

Leigh-on-Sea Town Council



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

Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

You are hereby summoned to the annual meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 15th May 2018** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.00pm** when it is hoped to transact the following business.

AGENDA

1. ELECTION OF CHAIRMAN

To elect the Chairman for 2018/19. 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. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

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

5. APPROVAL OF THE MINUTES OF THE MEETING 20TH MARCH 2018

6. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 20TH APRIL 2018

7. PUBLIC REPRESENTATIONS

8. 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.

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

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

COMMITTEES

11. COMMITTEES

To receive the final Minutes of Committees for 2017/18 and report 2689/I&E

a) Planning Committee - To receive minutes of [27th March](#), [10th April](#), [24th April](#) and [8th May](#) 2018

NO RECOMMENDATIONS TO COUNCIL

b) Community Facilities Committee – To receive minutes of [3rd April 2018](#)

RECOMMENDATIONS TO COUNCIL –

- **Minute 104** – Consideration of Debtor Issue
RECOMMENDED that the debt of £164 be written off whilst maintaining the option to pursue in the future.

c) Environment & Leisure - To receive minutes of [17th April 2018](#)

RECOMMENDATIONS TO COUNCIL –

- **Minute 90** – Allotments
RECOMMENDED that a budget of £5,860 be set for all required tree works following the tree survey and that this be taken from the Allotments Infrastructure Earmarked Reserve Budget for 2018/19

d) Policy & Resources - To receive minutes of [1st May 2018](#)

RECOMMENDATIONS TO COUNCIL –

- **Minute 113** – Financial Regulations
RECOMMENDED that the reviewed Regulations be adopted ([Appendix 2](#)) page 20
- **Minute 114** – Standing Orders
RECOMMENDED that the reviewed Standing Orders be adopted ([Appendix 3](#)) page 34
- **Minute 115** – Terms of Reference
RECOMMENDED that the reviewed Terms of Reference be adopted ([Appendix 4](#)) page 66
- **Minute 116** – Investment Strategy
RECOMMENDED that the Investment Strategy be adopted ([Appendix 5](#)) page 82, which includes the Town Clerk's report requested by P&RC to be included)
- **Minute 117** – General Data Protection Regulation 2018
RECOMMENDED that the Policies, Notices and Consent Form be adopted ([Appendix 6](#)) pages 85-104
- **Minute 119** – Staff – National Salary Award
RECOMMENDED that the additional expense of £3064 in respect of the national pay award be funded from the Salaries Earmarked Reserve
- **Minute 127 – To Approve Expenditure**
RECOMMENDED that the Council note the account transfers and approve the expenditure in Report 2689/I&E ([Appendix 7](#)) page 105

ANNUAL COMMITTEES

12. MEMBERSHIP OF COMMITTEES FOR 2018/19 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE - **DECISION ITEM**

A note on Committee membership has been previously circulated to Councillors prior to the meeting. Nominations and elections for Committees will take place. Once the Committee is formed, nominations and elections for Chairman and Vice Chairman will take place for:

- a) Planning, Highways & Licensing Committee
- b) Environment & Leisure Committee
- c) Community Facilities Committee
- d) Staffing
- e) Policy & Resources Committee
- f) Leisure Development Sub-Committee
- g) CFC Sub-Committee

13. DATES AND TIMES OF MEETINGS – **DECISION ITEM** ([Appendix 8](#)) page 109

It is **RECOMMENDED** that the dates and times of meetings as per Appendix 2 be adopted. Members are asked to note that some of the dates presented to them at Council 20th March 2018 have had to be revised.

14. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS AND SUB-COMMITTEES – **DECISION ITEM**

- a) Community Transport Group (this will convene later in the year)
- b) Art Group
- c) Leisure Development Sub-Committee
- d) Youth Council Investigative Group

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

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

OUTSIDE BODY	CURRENT REPRESENTATIVE	CURRENT RESERVE REP (if applicable)
Public & Passenger Transport Group	Cllr Parker	Cllr Fr. Hillman
Thames Estuary Partnership	Cllrs Morgan & C Mulroney	
Leigh Port Partnership	Cllr Fr. Hillman	
Southend Airport Consultative Committee	Cllr Morgan	Cllr Parker
EALC Larger Local Councils Forum	Cllrs C Mulroney & Town Clerk	
EALC Executive Committee	Cllr Morgan	
Southend Business Partnership	Cllrs C Mulroney & Parker plus Town Clerk	
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		
Veolia Community Group		

OTHER ANNUAL BUSINESS

16. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE – **DECISION ITEM** ([Appendix 9](#)) page 110

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

17. REVIEW OF MEMBERS' INTERESTS – **DECISION ITEM**

Councillors were asked to review their Declaration of Interest on the website to ensure it is current, advising the Town Clerk should a new Declaration be needed.

It is **RECOMMENDED** that all Councillors now acknowledge that their individual interests are up to date as it is a requirement for the Town Clerk to acknowledge this to Southend Borough Council.

18. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **DECISION ITEM** ([Appendix 10](#)) page 114

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

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

The general rate of Insurance Premium tax increased 1st June 2017 to 12% which resulted in an increased premium cost. 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.

Additionally the Council pay SBC to insure the Leigh Community Centre.

It is **RECOMMENDED** that Council confirm the arrangements. The budget for 2018/19 is £6,700 for the Council cover and £2,900 for LCC cover. No significant amendments are expected to be made at the August review.

20. REVIEW OF COUNCIL'S PUBLICATION SCHEME IN RESPECT OF OBLIGATIONS UNDER FREEDOM OF INFORMATION & DATA PROTECTION LEGISLATION – **DECISION ITEM** ([Appendix 11](#)) page 115

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

21. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – **DECISION ITEM** ([Appendix 12](#)) page 121

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

22. 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 13](#)) page 125

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

23. 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: Richard Herbert, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney, Ron Owen and Caroline Parker.

In view of Councillor's absences through the summer period, it is **RECOMMENDED** that Cllr Anita Forde be nominated as an additional signatory.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN
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24. ANNUAL GOVERNANCE STATEMENT 2017/18 – **DECISION ITEM** ([Appendix 14](#)) page 127

The Council considered the Accounting Statements at the Council Meeting 20th March 2018. The 8 statements were read out individually and **RESOLVED** after each statement – **Minute 127**

It is **RECOMMENDED** that Council having considered the findings of the review 20th March 2018 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.

25. ANNUAL ACCOUNTS – **DECISION ITEM** ([Appendix 15](#)) page 128

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

26. ACCOUNTING STATEMENTS 2017/18 – **DECISION ITEM** ([Appendix 16](#)) pages 135-137

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 is to sign the document immediately after the resolutions.

FINANCIAL

27. INTERNAL AUDIT FINAL REPORT 2017/18 ([Appendix 17](#)) page 138

To receive the report from Auditing Solutions

28. APPOINTMENT OF EXTERNAL AUDITORS – **DECISION ITEM** ([Appendix 18](#)) page 147

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 18.

29. TRANSFER TO CCLA

In accordance with Financial Regulation 5.5c, the Town Clerk wishes to advise Council that £100,000 was transferred to the CCLA account in Leigh Town Council's name.



Helen Symmons
Town Clerk
10th May 2018

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

DATE OF NEXT MEETING: Tuesday 29th May 2018



Leigh-on-Sea Town Council

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

MINUTES OF A MEETING LEIGH-ON-SEA TOWN COUNCIL
7.30PM, TUESDAY 20TH MARCH 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Chairman), Jill Adair, Mark Bromfield, John Duprey, Anita Forde, Patrick Fox, Jill Healey, Richard Herbert, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney, Caroline Parker and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

Prior to the meeting, Chief Inspector Neil Pudney, the Southend District Police Commander was introduced to Councillors and spoke about his role.

The meeting opened at 7.30 pm

110. CHAIRMAN'S OPENING REMARKS

The Vice Chairman of Council welcomed everyone to the meeting and reminded all that it was the last full Council meeting of the administration year. Members were asked to start thinking about which Committees that they would like to be appointed to in 2018/19. The appropriate housekeeping notices were made.

111. COUNCILLOR RESIGNATION – **Agenda item 2**

The Council wished to recognise the long and distinguished service of Donald Fraser, being one of the 'founding fathers' of the Council. Following a proposal the Council **RESOLVED** to rename the Lower Hall of the Community Centre as the Donald Fraser Hall with a commemorative plaque to be unveiled at the Annual Town Meeting. It was further **RESOLVED** that with effect from the Annual Town Meeting 2019 there would be a 'Donald Fraser Volunteer of the Year' award.

The Town Clerk will undertake the formalities of declaring the casual vacancy in the Herschell Ward.

112. APOLOGIES FOR ABSENCE

Cllrs Ron Owen and Jane Ward

113. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in Agenda items pertaining to Leigh Community Centre and the Skatepark as a Southend Borough Councillor (Southend Borough Council are the landlords for these assets).

114. APPROVAL OF THE MINUTES OF THE MEETING OF 16TH JANUARY 2018

The Minutes of the meeting 16th January 2018 were agreed and signed by the Chairman as a true and accurate record.

115. PUBLIC REPRESENTATIONS – **Agenda item 6**

Members discussed report 2684 with clarification provided by the Town Clerk and Cllr C Mulroney as the Council's representative to the Fisheries Local Action Group. There was a consensus that agreeing to the request would show the support of Leigh-on-Sea Town Council to the Port Area.

