

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 Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Members are hereby summoned to attend the Annual Council Meeting
of Leigh-on-Sea Town Council on
Tuesday 14th May 2019 in Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Tea and coffee will be available from 7.00 p.m. with a short presentation at 7.15 p.m. to YMCA by Valerie Morgan, the outgoing Chairman of Council.

AGENDA

1. ELECTION OF CHAIRMAN

To elect the Chairman for 2019/20. The elected Chairman will then execute the Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN

The Chairman will present the Vice Chairman badge to the elected Councillor.

3. REPORT ON DELIVERY OF DECLARATIONS OF OFFICE AND ARRANGEMENTS FOR ACCEPTANCE AT A LATER MEETING IF REQUIRED

4. APOLOGIES FOR ABSENCE

5. DECLARATIONS OF INTEREST

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda

6. APPROVAL OF THE MINUTES OF THE MEETING 19TH MARCH 2019

7. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 22ND MARCH 2019

8. PUBLIC REPRESENTATIONS

9. SOUTHEND BOROUGH COUNCIL

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

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

11. TOWN CLERK'S REPORT ([Appendix 1](#)) page 15

12. TO CONSIDER WHETHER COUNCIL WISHES TO CO-OPT COUNCILLORS FOR THE VACANCIES POST ELECTION IN HIGHLANDS, THAMES AND HERSHELL WARDS – **DECISION ITEM**

Section 21 of the Representation of the People Act 1985 provides that where an insufficient number of candidates is validly nominated at an ordinary local council election to fill the vacancies on the council, provided that those elected constitute a quorum the council may co-opt any person or persons to fill the vacancies. The council may exercise this within 35 days of the election (excluding weekends and bank holidays). If Council does resolve to co-opt to fill the vacancies, then the Town Clerk recommends that a meeting on Monday 10th June at 7.30 pm is considered for this purpose and also to appoint members to vacant positions on Committees if vacancies exist. The co-option vacancies will be advertised on the Council's website and social media pages and co-option will be in accordance with the Council's co-option procedures.

COMMITTEES

13. COMMITTEES

To receive the final Minutes of Committees for 2018/19 and report 2714/I&E

- a) Planning Committee - To receive minutes of [26th March](#), [9th April](#), and [23th April 2019](#)

NO RECOMMENDATIONS TO COUNCIL

- b) Staffing Committee – To receive minutes of [9th April 2019](#)

NO RECOMMENDATIONS TO COUNCIL

- c) Community Facilities Committee – To receive minutes of [2nd April 2019](#)

NO RECOMMENDATIONS TO COUNCIL

- d) Environment & Leisure - To receive minutes of [16th April 2019](#)

NO RECOMMENDATIONS TO COUNCIL

Councillors are asked to note that the following amendments will be recommended to the minutes when approved at Community & Culture Committee 18th June 2019 as inadvertently they were omitted from the draft minutes:

CHRISTMAS LIGHTING INFRASTRUCTURE – COLUMN TESTING – Agenda item 12

The Committee **RESOLVED** to accept the quotation of £3,500 + VAT with an appropriate movement of Earmarked reserves at the end of the year to cover the full cost.

LITTER LESS LEIGH

The Committee **NOTED** that the next meeting date will be published on the Council's website as soon as advised.

- e) Policy & Resources - To receive minutes of [30th April 2019](#)

RECOMMENDATIONS TO COUNCIL –

- **Minute 99 – Terms of Reference**
RECOMMENDED that the Community Committee be renamed to the Community & Culture Committee to reflect all aspects of the new Committee's remit
RECOMMENDED that meetings of Planning, Highways & Licensing Committee be held every 3 weeks commencing 21st May 2019

Members are advised that the Terms of Reference for the forthcoming Council year were approved at Council 20th November 2018 and the recommendations above would be subsequent changes to those Terms of Reference ([Appendix 2](#)) page 19

- **Minute 100** – Review of Financial Regulations
RECOMMENDED that the reviewed Regulations be adopted ([Appendix 3](#)) page 34
- **Minute 101** – Review of Standing Orders
RECOMMENDED that the reviewed Standing Orders be adopted ([Appendix 4](#)) page 49
- **Minute 107** – Adjustments to Earmarked Reserves Figure
RECOMMENDED that the Community Centre Salaries underspend as at 31st March 2019 be absorbed into the General Reserve
RECOMMENDED that the P&R Furniture and Equipment underspend as at 31st March 2019 be absorbed into the General Reserve
- **Minute 110 – To Approve Expenditure**
RECOMMENDED that the Council note the account transfers and approve the expenditure in Report 2714/I&E ([Appendix 5](#)) page 75

ANNUAL COMMITTEES

14. MEMBERSHIP OF COMMITTEES AND INTEREST IN DESIGNATED PROJECT DEVELOPMENT GROUPS FOR 2019/20 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE - **DECISION ITEM**

Nominations and elections for Committees will take place. Once the Committee is formed, nominations and elections for Chairman and Vice Chairman will take place:

- a) Planning, Highways & Licensing Committee
- b) Community & Culture Committee
- c) Staffing
- d) Finance & Governance Committee
- e) Arts Group
- f) Youth Group
- g) LTC Magazine Group
- h) Friends of Library Gardens Group

15. DATES AND TIMES OF MEETINGS – **DECISION ITEM** ([Appendix 6](#)) page 79

It is **RECOMMENDED** that the dates and times of meetings as per Appendix 6 be adopted. Members are asked to note that some of the dates presented to them at Council 19th March 2019 have been revised.

16. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS – **DECISION ITEM**

- a) Art Group
- b) Youth Group
- c) LTC Magazine Group
- d) Friends of Library Gardens Group

17. REPRESENTATIVES TO OUTSIDE BODIES – **DECISION ITEM**

To nominate Council representatives to outside bodies for 2018/19 and where appropriate reserves:

OUTSIDE BODY	2018/19 REPRESENTATIVE
Public & Passenger Transport Group	Cllr Healey
Thames Estuary Partnership	Cllrs Morgan & C Mulroney
Leigh Port Partnership	Cllr Fr. Hillman
Southend Airport Consultative Committee	Cllr Morgan
EALC Larger Local Councils Forum	Town Clerk
EALC Executive Committee	Town Clerk
Southend Business Partnership	Town Clerk & Cllr C Mulroney
Southend Standards Committee	Cllr Parker
Southend Bio Diversity Committee	Cllr Fr. Hillman
SAVS	Cllrs Adair & Forde
Fisheries Local Action Group	Cllr C Mulroney
Leigh Coastal Communities Team	Cllr C Mulroney
Police & Fire Conference	Chairman plus another Cllr
Veolia Community Group	Cllr Morgan plus other Cllrs if available
Local Community Police Meeting	Chairman

Representatives will be required to report back to Council or an appropriate Committee following meetings attended.

OTHER ANNUAL BUSINESS

18. RESOLUTION OF TOWN COUNCIL TO EXERCISE THE GENERAL POWER OF COMPETENCE

Leigh Town Council in its last administration term resolved the General Power of Competence (GPC) granted to Councils under the Localism Act 2011. The power permits the Council to do anything an individual can do unless specifically prohibited by the general power of any other legislation. Parish and Town Councils without the GPC are only permitted by legislation to exercise a range of discretionary statutory powers. To be eligible to use the power, a Council must meet two criteria as set out in statutory instrument 965 – Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012:

- The number of elected councillors as the last election must equal or exceed two thirds of the total number of seats on the council. As of 6th May 2019, of the 16 seats available on council, 13 have been filled by election. This criteria has been met.
- The clerk must hold one of the sector-specific qualifications. The present Town Clerk has passed the Certificate in Local Council Administration, a recognised qualification. This criteria has been met.

It is therefore **RECOMMENDED** that Leigh-on-Sea Town Council passes a resolution under paragraph 1 meeting the conditions set out in paragraph 2 of the schedule in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965 in exercise of powers conferred by sections 8(2) and 235(2) of the Localism Act 2011

19. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE – **DECISION ITEM** ([Appendix 7](#)) page 80

It is **RECOMMENDED** that Council adopt the Complaints Procedure as laid out in Staff Handbook which is available on the website.

20. REGISTER OF MEMBERS' INTERESTS

Councillors are reminded that these must be delivered to the Town Clerk by 31st May to ensure they are notified to the monitoring officer at Southend Borough Council within 28 days of taking office.

21. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **DECISION ITEM** (within [Appendix 12](#)) page 97

It is **RECOMMENDED** that the Council review and approve the current inventory.

22. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Town Clerk has a review meeting with the insurers annually to ensure appropriate cover is applied. We continue to receive the low claims rebate. The long term agreement expires in 2021 and the Town Clerk will obtain quotes from at least 3 insurance companies. The insurance budget for 2018/19 was £6,700 and actual cost was £6,563.85. Additionally the Council pay SBC to insure the Leigh Community Centre. For 2018/19 this was £2,570.17

It is **RECOMMENDED** that Council confirm the arrangements. The budget for 2019/20 is £6,700 for the Council cover and £2,800 for LCC cover. No significant amendments are expected to be made at the August review.

23. REVIEW OF COUNCIL'S PUBLICATION SCHEME IN RESPECT OF OBLIGATIONS UNDER FREEDOM OF INFORMATION & DATA PROTECTION LEGISLATION – **DECISION ITEM** ([Appendix 8](#)) page 84

It is **RECOMMENDED** that Council review and adopt the Scheme.

24. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – **DECISION ITEM** ([Appendix 9](#)) page 90

It is **RECOMMENDED** that Council review and adopt the Procedure.

25. TO AUTHORISE PAYMENT OF ANNUAL SUBSCRIPTIONS, CONTRACTS AND LICENCES IN ACCORDANCE WITH INTERNAL FINANCIAL REGULATIONS EITHER BY VARIABLE DIRECT DEBIT, BANK TRANSFER OR CHEQUE – **DECISION ITEM** ([Appendix 10](#)) page 92

It is **RECOMMENDED** that Council confirm payment and approve the use of direct debit and bank transfer methods.

26. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **DECISION ITEM**

Financial Regulation 6.3 requires Council to nominate cheque signatories (at least four), any two of whom must sign each cheque and authorise staff salaries.

The current signatories are Cllrs: Anita Forde, Carole Mulroney, Declan Mulroney, Jill Healey and Caroline Parker.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN
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27. ANNUAL GOVERNANCE STATEMENT 2017/18 – **DECISION ITEM** ([Appendix 11](#)) page 94

The Council considered the Accounting Statements at the Council Meeting 19th March 2019. The 8 statements were read out individually and **RESOLVED** after each statement – **Minute 112**.

It is **RECOMMENDED** that Council having considered the findings of the review 19th March 2019 and resolved each Governance Statement individually, **APPROVE** Section 1 Annual Governance Statement, with the Chairman and Town Clerk signing the document immediately after the resolution.

28. ANNUAL ACCOUNTS – **DECISION ITEM** ([Appendix 12](#)) page 95

To **APPROVE** Income and Expenditure Account, Balance Sheet and supporting notes to accounts

29. ACCOUNTING STATEMENTS 2017/18 – **DECISION ITEM** ([Appendix 13](#)) pages 102-104

To **APPROVE** Section 2 Accounting Statements together with an explanation of variation of 15% and above and a statement of Income and Expenditure relating to Box 7 and 8 of the return. The Town Clerk as Responsible Financial Officer has certified the statements, with the Chairman to sign the document immediately after the resolutions.

FINANCIAL

30. INTERNAL AUDIT FINAL REPORT 2017/18 ([Appendix 14](#)) page 105

To receive the report from Auditing Solutions

31. APPOINTMENT OF EXTERNAL AUDITORS – **DECISION ITEM** ([Appendix 15](#)) page 114

It is **RECOMMENDED** that Auditing Solutions be re-appointed as external auditors for Leigh Town Council for the year 2017/18 with the scope of work set out in Appendix 15.



Helen Symmons
Town Clerk
9th May 2019

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

DATE OF NEXT MEETING: Monday 10th June 2019 if Agenda item 12 resolved



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MINUTES OF A MEETING OF LEIGH-ON-SEA TOWN COUNCIL
TUESDAY 19TH MARCH 2019
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Chairman), Keith Evans, Anita Forde, Jill Healey, Carole Mulroney, Declan Mulroney, Ron Owen, Caroline Parker and Vivien Rosier.

Also in attendance: Helen Symmons (Town Clerk), Rev. Andrew Cowley (Leigh Road Baptist Church), Cllr Stephen Ayles (Southend Borough Council) and one member of the public.

Prior to the meeting, Blade Education made a presentation of their work and projects in the Southend community. These ranged from their first event 'Celebrate Leigh' to the more recent London Southend Airport Poppy Garden and Tapestry. Blade Education is all about social enterprise and working within communities with 'Everyone together – no one left behind'. They spoke of the lottery funding they have secured with regard to Southend cemeteries and the new projects they hope to be involved in subject to funding. Leigh Town Council were thanked for their continued support.

Following the presentation and prior to the meeting prayers were said by Rev. Andrew Cowley, the Chairman's Chaplain.

The meeting opened 7.33 p.m.

103. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS

The Chairman welcomed all to the final full Council meeting of the administration year and also the 4 year Council term. She thanked Reverend Cowley for being her Chaplain. The Chairman spoke of the High Sheriff of Essex awards evening that she had recently attended with the Vice Chairman and they were delighted to witness that two of the award winners had connections with Leigh Town Council. The appropriate housekeeping announcements were made.

104. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Mark Bromfield, John Duprey, Patrick Fox, Paul Gilson and Fr. Clive Hillman.

105. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest as a Southend Borough Councillor in Agenda item 9e, as Southend Borough Council are landlords for the skate park.

106. APPROVE MINUTES OF THE PREVIOUS MEETING

Cllr Owen queried the reference in the minutes to the resurfacing works mentioned by Southend Borough Cllr Arscott at the meeting. The Town Clerk checked her notes and confirmed that they had been recorded that the work would take place in 'due course'. As Cllr Owen reported the issue had worsened, the Town Clerk was requested to bring this to the attention of the Borough. A Borough Councillor present also undertook to report the matter direct.

The minutes of 22nd January 2019 were agreed and signed by the Chairman as a true and accurate record.

107. PUBLIC REPRESENTATIONS

There were none.

108. SOUTHEND BOROUGH COUNCIL

The Chairman welcomed Cllr Aylen to the meeting and invited him to speak. Cllr Aylen requested that Leigh Town Council consider two potential projects for CIL receipts – flower planters at the junction of Elmsleigh Drive and Manchester Drive and an alteration to the Prittlebrook cycle path so that it encompassed Bonchurch Park and ran completely by the brook with the park. The Town Clerk confirmed that these projects were not something Leigh Town Council could consider without the support of the Borough Council. They would be added to the list for Council to consider with other ideas upon receipt of 2019 CIL monies. Cllr Aylen thanked Leigh Town Council for the Bonchurch Park event as this was well received by residents.

