101.41%	TOTAL EXPENDITURE	£ 63,327.01	£ 29,300.00	£ 23,277.05	£ 69,349.96	79.44%
* Other Income in Main Budget Sheet										
CIL EMR £885.06					Capital Fund	£120,684.48	£ 50,000.00	£ -	£ 170,684.48	0.00%

[Agenda](#)

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	£ 724.51	£ 1,275.49	36.23%
Insurance	£ 6,300.00	£ 6,453.16	-£ 153.16	102.43%
Library	£ 300.00	£ 69.94	£ 230.06	23.31%
Communication	£ 2,450.00	£ 1,692.00	£ 758.00	69.06%
Photocopying	£ 3,500.00	£ 2,339.22	£ 1,160.78	66.83%
Subscriptions	£ 2,300.00	£ 1,793.16	£ 506.84	77.96%
Postage	£ 1,700.00	£ 1,236.76	£ 463.24	72.75%
Entertaining	£ 250.00	£ 120.00	£ 130.00	48.00%
Licences	£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges	£ 1,200.00	£ 907.70	£ 292.30	75.64%
Miscellaneous	£ 500.00	£ 89.57	£ 410.43	17.91%
Professional Advice	£ 1,000.00	£ 308.33	£ 691.67	30.83%
Audit	£ 2,700.00	£ 2,560.00	£ 140.00	94.81%
IT	£ 4,500.00	£ 3,635.60	£ 864.40	80.79%
Training - Staff	£ 3,000.00	£ 1,192.40	£ 1,807.60	39.75%
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	£ 592.77	£ 57.23	91.20%
	£ 35,450.00	£ 25,452.41	£ 9,997.59	71.80%
	£ 65,950.00	£ 55,952.41	£ 9,997.59	84.84%

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	£ 23,277.05	£ 6,022.95	79.44%
Local Council Tax Support Grant	£ 9,800.00	£ 9,800.00	£ -	100.00%	Office & Admin	£ 65,950.00	£ 55,952.41	£ 9,997.59	84.84%
Interest	£ 1,000.00	£ 775.55	£ 224.45	77.56%	Staffing	£ 98,153.00	£ 79,411.30	£ 18,741.70	80.91%
Other Income	£ 1,200.00	£ 1,431.69	-£ 231.69	119.31%	Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL Income (for noting)		£ 5,834.54	-£ 5,834.54			£ 243,403.00	£ 158,640.76	£ 84,762.24	65.18%
	£ 412,904.00	£ 418,745.78	-£ 7.24	101.41%					
Community Facilities					Community Facilities				
LCC Hire Income	£ 125,000.00	£ 91,059.17	£ 33,940.83	72.85%	LCC Expenditure	£ 114,000.00	£ 45,669.31	£ 68,330.69	40.06%
LTC Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	LCC Staffing	£ 139,800.00	£ 96,189.17	£ 43,610.83	68.80%
Strand Wharf	£ -	£ -	£ -		Highway Facilities	£ 5,300.00	£ 300.00	£ 5,000.00	5.66%
Other Income	£ 4,366.22	£ 6,478.82	-£ 2,112.60	148.39%	Strand Wharf Expenditure	£ 1,300.00	£ 925.14	£ 374.86	71.16%
LCC Fund-Raising		£ 183.94	-£ 183.94		Skate Park Expenditure	£ 3,550.00	£ 1,386.57	£ 2,163.43	39.06%
					Skate Park Staffing	£ 4,000.00	£ 2,864.89	£ 1,135.11	71.62%
					Paddling Pool	£ 500.00	£ -	£ -	0.00%
	£ 156,366.22	£ 124,721.93	£ 31,644.29	79.76%	Strand Wharf Capital Expenditure	£ -	£ 2,880.00	-£ 2,880.00	
						£ 268,450.00	£ 150,215.08	£ 117,734.92	55.96%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 11,111.00	£ 14,696.84	-£ 3,585.84	132.27%	Allotments Expenditure	£ 12,110.00	£ 11,277.46	£ 832.54	93.13%
Community Transport Fees	£ 3,200.00	£ 1,127.00	£ 2,073.00	35.22%	Allotments Staffing	£ 8,600.00	£ 6,823.50	£ 1,776.50	79.34%
Farmers' Market Fees	£ 2,000.00	£ 2,613.00	-£ 613.00	130.65%	Community Transport Expenditure	£ 4,330.00	£ 1,612.24	£ 2,717.76	37.23%
Leigh Lights Income	£ 2,000.00	£ 3,290.00	-£ 1,290.00	164.50%	Community Transport Staffing	£ 4,400.00	£ 2,899.16	£ 1,500.84	65.89%
Other Events Income	£ 550.00	£ 814.70	-£ 264.70	148.13%	Farmers' Market Expenditure	£ 1,350.00	£ 1,735.42	-£ 385.42	128.55%
Other E&L Income	£ 50.00	£ 40.00	£ 10.00	80.00%	Leigh Lights Expenditure	£ 35,750.00	£ 31,565.98	£ 4,184.02	88.30%
	£ 18,911.00	£ 22,581.54	-£ 3,670.54	119.41%	Events & Other Expenditure	£ 17,000.00	£ 11,595.01	£ 5,404.99	68.21%
					E&L Staffing	£ 15,319.00	£ 12,814.69	£ 2,504.31	83.65%
						£ 98,859.00	£ 80,323.46	£ 18,535.54	81.25%
Planning, Highways & Licensing					Planning Highways & Licensing				
		£ -	£ -		Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 10,500.00	£ 9,526.61	£ 973.39	90.73%
	£ -	£ -	£ -			£ 11,000.00	£ 9,526.61	£ 1,473.39	86.61%
Total Income	£ 588,181.22	£ 566,049.25	£ 27,966.51	96.24%	Total Expenditure	£ 621,712.00	£ 398,705.91	£ 222,506.09	64.13%
Capital Reserves 31/03/17	£ 120,684.00	YR END EST	£ 170,000.00		Balances Remaining C/F		£ 571,108.34		
Earmarked Reserves 31/03/17	£ 155,820.00	YR END EST	£ 225,628.00						
CIL 31/03/17	885.06		6719.60		Current General Reserves		£ 294,604.34		
					Estimated General Reserves 31/3/18		£ 134,317.34		