Following a proposal Council **RESOLVED**:

- a) That Leigh-on-Sea Town Council supports the preparation of a spatial plan for Old Leigh as proposed in report 2684 and is prepared to act as the applicant for NTFLAG funding in this respect.
- b) That the Town Clerk be authorised to work with NTFLAG on progressing the project.
- c) That a sum not exceeding £5,000 be allocated to this project being 25% of the overall cost, the remainder being met from NTFLAG funding.
- d) That the sum of £2,000 from the Neighbourhood Plan budget head and £3,000 from Council reserves be allocated for this purpose.

116. SOUTHEND BOROUGH COUNCIL

Cllr Carole Mulroney as a Borough Councillor reported that work was commencing shortly on Belton Hill steps and that recently the Borough had set aside £410m for sea defences from Leigh to Shoebury and that it had been stressed that Two Tree Island needed to be included and work undertaken fully. Cllr Mulroney further clarified that the historic graffiti stones from the Cliff Gardens area will be returned once construction completed.

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

There were none

COMMITTEES

118. COMMITTEE VACANCIES

It was **NOTED** that a vacancy also existed on Community Facilities Committee.

The Council **RESOLVED** that these vacancies remain unfilled at this time.

119. COMMITTEES – **Agenda item 10**

To receive Minutes of Committees and Report 2684/Payments List

- e) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 23rd January, 13th February, 27th February and 13th March 2018.

There were no recommendations to Council from the minutes. An explanation was provided with regard to minute 215 with regards to Southend Borough Council's refusal of the application.

- f) Community Facilities Committee – Cllr C Mulroney presented the minutes of 6th February 2018

There were no direct recommendations to Council from the minutes.

- g) Environment & Leisure Committee – Cllr Morgan presented the minutes of 20th February 2017.

There were no direct recommendations to Council.

- h) Policy & Resources Committee – Cllr D Mulroney presented the minutes of 6th March 2018 excluding minute 87, 89, 90, 96, 99 and 106 as included as separate agenda items.

RECOMMENDATIONS TO COUNCIL:

- Minute 87 – P&R Action Plan – See Minute 120

- Minute 89 – Review of Risk Register – See Minute 121
- Minute 90 – Council Governance of Staffing Matters – See Minute 122
- Minute 96 – EMR of E&L and CFC – See Minute 123
- Minute 99 – LCC repair project fund – See Minute 124
- Minute 104 – Approve Expenditure (Report 2684/Payments list)

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

- Minute 106 – EMR of P&R – See Minute 123

DECISION ITEMS

120. COMMITTEE ACTION PLANS – **Agenda item 11**

The Council **RESOLVED** to adopt the reviewed combined plans.

121. ADOPTION OF REVISED RISK REGISTER – **Agenda item 12**

The Council **RESOLVED** to adopt the Register following the annual review by P&R Committee.

122. STAFFING COMMITTEE – **Agenda item 13**

The matter was discussed and recognised that as it was advice from EALC, the Council felt that they should take heed.

Following a proposal, the Council **RESOLVED** to delete ‘Meetings of the Committee will be held without press or public present and without public notice as the content of discussions falls under Standing Order 24’. A motion to exclude Press & Public would be made if appropriate at the time.

The Committee **RESOLVED** to appoint a Staffing Committee with the Terms of Reference as suggested following the amendment. This Committee will be with effect from the May Annual Council Meeting.

123. EARMARKED RESERVES OF COMMITTEES AND CAPITAL RESERVES OF COUNCIL – **Agenda item 14**

The Council **RESOLVED** to approve the movements to Earmarked Reserves and Capital Reserves at the year-end as per the Committees’ recommendations.

124. LCC REPAIR PROJECT FUND – **Agenda item 15**

Cllrs Duprey and Parker left the meeting

The matter was discussed at great length and then following a proposal Council was moved to a vote.

The Council **RESOLVED** a repair budget for Leigh Community Centre of £389,984.63 to undertake the Phase 1 repair works identified in Appendix 7 (Report 2683B) and that the budget for this is to be funded to a separate project fund as detailed in the agenda item.

125. DISPOSAL OF ASSETS – **Agenda item 16**

The Council **RESOLVED** to dispose of the assets as recommended in the agenda.

126. FISHERIES LOCAL ACTION GROUP – **Agenda item 17**

Council **NOTED** the consultation but felt it did not need to respond.

127. GOVERNANCE STATEMENT – **Agenda item 18**

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

FOR NOTING

128. TOWN CLERK'S REPORT

The Council **NOTED** and thanked the Town Clerk for the comprehensive report.

129. STRATEGIC PLAN UPDATE

Cllr Rosier provided an update following the Strategic Plan Workshop Session in January. The documentation provided would be sent out to Councillors to review and a PDG meeting (at a date to be decided) would be arranged to discuss further.

Cllrs Rosier and Ward were thanked for the work so far.

130. ANNUAL COMMUNITY MEETING

The Council **NOTED** the report.

131. TIMETABLE OF MEETINGS 2018/19

The Council **NOTED** the timetable which will be amended to add a Staffing Committee date in October and presented to Council at the Annual Council Meeting to be resolved.

132. REVIEW OF MEMBERS' INTERESTS

Members **NOTED** the report.

FINANCIAL

133. COPY OF FINAL COUNCIL BUDGET 2018/19

Members received their copies of the Final Council Budget.

CONFIDENTIAL

134. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

The Council **RESOLVED** that in view of the confidential nature of the business to be transacted that public and press be excluded to withdraw (SO 3d)

135. GOOD FOR LEIGH AWARDS

Nominations were submitted and the Council **RESOLVED** that four awards would be presented at the Annual Town Meeting.

136. BELFAIRS ACADEMY AWARD

The item was discussed and the Council **RESOLVED** to offer a Leigh-on-Sea Town Council Good Citizenship Award to every school within the Town Council boundary. For any school that wishes to make the award, nominations are to be submitted to the Town Clerk for the Council to make a decision.

The meeting closed at 9.30 pm



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Vice-Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

Minutes of 22nd Annual Town Electors Meeting 20th April 2018, 7.00 pm at Leigh Community Centre, Elm Road

Present:

Chairman: Cllr Valerie Morgan, Vice-Chairman of Leigh Town Council

Other Town Cllrs: Mark Bromfield, John Duprey, Anita Forde, Jill Healey, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney and Vivien Rosier.

Guests: Sir David Amess MP, Southend Borough Councillor Bernard Arcscott and Cllr Peter Davey (EALC). Press - Leigh Times

Officers: Helen Symmons (Town Clerk), Abbie Cotterell (Assistant Proper Officer) and Francesca Smith (Marketing and Profile Administrator)

61 members of the public.

Those attending who were Leigh Town Council electors numbered 54

The meeting opened at 7.00pm

1. **OPENING OF MEETING**

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

2. **APOLOGIES**

Councillors: Patrick Fox, Richard Herbert, Ron Owen & Caroline Parker.

The Mayor, Councillor Fay Evans, Leader of Southend Borough Council, Councillor John Lamb, CEO of Southend Borough Council Alison Griffin. Southend District Commander Chief Inspector Neil Pudney. Past Cllrs: Peter Dolby & Pat Holden. Peter Monk and the Editor of Leigh Times.

3. **MINUTES OF THE 21th ANNUAL TOWN MEETING** were signed by the Chairman following an amendment to indicate the apologies of Cllr Mark Bromfield for the meeting.

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

Good evening and welcome to you all. Thank you for coming and I hope you have had a chance to look at some of the community stands. We are at the end of another busy year and I hope you consider it to have been successful. As you will see from the various committee reports it has been a busy year for us and I hope many of you have had the opportunity to participate in some of our events. I won't bore you by listing them again.

Our magazine, Leigh Town Council News, has just been distributed in its 7th edition and if you haven't received a copy they are available this evening. It was set up and initially edited by Past Councillor Jane Ward to inform you the residents about what we, your council, are up to and other activities in the town and has since gone from strength to strength, the current edition being edited by Councillor Vivien Rosier and I think you will agree it is excellent.

Last weekend saw the first meeting of Friends of Library Gardens organised by SBC. I took part and we revitalised the Sensory Garden. I think everyone in Leigh is fond of these gardens and it

would be great to see more residents joining in to make them beautiful. The next meeting is next Saturday morning, 28th April so if you fancy a bit of gardening in good company just turn up at 10am. Unfortunately it does clash with the next Litter Less Leigh gathering, hopefully things can be better planned in the future. There are many other volunteer groups within the town and if we hear of them we will try to promote them through our website and social media. It's great that there is so much enthusiasm for improving our town when public funds are so stretched.

Last year we reported that we had started work on a Neighbourhood Plan, this is currently on hold as the Borough are developing their Local Plan and anything we do has to link in to that.

We are now at the end of one council year but look forward to the next and we your councillors with the assistance of our wonderful staff hope to provide you with entertaining events and to continue to work to improve our wonderful town. Next year, 2019, is an election year for Leigh Town Council, so any of you wishing to become more involved in the town might like to put yourselves forward.

The year has of course been tinged with sadness, last summer our previous Town Clerk passed away after a long illness. Then Joy Watson, who ably ran the First Aid Post on Leigh Beach with the St John Cadets for many years, the cadets will be continuing her work. Last month we lost our longest serving Councillor, Donald Fraser, but he will be remembered with the naming of this hall in his memory.