Cllr Aylen left the meeting along with the member of the public.

Cllr C Mulroney in her capacity as a Borough Councillor informed the Council of the current Borough Consultations that could be responded to and advised that the Borough's energy partnership with OVO Energy was due to finish and options would be advised to those that had signed up with the energy supplier.

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

There were none.

110. TOWN CLERK'S REPORT

The Committee **NOTED** the report and the Town Clerk advised that the Future High Streets Fund Expression of Interest bid was due to be submitted. The Council were appreciative of the opportunity for the Town Clerk to work with the Leigh Partnership Group to submit this through the Borough Council.

COMMITTEES

111. COMMITTEES – **Agenda item 9**

To receive the Minutes of Committees for 2018/19 and report 2708/I&E

f) Planning Committee – Cllr Healey presented the minutes of [29th January](#), [12th February](#), [26th February](#) and [12th March 2019](#)

NO RECOMMENDATIONS TO COUNCIL

g) Staffing Committee – Cllr D Mulroney presented the minutes of [29th January 2019](#)

NO RECOMMENDATIONS TO COUNCIL

h) Community Facilities Committee – Cllr C Mulroney presented the minutes of [5th February 2019](#)

NO RECOMMENDATIONS TO COUNCIL –

i) Environment & Leisure – Cllr Morgan presented the minutes of [19th February 2019](#)

RECOMMENDATIONS TO COUNCIL

- **Minute 86** – Allotments Non-Residents Levy - **RESOLVED**

j) Policy & Resources – Cllr D Mulroney presented the minutes of [5th March 2019](#)

RECOMMENDATIONS TO COUNCIL –

- **Minute 78** – Risk Management Strategy – **RESOLVED**
- **Minute 79** – Review of Risk Register – **RESOLVED**
- **Minute 84** – Skate Park – **RESOLVED**
- **Minute 85** – Earmarked Reserves E&L and CFC – **RESOLVED**

- **Minute 88** – P&R Earmarked Reserves - **RESOLVED**
- **Minute 91** - To Approve Expenditure - **RESOLVED**

DECISION ITEMS

112. GOVERNANCE STATEMENT – Agenda item 10

The Chairman read each accounting statement with members reviewing the specific control measures.

Statement 1 – The Council has put in place arrangement for effective financial management during the year and for the preparation of the accounting statements with specific control measures.

The Council **RESOLVED** Statement 1

Statement 2 – The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness with specific control measures.

The Council **RESOLVED** Statement 2

Statement 3 – The Council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

The Council **RESOLVED** Statement 3

Statement 4 – The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with requirements of the Accounts and Audit Regulations.

The Council **RESOLVED** Statement 4

Statement 5 – The Council has carried out an assessment of the risks facing the Council and have taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance where required.

The Council **RESOLVED** Statement 5

Statement 6 – The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

The Council **RESOLVED** Statement 6

Statement 7 – The Council took appropriate action on all matters raised in reports from internal and external audit.

The Council **RESOLVED** Statement 7

Statement 8 – The Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after year end have a financial impact on the council and where appropriate have included them in the accounting statements.

Council **RESOLVED** Statement 8

113. PASTORAL CHAPLAIN – Agenda item 11

Following a proposal (Cllr Healey, seconded Cllr C Mulroney) the Council **RESOLVED** to appoint a Pastoral Chaplain and the Town Clerk will investigate further.

114. LOCAL PLAN ISSUES AND OPTIONS CONSULTATION – Agenda item 12

The response formulated at the Working Group meeting (which had been open to all Councillors to attend) was presented. Councillors were reminded that there was still time to respond individually if they had not been able to attend the working group session. The response was considered with some discussion.

Following a proposal (Cllr Morgan, seconded Cllr Healey) the Council **RESOLVED** to submit the response presented as the Council's consultation response.

115. STRATEGIC PLAN – **Agenda item 13**

Following a proposal (Cllr Morgan, seconded Cllr Parker) the Council **ADOPTED** the presented Strategic Plan. This will now be printed for distribution and will be in place for the new Council administration.

FOR NOTING

116. TIMETABLE OF MEETINGS 2019/20

Council **NOTED** the diary.

117. GDPR FOR MEMBERS

Council **NOTED** the report.

118. RECORDING OF A COMPLAINT

The Council **NOTED** the report

119. INTERIM AUDIT REPORT

The Council **NOTED** the report and thanked the Assistant RFO for completing the VAT registration and Opt to Tax process.

FINANCIAL

120. COPY OF FINAL COUNCIL BUDGET

Copies were provided to members.

The meeting closed at 8.18 pm



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Vice-Chairman: Cllr Valerie Morgan

Town Clerk: Helen Symmons

Minutes of 23rd Annual Town Electors Meeting 22nd March 2019, 7.00 pm at Leigh Community Centre, Elm Road

Present:

Chairman: Cllr Valerie Morgan, Chairman of Leigh Town Council

Other Town Cllrs: Mark Bromfield, Keith Evans, Anita Forde, Paul Gilson, Jill Healey, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney, Caroline Parker and Vivien Rosier.

Guests: Southend Borough Councillor Bernard Arscott. Press - Leigh Times

Officers: Helen Symmons (Town Clerk) and Abbie Cotterell (Assistant Proper Officer)

74 members of the public.

Those attending who were Leigh Town Council electors numbered 47.

The meeting opened at 7.00pm

1. **OPENING OF MEETING**

The Chairman opened the meeting, welcomed everybody and thanked the attending Borough Councillor. Leigh Town Council members were asked to stand and introduce themselves from within the audience.

2. **APOLOGIES**

Sir David Amess MP, Councillor John Lamb (Southend Borough Council), Paul Worrell (Fisherman's Chapel), Kate Mansfield (St. Michaels School), Mrs Clements (Chalkwell Hall Infant School), Darrell Binding (Co-Op), Michael Guy (Leigh Times), Rev. Andrew Cowley (Leigh Road Baptist Church) and Terry Birdseye.

3. **MINUTES OF THE 22nd ANNUAL TOWN MEETING** were signed by the Chairman.

4. **REPORT OF THE VICE-CHAIRMAN – Cllr Valerie Morgan**

Good evening and welcome to you all. Thank you for coming to this meeting, which is your meeting not a council meeting. I hope you have had the opportunity to visit some of the local community stands and find out a little more about what happens in our town.

Our magazine, Leigh Town Council News, edition 9, has just come out and if you haven't already received your copy they are available this evening. So I won't bore you with the events of the past year as it is all either in our magazines or in reports on our website. I hope you have been able to participate in some of them.

We are now coming to the end of the 4 year term of your current council with elections due in May. We pride ourselves in being a non-political council and if any of you would be interested in becoming a councillor, it is an interesting and rewarding role, our Town Clerk can guide you in the right direction for the necessary paperwork.

I mentioned last year that the first session of Friends of Library Gardens had taken place and the project continues to flourish. Those of you who have visited the gardens recently will have noticed an area to the south has been cleared. This area is not open to the public but is now in

the process of becoming a nature garden and is really exciting so keep an eye on it and perhaps join in.

One of the council focuses this year has been on the youth of the town and that was one of the reasons for choosing Southend YMCA as my charity for the year. In conjunction with them we have set up a youth club for 8-12 year olds and I hope that will continue to thrive. We continue to explore other ways of providing something for the teenagers. On the subject of YMCA, the Ray Miso Trio kindly offered to play to help raise money and we are holding a Jazz Cafe here in the Community Centre next Saturday, the 30th, if any of you would like to pop in.

It remains to me to thank Rev Andrew Cowley for being my Chaplin for the year, councillors for their support over the past year and to wish the new council when it convenes in May my very best wishes and also to thank the members of staff for all their hard work.

5. **COMMUNITY GUEST SPEAKERS**

Anglian Water & Environmental agency had to withdraw from the meeting and sent their apologies. They hope to attend a Council meeting later in the year to update Leigh Town Council on the monitoring and improvement steps regarding water quality at Bell Wharf Beach. The representatives were happy to receive questions through the town clerk.

6. **VOLUNTEER OF THE YEAR AND GOOD FOR LEIGH AWARDS** - Presentations were made to:

Donald Fraser Volunteer of the Year Award

Hilary Le Marie

Hilary Le Marie is the first recipient of the award. Hilary volunteers for a variety of charitable organisations, she runs the Leigh British Legion's Poppy Appeal, is an active citizen for the Police, does speed watch, and also helps with the RSPB and Marie Curie. Hilary also volunteers for the Town Council and updates the Council noticeboards on a weekly basis. She is always on hand to help out at community events, as well as collecting money for charity and taking part in litter picks around the Town. She is a shining example of a good citizen, and are very grateful of the hard work she puts in to making Leigh-on-Sea a better place to live.

Bob O'Leary (Secretary of the Leigh-on-Sea Branch of The Royal British Legion) collected this award on behalf of Hilary.

Good for Leigh Awards

Danielle Austin

Danielle launched Litterless Leigh in 2018, a community group who take time out of their weekends to go and litter pick around the Belton Hills and other areas of the Town.

Allan Webb

Allan has lived in Leigh for over 30 years and has been a volunteer for the Art Ministry based in Hadleigh for 12 years, acting as their Trustee Treasurer, Fundraiser, Events Co-ordinator and more. Allan helps to deliver art sessions to children and adults in need across South Essex, including cancer sufferers at Southend Hospital, people with additional needs in sheltered housing schemes, people with drug and alcohol addictions in hostels as well as their regular sessions at their base for adults with learning difficulties, physical disabilities, partially sighted and blind adults and adults with mental health problems. Allan has also developed strong links with the Leigh Lions and the Leigh Town Council to deliver affordable art activities for families in Leigh.

Blade Education

Blade Education is a not for profit company based in Leigh-on-Sea that works within the local community creating innovative ways to tackle social issues through education and information. They especially emphasise connection between the older and younger generations. Blade has done a great amount of work with West Leigh Schools and brought together many schools in the Ceramic Poppy Project (on the Cliffs) on and last year the displays at Southend Airport of the poppies and background history of local people who were involved in the Great War. In this they have worked very closely with the Leigh Branch of the British Legion. and have greatly raised

awareness of the amount of work which can be done within the community when that community comes together.

Rockamilly

Rockamilly is a family run boutique in the heart of Leigh Broadway who demonstrated a fantastic joyful and community spirit during the Leigh Lights night.

LOSITA

A new and very welcome addition to the many community groups in Leigh concentrating on the business community and more particularly, the independent traders for which Leigh is famous. The group has made a start in bringing the business community together, liaising and working with both the Town and Borough Councils, organising awareness functions and generally being a proactive force within Leigh.

7. ANNUAL REPORT OF THE TOWN COUNCIL

The meeting received the report. No questions were raised.

8. OBSERVATIONS

Past Councillor Syrie Cox & CEO OF YMCA commented that it was nice to see how the Community centre had become a well-established part of Leigh-on-Sea. She also complimented the Council on the quality of the annual report.

9. RESOLUTIONS OF WHICH WRITTEN NOTICE HAD BEEN RECEIVED

There were none

10. OPEN FORUM

9.1 Member of the Electorate

Concern was raised at last year's Annual Community Meeting with regards to the speeding vehicles on Hadleigh Road. Southend Borough Council recently issued a consultation for the proposal of chicanes to be installed on Marine Parade. Asked if there was an update on either of these.

From Southend Borough Cllr Bernard Arscott

Consultations had recently taken place for both. Southend Council had received a significant number of objections from local residents regarding Marine Parade, so the chicanes would not be going ahead. Alternative measures are currently being looked into. Hadleigh Road consultation finished 13th March.

9.2 Member of the Electorate

Concerned about the number of shops closing on the Broadway. Can LTC lower the business rates

From Cllr Valerie Morgan & The Town Clerk

Advised that Leigh Town Council has no jurisdiction over the business rates and these are set by central government. The Town Clerk was aware that Business rate relief has been implemented by the Government. The new government initiative cuts business rates by a third of retail properties with a rateable value not exceeding £51,000 for two years, to provide upfront support for high streets.

The Town Clerk advised that through Southend Borough Council (SBC), Leigh Town Council and the existing Leigh Traders Groups, a Leigh Partnership Group had been formed in 2018. The first work of the group had been to send out a survey to all Leigh traders and

businesses. From this an action plan is being put in place. Additionally the group were invited to place an Expression of interest in bidding for the Future High Streets Fund, and are looking to implement additional 'Way Finding' in the town.

9.3 **Member of the Electorate**
Asked if there were any plans for trees or landscaping to be planted at the new steps on Belton Way.

From **Southend Borough Cllr Bernard Arscott**

Yes. The grass will be replanted and trees will be replaced in the area when the new planting season commences.

9.4 **Member of the Electorate**
Disappointed that Anglian Water & Environmental Agency did not attend. Wanted more information on the rules contractors have to follow.

From **The Town Clerk & Cllr Carole Mulroney**

The Town Clerk was happy to pass the question on.

It is suggested that if any building work is carried out relating to connection problems within the pipes, the connection is checked after the work is complete. This would prevent any ruptures and reduce pollution.

9.5 **Member of the Electorate**
Past Councillor & Ex-Chairman of Leigh Town Council congratulated the current Councillors on their work.

From **Cllr Valerie Morgan**

Thanked the resident for their kind comments.

9.6 **Member of the Electorate**
In relation to the answer on 9.2 re business rates will this affect Southend Borough Council's income?

From **Southend Borough Cllr Bernard Arscott**

75% of the business rates are retained by the principal authority, so they do make up a proportion of Southend Borough Council's income, but this does not make up the main source of income.

9.7 **Member of the Electorate**
Is the youth club well attended?

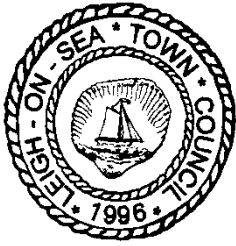
From **Cllr Valerie Morgan**

Yes. There are 40 youth members on the books, with 20 of those attending regularly.

11. CONCLUSION

The Chairman closed the meeting and thanked all for attending the meeting.

Meeting closed at 7.34pm



Leigh-on-Sea Town Council

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council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

REPORT 2715/HS

TOWN CLERK'S REPORT MAY 2019

TRAINING

Staff

Staff have attended the following training:
Agendas & Minutes workshop

Councillor

The following training has been undertaken by Councillors since the last meeting:
New Councillor Induction short course training

TOWN CLERK'S DIARY

EALC EXECUTIVE COMMITTEE

As usual most of the issues and items discussed do not affect Leigh-on-Sea Town Council as we are not under the authority of Essex County Council. However it does remain useful to attend the meetings as we continue to pay an annual subscription and do benefit from advice, training and other activities of the County Association including lobbying the National Association of Local Councils with matters that affect all Essex Town and Parish Councils. Whilst Leigh Town Council is on 23 years old, this year the 125th year celebration of our sector.