Leigh-on-Sea Town Council

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

Payments List 16th Dec 2017- 23rd Feb 2018 Report 2684/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102387	£15.57	SSE	Electricity – Strand Wharf
102388	£150.54	Essex Supplies (UK) Ltd	Cleaning materials
102389	£3500.00	Southend BC	Rent at LCC
102390	£33.00	Miskos Ltd	Set up new franking machine
102391		Cancelled issued in error	
102392	£54.60	Acumen Wages Service	Payroll processing
102393	£126.00	Miskos Ltd	Spam filtering and server monitoring
102394	£2920.82	Southend Borough Council	By-Election charges Leigh Road Ward
102395	£4332.00	Premier Civil Engineering Ltd	Traffic management Leigh Lights (replacement chq)
102396	£60.00	Allen Bros Electrical (Factors) Ltd	Bulbs and timer for Comm Centre
102397	£50.00	Admirals Court Care Home	Refund allotment plot deposit
102398	£50.00	J Timcke	Refund allotment plot deposit
102399	£295.00	CTA (UK)	Annual membership
102400	£35.18	Viking	Office stationery
102401	£33.00	Miskos Ltd	Set up new email account
102402	£21.47	SSE	Electricity – Strand Wharf
102403	£2,745.00	Aylesford Electrical Cont. Ltd	Part pymt – Leigh Xmas Lights
102404	£840.00	St John Ambulance	Staff cover – First Aid Post, Apr-Sep
102405	£954.00	Linda S Russell Ltd	CLL training fees
102406	£320.00	Matthew Butler	Half term Entertainer fees
102407	£100.00	Brentwood Community Transport	MiDAS training – Reginald Wells
102408	£29.29	Recognition Express Essex	Name badges

102409	£100.00	EALC	End of Year Acctg course- E Stratton
102410	£45.00	SAVS	Recruiting Volunteers training-E Dean
102411	£49.31	SSE	Electricity – skate park
102412	£26.87	Greyhound Homer RGT	Distribution of Leigh Lights collection
102413	£72.90	Lorna & Lottie's CIC	Food and drinks at Council meeting
102414	£189.27	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
102415	£54.60	Acumen Wages Service	Payroll processing charges
102416	£125.00	Tiny Tales Storytellers	Easter events entertainment
102417	£100.00	Brentwood Community Transport	Deposit for MIDAS course for 2 volunteers
102418	£126.00	Miskos Ltd	Server monitoring and spam filtering
102419	£24.00	AC Marquez-Leaman	Refund room hire
102420	£25.00	Mr M McGurk	Allotment plot deposit refund
102421	£174.40	Essex County Council	DBS check fees
102422	£500.00	Leigh Art Trail	Grant Award - replacement chq 102321 lost
102423	£291.60	SLCC Enterprises Ltd	Practitioners Conference fee
102424	£714.00	Crown Services Organisations Ltd	Service of the flag pole at Strand Wharf
102425	£22.75	SSE	Electricity Strand Wharf
102426	£32.00	SEEOG	Entertainer costs at Children's Events
102427	£140.00	Cash	Top up Petty Cash
102428	£41.07	Helen Symmons	Travel expenses
102429	£198.00	Miskos Ltd	IT Audit
102430	£10.00	Wyvern Community Transport	Minibus hire deposit
102431	£44.10	Fulton Paper	Paper
102432	£825.60	Quantum Services	Lift repair
Bk Trs	£150.00	FP Teleset	Top up postage
Bk Trs	£232.00	The Arts Ministry	Ticket sales half term event
Bk Trs	£110.00	FP Teleset	Top up postage
Bk Trs	£20000.00	Payroll	To cover December payroll
Bk Trs	£19000.00	Payroll	To cover January payroll
Bk Trs	£22000.00	Payroll	To cover February payroll