Councillor Valerie Morgan invited Donald Fraser's son to join her in unveiling the commemorative plaque renaming the Lower Hall the Donald Fraser Hall.

5. OBSERVATIONS

The Chairman moved this item forward from Agenda item 9 as Sir David Amess had to leave for another engagement.

Sir David Amess congratulated the Councillors, staff and volunteers for all the work they undertake in Leigh-on-Sea.

He recognised the passing of the previous Town Clerk and Joy Watson and paid enormous tribute to Donald Fraser.

6. PRESENTATION OF LOCAL COUNCIL AWARD

The Town Clerk introduced Cllr Peter Davey, the Chairman of EALC. Cllr Davey spoke about the work of the National Association of Local Councils and provided an overview of some of the areas he is involved in as an Executive and the types of work where Councils and Councillors are represented.

He was delighted to be awarding Leigh Town Council with the Quality Council award which he presented to the Vice-Chairman and Town Clerk.

7. COMMUNITY GUEST SPEAKERS

Councillor Carole Mulroney introduced Clive Webster of Two Tree Island Group (TWIG).

A presentation was given on the history of Two Tree Island and the main concerns which included anti-social behaviour and dog fouling.

A group of 23 volunteers are committed to improving the Island experience and have so far arranged several litter picks and awareness days on the Island.

8. GOOD FOR LEIGH AWARDS - Presentations were made to:

Leigh British Legion

The British Legion work tirelessly all year round to promote and raise funds for the poppy appeal, and to clean up the town with regular litter picks. In November 2017 they worked closely with Blade Education to bring poppies to life for children across the Borough.

Oasis Coffee House

For the last few years Oasis Coffee House have been running a suspended meal scheme, where patrons can buy an extra meal or hot drink for those living in food poverty. They also issue vouchers to Southchurch Foodbank and to 57 West, a local church that gives around 50-80 meals to homeless and vulnerably housed people every week. They also work closely with The Storehouse Food Bank and HARP. To date they have raised over £27,000.

Nicholas Mounsey

Last year Nicholas was witness to a motorbike incident, he remained calm and called the emergency services for the injured party, put them in the recovery position and stayed with them until the ambulance arrived. Nicholas is a shining example of a good citizen and is still only in secondary school.

Leigh-on-Sea's Uniformed Volunteers

The Council wanted to present a Good for Leigh Award to everyone who volunteers for uniformed groups that meet in Leigh-on-Sea, to thank them for all of their hard work in providing activities for young people throughout the Town. This includes all the leaders and helpers from Girl Guiding Groups (Rainbows, Brownies and Guides) and Scout Groups (Beavers, Cubs, Scouts and Sea Scouts).

9. ANNUAL REPORT OF THE TOWN COUNCIL

The meeting received the report. No questions were raised.

10. RESOLUTIONS OF WHICH WRITTEN NOTICE HAD BEEN RECEIVED

There were none

11. OPEN FORUM

The Editor of Leigh Times had sent written communication prior to the meeting, which he would have made had he been able to attend.

"It has been a great privilege for us to have provided comprehensive coverage of the progress made by Leigh Town Council ever since it was first mooted by Mike King and a working party set up to make the official application for a Council to be formed. In fact, the Southend Council Town Clerk at the time, Douglas Moulson said to me afterwards that one of the reasons the application was successful was because the working party had virtually their own 'house newspaper' in the Leigh Times to promote it.

Since then we have provided continued coverage of the Council's progress and generally, agreed with most things it has done. Of course, any newspaper reporting its local Council there will always be issues where there is disagreement. That is to be expected, but we have always tried to be as fair as possible. I make no apologies for continually pointing out to our readers that members of your Council are among the very few across the Country who do not receive any allowance. I believe this is important because residents should appreciate that Councillors are doing this purely because they want to improve Leigh and they give up a lot of time to attending meetings and supporting the many events the Council now organise. We believe, too, that one of your great achievements was taking over the Leigh Community Centre and developing it as a real community asset for Leigh.

Our one concern, which I have expressed to some is that residents' money should not be used for the Council to compete with local companies for business. I refer to the possibility of the Council selling advertising to include in their publicity material in competition to ourselves and other local newspapers as recently happened. I accept this may sound selfish, but nothing will be gained if this developed with the Council offering cut-price rates. I don't think other local media would be too pleased either. Otherwise, Leigh times is happy to be here to promote the work of the Council, explain its decisions to our readers, and publish any feedback we receive. This will enable both of us to enjoy a healthy relationship."

The Town Clerk informed the meeting that Mr Guy had expressed his concern at the time, which was in relation to the Leigh Lights programme. The Town Clerk had responded to him then saying:

“Our little programme was another way for some traders to donate towards the Lights and at the same time provide a programme to hand out on the night. It was one of the key elements that fed back from 2016 that visitors were unaware on the actual night what they could expect. It is not a ‘money making’ initiative but just one to cover the cost of producing a programme and therefore not spending a penny of Council tax money.”

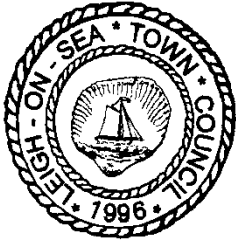
The Town Clerk further added at the meeting that of the people that had little adverts in the Leigh Lights programme, only 2 were Leigh businesses. The rest related to those involved in the parade or event in some way. She also clarified that the Council do not sell space anywhere in the Leigh Town Council magazine or the website and that the Town guide was not connected to Council work.

- 11.1 **Member of the Electorate**
Questioned why a minute silence hadn't been held in memory of Donald Fraser
- From **Cllr Valerie Morgan**
Noted. (A minute silence was held at the first Council meeting and the flag had been lowered to half-mast on the day we were notified).
- 11.2 **Member of the Electorate**
Requested an update on the neighbourhood plan as per the 21st Annual Town Electors minutes.
- From **Cllr Valerie Morgan & The Town Clerk**
SBC are currently putting together their local plan. This will need to be completed before we can consider a Neighbourhood plan, as the policies cannot conflict.
- Cllr Bernard Arscott added that SBC will be carrying out a full consultation towards the end of this year/start of next.
- 11.3 **Member of the Electorate**
Asked if there was any requirement for Councillors to attend a certain number of meetings a year.
- From **The Town Clerk**
No. Councillors do however have to attend at least 1 meeting every 6 months to avoid automatic disqualification as a Councillor.
- 11.4 **Member of the Electorate**
Stated that the speed some people drive in Hadleigh Road is very dangerous and an accident waiting to happen.
- From **Cllr Carole Mulroney**
This has previously been reported to SBC officers, but she will report again on Monday morning.
- It was also suggested local residents attend one of the local community police meetings and raise their concerns here. Details of these meetings will be posted on the Town Council website and Social Media.

12. CONCLUSION

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

Meeting closed at 8.01pm



Leigh-on-Sea Town Council

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Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

REPORT 2690/HS

TOWN CLERK'S REPORT MARCH 2018

STAFFING

Staff recently completed a HSE Management Standards Indicator Tool process where 35 questions were asked. This was undertaken anonymously. This has been a very useful exercise and where possible adjustments to working practices will be made. The beginning of this has been to restructure the office to help create a more appealing working environment.

TRAINING

Staff

Limited training has taken place since the last Council meeting due to a busy year end:
Managing People
Agendas & Minutes

Another member of staff has now successfully completed and passed the Introduction to Local Council Administration certificate.

Councillor

Chairman and Code of Conduct training will be undertaken shortly for 3 Councillors

ANNUAL TOWN MEETING

This was attended by 77 people, with a display of community stands offering good networking opportunities prior to the formal proceedings. Very complimentary feedback was given on the evening after the meeting by a variety of attendees.

SOCIAL MEDIA – REPORT 2691

Councillors may be interested to see the impact of our social media over the space of one month.

TOWN COUNCIL INVITATIONS

- The Vice Chairman and Town Clerk recently attended full Council of Southend Borough Council and were presented with the Local Council Quality Award for Leigh Town Council.
- Cllrs Healey & C Mulroney represented Leigh Town Council at Leigh Road Baptist Church for the induction service of Revd Andrew Cowley.
- The Vice Chairman and Town Clerk were guests at the 5th Year Anniversary celebration of Beat It Cancer Rehab.
- The Town Clerk was a guest at the Leigh Sailing Club for the Commodore's At Home celebration.
- The Vice Chairman was a guest at the Scout Renewal of Promise at Wesley Methodist Church
- The Vice Chairman was a guest at the Mayor Making Ceremony at Southend Borough Council.

Social Media Report

Our social media presence continues to grow month-on-month as we share exciting news and events about the Council and wider community to our 2,438 followers across our Council and Community Centre Facebook Pages.

The analysis below shows our performance in the last month, **from 11th April to 8th May 2018.**

Definitions:

Page Likes: The number of NEW people who have liked your PAGE

Reach: The number of people who had any posts from your page enter their screen

Leigh Town Council Events



Top activity on the page:

1. The open top SERVICE 68 bus is returning to Southend this Summer! And, we love that you'll be able to use this to travel along the front to our Summer Season on Strand Wharf Events! ...*(image)*
403 reactions, comments &/or shares
2. CRAFT STALLS WANTED! Exciting craft event in Old Leigh. Pitch fees just £25 and include cover within beautiful marquee, table and chairs. Interested? Please email council@leighonseatowncouncil.gov.uk ...*(image)*
19 reactions, comments &/or shares
3. The agenda for next week's Annual Community Meeting can be found by following the link! Don't forget this is your Electors Meeting and is for all residents of the Town, come along and have your say!
13 reactions, comments &/or shares

Page Likes

April 10 - May 7

54

Page Likes ▼ 24%



Reach

April 10 - May 7

6,603

People Reached ▼ 36%



Note: These figures are still on average very high, despite a decrease on the previous month which was boosted by the February half-term events, particularly the free fun day in which we had approximately 200 people interested in attending.