LEIGH PARTNERSHIP GROUP

The design has been chosen for the additional wayfinding signage at key points in the Old Town and main shopping districts. This is now being processed at the Borough Council. The Group were very pleased with the Future High Streets Funding Expression of Interest application that was submitted by myself on their behalf. We are advised that a response will not be forthcoming until the Summer. The CCTV implementation has been delayed slightly due to operational issues at the Borough but it is hoped that this will become live as soon as possible. Feedback was requested from the Group by Southend Borough Council on a new tourism website design. The Group are delighted that representatives from businesses in the London Road will be attending the next meeting.

SPATIAL PLAN

A draft plan has been submitted which is being proof read.

ALLOTMENT OFFICERS FORUM

This was a meeting of Council Clerks and Officers with responsibility for Allotment sites hosted by the National Allotment Society. Delegates in attendance were from the Eastern Region and so there were many representatives from various counties. It was a chance to discuss many nationwide issues and what was apparent is that no matter how small or large the allotment site, the same issues arise.

MAYOR MAKING CEREMONY

Unfortunately the Vice Chairman elect was unable to attend this function and I was very kindly invited by the Mayor's office to be the Leigh Town Council representative

TOWN COUNCIL INVITATIONS/ATTENDANCE

The following engagements have been attended by the Chairman and Councillors:

Community Police Meeting
Friends of Library Gardens
Funeral of past Councillor and Chairman David Johnson

SUMMARY OF COUNCIL BUSINESS AT THE START OF THE NEW ADMINISTRATION

Being the commencement of a new administration term and welcoming new Councillors on to the Council, I thought members may benefit from a summary of some Council matters that have been at the forefront.

Planning Consent was given at the end of April regarding the remodel works to the Community Centre. Tender applications have been received for the Phase 1 works and these are currently being reviewed in line with the budget previously agreed by Council. The legal Licences are being obtained from Southend Borough Council which provide Landlord's consent. It is hoped Phase 1 will commence by the end of June. A tender proposal is being prepared and will be advertised on the Contracts webfinder for the Phase 2 works. It is hoped that these works will commence in August, being the quietest period in the Centre and likely to cause the least disruption to hirers and visitors.

It is hoped to receive Planning Consent for the Skate Park extension at the beginning of June. The tender for works is currently advertised on the Contracts webfinder with a closing date 31st May. The legal Licences are being obtained from Southend Borough Council which provide Landlord's consent. It is hoped that this work will commence in September. A grant funding application is being prepared.

An interim LOSALGA committee has been formed on the Leigh Side of the Manchester Drive allotment site. They have had a positive start with many allotment holders stepping forward to volunteer. The committee are very much seeking the views of all the plot holders to establish an Association that is inclusive for all the members.

Dates for Councillors' Diaries:

Friday 7th June – Volunteers Thank You Afternoon Tea. Councillors are asked to host the event and help as staff need to attend to day to day matter. The event is for all the volunteers who assist the Town Council to provide the facilities and services for the residents.

Sunday 9th June – Community Day at Bonchurch Park. The premise of the event is to promote health and well-being amongst our residents by showcasing community groups and projects to inform residents what is on offer in the local area to them. Councillors are asked to support the event by assisting on the day with the Town Council stall and if possible helping Council staff with the set up and set down of the event. This is a great opportunity for residents to meet their newly elected Leigh Town Council administration.

Sunday 14th July – Youth Market on Strand Wharf. Further details will be sent in due course but Councillors are expected to attend and assist on the day

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 18-07-17	49. CIL	RESOLVED to contact SBC with regard to S106 agreements in Leigh		Still awaiting SBC response. TC continues to actively pursue a written response although verbally advised with regard to affordable housing and education by an Officer.	TC will continue to monitor for a full response.	TC
COUNCIL 20-11-18	74e Policy & Resources	RESOLVED to allocate £15k for viewing platform from CIL receipts		Survey undertaken. Awaiting results to see if project viable.	TC will continue to seek an update on the project viability	TC
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is being made		TC
COUNCIL 19-03-19	111. Committees	RESOLVED Allotments non-resident levy w.e.f. September 2020		Diarise to inform allotment holders with invoice letters September 2019		TC
		RESOLVED Risk Management Strategy	19-03-19	Website updated	NFA	
		RESOLVED Risk Register	19-03-19	Website updated	NFA	
		RESOLVED Skate Park		Planning permission applied for, landlords consent underway, tender details published on contracts webfinder with closing date 31 st May 2019		TC
		RESOLVED Earmarked reserves	19-03-19	Year-end movements made	NFA	
		RESOLVED expenditure	19-03-19		NFA	
COUNCIL 19-03-19	112 Governance Statement	RESOLVED all statements	19-03-19	Minute noted for AGAR	NFA	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 19-03-19	113 Pastoral Chaplain	RESOLVED		Town Clerk to investigate implementation further	To be undertaken imminently	TC
COUNCIL 19-03-19	114 Local Plan consultation	RESOLVED Council response	21-03-19	Response submitted to SBC	NFA at this stage	
COUNCIL 19-03-19	115 Strategic Plan	ADOPTED	19-03-19	Printed versions of the plan now available. Website link to be implemented	NFA	

[Agenda](#)



LEIGH-ON-SEA TOWN COUNCIL

Terms of Reference and Scheme of Delegation

Council

Finance & Governance Committee

Staffing Committee

Community Committee

Planning, Highways & Licensing Committee

Officer Delegations

ADOPTED NOVEMBER 2018

WITH EFFECT FROM MAY 2019

COUNCIL

TERMS OF REFERENCE

Membership shall comprise all members of the Council.

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three with one officer in attendance. The Lead Officer is the Town Clerk.

A Chairman and Vice Chairman shall be elected at the Annual Council Meeting and in accordance with Standing Orders shall be ex officio members of all Committees in addition to the stated numbers below.

MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL

1. To raise loans and to set the town precept.
2. Approval of the Annual Return and Audit of Accounts
3. Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation
4. To have the power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure
5. Appointment and dissolution of Standing Committees and appointment of members on those committees
6. Dates of meetings of the Council.
7. Appointing or nominating Council representatives to outside bodies.
8. Filling of vacancies occurring on any Committee of the Council during the Council year
9. The appointment to or co-option on a Committee of a person (on a strictly non-voting basis) who is not a member of the Council or the Committee
10. Authorising the taking of legal action by the Council.
11. The appointment and dismissal of the Town Clerk.
12. To manage and review the Council's assets.
13. To negotiate the transfer or management of assets from other bodies as enabled by legislation.
14. Strategic and visionary planning
15. All other matters which must, by law, be reserved to the Council

COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATIONS

Committees may exercise delegated functions on behalf of the Council under the following terms of reference, subject to:

- a) The Council's approved Budget and Financial Regulations
- b) Any previous minuted decision of the Council
- c) Any matters reserved to the Council by law

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council.

The Council and each Committee is authorised to establish Task and Finish Groups and to appoint advisers as and when necessary to assist in its work. The work of a Task and Finish Group will be decided upon at the time it is formed by means of a Minute detailing the terms of reference. Each Task and Finish Group will report back with recommendations to the Council or the Committee that formed it.

Project Discussion Groups can be called by the Council and each Committee and are covered by Standing Order 5

FINANCE & GOVERNANCE COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors:

The quorum of the Committee shall be three members with one officer in attendance. The Lead Officer is the Town Clerk.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members of the Finance & Governance Committee.

Note: The Chairman and Vice Chairman of Finance & Governance are required in accordance with the Council's Risk Register to undertake compliance checks. Therefore the positions must be held by Councillors willing to do this.

PURPOSE

To develop, monitor and review Council policies and functions and review the Council's accounts and finances.

SCHEME OF DELEGATION

The Finance & Governance Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To be responsible for allocating and controlling the financial resources of the Council
2. To advise the Council on any policy changes in the Council's management or administrative procedures
3. To consider the financial estimates of the Council and recommend the precept to be levied
4. To be responsible for the Council's Revenue and Capital Budget and the works scheduled therein
5. To be responsible for the collection of all revenue, the renewal of loans and insurance
6. To be responsible for the banking, financial and accounting methods adopted by the Council
7. To consider the delegation of appropriate services to the Council from other authorities
8. To deal with Grant Aid Award applications
9. To manage health and safety policy and issues
10. All matters relating to internal and external audit. To ensure that an adequate and effective system of internal controls is in place to secure the integrity of finances and any other information, including effective systems of risk management and consideration of an action on all reports emanating from the internal and external auditors.
11. To negotiate any changes to existing lease agreements, and negotiate terms for all new lease agreements
12. To develop policy and arrangements for partnerships with all external bodies
13. To oversee preparations for any external relationships for emergency planning and community safety
14. Any other matter which may be delegated to it by the Council from time to time

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 Lead officer is the Town Clerk.

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

The Committee shall meet at least once a year in accordance with Financial Regulation 4.4 and where there is a staffing necessity.

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 the Finance & Governance Committee.

SCHEME OF DELEGATION

To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters.

The Town Clerk shall be responsible for the day to day management of staff under delegated authority

The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

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 appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
8. To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk.
9. 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.
10. To appoint an appraisal panel of three members for the Town Clerk's appraisal process as defined.
11. Any other matter which may be delegated by Council from time to time

FINANCE

1. Submit an annual proposed budget to Finance & Governance Committee.
2. Comply with the Council's Financial Regulations

COMMUNITY COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors:

The quorum of the Committee shall be three members with one officer in attendance. The Lead Officer shall be the Town Clerk through delegation to the Events & Projects Officer and Bookings & Administrative Assistant with support from the Facilities Manager.

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

PURPOSE

To consider and develop all leisure, foreshore and environmental matters relating to the Council's business. Responsibility for all Council premises and assets and for supporting the operation of the Leigh Community Centre (LCC) and considering their further development and the development of other facilities.

SCHEME OF DELEGATION

The Community Committee shall be delegated to make decisions on behalf of the Council in the following matters:

ENVIRONMENT

All matters pertaining to the environment including:

- Waste and refuse issues in the Town
- Heritage and public spaces

ALLOTMENTS

Oversee the administration, management and maintenance of the allotments and Allotment Societies under their service agreements which will be managed by the Town Clerk under delegated powers.

LEIGH COMMUNITY CENTRE

1. Oversee the management of LCC by Officers with delegated authority in all operational matters.
2. To receive reports and recommendations from liaison groups such as the Arts Group including the Art Wall and Artist in Residence programme.

COMMUNITY FACILITIES

1. Overseeing the management, administration and provision of assets including:
 - Skatepark

- Strand Wharf
- Paddling Pool
- Street furniture

FINANCE

1. Submit an annual proposed budget to Finance & Governance Committee.
2. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

Such other activities which are pertinent to its role including:

1. Supporting appropriate officers (under delegated powers) in the arrangement and organisation of the Farmers' Markets.
2. Supporting appropriate officers (under delegated powers) in the arrangement of the Council's events programme and promotion of events in Leigh organised by other voluntary and community groups
3. Supporting appropriate officers (under delegated powers) in the arrangement and organisation of the Community Transport Programme
4. The consideration of funding other organisations to provide services such as a first aid post, school crossing etc.
5. Liaison, joint programmes, partnerships etc. with other local authorities and bodies e.g. Special Constables Scheme
6. Receive reports from any Council appointed representative to other bodies relevant to the Committee.
7. To formulate proposals for major projects for consideration by Finance & Governance Committee
8. Any other matter which may be delegated by Council from time to time.

PLANNING, HIGHWAYS & LICENSING COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors.

The quorum of the Committee shall be three members with one officer in attendance. The Lead Officer is the Assistant Proper Officer

Any member of the Committee when unable to attend may send a substitute member of Council who shall have full voting rights.

Where a meeting is not quorate, Standing Order 30 applies.

The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members of PH&L Committee.

PURPOSE

To make observations where appropriate on all planning applications within the Council area and Government and Borough Council planning consultations and to make site visits where necessary.

To make observations on any Licensing application within the Council area the Committee thinks appropriate.

To make observations on any relevant Highway issue referred from or being discussed by the Highway Authority.

SCHEME OF DELEGATION

The Planning, Highways & Licensing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

PLANNING

1. Exercise the Town Council's statutory right to be notified of and comment on planning, listed buildings, conservation area and tree applications
2. Represent the community of Leigh on major planning issues and to encourage participation in decision making.
3. Consider the environmental impact of planning proposals
4. Make representations either in writing or by attendance by a nominated officer or member at planning appeals if required.
5. Make observations on any planning consultation.

HIGHWAYS

1. Consider Traffic Regulation Orders.
2. Respond to any consultations or matters on traffic and transport affecting the Council area.
3. Make representations either in writing or by attendance by a nominated officer or member at Highway appeals if required.
4. Consider matters pertaining to traffic management/road safety in the Council area.

LICENSING

1. Make observations on any relevant Licensing application.
2. Agree nominations to represent the views of the Council at licensing hearings if required.

FINANCE

1. Submit an annual proposed budget to Finance & Governance Committee.

OTHER ACTIVITIES

1. Receive reports from any Council appointed representative to other bodies relevant to the Committee.
2. Any other matter which may be delegated by Council from time to time.

SCHEME OF DELEGATION TO THE TOWN CLERK

INTRODUCTION

The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk may delegate these duties and powers to other Officers within the Council.

The Town Clerk is also the Council's Responsible Financial Officer and the Proper Officer and responsible for the management of the organisation.

Extent of Delegation

- The delegations in this Scheme are subject to any limitations imposed by law, the budget and the Council's Standing Orders and Financial Regulations.
- The Town Clerk may do anything pursuant to the delegated power or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
 - Such authorisations being in writing
 - Only being given to an Officer below the delegating officer in the organisational structure
 - Only being given where there is significant administrative convenience in doing so
 - The Officer authorised by the Town Clerk acting in the name of the Town Clerk
 - Such authorisation not being prohibited by statute.
- A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.
- The Town Clerk may withdraw delegated power from an Officer for such period of time as he/she considers appropriate
- As part of this Scheme, the Town Clerk is authorised to change the designations of an Officer as and when appropriate and without reference to the Council.