		Expenditure – Imprest Items	
	£19.99	B & Q	Community Centre attic key safe
	£350.60	Sarah Moore	Christmas lunch CT
	£184.94	Sarah Moore	Christmas lunch CT
	£64.43	CNM Online	Baby changing table safety strap
	£40.08	Dulux Decorator Centre	Paint & sandpaper for Comm Centre
	£25.00	Money Claim Online	Fee for claim re Comm Centre unpaid invoices
	£25.00	Disclosure Scotland	Staff disclosure check fee
	£25.00	Disclosure Scotland	Staff disclosure check fee
	£31.00	Solopress	Leaflets for Nearly New Fair
	£25.00	Disclosure Scotland	Staff disclosure check fee
	£25.00	Disclosure Scotland	Staff disclosure check fee
	£48.90	Decowall London	Frosted window film
	£27.00	Solopress	Easter Event flyers
		Expenditure – Direct Debits	
	£62.32	Global Payments	Card processing fee
	£257.58	Edenred	Childcare vouchers & fees
	£198.00	FP Mailing	Lease of franking machine
	£687.57	SSE	Electricity Comm Centre
	£36.67	The Calls Warehouse	Call charges 477248
	£109.68	Biffa Environmental	Bin collection Comm Centre
	£65.93	Biffa Environmental	Recycling Comm Centre
	£85.67	Biffa Environmental	Bin collection Skate Park
	£425.99	Wave / Anglian Water	Sewerage charges Comm Centre
	£753.52	SSE	Gas Comm Centre
	£769.00	Southend BC	Business rates Comm Centre
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee order costs recovered by LTC
	£61.86	Global Payments	Card processing fee

	£257.58	Edenred Ltd	Staff Childcare vouchers
	£256.46	British Telecom	Line rental and calls 716288
	£33.56	The Calls Warehouse	Call charges 477248
	£109.62	British Telecom	Line rental and call charges 716287
	£571.06	SSE	Electricity Community Centre
	£482.99	British Telecom	Line rental 477248 & 477987
	£88.84	Biffa Environmental	Comm Centre bin collection
	£50.77	Biffa Environmental	Comm Centre recycling collection
	£85.67	Biffa Environmental	Skate Park bin collection
	£151.42	DOTS	Photocopying costs
	£73.16	Global Payments	Card processing fee
	£80.39	GO CARDLESS (Verde Coffee Ltd)	Coffee order costs recovered by LTC
	£257.58	Edenred	Childcare vouchers & fees
	£675.54	SSE	Electricity CC

[Agenda](#)

Proposal for:-

LEIGH TOWN YOUTH COUNCIL

MOTION PROPOSED BY CLLR ANITA FORDE, SECONDED BY CLLR RICHARD HERBERT

That Leigh Town Council sets up a group to consider the establishment, development and delivery of a Youth Council.

REPORT

The Council identified, following a survey in 2015, that it had a deficit in the provision of services for youths aged under 20 in Leigh. There is also a strong desire by many councillors to increase provisions for this age group. Clearly, those best placed to understand and identify the needs of this group are those who are part of it.

The Youth Council would give the youth of Leigh a voice. The Leigh Town Council should consider it as an investment, building on the success and inclusivity of our young people and to allow them a more 'grown-up' political and civic involvement. Even a small number will benefit the Council.

I believe a Youth Council (Committee) will be a springboard to all sorts of future activities and benefits such as:

1. Involvement of this identified age group in the work of the Council and civic life
2. A better insight into the needs of our youths
3. Increased involvement of the community in our work via the families, friends of this group
4. Promote and support new initiatives set up by the Leigh Town Council e.g. The Youth Market

HOW

Appeal to local schools and youth groups to enthuse the young. I am volunteering at Leigh Road Baptist Church (lrbc) Friday Night Youth cafe so I have an opportunity to engage with a range of ages. I have already liaised with WHSG and WHSB and they are more than happy for me to use their assemblies as a platform for my appeal. I like the idea of transition ages, 11-12 years, being included, so year 6 of our Junior schools would be a target group too.

BUDGET

The cost of setting up the Youth Council would be relatively low as the resources required to accommodate i.e. office back-up, meetings room, officers if needed etc., are already in place.

[Agenda](#)