Top activity on the page:

1. Leigh Art Trail's new exhibition is now in situ...(image)
54 reactions, comments &/or shares
2. So our May Half-term Events are here! Lots of Peter Rabbit fun for everyone...(image)
52 reactions, comments &/or shares
3. The open top SERVICE 68 bus is returning to Southend this Summer! And, we love that you'll be able to use this to travel along the front to our Summer Season on Strand Wharf Events!
...(image)
37 reactions, comments &/or shares

Instagram

To promote the Youth Market to a younger generations we also joined Instagram this last month and within a short time have gained **248 followers**.

[Agenda](#)

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 18-07	49. CIL	RESOLVED to contact SBC with regard to S106 agreements in Leigh		As no reply since holding reply in November, chased again. Apologies received as change of personnel at the Borough – being chased on our behalf.	TC will continue to monitor for a full response as promised.	TC
COUNCIL 16-01	106. MDAS SHOP & CAFE	RESOLVED Permission to Use Agreement subject to legal review		Solicitors first review undertaken. One query remains outstanding which TC will monitor	Diarised on	TC
COUNCIL 20-03	111. CLLR RESIGNATION	RESOLVED to name LH Donald Fraser Hall with commemorative plaque at ATM RESOLVED Donald Fraser Volunteer of the Year award from ATM 2019	20-04-18 21-03-18	Formal unveiling took place at ATM Diarised to raise at appropriate Council meeting later in the year	NFA NFA	
COUNCIL 20-03	115. PUBLIC REPRESENTATIONS	RESOLVED to support Spatial Plan, TC authorised to work with FLAG, £5,000 max from NHP EMR & General reserves	21-03-18	TC is working with NTFLAG in submitting the application and has also advised SBC who are interested in the outcome.	TC will report to Council as appropriate. NFA under this minute	
COUNCIL 20-03	118. COMMITTEE VACANCIES	RESOLVED that vacancies will remain unfilled at this time	20-03-18		NFA	
COUNCIL 20-03	119. COMMITTEES	RESOLVED expenditure as per payments list	20-03-18	Published on website	NFA	
COUNCIL 20-03	120. COMMITTEE ACTION PLANS	RESOLVED to adopt reviewed plans	20-03-18	Published on website	NFA	
COUNCIL 20-03	121. ADOPTION OF RISK REGISTER	RESOLVED to adopt reviewed register	20-03-18	Published on website	NFA	
COUNCIL 20-03	122. STAFFING COMMITTEE	RESOLVED to appoint Staffing Committee w.e.f. May 2018 with appropriate ToR	20-03-18	Administration to be undertaken to ensure members appointed at Annual	NFA under this minute	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
				Council Meeting		
COUNCIL 20-03	123. EMR OF COMMITTEES & CAPITAL RESERVES	RESOLVED	20-03-18	Year- end procedure	NFA	
COUNCIL 20-03	124. LCC REPAIR PROJECT FUND	RESOLVED	20-03-18	Separate project fund now set aside. Awaiting VAT report but liaising with JG on initial works	TC will report to LCC Sub-committee as appropriate. NFA under this minute	
COUNCIL 20-03	125. DISPOSAL OF ASSETS	RESOLVED	20-03-18	Asset Register amended	NFA	
COUNCIL 20-03	127. GOVERNANCE STATEMENT	RESOLVED each statement	20-03-18	Minute will be noted on AGAR and presented to Council 29 th May	NFA under this minute	
COUNCIL 20-03	135. AWARDS	RESOLVED 4 Good for Leigh awards RESOLVED LTC Good Citizenship Award for schools Within boundary	20-03-18	Awards presented at ATM Schools contacted by MO	NFA Await contact from schools	MO

**LEIGH-ON-SEA TOWN COUNCIL
FINANCIAL REGULATIONS**

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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 15th May 2017 (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 ~~Policy and Resources~~ **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 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 unless pre-authorised in the budget
 - The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Committee, for any items exceeding £250 but below £1,000 unless pre-authorised in the budget;
 - The Clerk for items below £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 Policy and Resources 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 £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 [or P&R 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) ~~may~~ **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 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, ~~or a duly authorised committee~~, 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 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 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 Policy and Resources Committee. Transactions and purchases made will be reported to the Policy and Resources Committee and authority for topping-up shall be at the discretion of the 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 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. The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of Policy and Resources Committee at the same time as one is issued to the RFO.~~
- 8.4. 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.
- 8.5. The Council shall consider the need for an Investment Strategy ~~and Policy~~ which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy ~~and Policy~~ shall be reviewed by the Council at least every four years ~~annually~~.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. 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.
 - 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.

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

- 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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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. (**suggested clarification change**)
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer, ~~or seconder, but~~ only with the consent of the seconder ~~or proposer~~ **at the meeting.** (**model SO change**)
- 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 ~~a motion~~ or an amendment has **no** a right of reply at the end of debate on it. **(model SO change)**
- 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, ~~with the advice of the Proper Officer if required~~, 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. **(model SO change)**
- 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. (Members have not stood for a while now at Council due to the conference system. Does Council wish to consider amending this SO?)

- 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 **Filming, photographing or audio recording of proceedings, and/ or commentary on proceedings, for the purposes of reporting is allowed at any public meeting of the Council and its committees by any person attending. Any communication methods, including the internet, may be used to broadcast, transmit, publish, post or otherwise share this reporting with persons not present, either during the meeting or later.**~~

~~As a courtesy, those persons planning to make a visual or audio recording of proceedings and/ or commentary for broadcast, transmission or otherwise sharing, either during a meeting or later, are requested to liaise with the Town Clerk (or Council officer acting in that capacity) before the meeting begins. Officers will notify the meeting's Chairman, in order that all attendees can be informed before the recording, broadcast or transmission begins.~~

~~The Chairman of the meeting will ask for any recording, broadcasting or transmitting to be undertaken in such a way that it is not disruptive or distracting to the good order and conduct of the meeting. In the case of disorderly conduct, persons may be excluded from public meetings, or public proceedings may be suspended in accordance with the relevant Standing Order/s.~~

~~**Recording for broadcast, transmission or otherwise sharing with persons not present, either during the meeting or later, must cease if the meeting resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. In these cases, the proceedings of the confidential session will be reported as per the provisions of that Act**~~

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. (Model SO change)**
 - 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.**
- 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.**
- ~~e~~ ~~Non-Councillor members of a Standing Committee may not vote on any financial matter or matters of Council policy.~~ (does not apply now – this was not a model SO)
- 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 this Standing Order 4b & 4c, appoint and determine the terms of office of members of such a Standing Committee; (model SO change)
 - v. shall, after it has appointed the members of a standing committee, adjourn the meeting to allow the standing committee to select its Chairman; (this change covers procedures at ATM with regarding to Standing Committees and sub-committees)
 - vi. shall determine the place, notice requirements and quorum for a meeting of a

⁴ For Planning, Licensing & Highways see Terms of Reference

- 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 ~~if available and required.~~ (change brings SO in line with ToR)
- e) Each meeting of a PDG will produce a written report for the Agenda of the next meeting of the relevant Standing Committee. ~~If The Proper Officer or appropriate officer is present, they will produce the report, but if not, it is the responsibility of the PDG Chairman to write the report and send it to the Proper Officer.~~
- 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.

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.

6. Ordinary Council meetings

- a In an election year, the annual meeting of the Council shall be held on or within 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 ~~7.30~~ **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** any, 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 ~~must~~ **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 ~~must~~ **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:
 - l. 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 any charters and agency (including legal agreements), with other local authorities and review of contributions made to expenditure incurred by other local authorities; not-for-profit bodies and businesses. (model SO change)
- 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 insured 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 procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;~~
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); (model SO change)
- 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 If a motion specified in the agenda is not moved either by the member who gave notice of it or by any other Councillor, it shall, unless postponed by the Council be treated as withdrawn and shall not be moved without fresh notice. (this is covered in SO 1c)~~
- ~~e If a motion fails at Standing Committee, it will be recorded as such in the minutes. When the Standing Committee minutes are reported to Council, the mover of the motion may ask that the matter be reconsidered and voted upon. For the sake of clarification, the minutes of the meeting which contain the failed motion shall constitute the written notice under SO 10(a) and the mover of the motion shall give prior notice to the Chairman of the relevant Standing Committee. (this SO would seem to be a complete contradiction of SO 8. It is not a model SO. In the Town Clerk's opinion, this could be considered a SO contrary to the democratic process and so the recommendation is for its withdrawal).~~
- f 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.
- g 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.
- h 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.