General Matters

The Town Clerk is authorised to:

- Sign, or where appropriate, have sealed on behalf of the Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Council
- Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
- Institute and appear in any legal proceedings authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Leigh-on-Sea)
- Alter the date or time of a Council or Committee meeting in consultation with the Chairman of Council or Chairman of the Committee.

- To decide arrangements for the closure of the Council offices and Community Centre in the Christmas/New Year period in consultation with the Chairman of Council
- Deal with day to day matters relating to the use of office accommodation space
- Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Leigh-on-Sea organized by the Council and programmes of entertainment
- Manage all the Council's current services
- To act as the Council's Designated Officer for the purposes of the Freedom of Information Act 2000
- To apply for planning consent for the carrying out of development by the Council
- To manage, monitor and review the Council's internal control procedures and policies with recommendation where appropriate to Council or Committee

Financial Matters

The Town Clerk is authorised to:

- Be the RFO for the purposes of Section 151 of the Local Government Act 1972
- Operate the Council's banking arrangements
- Prepare a draft budget for consideration by Committees and the Council
- Prepare the final accounts for each financial year
- Incur expenditure up to a maximum of £1,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and requirement of the Council's Financial Regulations
- Pay all accounts properly incurred
- Pay all subscriptions to organisations to which the Council belongs
- To collect all income due to the Council, including appropriate interest and costs
- Make all necessary arrangements for the provision of an internal and external audit service for the Council
- Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate
- Incur expenditure on revenue items within the approved estimate and budgets under the Council's control
- Incur expenditure on capital schemes within the Council's approved capital programme
- Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, equipment and buildings
- Enter into leasing and contract hire agreements for the acquisition of equipment on such terms as are considered appropriate.
- Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - The cost not exceeding the amount approved estimate
 - The tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - All the requirements of the Council's Financial Regulations being complied with
- Compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations
- Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations
- Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations
- Authorise action for the recovery of debts
- Maintain a Register of Assets and Inventory of Equipment
- Determine the Town Council's insurance requirements on the Council's behalf
- Make all necessary arrangements for the Council's insurances
- To write off debts of up to £75 where the sum is considered irrecoverable

Staffing Matters

The Town clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- Advising Council on proper terms and conditions of employment and levels of staffing.
- Appointments to posts including apprentices and temporary staff
- Preparation of the job description and person specification
- Administering staff recruitment
- The approval of individual salary gradings within any job grading structure approved by the Council
- Paying wages and salaries in accordance with agreed contracts
- Management of staff performance
- Control of discipline and performance, including the power of suspension
- Exercise of disciplinary and grievance procedures in accordance with the Council's procedures
- Determine approved duties for the payment of travel expenses to Members and Officers where they represent the Council outside of the Council area
- Approve payment of overtime
- Agree minor variations to the condition of employment
- Implement and monitor the arrangement for annual leave, TOIL (time off in lieu), flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies
- Authorise training in line with the Council's policies
- The approval of financial allowances to staff for travelling and subsistence
- Authorise the provision of uniforms or protective clothing
- Negotiate settlements on behalf of the Council for the Staffing Committee to agree in relation to any proceedings in an Employment Tribunal
- Agree to premature retirement on the ground of duly certified ill health in accordance with Council's procedures
- Terminate employment during probation
- Commission legal and professional advice on staffing matters

Property Matters

The Town Clerk is given authority to manage the land and property of the Council including:

- The granting or refusal of the Council's consent under the terms of any lease, licence or tenancy
- The granting or refusal of easements, wayleaves and licences over Council land
- Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land
- Directing the custody of Council property and documents in accordance with the provisions of the Local Government Act 1972 s.226
- Exercising responsibility for the safe custody and maintenance of the civic regalia
- Conduct rent reviews
- To make applications for all statutory consents necessitated by an approved Council proposal or development
- To place architectural, quantity surveying, civil engineering and other similar specialist work with outside agencies within the appropriate fee scale and the Council's relevant estimates, Standing orders and Financial Regulations
- To appoint the Principal Contractor and Planning Supervisors for the purposes of the Construction (Design and Management) Regulations.
- To requisition off site services in respect of any construction contract approved by the Council

Urgency

The Town Clerk is authorized subject to Financial Regulations, to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee. The Chairman of the Council and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

Emergency Planning

The Town Clerk is authorised to implement the Council's Business Continuity Action Plan or assist with the implementation of the Borough Emergency Plan and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant Committee. The Chairman of the Council and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

Procedural

The Town Clerk can:

- Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under the Council's control
- Serve requests for information as to ownership and other interest in land for the purposes of any function under the Council's control
- Appoint consultants and other professionals to carry out any function and provide any service under the Council's control

Health and Safety at Work Act 1974

To oversee the discharge of the Council's responsibilities under the Act

Legal Proceedings

The Town Clerk is authorised to:

- To instruct solicitors, Counsel or agents to act on behalf of the Council as required
- Subject to prior consultation with the Chairman of Council and/or relevant Committee Chairman, to take and defend proceedings in any court or tribunal
- Seek injunctions and commence proceedings for the purpose of:
 - Enforcement in accordance with the Council's policies
 - Recovering money due to the Council
 - Recovering or otherwise preserving possession of the Council's land or property
 - Defending the interests of the Council
- Appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council
- Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation
- Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers
- Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders
- Be the responsible Officer for the co-ordination and operation for the legal requirements under General Data Protection Regulations (GDPR) and the Freedom of Information Act 2000
- Serve Requisitions for Information

Services

The Town Clerk is authorised to control and manage the following day to day services of the Council within the agreed annual budgets and subject to Council policies and procedures:

- Farmers' Market
- Community Transport
- Events and activities programme
- Christmas Lighting scheme and hanging basket decorations
- Allotments sites
- Leigh Community Centre
- Strand Wharf
- Skate Park
- Paddling Pool
- Street Furniture
- Volunteer Programme
- Community Specials Programme
- Website and social media
- Council publications
- Public consultations
- Electoral Matters
- Member Training
- IT and Communication systems
- Any other day to day service the Council may implement

Full revision May 2019 adopted by Council

LEIGH-ON-SEA TOWN COUNCIL
FINANCIAL REGULATIONS

Reviewed and Adopted

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Definitions

Councillor – means a duly elected person and any person co-opted to act as a Councillor.

Member means a duly elected or Co-opted Councillor.

Delegated Officer means any officer of the Council delegated to act by the Town Clerk in a particular capacity on the Town Clerk’s behalf.

These Financial Regulations were reviewed, revised and adopted by the Council at its Meeting held on 14th May 2019 (TBC)

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. All staff must take care to operate within these Regulations. Breaches could lead to the Council's actions being called into question by auditors or members of the public and to challenges concerning the legality of those actions. Wilful breaches which seriously damage the Council's reputation, or lead to financial gain for the officer concerned could be construed as gross misconduct. Other breaches may result in disciplinary action.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;

- maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the general power of competence; and
 - addressing recommendations in any report from the internal or external auditors, which shall be a matter for the full Council only.
- 1.14. In addition the Council must:

¹ Accounts and Audit (England) Regulations 2015

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by Staffing Committee in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council's **Finance & Governance Policy and Resources** Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year as soon as possible following confirmation from the Principal Authority of the tax base and grant monies and not later than the end of February. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget as approved by Council. This authority is to be determined by:
- The Council for all items over £5,000 unless pre-authorised in the budget
 - A duly delegated Committee of the Council for items over ~~£1,000~~ £2,500 but below £5,001
 - The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Committee, for any items exceeding £1,000 ~~£250~~ but below £2,500 ~~£1,000~~ unless pre-authorised in the budget;

- The Clerk for items below ~~£1,000~~ ~~£250~~

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these Regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated standing committee. During the budget year and with the approval of Council and ~~Finance & Governance Policy and Resources~~ **Finance & Governance** Committee or if so delegated a standing committee having considered fully the implications for public services, unspent sums and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk in consultation with all Committee Chairmen (a quorum being acceptable to make a decision) may authorise revenue expenditure on behalf of the Council which in his/her judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£5,000~~ ~~£2,500~~. The Clerk shall report such action to the appropriate Standing Committee as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each budget head, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 20% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO/Delegated Officer shall prepare a schedule of payments made during the reporting period, requiring authorisation, forming part of the agenda for the meeting (invoices are available for viewing if requested) and present the schedule to Council [~~F&G P&R~~ **F&G** committee]. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall retrospectively authorise payment by a resolution of the Council or P&R Committee. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including

salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) must be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The ARFO/delegated officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to report all invoices submitted, and which are in order, at the next available **Finance & Governance** ~~Policy and Resources~~ Committee Meeting.
- 5.5. The Town Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of Council, where the Town Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy and Resources Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Policy and Resources Committee; or
 - c) fund transfers within the Council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy and Resources Committee.
- 5.6. For each financial year the Town Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like) for which Council, may authorise payment for the year provided that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or **Finance & Governance** ~~Policy and Resources~~ Committee when they arise in the financial year.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or capital grant in excess of £5,000 shall, before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.

- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by duly authorised Councillors in accordance with a resolution instructing that payment. If a Councillor who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall be reported to the Policy and Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two Councillors and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two Councillors are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which Councillors approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and passwords which shall be retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Councillors immediately and formally to the next available meeting of the Council. This will not be required for a Councillor's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two Councillors. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the RFO or delegated officer and will also be restricted to a single transaction maximum value of £1000 unless authorised by Council or **Finance & Governance** ~~Policy and Resources~~ Committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the **Finance & Governance** ~~Policy and Resources~~ Committee. Transactions and purchases made will be reported to the **Finance & Governance** ~~Policy and Resources~~ Committee and authority for topping-up shall be at the discretion of the **Finance & Governance** ~~Policy and Resources~~ Committee.
- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO or delegated officer and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used to incur Council expenses without prior written authorisation from the RFO and shall be only used for payment of pre-authorised Council expenditure up to a limit of £100.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, National Insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these Regulations.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the **Finance & Governance** ~~Policy and Resources~~ Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall consider the need for an Investment Strategy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy shall be reviewed by the Council at least every four years.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.

- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of Payments) and Regulation 6 (Instructions for Payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO or delegated officer.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary and at least weekly.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO/Delegated Officer shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work in excess of £250 for goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations

or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (l) below.

- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this Regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ('the Regulations') which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.²
 - c. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed threshold in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).³
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

² The Regulations require the Council to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

³ Thresholds currently applicable are:

- a. For public supply and public service contracts £164,176
- b. For public works contracts £4,104,394

- e. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- g. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this Regulation shall be subject to Standing Order 19, and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £100 the Town Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- l. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council or delegated standing committee and Town Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The Facilities Manger shall be responsible for the care and custody of stores and equipment of the Community Centre excluding the requirements of the Council Offices which shall be the responsibility of the Town Clerk or duly Delegated Officer.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO or Delegated Officer shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable asset shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable asset does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO or Delegated Officer shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council or appropriate delegated standing committee at the next available meeting.

- 15.4. All Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The Council may, by resolution, if duly notified in accordance with Standing Orders Section 10, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council. Such resolution must be passed by two thirds of those present at the Council meeting.

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31. Standing orders generally

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Leigh-on-Sea

Town Council -

Standing Orders

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded and a report with sufficient information to be used in the debate circulated in writing with the agenda.
- c A motion on the agenda that is not moved by its proposer or another Councillor (one of whom is a member of the Committee and present) may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer, only with the consent of the seconder at the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the motion as amended becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and

debated at a time, the order of which shall be directed by the Chairman of the meeting.

- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask that a person to be no longer heard or leaves the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chairman of

the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under Standing Order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairman of the meeting.

u Any member who considers they will take longer than 5 minutes to present their views shall submit them in writing to the Proper Officer for circulation to 24 hours in advance of the meeting to enable members to consider the submission.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or shall be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally



- Full Council meetings
- Committee meetings
- Sub-committee meetings



- a **Meetings shall not take place in the part of the premises which at the time of the meeting is used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above is at the Chairman's discretion and shall not exceed 15 minutes unless directed by the Chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall speak only once and shall not speak for more than 3 minutes unless permitted to do so by the Chairman.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated

when speaking.


j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.


k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.




  l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To ‘report’ means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**




  m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

  n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

 o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**

 p **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

   q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**


   r **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**


See standing orders 6(h) and (i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.


s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands or, if at least two members so request, by signed ballot provided there has not been a request for a recorded vote. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against**

that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of Councillors present and absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights.
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters in which they held relevant interests were being considered;
 - vi. if there was a public participation session;
 - vii. the resolutions made.
- and may include a brief resume of any debate at the minute taker's discretion in consultation with the Chairman and a view expressed by a Councillor on his request should be included in the minutes.

 u **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

 v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(vi) below for the quorum of a committee or sub-committee meeting.

 w **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.** ⁴

x A meeting shall not exceed a period of 3 hours unless a motion is passed to suspend this Standing Order.

4. Standing Committees and sub-committees

- a **Unless the Council determines otherwise, a Standing Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.**

⁴ For Planning, Licensing & Highways see Terms of Reference

- b The members of a Standing Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint Standing Committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council;
 - iii. shall permit a Standing Committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to the provisions of Standing Order 4b & 4c, appoint and determine the terms of office of members of such a Committee;
 - v. shall, after it has appointed the members of a committee, adjourn the meeting to allow the committee to select its Chairman;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a Standing Committee and a Sub-Committee which shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a Standing Committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
 - ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - x. may dissolve a Standing Committee.
- e The Chairman and Vice Chairman of the Council will be ex-officio members of all Standing Committees and Sub-Committees unless they signify they do not wish to serve and if so signified the place shall be filled by the election of another member.

5. Project Development⁵ Groups

- a) Every Standing Committee shall have a PDG (a discussion and not a decision making group) comprising the members of the Standing Committee to be chaired by the Chairman of the Standing Committee which shall meet and discuss matters relating to the Standing Committee and prepare reports and recommendations to the Standing Committee. These groups are not open to the public or press.
- b) Notice of a PDG is to be given to ALL Councillors preferably two weeks in advance of the proposed meeting date. Meetings will be held at the Town Council's offices.
- c) PDG's may co-opt members, not necessarily Councillors, either on an annual basis or for specific meetings. Any Councillor may attend and speak at any PDG meeting, even if not a member of that PDG.
- d) The Proper Officer or an appropriate officer will attend PDG meetings
- e) Each meeting of a PDG will produce a written report for the Agenda of the next meeting of the relevant Standing Committee. The Proper Officer or appropriate officer will produce the report.
- f) If the PDG requires action to be taken, it will make a recommendation to the relevant Standing Committee. That recommendation will be typed in bold within the report of the meeting, as in 5(a) above.
- g) In the event that there is a disagreement over PDG recommendations, or whether another person is co-opted, it will be decided by a vote of those members present, with the Chairman of the PDG having a casting vote.
- h) No power can be delegated to a PDG, (Council can only delegate power to Standing Committees, Sub-Committees or officers of the Council)
- i) The views of PDGs are advisory only but can aid in any decision making of Standing Committees and officers with delegated authority.