- i ~~Subject to standing order 10(h) above~~, The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final. (change corresponds to model SO)
- j Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- k 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 sensitive 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.**

13. 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'** ~~part of the meeting set aside for such questions.~~
- 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.** ~~The draft minutes of a preceding meeting will be placed on the Council's website immediately they are produced. Hard copies shall be served~~

~~on Councillors with the Council agenda and shall be taken as read.~~ (model SO change)

- 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. (Model SO change)

- 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.** ~~by the Chairman and Vice Chairman of Council before the meeting or, if this is not possible, at the start of the meeting 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 15(d) below].
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to ~~progress an investigation of~~ **investigate** the complaint or is **a legal requirement** ~~required by law;~~
 - 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 and or a Sub-Committee**
 - **serve on Councillors by deliver or post at their residences or by email authenticated ins such manner as the Proper Officer thinks fit a signed summons, by email or post on request at their residences, confirming the time, place and the agenda provided any such notice contains the signature (electronic or otherwise) (provided the Councillor has consented to service by email), and title of the Proper Officer.**
 - **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. give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a Standing Committee or a Sub-Committee (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.*~~

- iii. 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;
- iv. **convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. **facilitate inspection of the minute book by local government electors;**
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from Councillors;
 - viii. retain a copy of every Councillor's register of interests;
 - ix. assist with responding to requests made under the freedom of Information **legislation and rights exercisable under data protection legislation Act 2000 and Data Protection Act 1998**, in accordance with **the** and **subject to the Council's relevant** policies and procedures **relating to the same**;
 - x. **liaise, as appropriate, with the Council's Data Protection Officer;**
 - xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xii. **assist in the** ~~manage 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)**
 - xiii. arrange for legal deeds to be executed;
See also standing order 27 below.
 - xiv. 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;
 - xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xvi. 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;
 - xvii. manage access to information about the Council via the publication scheme; and
 - xviii. 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.
 - ~~xix. Keep proper records required before and after meetings.~~
- ~~d. If the wording or subject of a proposed agenda item is considered unlawful or 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 item shall be included in the agenda or rejected.~~
- ~~e. The Proper Officer shall decide as to whether or not to include this item on the agenda and his decision shall be final. **(deleted as duplication of SO elsewhere)**~~

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** ~~at every Council meeting~~ a statement to summarise:
 - i. the Council’s receipts and payments made since those approved at the previous meeting;
 - ii. the Council’s aggregate ~~receipts and payments~~ **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. ~~Similar statements to those above will be supplied to Standing Committees at their meetings.~~
- 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 1 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 ~~a~~ **the** year to 31 March. A completed draft annual **governance & accountability** return shall be presented to ~~all each Councillors~~ **at least 3 days prior to anticipated approval by the Council** ~~before the end of the following month of May~~. 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.** ~~procurement policies (subject to standing order 20(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000~~
- 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.**

~~Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 20(d) below and must satisfy the requirements of the Public Contracts Regulations 2015 which include use of 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.~~

- 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.**

~~Where the value of a contract exceeds thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁶ the full requirements of The Public Contracts Regulations 2015, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract.~~

~~22. Estimates / Precepts~~

- ~~a. The Council shall approve written estimates and the precept for the coming financial year at its meeting before the end of February~~
- ~~b. Any Standing Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.~~
(covered under Financial Regulations and Budget setting procedure – due for review)

23. 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.

~~24. Inspection of Documents~~

- ~~a. Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a Standing Committee or a Sub-Committee, and request a copy for the same purpose. The minutes of meetings of the Council, its Standing Committees or Sub-Committees shall be available for inspection by Councillors. (SO removed as covered under NALC LTN 1 (25) which a Proper Officer would advise on).~~

25. Handling staff matters

- a. A matter personal to a member of staff that is being considered by any 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 Chairman of the Personnel sub-committee or in his absence, the vice-Chairman together with the Chairman and Vice Chairman of Council shall upon a resolution~~ 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 ~~is~~ **are** subject to approval by resolution by the ~~Personnel sub-~~ **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 ~~Personnel sub-~~ **Staffing Committee** or in his absence, the vice-Chairman of the ~~Personnel sub-~~ **Staffing Committee** in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the ~~Personnel sub-~~ **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 ~~Personnel sub-~~ **Staffing Committee**, this shall be communicated to another member of the ~~Personnel sub-~~ **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** ~~The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.~~

~~h~~ ~~Only persons with line management responsibilities shall have access to staff records referred to in standing orders 24(f) and (g) above if so justified.~~

~~i~~ ~~Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 24(f) and (g) above shall be provided only to the Town Clerk and/or the Chairman of the Personnel sub-committee.~~

(model SO change)

26. Responsibilities to provide information

~~27. Requests for 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.**

~~Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act~~

~~2000 and the Data Protection Act 1998.~~

- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**
~~Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Policy and Resources Committee. The said Committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.~~

28. Responsibilities under data protection legislation

(Below is not an exclusive list)
See also Standing order 11

- a **The Council shall 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 easlily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of it processing activities.**

29. 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.

~~In accordance with the Council's policy in respect to dealing with the press and/or other media, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.~~ (above so and policy covers it)

30. 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.**

31. 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.

32. 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.

~~33. Complaints Procedure~~

- ~~a The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Standing Committee, as appropriate, for consideration.~~

- ~~b— This procedure does not cover complaints about the conduct of a Councillor (refer Standing Order 16).~~

- ~~c— If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Proper Officer of the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.~~

- ~~d— The complainant will be asked to put the complaint in writing to the Proper Officer of the Council at 71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP. The complaint will be dealt with within 35 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.~~

- ~~e— If the complainant prefers not to put the complaint to the Proper Officer of the Council (because the matter relates to the Proper Officer, for example,) he should be advised to write to the Chairman.~~

- ~~f— (a) On receipt of a written complaint, the Proper Officer of the Council (except where the complainant is about his own actions) or Chairman (if the complaint relates to the Proper Officer), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
(b) Where the Proper Officer of the Council or a Councillor receives a written complaint about the Proper Officer's actions, he or she shall refer the complaint to the Chairman. The Proper Officer of the Council will be formally advised of the matter and given an opportunity to comment.~~

- ~~g— The Proper Officer of the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.~~

- ~~h— The Proper Officer of the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Proper Officer will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.~~

- ~~i— Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures (refer Standing Order 24).~~

- ~~j— The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.~~

- ~~k— The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.~~

- ~~l— As soon as possible after the decision has been made (and in any event not later than 10 clear working days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.~~

- ~~m— The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.~~

- ~~n— The Council will set up a complaints register.~~

(It is recommended that this SO be removed as the procedure for dealing with complaints is included in the Staff Handbook which was adopted in 2015. This SO was never removed following adoption of the Handbook which has the detailed Complaints procedure based on the model code promoted by the National Association of Local Councils. This SO is not a model SO and its inclusion could give rise to confusion and confliction when a more detailed procedure is in place – see Agenda item 16 for a copy of the Complaint Procedure within the Staff Handbook).

34. 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.

35. 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.

~~e — A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two thirds of the Councillors at a meeting of the Council vote in favour of the same.~~

~~(this is deleted in accordance with LGA 1972 Sch.12 para 39(1))~~

d 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.

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

~~These Standing Orders were adopted by Council on the 19th July 2016~~

Reviewed and adopted by Council May 2017~~8~~



LEIGH-ON-SEA TOWN COUNCIL

Terms of Reference for:

Council

Policy & Resources Committee

Staffing Committee

Environment & Leisure Committee

Planning, Highways & Licensing Committee

Community Facilities Committee

~~Personnel Sub-Committee~~

Leisure Development Sub-Committee

Community Centre Sub-Committee

Project Development Groups

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.

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 Committee and Sub-Committees in addition to the stated numbers below.

MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL

1. Raising loans and setting the precept.
2. Setting policy and controlling all decisions except where delegated by Council resolution.
3. Incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being.
4. Appointing, or co-opting, to a Standing Committee or Sub-Committee, a person who is not a Member of the Council or the Committee.
5. Appointing Members to Committees.
- ~~6. Appointing the Chairman of Personnel Sub-Committee.~~
7. Standing Orders, Financial Regulations and the functions, establishment and constitution of Standing Committees and Sub-Committees.
8. Dates of meetings of the Council.
9. Appointing or nominating Councillors and Officers at the annual meeting of the Council to fill positions on outside bodies and in the event of any vacancies arising during the Council year.
10. Filling of vacancies at a meeting other than the annual meeting occurring on any Standing Committee of the Council during the Council year.
11. Authorising the taking of legal action by the Council.
12. The appointment and dismissal of the Town Clerk.
13. Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor.
14. Reporting to the Council's External Auditor.
15. To manage and review Leigh Town Council's assets.
16. To negotiate the transfer or management of assets from other bodies as enabled by legislation.
17. To ensure that the Council is fully covered by Insurance to carry out all its functions as a local authority.

POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- (b) as regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council; and
- (c) in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

POLICY & RESOURCES COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors:

Chairman of Staffing Committee

Chairman of E&L Committee

Chairman of PH&L Committee

Chairman of CFC Committee

Plus 4 ~~3~~ others

Note: In the event that any Committee Chairmen are ex-officio members of P&RC, or the same person is Chairman of more than one Committee, the Committee will be made up to 7 members by election of extra Councillor(s).

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

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

Note: The Chairman and Vice Chairman of P&R 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. P&RC is the senior Committee of the Council. Where there is a dispute between two other Committees, P&RC shall arbitrate and its decision shall be final. Where there is a dispute between itself and another Committee, the decisions of P&RC shall have precedence.

SCOPE

To develop, monitor and/or review the following and make recommendations to Council

POLICY AND PROCEDURES

1. Council Policy and policy objectives.
2. Council Standing Orders, Terms of Reference and Financial Regulations
3. Performance **review** on aims, objective, powers and duties of the Council and Standing Committees as required (through Action Plans)
4. Council Risk Management Strategy
5. Business Continuity
6. Council's **Strategic/Corporate Plan** ~~strategic objectives and performance (through Action Plans)~~
7. The Council's approach to award status, general power of competence and opportunities arising from the Localism Act and other legislation
8. Develop an overall Vision for Leigh/Neighbourhood Plan
9. Be responsible for the monitoring, development, co-ordination and review of the Neighbourhood Plan
10. To develop policy and arrangements for partnerships with all external bodies

11. Oversee preparations for any external relationships for emergency planning and community safety

FINANCE

1. Council's annual budget and precept
2. Approval and use of financial reserves
3. Council budget monitoring
4. Comply with the Council's Financial Regulations

TO DEAL UNDER DELEGATED POWERS (within budget and policies approved by the Council)

- ~~1. All staffing matters as recommended by Personnel Sub-Committee~~
2. Grant Aid Awards
3. Oversight and management of ICT and systems
4. Crime and disorder issues
5. To review policy and procedures for internal and external communications including:
 - Relationships with the media
 - Web site
 - Council magazine
 - Annual report
 - Public consultations
 - Community engagement
6. To oversee Corporate Governance and Democratic services including:
 - Member ~~and staff~~ Training
 - Members' Services
7. To develop and promote the Council's approach to and relationships with the business community
8. Work with residents, associations and others on a range of matters including Neighbourhood Planning
9. Volunteer programme to benefit all services/facilities provided by the Council
10. Receive reports from from any Council appointed representative to other bodies relevant to the Committee.
11. Correspondence appropriate to its Terms of Reference

STAFFING COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 5 Councillors.

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

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

The Committee shall meet **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 Full Council.

SCOPE

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

The Committee is directly responsible to Full Council.

RESPONSIBILITIES

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

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

The Committee shall be responsible for:

1. To establish and keep under review the staffing structure and make recommendations to the Council.
2. To draft, implement, review, monitor and revise policies for staff
3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence
7. To make recommendations on staffing related expenditure to P&R Committee if the salary budget is to be exceeded

8. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
9. To appoint 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.
10. To appoint from its membership three members when necessary to hear any formal grievance made by the Town Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.
11. To appoint an appraisal panel of three members for the Town Clerk's appraisal process as defined.

ENVIRONMENT AND LEISURE COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors:

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

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

PURPOSE

For consideration and development of all leisure, foreshore and environmental matters relating to the Council's business.

SCOPE

To deal under delegated powers, with the following specific decision-making processes within the budget and policies approved by the Council.

EVENTS

1. Develop and review an annual Council events programme which will be managed by the Events Officer under delegated powers.
2. Promotion of events in Leigh organised by other voluntary and community groups.

LEIGH CHRISTMAS LIGHTS

All matters pertaining to the Christmas Lights including:

- Review the Christmas lights provision
- Maintain the Christmas lights infrastructure

ENVIRONMENT

All matters pertaining to the environment including:

- Waste and refuse issues in the Town
- Hanging basket provision in the Town
- Heritage and public spaces

COMMUNITY TRANSPORT PROGRAMME

1. To support the CT Officer in the arrangement and organization of events for elderly and disabled members of the community which will be managed by the CT Officer under delegated powers.

ALLOTMENTS

1. Oversee the administration, management and maintenance of the allotments and Allotment Societies under their service agreements which will be managed by the Assistant Proper Officer under delegated powers.
2. The setting of rents and tenancy agreements.
3. Formulate policy or strategy in relation to the discharge of the allotments function.

FINANCE

1. Submit an annual proposed budget for E&L to P&RC.

2. E&LC budget monitoring.
3. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

Such other activities which are pertinent to its role including:

1. Overseeing the programme of Farmers' Markets.
2. The consideration of funding other organisations to provide services such as a First aid post etc.
3. Liaison, joint programmes, partnerships etc. relating to E&LC matters with other local authorities and bodies.
4. Receive reports from any Council appointed representative to other bodies relevant to the Committee.
5. To formulate proposals for major projects for consideration by P&RC.
6. Correspondence appropriate to its Terms of Reference.

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.

Where a meeting is not quorate, Councillors who are members of PH&LC may consider such applications and a note of their views shall be made available to the Town Clerk who shall inform the local planning authority accordingly under delegated powers.

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 Town 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 Town Council area the Committee thinks appropriate.

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

SCOPE

To deal under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council.

PLANNING

1. Exercise the Town Council's statutory right to be notified of and comment on planning 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 Town Council area.
3. Consider matters pertaining to traffic management/road safety in the Town 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 for PH&LC to P&RC.
2. PH&LC budget monitoring.
3. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

1. Receive reports from any Council appointed representative to other bodies relevant to the Committee.
2. Correspondence appropriate to its Terms of Reference.

COMMUNITY FACILITIES COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors.

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

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

PURPOSE

Responsibility for all Council premises and assets and for supporting the operation of the Leigh Community Centre.

SCOPE

To deal under delegated powers, with the following specific decision-making processes within the budget and policies approved by the Council.

LEIGH COMMUNITY CENTRE

1. To set policy and tariff levels relating to the general use of LCC.
2. Oversee the management of LCC by Officers with delegated authority under the Town Clerk in all operational matters.
3. 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 for CFC to P&RC.
2. CFC budget monitoring.
3. Comply with the Council's Financial Regulations.

OTHER ACTIVITIES

1. The consideration of funding other organisations to provide services such as a school crossing patrol etc.
2. Committee.
3. To formulate proposal for major projects for consideration by P&RC.
4. Receive reports from from any Council appointed representative to other bodies relevant to the Committee.
5. Correspondence appropriate to its Terms of Reference.

PERSONNEL SUB-COMMITTEE

TERMS OF REFERENCE

~~Membership shall comprise 5 Councillors:~~

- ~~Chairman of Council~~
- ~~Chairman of P&RC~~
- ~~Plus 3 others~~

~~Note: Where either Chairman is unable to attend a Sub-Committee meeting, the Vice Chairman can attend as a substitute with voting rights.~~

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

~~Only members of the PSC shall be entitled to be present at meetings of this Sub-Committee.~~

~~The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the Council.~~

PURPOSE

~~To consider all staff matters and make recommendations to P&RC.~~

SCOPE

~~To act as overview body.~~

KEY TASKS

- ~~1. Maintain an overview of staff appointments and see that staff are appointed in accordance with the Council's policies and employment legislation.~~
- ~~2. Review the staffing policies and structure.~~
- ~~3. Review the pay and conditions of employment of the staff and update these as necessary to comply with the law and with good practice.~~
- ~~4. Review appropriate performance management systems and ensuring an effective appraisal system is in place.~~
- ~~5. Recommending the appointment or dismissal of the Town Clerk.~~
- ~~6. Consider appeals against dismissal, grading and grievances by employees of the Council Staff terms and conditions of service, levels and remuneration.~~
- ~~7. To consider correspondence appropriate to its Terms of Reference.~~

LEISURE DEVELOPMENT SUB-COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 6 (Councillors and designated co-opted members):

3 members and maximum of 3 co-opted members

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

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

PURPOSE

To consider all project matters for a Leigh Leisure and Sport area and make recommendations to CFC.

SCOPE

To act as overview body.

KEY TASKS

1. Further develop the project and submit a project assessment.
2. Submit a detailed proposal and project budget.
3. If adopted to assist and guide the implementation of the project with appropriate monitoring.
4. To consider correspondence appropriate to its Terms of Reference.

COMMUNITY CENTRE SUB-COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 5 Councillors from the main CFC Committee

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

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

PURPOSE

To consider all project matters for the repair/refurbishment of Leigh Community Centre and make recommendations to CFC.

SCOPE

To act as overview body.

KEY TASKS

1. Further develop the proposed repair/refurbishment project.
2. Submit a detailed proposal and project budget.
3. If adopted to assist and guide the implementation of the project with appropriate monitoring.
4. To consider correspondence appropriate to its Terms of Reference.

PROJECT DEVELOPMENT GROUPS

TERMS OF REFERENCE

Membership shall comprise of the members of the Standing Committee to which the PDG relates although PDG's may co-opt members and any member of Council may attend and speak.

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

The Chairman shall be the Chairman of the parent Standing Committee **unless minute 48(ii)/2016 Council applies (see SO 5)**

PURPOSE

To be a discussion group for the parent Standing Committee on any matter related to that Committee and to make recommendations to that Committee.

SCOPE

To act as an advisory group. **(see SO 5)**

KEY TASKS

1. Meet and discuss matters relating to the Standing Committee.
2. Prepare reports and recommendations to the Standing Committee.
3. To comply with Standing Order 5.

~~Amended Terms of Reference adopted by Council 19th July 2016~~

~~Further revision made October 2016 following CFC meeting 4th October Minute 38~~

~~Full revision May 2017 **8** adopted by Council~~



Leigh-on-Sea Town Council

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Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

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

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

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

The Guidance states:

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

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

2. Investment Objectives

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

3. Security of Investments

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

3.1 Specified Investments

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

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

3.2 Non-specified investments

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

4. Liquidity of Investments

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

5. Long Term Investments

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

6. Risk Assessment

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

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

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

7. Investment Approval

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

8. Investment Reports

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

9. Review and Amendment of Regulations

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

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

TOWN CLERK'S REPORT

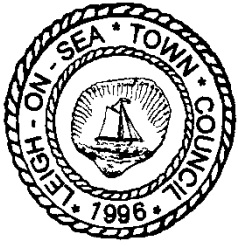
P&R Committee requested that the Town Clerk provide an update with regard to the Financial Services Compensation Scheme (FSCS).