6. Ordinary Council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within**

⁵ Full Council Minute 48/2016

- i. Each Committee will have a PDG which can meet at any time but preferably with 2 weeks' notice.
- ii. The PDG will comprise all members of the Committee if they wish to attend. It will be chaired by the parent Committee Chairman unless the Chairman wishes to relinquish the chair to another member who may be a more appropriate chair for the specific subject matter that the PDG was discussing.
- iii. All other members of the Council can attend and co-option of non-Councillors applies.
- iv. If a project requires more research within the PDG and some members are willing to do this then it may be undertaken independently, meeting together if they wish. The Town Clerk and PDG Chairman should be advised. The research is then to be brought back to the PDG for wider discussion and possible recommendations.

It was noted that it already exists that at any time Councillors can undertake independent research and recommendations to a Committee without formal regulations and over prescriptive procedures. The new Committee administration system introduced last year was an example of this.

The Council DID NOT RESOLVE the proposal put forward by Cllr Fraser.

The Council RESOLVED the recommendation of P&RC and approved the revised Standing Orders and Terms of Reference as resolved by the Committee with the interpretation as in this minute.

14 days following the day on which the new Councillors elected take office.

- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.** Additional meetings of the Council shall normally take place on Tuesdays as per the timetable approved annually at the Annual Council Meeting.
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the Annual Council Meeting, the business of that meeting shall include:
 - I. **In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - II. Confirmation of the accuracy of the minutes of the last meeting of the

Council;

- III. Receipt of the minutes of the last meeting of a Standing committee;
- IV. Consideration of the recommendations made by a Standing committee;
- V. Review of delegation arrangements to Standing Committees, Sub-Committees, staff and other local authorities;
- VI. Review of the terms of reference for committees;
- VII. Appointment of members to existing committees;
- VIII. Appointment of any new committees in accordance with standing order 4 above;
- IX. Review and adoption of appropriate standing orders and financial regulations;
- X. Review of arrangements, (including legal agreements), with other local authorities; not-for-profit bodies and businesses.
- XI. Review of representation on or work with external bodies and arrangements for reporting back;
- XII. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- XIII. Review of inventory of land and assets including buildings and office equipment;
- XIV. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- XV. Review of the Council's and/or staff subscriptions to other bodies;
- XVI. Review of the Council's complaints procedure;
- XVII. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 12, 25 and 26);
- XVIII. Review of the Council's policy for dealing with the press/media; and
- XIX. Determination of the time and place of ordinary meetings of the Council and committees up to and including the next annual meeting of full Council.

7. Extraordinary meetings of the Council and Standing Committees and Sub-Committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for**

such a meeting must be signed by the two Councillors.

- c The Chairman of a Standing Committee [or a Sub-Committee] may convene an extraordinary meeting of the Standing Committee [or the Sub-Committee] at any time.
- d If the Chairman of a Standing Committee or a Sub-Committee does not or refuses to call an extraordinary meeting within 7 clear working days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the Standing Committee or Sub-Committee may convene an extraordinary meeting of a Standing Committee and a Sub-Committee. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.

8. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six Councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a Standing Committee or a Sub-Committee.
- b When a motion moved pursuant to standing order 8(a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c A motion may not go direct to Council, unless the Proper Officer and the Chairman agree that the matter is of such urgency that it cannot go through the committee

process.

- d The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- f If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- i Motions rejected shall be recorded in a book for that purpose with the explanation by the Proper Officer for their rejection.

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to determine matters arising from the consideration of reports from officers, Standing Committees or Sub-Committees which are included in the agenda;
 - v. to refer a motion to a particular Standing Committee or Sub-Committee;
 - vi. to appoint a person to preside at a meeting;
 - vii. to change the order of business on the agenda;
 - viii. to proceed to the next business on the agenda;
 - ix. to require a written report;
 - x. to appoint a Standing Committee or Sub-Committee and their members;
 - xi. to extend the time limits for speaking;
 - xii. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xiii. to not hear further from a Councillor or a member of the public;
 - xiv. to exclude a Councillor or member of the public for disorderly conduct;

- xv. to temporarily suspend the meeting;
- xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvii. to adjourn the meeting; or
- xviii. to close a meeting.

12. Management of Information

See also standing order 25

- a **The Council shall have in place and keep under review, technical and organisation measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Questions

- e A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
- f Questions not related to items of business on the agenda for a meeting shall only be asked during the agenda item 'Questions From Councillors'.
- g Every question shall be put and answered without discussion.

14. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

- c When a meeting is convened to discuss items under SO 24(a) all matters discussed shall be confidential to the members at the meeting and shall not be disclosed to any other Councillor, Staff Member or the public, any disclosure will constitute a breach of confidentiality.

15. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

16. Code of conduct and dispensations

See also standing order 3(t) above.

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council or Standing Committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 15(d) and (e) above, dispensation requests shall be considered at the beginning of the meeting of the Council, or Standing Committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 15(f) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

17. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 14 above, report this to the Council.
- b Where the notification in standing order 17(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 17(d) below].
- c The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

18. Proper Officer

- a The Proper Officer shall be either (i) the town clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer of the Council is under a statutory duty to carry out all the functions required by law of a local authority's Proper Officer. The Proper Officer is totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.

The Proper Officer is expected to advise the Council on, and assist in the formation of, overall policies to be followed and to implement constructively all decisions. The Proper Officer is accountable to the Council, not to any individual or group of Councillors, for the effective management of all its resources and will report to the Council as and when required or its Standing Committees.

- c The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a Standing Committee or a Sub-Committee**
 - **serve on Councillors by deliver or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit a signed summons, confirming the time, place and the agenda (provided the Councillor has consented to service by email), and.**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3 (c) above for a meeting of a committee.

- ii. subject to standing order 10 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**

- vi. retain acceptance of office forms from Councillors;
- vii. retain a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under the freedom of Information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if one appointed);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980)
- xii. arrange for legal deeds to be executed;
See also standing order 27 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning, Licensing and Highways Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning, Licensing and Highways Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
See also standing order 27 below.

19. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

20. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor bi-monthly a statement to summarise:
 - i. the Council's receipts and payments made since those approved at the previous

- meeting;
- ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances currently held at the end of the period being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each Councillor with a statement summarising the Council's receipts and payments for the period since those approved at the previous meeting and the year to date for information; and
 - ii. to the full Council the accounting statements for the year in the form of Section 2 of the annual governance & accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (income & expenditure) for the year to 31 March. A completed draft annual governance & accountability return shall be presented to all Councillors at least 3 days prior to anticipated approval by the Council. The annual governance & accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

21. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 20 (f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other**

means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - vi. Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2018 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU) shall comply with relevant procurement procedures and other requirements in the public Contracts Regulations 2015 which include advertising the contact opportunity on the Contracts Finder website and in OJEU**
- g **A public contract in connection with the supply of gas, heat electricity , drinking water, transport services or postal series to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

22. Canvassing of and recommendations by Councillors

- a. Canvassing Councillors or the members of a Standing Committee or Sub-Committee, directly or indirectly, for appointment by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A Councillor or a member of a Standing Committee or Sub-Committee shall not solicit a person for appointment by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

23. Handling staff matters

- a. A matter personal to a member of staff that is being considered by meeting of the Staffing Committee or Council is subject to standing order 13 above.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Staffing Committee or, if he is not available, the vice-Chairman of the Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel sub-committee at its next meeting.
- c. The Staffing Committee upon resolution shall appoint an Appraisal Panel of 3 members to conduct a review of the performance and annual appraisal of the work of the Town Clerk and RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee shall contact the Chairman of the Staffing Committee or in his absence, the vice-Chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the Chairman or vice-Chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Personnel sub-committee.
- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or

disciplinary matters as confidential and secure.

- g In accordance with standing order 13 a, persons with line management responsibilities shall have access to staff records referred to in standing order 24 f

24. Responsibilities to provide information

See also standing order 27

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**

25. Responsibilities under data protection legislation

(Below is not an exclusive list)

See also Standing order 11

- a **The Council may appoint a Data Protection Officer**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

26. Relations with the press/media

Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

27. Execution and sealing of legal deeds

See also standing orders 18(c)(xi) and (xvi) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 27(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.**

28. Communicating with Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Unitary Council (Principal Authority – PA) representing the area of the Council.
- b If the Council so orders, a copy of each letter sent to the PA shall be sent to the PA Councillor representing its electoral ward.
- c Any decision taken by the Council or a Standing Committee which requires contact with the PA shall be effected by the Town Clerk or his nominated officer.
- d Contact by Councillors with PA officers, unless authorised by the Council or a Standing Committee, shall be restricted to information and clarification only.

29. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

30. Delegation

- a. Where the next scheduled meeting of the Council is after the date when the Council is requested to either reply to a consultation document, or to nominate a representative to an outside body, the power to act shall be delegated to the appropriate Standing Committee. Where a decision is required before the committee can be convened then the power to act shall be delegated to the Proper Officer in consultation with either the Chairman or Vice-Chairman of Council and either the Chairman or Vice-Chairman of the appropriate Standing Committee.
- b. Power shall be delegated to the Proper Officer in consultation with the Chairman and Vice-Chairman of Planning, Licensing and Highways Committee to negotiate with licensing applicants and/or their agents, and to rescind or amend the decision of the Planning, Licensing and Highways Committee in the light of new information, satisfactory reassurances, undertakings or explanations in writing. All such decisions are to be reported to the next meeting of P,L&HC
- c. In the event that a Standing Committee or Sub-Committee meeting is not quorate, power shall be delegated to the Proper Officer to respond to any consultations, and take decisions, up to the limit of the power of that Standing Committee or Sub-Committee, including responding to planning applications, in consultation with those Standing Committee or Sub-Committee members present. The Proper Officer to report any such decisions or actions to the next ordinary meeting of the committee or sub-committee.
- d. When carrying out their duties under delegated authority granted to them by the Council officers will act within the parameters set by the Council's standing orders and financial regulations.

31. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with standing order 10 above.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after he has delivered his acceptance of office form.

- d The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

Reviewed and adopted by Council May 2018

[Agenda](#)



Leigh-on-Sea Town Council

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



Chairman: Cllr Valerie Morgan
 Vice Chairman: Jill Healey
 Town Clerk: Helen Symmons

Payments List 23rd Feb 2019 – 23rd April 2019 Report 2714/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102760	£7656.00	Quantum Services	Final instalment re new lift supply and installation
102761	£198.00	Entertainer	Children's events entertainer
102762	£516.00	Auditing Solutions Ltd	Interim audit visit
102763	£73.32	James Todd & Co Ltd	Payroll processing
102764	£100.00	Entertainer	Children's events entertainer
102765	£175.50	Miskos Ltd	Server monitoring, spam filtering and server maintenance
102766	£28.80	Staff member	Reimburse travel expenses
102767	£100.00	Entertainer	Children's events entertainer
102768	£4332.00	Regiment Traffic Management	Traffic management at Leigh Lights
102769	£78.12	Fulton Paper	Paper
102770	£2405.80	Southend BC	October 2018 By-Election costs
102771	£150.00	Entertainer	Children's events entertainer
102772	£30.00	Plot-holder	Plot deposit refund
102773	£176.82	Essex Supplies (UK) Ltd	Cleaning materials
102774	£25.00	Bob's Barber Shop Boys	Entertainment
102775	£4396.67	Southend BC	Provision of a school crossing patrol at Elm Road
102776	£495.64	Secom plc	Alarm monitoring
102777	£315.00	Entertainer	Children's Easter events
102778	£17196.74	Mansard Roofing Ltd	Roof repairs Community Centre
102779	£504.00	Leigh Times Series Ltd	Magazine distribution
102780	£570.90	Quantum Services	Lift maintenance contract
102781	£176.82	Essex Supplies (UK) Ltd	Cleaning materials
102782	£67.33	Viking	Stationery

102783	£500.00	South Essex College	Employer contribution
102784	£119.00	Staff member	Reimburse expenses
102785	£204.00	Meyer Fire Protection Company Ltd	Fire Extinguisher Service
102786	£5474.00	Icicle Graphic Design	Magazine production
102787	£70.20	James Todd & Co	Payroll processing
102788	£75.00	Royal British Legion	Donation for assistance
102789	£38.15	Staff member	Reimburse expenses
102790	£2410.82	Johnson Gillies Ltd	Contract management roof repairs
102791	£11.28	Recognition Express Essex	Name badge
102792	£81.75	St John Ambulance	Distribution of collection at Leigh Lights (chq reissued original lost)
102793	£360.00	Meyer Fire Protection Company Ltd	Fire risk assessment
102794	£10.00	Wyvern Community Transport	Deposit for minibus hire
102795	£1833.80	Essex Association of Local Councils	Affiliation fees for EALC and NALC 2019/20
102796	£250.00	Entertainer	Children's events
102797	£100.00	Entertainer	Children's events
102798	£36.40	Staff member	Reimburse for purchase of plumbing parts
102799	£44.46	Essex Supplies (UK) Ltd	Cleaning materials
102800	£110.00	Entertainer	Children's events
102801	£21.56	Viking Direct	Stationery
102802	£8011.20	Aylesford Electrical Contractors Ltd	Christmas lighting scheme replacements
102803	£70.00	The Art Ministry	Community Transport Social Club
Bk Trs	£125.00	Marshall Close	ASA agreement
Bk Trs	£750.00	MDAS	ASA agreement
Bk Trs	£9303.60	Allies and Morrison	Old Leigh Spatial Plan
Bk Trs	£25000.00	Payroll	March payroll
Bk Trs	£3359.81	HMRC	DRN50/18
Bk Trs	£150.00	The Art Ministry	Donation re Children's event
		Expenditure – Imprest Items	
	£72.80	The Range	Presentation frames

	£21.00	Southend BC	Community Day permit
	£26.00	Southend BC	Community Day TENS
	£21.00	Southend BC	Youth Market permit
	£26.00	Southend BC	Youth Market TENS
	£251.00	Southend BC	Community Centre Planning application
	£15.47	Amazon	Cable ties
	£30.75	Solopress	Flyers Easter Fun day
	£27.70	Solopress	Flyers Social Club
	£128.95	Solopress	Annual Report printing
	£27.70	Solopress	Flyers re hanging baskets
	£251.00	Southend BC	Skate Park planning application
	£109.62	Vinyl Banners Printing	Banners Community Day
	£93.54	UK POS Group	Display clip frames
	£256.00	Palace Theatre	Tickets for Community Transport trip
	£87.43	Amazon	Events equipment
	£16.00	Palace Theatre	Tickets for Community Transport trip
	£138.60	UK POS Group	Display clip frames
	£71.55	Solopress	Strategic plan booklets
	£27.00	Southend BC	Event application Carols on Strand Wharf
	£27.24	Value Products Ltd	Safety signage
		Expenditure – Direct Debits	
	£769.96	SSE	Electricity
	£26.26	SSE	Strand Wharf electricity
	£65.14	The Calls Warehouse	Call charges 477248
	£93.07	Biffa Environmental	Recycling Community Centre
	£119.65	Biffa Environmental	Waste collection Community Centre
	£92.15	Biffa Environmental	Waste collection Skate Park
	£316.80	CF Corporate Finance	Dokoni software lease
	£12.00	Retail Funding Ltd	Card machine fee
	£199.92	British Telecom	Broadband charges

	£6.00	Paynetworx	Virtual terminal fee
	£12.00	British Telecom	Mobile broadband
	£66.53	DOTS	Photocopying
	£18.03	Global Payments	Card processing fees
	£28.87	Global Payments	Card processing fees
	£22.72	SSE	Electricity at Strand Wharf
	£745.63	SSE	Electricity Community Centre
	£12.00	Retail Funding Ltd	Card machine fee
	£811.50	Southend BC	Business rates CC
	£138.53	Wessex Products Leasing	Hand drier lease
	£75.07	Biffa Environmental	Recycling Community Centre
	£96.34	Biffa Environmental	Waste collection Community Centre
	£92.15	Biffa Environmental	Waste collection Skate Park
	£12.00	British Telecom	Mobile broadband
	£2059.77	SSE	Gas
	£592.32	DOTS	Photocopying and IT Support
	£96.00	FP Mailing	Franking machine lease
	£6.00	Paynetworx	Virtual terminal fee
	£44.90	Global Payments	Card processing fees
	£18.41	Global Payments	Card processing fees
	£26.58	SSE	Electricity Strand Wharf
	£62.77	SSE	Electricity Skate Park

[Agenda](#)

Leigh-on-Sea Town Council - Meetings timetable New Structure

Meeting	Time	Regular Date	May 2019	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2020	Feb	Mar	April	May 2020
Council	7.30	3rd Tuesday Month 1	14th		16th		17th		19th		21st		17th		19th
Finance & Governance	7.30	4 meetings a year	*				10th		12th				3rd		5th
Planning & Licensing	7.30	If every 3 weeks (except)	21st	11th	2nd 23rd	13th	3rd 24th	15th	5th 26th	10th	7th 28th	18th	10th 31st	21st	12th
Community	7.30	3rd Tuesday Month 2		18th		20th		8th		17th		11th		28th	
Staffing	7.30	At least once a year						29th				4th			
AALG	2.00	1st Tuesday Quarterly			2nd			1st			7th			7th	
									Annual Town Electors Meeting		Friday 24th April 2020				
* in a non election year a F&G meeting would take place in May															
exceptions															

[Agenda](#)



Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons



COMPLAINT'S PROCEDURE (SECTION 10 OF STAFF HANDBOOK)

ADOPTED 2015 as part of Staff Handbook
REVIEW 2018 (ongoing at present)

10. Complaints

10.1 Introduction

The following Code of Practice in Handling Complaints is based on a model code promoted by the National Association of Local Councils.

These paragraphs i.e. Chapter 10 can be given out to members of the public on request.

From time-to-time members of the public have complaints about the Council's administration or procedures. Local Councils as corporate bodies are not subject to the jurisdiction of the Local Government Ombudsman and there are no provisions for another body to which complaints can be referred. Therefore it is recommended for transparency in local government, and for the benefit of good local administration, that a standard procedure is adopted for considering complaints.

Leigh-on-Sea Town Council will do its utmost to settle complaints and satisfy complainants in the interest of the good reputation of the Council, and to ensure that the complainant feels their grievance has been fully considered, taken seriously and acted upon accordingly.

10.2 Information for the Complainant

It is hoped that any complaints can be satisfactorily resolved at a local level but complainants should bear in mind that even if a complaint is upheld, the Council does not have the authority to formally discipline a Councillor for breach of the Code of Members Conduct.

For complaints about Councillors, the complainant is welcome and encouraged to contact the Town Clerk or the Chairman of the Council to discuss matters informally prior to deciding whether to officially register a complaint. All Councillors are required to observe and act within the parameters of the Members Model Code of Conduct.

The Monitoring Officer acts for the Standards Committee of Southend Borough Council which has responsibility for all Town Councillors within their district, as well as the Borough Councillors. Complaints in respect of Councillors and for breaches of the Model Code of Conduct should be directed to the Monitoring Officer.

The provisions of the Data Protection Act 1998 as well as the Freedom of Information Act 2000 must be borne in mind in dealing with all complaints.

What is deemed not to be a complaint?

- Dissatisfaction of a decision of the Council
- Comments either commendatory or critical where the complainant does not wish to take the matter further
- Matters relating to formal consultation exercises such as planning and licensing applications and local plans.
- Concerns regarding matters which are the responsibility of another body
- Criticisms of a policy adopted by the Council

10.3 Procedure

All complaints will be deemed to be 'Informal Complaints' unless a written complaint expressly states 'Formal Complaint'.

10.3.1 Informal Complaints

Complaints may be given orally or in writing to any Officer or Councillor. Where the complaint is about the Town Clerk, the complaint should be notified to the Chairman of the Council.

The complainant should be offered a copy of the Council's Complaints Procedure for Handling Complaints at this stage.

It is hoped that the complaint can be dealt with at an informal local level in consultation with the employee to whom it refers. The response should be given to the complainant within 3 days.

If after receiving the response, the complainant remains unhappy, they can escalate the matter to a Formal Complaint.

In the event of a seemingly serial facetious, vexatious or malicious complaint from a member of the public, the Council should consider taking legal advice before writing any letters to the complainant.

10.3.2 Formal Complaints

If the complainant feels very strongly about a matter, they may lodge a Formal Complaint with the Council and this should be submitted in writing to the Town Clerk. Where the complaint is about the Town Clerk, the complaint should be notified to the Chairman of the Council.

The letter must state that a Formal Complaint is being made and include the following information:

- Name, address, and telephone number of the complainant

- Who is the complaint about or the full nature of what the complaint is about
- How the issue has affected the complainant
- Copies of any relevant documents
- Details of third parties and their involvement
- What action the complainant believes might resolve the complaint

Receipt of the letter will be acknowledged within 2 working days and the complainant advised that the Town Clerk will investigate the complaint and respond within 10 working days. The complainant should be offered a copy of the Council's Code of Practice for Handling Complaints and a meeting with the complainant may be considered appropriate at this stage.

Any complaint about a Council employee will normally be dealt with as an employment matter in accordance with the employee's Contract of Employment and, if appropriate, by the Council's disciplinary and capability procedures.

10.3.3 Complaints Committee

If the complainant feels that the matter has not been resolved fully after lodging a Formal Complaint to the Town Clerk then they may request in writing that the Complaints Committee be convened to consider the complaint.

On receipt of the written complaint, the Town Clerk will acknowledge the letter and advise that the Complaints Committee will call a meeting to discuss the complaint within 15 working days of receipt of the letter.

The Complaints Committee comprises of the Chairman, the Vice Chairman and the Chairman of the Personnel Sub-Committee. The Town Clerk will also be in attendance to represent the Council. If any of the aforementioned are involved in the complaint investigation they will be excluded from the Complaints Committee and another Councillor may be delegated in their place.

The complainant will be notified of the date of the meeting and asked for their comments, evidence and documentation in writing prior to the meeting. They, or their representative, will be able to address the Committee however must leave the room whilst the Committee considers the complaint and its decision and response. The Committee must establish at its meeting whether there is a factual basis to the complaint and, if so, what action should then be taken.

Once a decision has been made the complainant will be advised verbally and within 5 working days, the recommendations of the Committee will be sent in writing to the complainant.

The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The complainant will be advised in writing of this delay. The advice will be considered and the complaint dealt with at the next appropriate meeting.

10.3.4 Appeals

The Council will appoint a separate Appeal Panel to whom a complainant may appeal

against the decision of the Complaints Committee. The membership of the Appeal Panel will not include any member of the Complaints Committee, nor any Councillor involved in the original complaint.

Requests to refer the decision of the Complaints Committee to the Appeal Panel must be made in writing to either the Town Clerk or Chairman of the Council within 10 working days of receipt of the decision letter.

An appeal hearing will be arranged within 20 working days of receipt of the appeal letter. A meeting of the appeal Panel will convene to investigate the whole complaint again. The Appeal Panel must follow the same procedure outlined in this document.

The Chairman will respond in writing within 15 working days. This decision is final and there is no further right of appeal. However, where all parties agree that there would be some merit in referring the matter to a third party for advice, conciliation or arbitration, arrangements will then be made to find a mutually acceptable third party.

10.4 Recording of Complaints

For future reference and in the interest of continually improving the Council's service, also for the sake of transparency of the Council), when complaints have been dealt with under the Complaints Procedure, it will be recorded by the Town Clerk. The name of the complainant will be reported only if they have given their consent to be mentioned. The record should note the nature of the complaint, the reasons for the decisions made and what actions might need to be taken in the future (if any).

[Agenda](#)

LEIGH-ON-SEA TOWN COUNCIL

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Information published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
Who's who on the Council and its Committees	Website Hard copy on request	Free 5p per A4 sheet
Contact details for Town Clerk and Council members (named contacts and council email address)	Website Hard copy on request	Free 5p per A4 sheet
Location of main Council office and accessibility details	Website There is full disabled access throughout the building	Free
Staffing structure	Website Hard copy on request	Free 5p per A4 sheet
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy on request	Free 5p per A4 sheet

Finalised budget	Website Hard copy on request	Free 5p per A4 sheet
Precept	Website Hard copy on request	Free 5p per A4 sheet
Borrowing Approval letter	Not currently available as no borrowing	
Financial Standing Orders and Regulations	Website Hard copy on request	Free 5p per A4 sheet
Grants given and received	Website Hard copy on request	Free 5p per A4 sheet
List of current contracts awarded and value of contract	Available electronically by request Hard copy on request	Free 5p per A4 sheet
Members' allowances and expenses	There are no members' allowances. Details of expenses available electronically by request Hard copy on request	Free 5p per A4 sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	'Vision for Leigh' publication available as a hard copy on request. Strategic Plan 2019-2023 available as a hard copy on request or accessible via website Action plan on website.	5p per A4 sheet

	Hard copy on request.	
Annual Report to Town Electors' Meeting (current and previous year as a minimum)	Website Hard copy on request	Free 5p per A4 sheet
Quality status	Website Hard copy on request	Free 5p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	Not available	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		Free 5p per A4 sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free 5p per A4 sheet
Agendas of meetings (as above)	Website Hard copy on request LTC noticeboards	Free 5p per A4 sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 5p per A4 sheet
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 5p per A4 sheet
Responses to consultation papers	Website Hard copy on request	Free 5p per A4 sheet
Responses to planning applications	Website Hard copy on request	Free 5p per A4 sheet
Bye-laws	Not available	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		Free 5p per A4

Current information only		sheet
<p>Policies and procedures for the conduct of council business</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Staff Handbook including Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
Records management policies (records retention, destruction and archive)	<p>Not available Hard copy on request</p>	
Data protection and Information Security policies including privacy notices	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
Schedule of charges (for the publication of information)	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Any publicly available register or list (if any are held)	<p>Where applicable Hard copy on request</p>	<p>Free 5p per A4</p>

		sheet
Assets register	Website within annual supporting accounts information Hard copy on request	Free 5p per A4 sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy on request	5p per A4 sheet
Register of members' interests	Website Hard copy on request	Free 5p per A4 sheet
Register of gifts and hospitality	Only available for inspection by visiting the Town Council Office	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Website Hard copy on request	Free 5p per A4 sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Electronically by request Hard copy on request	Free 5p per A4 sheet
Parks, playing fields and recreational facilities	Electronically by request Hard copy on request	Free 5p per A4 sheet
Seating, litter bins, clocks , notice boards, memorials and lighting	Electronically by request Hard copy on request	Free 5p per A4 sheet
Markets	Electronically by request Hard copy on request	Free 5p per A4 sheet
Public conveniences	Not applicable	
Agency agreements	Electronically by request Hard copy on request	Free 5p per sheet

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information available		
Town magazine – LTC News	Delivered to LTC electors Website Available LCC	Free
Links to Local Organisations	Website	

Information will be published if it is available/when it becomes available.

Contact details:

Helen Symmons

Town Clerk

Leigh-on-Sea Town Council

Tel: 01702 716288

Email: council@leighonseatowncouncil.gov.uk

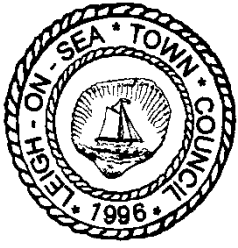
Website: www.leighonseatowncouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ p. per sheet (black & white)	Actual cost 5p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class

Document reviewed: ACM May 2018

Date to be reviewed: ACM May 2019



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 Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

PRESS & MEDIA POLICY

1 INTRODUCTION

- 1.1 The purpose of this policy is to define the roles and responsibilities within Leigh-on-Sea Town Council (known as "the Council") for working with the press and media (known as "the media") and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2 KEYS AIMS

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 It is important that the media have access to Officers and Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 THE LEGAL FRAMEWORK

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Town Council's Standing Orders should be adhered to.

4 CONTACT WITH THE MEDIA

- 4.1 Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 4.2 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken.
- 4.3 When the media wish to discuss an issue that is, or is likely to be subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 4.4 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively. These include the release of personal information; disciplinary

procedures and long-term sickness absences that are affecting service provision. In all these and similar situations advice must be taken from the Town Clerk before any response is made to the media.

- 4.5 When responding to approaches from the media, the Town Clerk or Officers authorised by the Town Clerk, Chairman or the Chairman of Committees are authorised to make contact with the media.
- 4.6 Statements made by the Chairman or the Chairman of Committees and authorised Officers should reflect the Council's opinion.
- 4.7 Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.
- 4.8 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letter should be kept brief and balance in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Town Clerk.

5 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS

- 5.1 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request.
- 5.2 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available.