The previous Town Clerk submitted report 2632 to P&R 3rd January 2016. At that time, Leigh Town Council were not covered by the scheme as the protection afforded to Local Authorities was only for those with an annual budget of up to 500,000 Euros. The exchange rate at the time meant that LTC was not eligible. However at current exchange rates, we do qualify and therefore have protection for deposits up to £85,000 (it was previously £75,000).

Report 2632 did state that the CCLA Public Sector Deposit Fund fund was not covered by the scheme. The Town Clerk can confirm though that this is covered by the FSCS as it is authorised in the UK, regulated by the Financial Conduct Authority and is a Qualifying Money Market Fund. This is clearly stated on the information provided by CCLA.

It is a low risk fund and is AAmmf rated by Fitch Ratings.

We are also afforded the same protection at HSBC the Council's current bankers.



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Data Protection Policy & Information Security Policy

Revised May 2018 in accordance with new GDPR legislation

Definitions:

Personal Data

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

Data Controller

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

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

Data Subject

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

Introduction

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

Data Protection Principles

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

- Lawfulness, Fairness and Transparency

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

- **Purpose Limitation**
Personal Data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. This means Leigh-on-Sea must specify exactly what the personal data collected will be used for and limit the processing of that personal data to only what is necessary to meet the specified purpose.
- **Data Minimisation**
Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. This means LTC must not store any personal data beyond what is strictly required.
- **Accuracy**
Personal data shall be accurate and, kept up to date. This means LTC must have in place processes for identifying and addressing out-of-date, incorrect and redundant personal data.
- **Storage Limitation**
Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. This means LTC must, wherever possible, store personal data in a way that limits or prevents identification of the data subject. The length of time personal data is kept is outlined in the Council's Retention Policy.
- **Integrity & Confidentiality**
Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing, and against accidental loss, destruction or damage. LTC must use appropriate measures to ensure the integrity and confidentiality of personal data is maintained at all times and that personal data is only accessed by Council staff and Councillors.
- **Accountability**
The data controller shall be responsible for all personal data and must be able to demonstrate compliance. This means LTC must demonstrate that the principles (outlined above) are met for all personal data for which it is responsible.

Privacy Notices

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

Subject Access Requests

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

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

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

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

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

Data Breaches

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



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Vice Chairman: Cllr Valerie Morgan
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Retention of Documents and Records

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

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

SERVICES		
Hirer information and records of letting	6 years	VAT
Allotment Agreements	Term of tenancy + 3 years	Audit, Management
OTHER		
Quotations and tenders	6 years	Limitations Act 1980 (as amended)
Title deeds, leases, agreements and contracts	Indefinite	Audit, Management
Press releases/publications	Indefinite	Management



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GENERAL PRIVACY NOTICE

Your personal data – what is it?

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

Who are we?

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

Other data controllers the council works with:

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

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

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

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

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

How we use sensitive personal data

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

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

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

reason we need it, so that you can carefully consider whether you wish to consent.

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

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

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

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

- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

How long do we keep your personal data?

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

Your rights and your personal data

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

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

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

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

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

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

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

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

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

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

5) *The right to data portability*

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

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

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

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

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

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

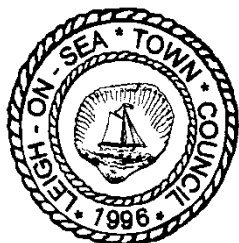
We keep this Privacy Notice under regular review and we will place any updates on this web page www.leighonseatowncouncil.gov.uk. This Notice was last updated in May 2018.

Contact Details

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

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

Email: council@leighonseatowncouncil.gov.uk



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PRIVACY NOTICE

For staff*, councillors and Role Holders**

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

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

Your personal data – what is it?

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Who are we?

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

The council works together with:

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

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

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

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

What data do we process?

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

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

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

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.

- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

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

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

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

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

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

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

How we use sensitive personal data

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

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

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

Information about criminal convictions

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

- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

How long do we keep your personal data?

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

Your responsibilities

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

Your rights in connection with personal data

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

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

respond with proof of your identity before you can exercise these rights.

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

Transfer of Data Abroad

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

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and

setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

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

Contact Details

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

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

Email: council@leighonseatowncouncil.gov.uk

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

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



Leigh-on-Sea Town Council

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



Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

CONSENT FORM

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

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

Name
Address

Signature
Date

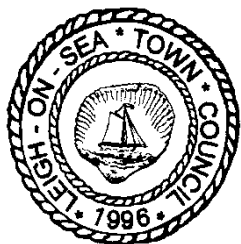
Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website: www.leighonseatowncouncil.gov.uk or from the town council Office.

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

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

Keeping in touch:

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



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

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

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102433	£54.60	Acumen Wages Service	Payroll processing
102434	£15.20	Room hirer	Refund room hire
102435	£32.80	Allen Bros Electrical (Factors) Ltd	Light bulbs for Comm Centre
102436	£126.00	Miskos Ltd	Spam filtering & server monitoring
102437	£65.06	Viking	Stationery
102438	£150.00	Entertainer	Puppet show fees
102439	£114.30	Staff member	Travel expenses
102440	£32.30	Staff member	Travel expenses
102441	£60.00	Rural Community Council of Essex	Membership renewal
102442	£200.00	Entertainer	Circus workshop Easter event
102443	£184.91	Essex Supplies (UK) Ltd	Cleaning materials Community Centre
102444	£204.00	Meyer Fire Protection Company Ltd	Annual Fire Extinguisher Service
102445	£33.00	Miskos Ltd	Onsite IT assistance
102446	£21.11	SSE	Strand Wharf electricity
102447	£65.00	Room hirer	Refund room hire
102448	£20.00	Leigh Society	Donation re Community Transport Social Afternoon
102449	£88.10	Southend Cystic Fibrosis Association	Reissued cheque for collection at Leigh Lights. Original lost.
102450	£54.30	Staff member	Reimburse for Easter event purchases
102451	£495.64	Secom Plc	Security alarm annual contract
102452	£4472.00	Icicle Graphic Design	Production of 10,000 LTC newsletters
102453	£29.70	Volunteer	Expenses reimbursed

102454	£3110.00	THS Concepts	Measured survey
102455	£90.00	Rock It Inflatables	Bouncy castle for Easter Fun Day
102456	£130.00	Entertainer	Crafts at Easter Fun Day
102457	£624.00	Leigh Times Series Ltd	Delivery of newsletters and advert for Annual Community Meeting
102458	£126.60	Acumen Wages Service	Payroll processing March and end of year filing
102459	£2232.92	Miskos Ltd	Upgrade of office computer equipment
102460	£10.00	EALC	Balance owing for Finance training.
102461	£126.00	Miskos Ltd	Server monitoring & spam filtering
102462	£72.00	RCH Heating & Plumbing Ltd	Callout to boiler at Comm Centre
102463	£100.00	Brentwood Community Transport	MIDAS course for two volunteer drivers
102464	£20.84	Viking Direct	Stationery
102465	£843.36	DCK Accounting Solutions Ltd	VAT consultation and calculation
102466	£100.00	Entertainer	Workshops at Easter events
102467	£7.64	Allen Bros Electrical (Factors) Ltd	Light bulbs
102468	£16.50	Miskos Ltd	Email support
102469	£95.00	Entertainer	Punch & Judy shows
102470	£1816.45	EALC	Affiliation fees EALC/NALC
102471	£417.41	E-on	Leigh Lights electricity
102472	£15.00	Plot holder	Return of plot deposit
102473	£246.73	Essex Supplies (UK) Ltd	Cleaning supplies
102474	£350.00	EALC	Staff & Councillor training
102475	£26.56	SSE	Electricity at Strand Wharf
102476	£19.99	Miskos Ltd	New keyboard
102477	£30.00	Plot holder	Return of plot deposit
102478	£49.31	SSE	Skate Park electricity
102479	£88.20	Fulton Paper	Paper
102480	£60.00	Entertainer	Balloon workshop
102481	£247.50	Miskos Ltd	Replacement HDD backups and IT support
102482	£390.00	Vine HR Ltd	Professional advice
102483	£120.00	Petty Cash	Petty cash top up
Bk Trs	£21000.00	Payroll	Cover March payroll
Bk Trs	£895.00	Ryan Fencing	Deposit for works on palisade fencing at allotments & Skate Park
Bk Trs	£330.00	Giles Wilson Solicitors	Allotment licence review