7 PRESS RELEASES

- 7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.
- 7.2 Any Officer or Member may draft a press release, however they must all be shown to the Town Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

ADOPTED MAY 2018
REVIEW DATE MAY 2019

Approval required for the following Annual Commitments 2019-2020**Subscriptions**

Name/Reason	Frequency/Payment Type	Annual Spend
EALC & NALC - Local Council Review Subscription	Annually/Cheque	£17.00
EALC & NALC – Affiliation fee	Annually/Cheque	£1833.80
National Society of Allotments - Subscription	Annually/Cheque	£55.00
Royal Mail Group Ltd	Annually/Cheque	£99.00
SLCC – Clerk Affiliation	Annually/Cheque	£273.00

Annual Contracts/Agreements

Name/Reason	Frequency/Payment Type	Annual Spend
Secom – Security Alarm CC	Annually/Cheque	£413.03
Meyer Fire Prot- Fire Alarm CC	Annually /Cheque	£460.00
Meyer Fire Prot – Extinguisher Service	Annually/Cheque	£170.00
Quantum Services-Lift maintenance contract	Annually/Cheque	£325.00
Edge IT Systems – Facilities & Finance systems	Annually/Cheque	£1583.00
Auditing Solutions – Internal Audit	Twice Yearly/Cheque	£1280.00
PKF Littlejohn – External Audit	Annually/Cheque	£1300.00
Greenworks Washrooms – Washroom services	Annually/Cheque	£1215.00
Phoenix Water Coolers	Annually/Cheque	£150.00
RCH Heating & Plumbing – Boiler service	Annually/Cheque	£500.00
DOTS – IT Support	Monthly/DD	£2400.00
FP Mailing – Franking Machine service agreement	Annually/Cheque	£396.00
James Todd & Co - Payroll processing	Monthly/Cheque	£710.00
CF Corporate – Photocopier lease	Quarterly/Direct Debit	£1845.00
CF Corporate – Sokoni software	Quarterly/Direct Debit	£1320.00
Aylesford Electrical Contractors Ltd- Leigh Lights	Annually/Cheque	£9150.00
Eon – Electricity for Leigh Lights	Annually/Cheque	£397.53
Phuse Media website hosting LCC & LTC	Annually/Cheque	£240.00
LOSALGA- ASA agreement	Quarterly/Bank Transfer	£1600.00
MDAS –ASA agreement	Quarterly/Bank Transfer	£3000.00
Marshall Close – ASA agreement	Quarterly/Bank Transfer	£500.00
Southend Borough Council – Hedge cutting allotments	Annually/Cheque	£900.00
Southend Borough Council- Grass cutting allotments	Annually/Cheque	£450.00
Wren Electrical Ltd – Electrical condition report	Every 3 years/Cheque	£2500.00
WPS Insurance Brokers	Annually/Cheque	£6624.62
Anti Virus Licence	Annually/DD	£531.36
BT Payphones – Red Telephone Box	Annually/Cheque	£300.00

Licences

Name/Reason	Frequency/Payment Type	Annual Spend
--------------------	-------------------------------	---------------------

PRS & PPL – Music licences	Annually/Cheque	£1350.00
Southend BC- Wedding licence	Every 3 years/Cheque	£600.00

Approval required for the use of variable direct debits as follows

Regular Direct Debits

Name	Reason	Average Annual Spend
Biffa	Waste/Bins CC & Skate Park	£2934.48
Southend BC	Business Rates	£8101.50
Wave	Sewage fee Comm Centre	£447.66
Essex & Suffolk Water	MDAS water charges	£1837.62
BT	Broadband, line rental & call chgs	£3768.00
NWG Business	Water rates CC & Allotments	£2288.25
SSE	Gas & Electricity at LCC Electricity at Skate Park & Strand Wharf	£8282.99
Wessex Leasing	Hand Drier leasing	£461.76
Global Payments	Card payment processing	£800.00
DOTS	Photocopying costs	£900.00
Francotyp Postalia	Postage on franking machine	£1300.00
ICO	Information Commissioner	£45.00
HMRC	Vat payments	Variable

[Agenda](#)

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

LEIGH-ON-SEA TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		"Yes" means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.leighonseatowncouncil.gov.uk

31/03/2018		31/03/2018
	INCOME	
£		£
400,904.00	BC - Precept	411,692.00
9,800.00	BC - Grants	21,674.75
6,400.60	CFC - Events	7,733.39
277.41	CFC - LCC Friends	1,055.32
300.00	CFC - Other	0.00
	CFC - SW Memorial Plaques	
127,868.23	CFC - LCC Room Hire	154,862.81
14,771.84	E&L - Allotments	15,303.10
1,267.00	E&L - Community Transport	1,982.29
7,842.09	E&L - Other	9,563.41
5,834.54	P&R - Cil Income	19,591.90
1,090.11	P&R - Interest on Investments	3,309.24
1,555.99	P&R - Other	2,248.44
10000	P&R - Leigh Partnership Group	0.00
£587,911.81	INCOME TOTAL	649,016.65
	EXPENDITURE	
13,012.13	Capital Equipment	45,773.96
39,118.08	CFC - LCC Premises	161,472.95
1,827.39	CFC - Skate Park	1,709.81
143,473.25	CFC - Staff	136,626.66
1,564.48	CFC - Strand Wharf	350.75
16,234.24	CFC -LCC Administration	14,501.17
4,621.75	CFC - Other	8,068.85
21,686.22	E&L - Allotments	25,636.75
5,618.43	E&L - Community Transport	5,334.19
57,134.61	E & L - Events & General Services	55,171.99
34,375.07	P&R -Administration	56,602.92
25,885.59	P&R - Expenditure	50,723.68
339.77	P&R - Re-imbusement of Councillors Expenses	33.95
98,403.62	P&R - Staff	99,213.50
14,276.75	Planning	10,453.70
	Section 137 Payments	
£477,571.38	EXPENDITURE TOTAL	671,674.83
127,261.00	Balance from Previous Year	109,139.23
587,911.81	Add Total Income	649,016.65
715,172.81		758,155.88
477,571.38	Deduct Total Expenditure	671,674.83
237,601.43		86,481.05
-128,462.20	Transfer from/ to Earmarked Reserves	3,545.29
£109,139.23	Balance as at 31st March	90,026.34

31/03/2017			31/03/2018
£		£	
	Current assets		
473,636.23	Investments		474,113.25
9,727.63	VAT Recoverable		6,353.92
18,208.15	Other Debtors		16,333.48
10,331.65	Payments in Advance		9,071.10
19,083.61	Cash in Hand and at Bank		-791.70
530,987.27	TOTAL CURRENT ASSETS		505,080.05
16,353.42	Creditors		9,414.26
528.27	Receipts in Advance		4,218.39
16,881.69	TOTAL CURRENT LIABILITIES		13,632.65
£514,105.58	NET CURRENT ASSETS		£ 491,447.40
	Represented by		
109,139.23	General Fund		90,026.34
	Earmarked Reserves		
	P & R	106,146.37	
	E & L	27,725.77	
	Planning	-	
	CFC	44,029.53	
236,558.40	Other	38,380.23	216,281.90
	Capital Reserves		
168,407.95	Capital Projects	185,139.16	185,139.16
£514,105.58			£ 491,447.40

Supporting Notes to Accounts 2018/2019**1. Assets**

During the year, the following assets were purchased at the following cost:

Office equipment	£ 273.49
Christmas Lights	£ 10,404.25
Water heater	£ 957.00
Cleaning trolley	£ 119.00
Lift	£ 32,887.00
Water tanks	£ 348.45
Telephones	£ 1,882.00

During the year, the following assets were disposed of at an asset value of:
£48301.22

Hedge cutter *
Brush trimmer *
Shed on allotments **
Christmas lighting ***

* Stolen

** Property of MDAS

*** Replaced

At 31st March 2019 the following assets were held:

Computers	£ 22046.83*
Notice Boards	£ 4512.11*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 36,887.47*
Buildings & Infrastructure on allotments	£ 25,521.47*
Seats	£ 1,932.00*
Bins	£ 880.00*
Bollards	£ 7,017.63*
Franking Machine	£ 1,109.00*
Skate Park Lighting	£ 7,866.65*
Leigh Sign	£ 2,220.00*
Lift in Community Centre	£ 32,887.00*
Allotments -	
Marshall Close	£ 1.00***
Manchester Drive	£ 1.00***
Leigh	£ 1.00***
Youth Facility	£280,000.00****
Strand Wharf	£130,000.00*****

* The basis of valuation of these assets is purchase value.

** Insignia at Insurance value.

*** Nominal value, not purchased, transferred from Southend B.C.

**** Insurance Value

***** Valued at cost of landscaping

Value of other assets not required to be individually identified £54520.84

2. Leases

During the year the following leases were held:

Landlord	Property	Rent Paid £	Repairing/ Not Repairing
Southend Borough Council	The Community Centre	0.00	Repairing
Southend Borough Council	Skate Park Leigh Marsh	50.00	Repairing
Southend Borough Council	Strand Wharf	0.00	Repairing

The basic rent payable for the Community Centre Rent is £35,000.00 per annum. Rent becomes payable at 40% of the net profit arising from the operation of the premises up to a maximum of £35,000.00.

The Council maintains a 5 year lease for the photocopier. Payments in 2018/19 amounted to £1476.00.

The Council also leases a franking machine at a cost of £320.00 per annum.

3. Borrowings

The Council had no loans outstanding as at 31st March 2019.

4. Short Term Investments

Short Term Investments comprise:

HSBC Business Savings Account	£	56067.55
Public Sector Deposit Fund	£	418045.70
Total	£	474113.25

5. Bank and Cash in Hand

Balances as at 31st March 2019 were as follow:

Current Account & Community Centre	£	-3201.29
Payroll Account	£	1240.45
Imprest Account	£	1000.00
Petty Cash	£	169.14
Total	£	-791.70

6. Debts Outstanding

The Council had the following debtors as at 31st March 2019:

Payee	Purpose	£
HMRC	Vat Recoverable	6353.92
Hirers	Room Bookings	6918.73
EMFF	Grant	£9,414.75
Total		22687.40

7. Pensions

Employees participate in the Local Government Pension Scheme administered by Essex County Council. For the year of account the Council's contributions equal 20.8% of the employees' pensionable pay compared to 19.8% in 2017/18.

8. Capital Reserves 2018-2019

As at 31st March 2019, the Council had Capital Reserves of £185,139.16

Movements on the Capital Reserves

Opening Balance

£168407.95

Comprising	CC Refurbishment project	£138,407.95
	Other projects fund	£ 30,000.00

New Capital Projects

£181,576.68

Less

Amount Used to Finance Capital Expenditure

£164,845.47

Balance at year end

£185,139.16

Balance comprises

Skate Park Project	£30,000.00
Community Centre remodel works project	£82,000.00
CC Refurbishment project	£73,139.16
TOTAL	£185,139.16

9. Earmarked Reserves

Policy & Resources

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Elections	£19344.77		£19344.77
Renewals Fund	£16086.02	£5000.00	£21086.02
Grant Aid	£3971.18	£1500.00	£5471.18
Volunteer Programme	£19504.40	£1000.00	£20504.40
Community Specials **	-	£5000.00	£5000.00
Legal costs	£3475.00	£1500.00	£4975.00
Office Admin	£4750.00	-	£4750.00
IT **	-	£10000.00	£10000.00
Training	£1500.00	£500.00	£2000.00
Salaries	£16079.00	-£3064.00	£13015.00

Environment & Leisure

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Allotments Infrastructure	£6256.73	-£5096.45	£1160.28
E & L Allotments	£2620.19	£1000.00	£3620.19
E&L General Services	£5900.00	-	£5900.00
E&L General Events	£6086.30	-	£6086.30
Leigh Lights	£10159.00		£10159.00
Community Transport **	-	£800.00	£800.00

Planning

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Neighbourhood Plan	£2000.00	-£2000.00	-

Community Facilities

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Skate Park	£4902.25	£1000.00	£5902.25
CFC other	£1831.03	-	£1831.03
Community Centre	£20594.88	£10000.00	£30594.88
Paddling Pool	£2159.70	£500.00	£2659.70
Strand Wharf Planters	£3041.67	-	£3041.67

N.B. Community Centre Refurb & Equipment (£69,576.68), a resolution was passed by Council in March 2018 that moved this earmarked reserve to a Capital project. This was undertaken 1st April 2018.

** New

Others

Purpose of Reserve	Opening Balance	Movement	Closing Balance
CiL	£6719.60	£19591.90	£26311.50
Leigh Partnership Group	£10000.00	-£971.63	£9028.37
CC Friends ***	N/A	£813.27 (£3040.36)	3040.36

*** Now recorded as a reserve

Totals	Opening Balance	Movement	Closing Balance
	£236558.40*	-£20276.50*	£216281.90

*Includes CC Refurb since moved to Capital Projects

10. List of Creditors / Accruals 2018-2019

Payee	Purpose	Amount £
DOTS	Photocopying	£493.60
Allotment Plot Holders	Tenancy Deposits Held	£6369.50
SSE	Community Centre Gas	£1716.48
British Telecom	Mobile broadband charge	£10.00
Biffa Environmental	Waste Bin Rental and collection	£464.17
Meyer Fire & Protection Services	Fire risk assessment	£300.00
Global Payments	Card processing fees	£60.51
Total		£9414.26

11. Contingent Liabilities

There are no contingent liabilities which have not been included in the Council's accounts for 2018-19.

12. Commitments

The Council has not entered into any new financial commitments during 2018-2019.

Section 2 – Accounting Statements 2018/19 for

LEIGH-ON-SEA TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	403,765	514,105	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	400,904	411,692	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	187,007	237,324	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	286,984	271,566	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	190,587	400,108	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	514,105	491,447	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	492,719	473,321	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	610,823	608,904	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0		The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		X	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]
 County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2017/18 £	2018/19 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	483,765	514,165				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	400,904	411,692	10,788	2.69%	NO		
3 Total Other Receipts	187,007	237,324	50,317	26.91%	YES		£50317 Increased room hire income now includes £27000 hire of meeting rooms by Council. CIL income increased £13757 EMFF Grant £14815 Increased interest on investments £2219 Increased event income £1721 Insurance claim £629 Increased Allotment income £488 Increased Friends fundraising £580 Increased Community Transport Income £715 Events at Community Centre Income £1333 LCTS Grant -£2940 Leigh Partnership Grant not paid this year -£10000
4 Staff Costs	286,984	271,566	-15,418	5.37%	NO		
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	190,587	406,168	209,521	109.93%	YES		£209521 Now includes £27000 cost of hire of meeting rooms by Council. £33000 new ifl. £133000 CC refurbishment programme. Tree removal at allotments £5853. Spatial plan £19753. By-election costs £2405 Council staff costs increase £1143 Planning expenditure reduced -£3823 Community Centre Staffing costs reduced -£6847 Events costs reduced -£1963
7 Balances Carried Forward	514,105	491,447			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	492,719	473,321				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	610,823	608,904	-1,919	0.31%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma**(applies to Accounting Statements prepared on an income and expenditure basis only)**

Please complete the highlighted boxes.

Name of smaller authority:

Leigh-on-Sea Town Council

County area (local councils and parish meetings only):

Essex

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		491,448.00
Deduct: Debtors (enter these as negative numbers)		
Marine Management	(9,414.75)	
Room Hirers	(6,918.73)	
Inland Revenue	(6,353.92)	
	(22,687.40)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1	(9,071.10)	
2	(9,071.10)	
Total deductions		(31,758.50)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
1	9,414.26	
2	9,414.26	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1	4,218.39	
2	4,218.39	
Total additions		13,632.65
Box 8: Total cash and short term investments		<u>473,322.15</u>

Leigh-On-Sea Town Council

Internal Audit Report 2018-19 (Final Update)

Prepared by John Watson

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

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied accordingly, in terms of independence from the Council decision making process, appointing a local practice to provide the service for the Council from the outset. Subsequently, we at Auditing Solutions Limited, were appointed to provide the function to the Council for 2010-2011 and subsequent years.

This report sets out the work undertaken in relation to the 2018-19 financial year, during the course of our three interim visits to the Council, which took place on 4th November 2018 and on 19th February and 1st May 2019.

Internal Audit Approach

In undertaking our reviews for the year to date, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts (AGAR). Our programme

of cover has again been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work undertaken this year, the Council has again maintained more than adequate and effective internal control arrangements. We are pleased to again acknowledge the quality of records maintained by the Clerk and the Finance Assistant and thank them both for their assistance, which has again ensured the smooth progress of our review process. We once again commend the Finance Assistant for continuing to keep the Council's affairs in order whilst also dealing with the continuing problems created by the Council's VAT Registration.

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

Detailed Report

Review of Accounts and Accounting Arrangements

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

- Checked and agreed the opening balance detail for 2018-19 to the closing Trial Balance and certified AGAR for 2017-18;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Completed checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of May and August 2018, for the month of December 2018 and for the month of March 2019 with the HSBC Current, Payroll and Imprest accounts bank statements;

- Similarly, completed checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of May and August 2018, for the month of December 2018 and for the month of March 2019 with the HSBC Savings account bank statements;
- Also checked and agreed transactions on the CCLA Public Sector deposit account from cashbooks to statements for the year to 31st March 2019;
- Verified that regular, monthly bank reconciliations continue to be undertaken on all bank accounts, noting that appropriate hard copies are retained on file and that members are regularly provided with same. We have checked and agreed the bank reconciliations as at 31st May and 30th September 2018, as at 31st December 2018 and as at 31st March 2019 on all five accounts with no matters arising; and,
- Ensured that no long outstanding unrepresented cheques or other anomalous entries exist

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We have ensured the accurate disclosure of year-end balances in the Statement of Accounts and AGAR.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Reviewed the minutes of meetings of the Full Council and its Standing Committees (except Planning), where available, for the year to 31st March 2019 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred with no such issues apparent;
- Previously noted that the Council properly adopted the General Power of Competence at the Full Council meeting in May 2015: subsequently, we note that re-adoption was not required in subsequent year in the absence of Council elections in these years. We note that the next elections are in 2019; and
- Also noted that both Standing Orders and Financial Regulations had been reviewed by the Policy & Resources Committee and subsequently ratified by Council at their meeting on 15th May 2018 (minute 11,2 refers).

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Review of Purchasing and Payment Procedures

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Invoices are supported by an official order, where appropriate;
- Alternatively, invoices are supported by quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations;
- Members are provided with, and subsequently authorise, all supplier payments and that appropriate details are recorded in the Council minutes;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have finished testing in this area, examining a sample of all those payments individually in excess of £2,000, together with a more random sample of approximately every 30th cashbook transaction irrespective of value, for the year to 31st March 2019. Our sample comprised 87 items, totalling £379,521 and representing 81.6% of all non-salary expenditure to that date with no issues arising. We again point out that the high percentage by value of items tested is due to the expenditure on the Community Centre roof and the lift.

We note that the Council holds a debit card which is available for urgent goods, services and internet purchases. We have checked transactions in respect of the debit card as part of the testing process as mentioned above.

We have confirmed that VAT has been appropriately identified and coded to the control account for periodic recovery. We have previously noted that the Council has registered for VAT this registration being backdated to 1st October 2016. We have also noted that the Council opted to tax the income from the Community Centre but that, due to a discrepancy in the submission of the appropriate forms to HMRC, whilst the Council understood that it should charge VAT on hire fees from 18th September 2018, the actual date from which it could charge VAT on hire fees was 20th November 2018. We understand that an arrangement has been reached with HMRC regarding the VAT charged for the period 18th September 2018 to 20th November 2018. We further understand that, other than the correct allocation by HMRC of the monies sent to them in respect of this, the issue is now resolved.

Finally, we were pleased to note at our second interim visit that the Finance Assistant had prepared and submitted to HMR&C the VAT Return for the period to 31st December 2018. We have at this final visit noted that the VAT Return for the quarter to 31st March 2019 has been prepared and will be submitted on due date.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Assessment and Management of Risk

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

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council's activities was undertaken and that a formal Strategy and detailed risk registers were re-adopted by the Full Council at its meetings in March 2018. We are pleased to note at this final visit that the updated risk assessment register was approved by Council at its meeting on 19th March 2019 (minute 111.2 refers);
- Examined the current year's insurance policy schedules to 18th August 2019, cover continuing to be provided by Aviva, noting that both Employer's and Public Liability remain at £10 million; that Fidelity Guarantee cover remains at £450,000 and that Loss of Revenue cover stands at £250,000. We note that the Town Hall insurance is provided by Southend Borough Council; and,
- Noted that the Council's skatepark is inspected on a weekly basis by in house staff, records being kept of these inspections and the appropriate action being taken if any issues arise. We also note that an annual inspection is carried out by a RoSPA accredited independent contractor.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We were pleased to note at our second visit that a detailed budget exercise was undertaken and approved by Council at its meeting on 22nd January 2019 and have further noted that the precept has been agreed by Council at the same meeting at £421,625 (Minute 92 refers).

We are also pleased to note that members continue to be provided with sound, periodic and comprehensive management accounting information in order to provide an appropriate means for monitoring budgetary performance during the current year.

We note that Reserves as at 31st March 2019 total £473,321 of which £216,282 are Earmarked Reserves. The balance of General Reserves at £257,039 equates to between four and five months average revenue expenditure during the year which is within the CIPFA guidelines of between three and six months average revenue spending.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; we continue to be of the opinion that appropriate resources are in place to finance the ongoing revenue spending and future development aspirations of the Council.

Review of Income

In this review area, we aim to ensure that the Council has appropriate procedures in place to ensure that all income due is identified, invoiced (where appropriate), recovered and banked in a timely manner.

In addition to the Precept, the Council's principal source of income is the Town Hall Community Centre, supplemented by allotment rentals, monthly farmers' market pitch fees, community transport ticket sales and activities such as Christmas Lights and other events.

Consequently: -

- We have noted that, at their meeting on 27th June 2017, The Environmental and Leisure Committee recommended that an annual percentage increase of 4% be applied year on year as standard until the allotment budget breaks even (minute 11 refers). This was subsequently approved by Council and would take effect from 1st October 2018. It was further agreed that only the water charges would need to be reviewed on an annual basis;
- We have further noted that Council agreed at their meeting on 17th July 2018 (minute 46 refers) that hire charges in respect of the Town Hall Community Centre are not increased except for 3 categories in 2019/20 and remain the same for 2020/21 but that VAT should be passed on to hirers with immediate effect from becoming VAT registered. We have previously noted in this report the situation regarding VAT;
- We also note that the bookings and receipting processes for the Town Hall Community Centre continues to utilise the bespoke Edge software; we have at our first visit tested a sample of sales ledger invoices for the Town Hall Community Centre bookings by reference to a sample of the bookings diary, being approximately 85 items in the week commencing 3rd September 2018, to ensure that each entry had been invoiced, that the fees charged were in accord with the approved scale of fees and that payments had been received in a timely manner; and,

- We have also at our first visit tested a sample of the Finance Officer's banking control sheets in September 2017 to cashbook postings and bank statement entries; we are pleased to note that funds are deposited with the bank in a timely manner.
- We have, at our second visit checked the allotment income for the year commencing 1st October 2018 with the record of allotment holders with no issues arising

We are pleased to note that allotment tenancies are reviewed on a regular basis with available allotments being offered to prospective tenants on the waiting list.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Petty Cash Account and Debit Card Usage

The Council operates a limited petty cash account which is periodically topped up as and when required; at the time of this interim visit just one re-imburement cheque in the amount of £120 had been required in the first six months of the year.

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

We have tested a sample of payment transactions for the month of September 2018 and are pleased to report that all expenditure items were properly supported by till receipts or supplier invoices and correctly entered in the ledgers.

We have at our final visit checked the balance of cash in hand to the records with no issues arising

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as regards employee contribution bandings. To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented the NJC award for 2018-19;
- Noted that a payroll bureau provider, James Todd, was engaged to provide the service in the year under review;

- Agreed the amounts paid to employees by reference to the approved pay scales on the NJC annual schedules, examining a sample of all those salary payments made in September 2018;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table;
- Checked that the correct superannuation percentage deductions, as amended from 1st April 2018, are being applied where applicable;
- Checked and agreed the net payments to staff from copy payslips to the Bacs summary reports and resultant cashbook entries; and
- Similarly checked and agreed the payment over of deductions to HMR&C and Essex Pension Fund from copy payroll reports to cashbooks and have, as part of the supplier payments testing noted earlier, summarised the month by month total payments with explanations obtained for any variances arising therein.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Asset Registers

The Governance and Accountability Manual requires that all Councils develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture and equipment owned by the Council.

We are pleased to note that a formal asset register is in place and has been agreed by the Town Council. We further note that the Asset Register has been prepared using purchase cost uplifted or decreased to reflect the acquisition or disposal of any assets during the financial year.

Conclusions

We are pleased to report that no matters have been identified in this area of our review process warranting formal comment or recommendation; we have ensured that the correct figure of Fixed Assets is reported in the AGAR.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

The Council currently has one CCLA Public Sector Deposit Fund account in place and, as noted earlier in this report, we have checked and agreed all movement on this account for the twelve months to 31st March 2019 and also verified the Edge cashbook balance to their statements as at the same date.

We are pleased to note that that, following a recommendation from the Resources and Policy Committee, Council approved an Investment Policy at their meeting on 15th May 2018 (minute 11.d refers).

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

Conclusions

We are pleased to report that no matters have been identified in this area of our review process warranting formal comment or recommendation.

Statement of Accounts and AGAR

The Accounts and Audit Regulations 1996 (as amended periodically) required councils to prepare a formal Statement of Accounts and supplementary Supporting Notes. With effect from March 2011, the AGAR now forms the only statutory Accounts of the Council that are subject to external audit review and certification.

We have reviewed and verified the accuracy of detail contained in the above documentation by reference to the closing Trial Balance and other relevant supporting schedules as produced by the Clerk from the Edge accounting system.

We have also examined the year-end procedures applied for identification of closing debtors, creditors, accruals and prepayments, confirming detail of the relevant balances incorporated in the year-end Balance Sheet.

Conclusions

We are pleased to report that no issues arise in this area of our review and, on the basis of the work undertaken during the course of our visits to the Council for the year, we have duly “signed off” the Internal Audit Certificate of the AGAR assigning positive assurances in each relevant category.



Leigh-on-Sea Town Council



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council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

Chairman: Cllr Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Auditing Solutions Ltd

Scope of work for Internal Audit 2019/20

Review of Accounts and Accounting Arrangements

Please check that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. Including:-

- That an appropriate nominal ledger coding structure is in place,
- That regular, monthly bank reconciliations are undertaken on all accounts.

Review of Corporate Governance

Ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

Further check the Council's reviews of Standing Orders and Financial Regulations during the year, and that appropriate internal control measures are in place together with an updated Financial Risk Assessment.

Review of Purchasing and Payment Procedures

Perform test checks to confirm that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation;
- Supported by an official order, where appropriate;
- Supported by proper quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations;
- Posted accurately to the Edge software nominal ledger expenditure headings;
- Authorised as seen by members during the course of the cheque approval process and subsequently summarised for adoption by Full Council; and
- The VAT is calculated and recorded to the VAT control account for subsequent recovery and has been actioned correctly.

Assessment and Management of Risk

Review the adequacy of the Council's risk assessment register for all principal areas of the Council's activities and confirm that a formal "strategy" was adopted by the Full Council;

Examine the current year's insurance schedules.

Budgetary Control and Reserves

Ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the local Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

Review of Income

Perform test checks to confirm that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale: and ensuring that it is banked promptly in accordance with the Council's Financial Regulations.

Ensure that the schedules of Council's fees and charges are reviewed and adopted annually;

Petty Cash Account

Review the petty cash account and confirm that the required check by the Chair or the Vice Chair of P&RC is performed at least three times per year.

Check that the payment transactions are entered into the Edge Paid Expenditure reports in the same manner as other cheque payments with full details of the payee and goods with VAT separately recorded for periodic recovery.

Salaries and Wages

Confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1st April 2014, as regards employee contribution bandings, the inclusion of overtime as pensionable pay and actual salary rates forming the basis for banding determination instead of WTEs. In particular:-

- Ensure that the Council reviews and approves pay scales for staff annually;
- Agree the amounts paid to employees by reference to the approved pay scale on the NJC annual schedule of rates payable, where applicable, or to the individuals' letters of annual amendment where not paid on those scales, examining a sample of all those salary payments made in one month;
- Ensure that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NI Table;
- Check that the correct superannuation percentage deductions are being applied where applicable;
- Check and agree the net payments to staff from copy payslips to the cashbooks;
- Check and agree the payment over of deductions to HMRC and Essex County Council from copy payroll reports to cashbooks and have, as part of the supplier payments testing noted earlier, summarised the month by month total payments with explanations obtained for any variances arising therein; and

Asset Registers

Ensure that an appropriate register of buildings, land, plant and equipment owned by the Council is maintained.

Ensure that, in accord with the revised Practitioners' guidance in this area, the asset values have not been subject to either depreciation or "insurance policy inflation" and verify the overall value therein to the disclosure at Box 9, Section 1 of the Annual Return.

Investments and Loans

Ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

Statement of Accounts and Annual Return

Verify the accuracy of detail in the Annual Statement of Accounts, as produced initially by the Edge accounting software, but also supplemented by more formal supporting Income & Expenditure and Balance Sheet statements prepared by the Clerk and Finance Officer, to the underlying records and other documentation.