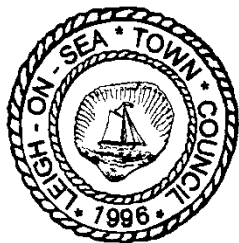
Bk Trs	£262.50	LOSALGA	ASA agreement payment
Bk Trs	£612.50	Manchester Drive Allotment Society	ASA agreement payment
Bk Trs	£125.00	Marshall Close Allotments	ASA agreement payment
Bk Trs	£200.00	FP Teleset	Top up postage
Bk Trs	£276.00	The Art Ministry	Donation for children's activity
Bk Trs	£22000.00	Payroll	Cover April payroll
		Expenditure – Imprest Items	
	£110.00	Vinyl Banners Printing	Annual Town Meeting banners
	£38.28	Picture Hanging Systems Ltd	Additional hooks for Art Wall
	£195.00	Southend Theatres Ltd	Tickets for Community Transport trip to Copacobana
	£22.00	Solopress	Annual Community Meeting flyers
	£45.00	Solopress	Farmer's Market flyers
	£30.00	Macmillan Cancer Care	Donation re U3A Ukulele group
	£5.86	Amazon	Tally clickers
	£26.00	Southend BC	Event permit – Community Day
	£150.50	TV Licensing	Renew TV licence
	£104.00	Southend BC	Event permits x 4
	£111.00	Solopress	Annual Community Meeting brochures
	£33.00	Solopress	Community Day flyers
	£78.00	Solopress	Summer Season tri-fold leaflets
		Expenditure – Direct Debits	
	£86.67	Biffa Environmental	Bin collection Skate Park
	£81.40	Biffa Environmental	Recycling Community Centre
	£141.34	Biffa Environmental	Regular waste Community Centre
	£34.55	The Calls Warehouse	Call charges 477248
	£193.08	British Telecom	Broadband charges 716287
	£378.53	BNP Paribas Lease Group	Photocopier lease
	£72.16	Global Payments	Card processing fees
	£55.44	GO CARDLESS (Verde Coffee Ltd	Coffee costs recovered by LTC

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

[Agenda](#)

Leigh-on-Sea Town Council - Meetings timetable 2018/19															
Meeting	Time	Regular Date	May 2018	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2019	Feb	Mar	April	May
Council	7.30	3rd Tuesday Month 1	15th 29th*		17th		18th		20th		22nd	5th **	19th		21st
Policy & Resources	7.30	1st Tuesday Month 1	1st		3rd		4th		6th		8th		5th		7th
Planning & Licensing	7.30	2nd & 4th Tuesday (except Jan 2019)	8th 22nd	12th 26th	10th 24th	14th 28th	11th 25th	9th 23rd	13th 27th	11th	15th 29th	12th 26th	12th 26th	9th 23rd	14th 28th
Environment and Leisure	7.30	3rd Tuesday Month 2		19th		21st		16th		18th		19th		16th	
Community Facilities	7.30	1st Tuesday Month 2		5th		7th		2nd		4th		5th		2nd	
Staffing	7.00	October & when necessary	29th					23rd			29th				
AALG	2.00	1st Tuesday Quarterly			3rd			2nd			8th			2nd	
Chairmen's Forum	TBC	Chairmen to liaise													
* Extra Meeting to approve Accounts @ 7.00pm including co-option procedure							Annual Town Electors Meeting				Friday 22nd March 2019 (earlier due to May elections)				
** Extra Meeting to approve Precept @ 7.00pm								or			Thursday 21st March 2019 (Cllrs may wish to consider day change)				
							Council Elections				Thursday 2nd May 2019				

[Agenda](#)



Leigh-on-Sea Town Council

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Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons



COMPLAINT'S PROCEDURE (SECTION 10 OF STAFF HANDBOOK)

ADOPTED 2015

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](#)

Assets

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

Notice boards x 2	£1167.00
Commercial oven	£1243.86
Office equipment	£ 694.27
Christmas Lights	£9012.00
Fencing at allotments	£ 895.00

During the year, the following assets were disposed of at an asset value of:
£11047.56

2 Notice boards
Christmas lights
Columns for Christmas lights

At 31st March 2018 the following assets were held:

Computers	£ 20,186.06*
Notice Boards	£ 4,512.11*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 66,325.44*
Buildings & Infrastructure on allotments	£ 32,021.47*
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*
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 £55249.43

[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
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	'Vision for Leigh' publication available as a hard copy on request. Action plans on website. Hard copy on request.	5p per A4 sheet
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) Current information only		Free 5p per A4 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>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Not available</p>	
<p>Data protection and Information Security policies including privacy notices</p>	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<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>	
<p>Any publicly available register or list (if any are held)</p>	<p>Where applicable Hard copy on request</p>	<p>Free 5p per A4 sheet</p>
<p>Assets register</p>	<p>Website Hard copy on request</p>	<p>Free 5p per A4 sheet</p>

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	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
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

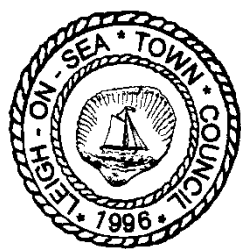
Website: www.leighonseatowncouncil.gov.uk

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 2017

Date to be reviewed: ACM May 2018



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 Richard Herbert

Vice Chairman: Cllr Syrie Cox-Valerie Morgan

Town Clerk: Paul Beckerson-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.** ~~the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.~~

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 ~~The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions.~~ 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** ~~this role.~~ 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. ~~Some aspects of the Code are relevant to this policy:-~~
 - ~~• “Any publicity describing the Council’s policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both.”~~
 - ~~• “Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments.”~~
 - ~~• “Publicity should not attack, nor appear to undermine, generally accepted moral standards.”~~
 - ~~• “Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.”~~

- ~~3.2 The Town Council's Standing Orders should be adhered to. In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.~~
- ~~3.3 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 take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.~~
- ~~3.4 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.~~
- ~~3.5 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council's policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), 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 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. When responding to approaches from the media, the Chairman of the Council should be the authorised contact with the media in consultation with the Town Clerk. However, if the subject of an enquiry relates to the work of one of the Council's Committees, the Chairman of the Council may delegate the authorised contact role to the Chairman of that Committee.
- 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. Statements made must reflect the Council's opinion.
- 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.
- ~~4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. 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. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.~~

~~4.5 Letters representing the views of the Council should only be issued by the Town Clerk following agreement by the Council or relevant Committee. If individual Members choose to send letters to express their own opinions on Council policies, they are strongly advised to check their facts first with the Town Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.~~

~~4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.~~

5 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS

~~5.1 Agendas and minutes of meetings will be on the Council's website.~~

5.2 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request, prior to the meeting.

5.3 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available.

~~5.4 Filming or taping of Council or Committee is permissible.~~

6 ELECTIONS

~~6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-~~

- ~~• "Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chairman of a committee), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and personalisation of issues or personal images making should be avoided."~~
- ~~• "Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals."~~
- ~~• "The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election."~~

~~6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.~~

7 PRESS COMMUNICATIONS 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** issued by the **to the** Town Clerk following agreement by the Council or relevant Committee 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.

8 NOTICES

~~8.1 The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by the Town Clerk.~~

~~8.2 The Council notice boards will be used for the advertising of agendas, minutes and other council information.~~

9 URGENT SITUATIONS

~~9.1 In the case of an urgent letter or press release being required in advance of a Council or Committee meeting, this may be issued by the Town Clerk with the agreement of the Chairman of the Council or relevant Committee following circulation of a draft version to other Members for comment.~~

~~9.2 In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:~~

~~a) the Vice Chairman of the Council may act in the absence of the Chairman;~~

~~b) the Vice Chairman of a Committee may act in the absence of the Chairman;~~

~~c) the Town Clerk may act in the absence of the Vice Chairman of the Council or a Committee~~

ADOPTED MAY 2018
REVIEW DATE MAY 2019

Approval required for the following Annual Commitments 2018-2019**Subscriptions**

Name/Reason	Frequency/Payment Type	Annual Spend
EALC & NALC - Local Council Review Subscription	Annually/Cheque	£17.00
EALC & NALC – Affiliation fee	Annually/Cheque	£1776.16
National Society of Allotments - Subscription	Annually/Cheque	£66.00
CTA (UK) – Subscription/membership	Annually/Cheque	£295.00
Rural Community Council – Annual membership	Annually/Cheque	£60.00
Thames Estuary Partnership	Annually/Cheque	£250.00
SLCC – Clerk Affiliation	Annually/Cheque	£250.00

Annual Contracts/Agreements

Name/Reason	Frequency/Payment Type	Annual Spend
Secom – Security Alarm CC	Annually/Cheque	£495.64
JK Fire Systems- Fire Alarm CC	Annually /Cheque	£460.00
Meyer Fire Prot – Extinguisher Service	Annually/Cheque	£200.00
Quantum Services-Lift maintenance contract	Annually/Cheque	£390.00
Edge IT Systems – Facilities & Finance systems	Annually/Cheque	£1845.84
Auditing Solutions – Internal Audit	Twice Yearly/Cheque	£1260.00
PKF Littlejohn – External Audit	Annually/Cheque	£1300.00
Greenworks Washrooms – Washroom services	Annually/Cheque	£1800.00
Phoenix Water Coolers	Annually/Cheque	£180.00
RCH Heating & Plumbing – Boiler service	Annually/Cheque	£1000.00
Miskos Ltd – IT Support	Monthly/Cheque	£1512.00
FP Mailing – Franking Machine service agreement	Annually/Cheque	£396.00
Acumen Wages Services (James Todd & Co)– Payroll processing	Monthly/Cheque	£625.40
BNP Paribas – Photocopier lease	Quarterly/Direct Debit	£1301.76
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	£288.00
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	£6511.51
Sophos – Anti Virus Licence	Annually/Cheque	£850.00
BT Payphones – Red	Annually/Cheque	£300.00

Telephone Box		
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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	£2705.08
Southend BC	Business Rates	£7980.00
Anglian Water	Sewage fee Comm Centre	£420.24
Essex & Suffolk Water	MDAS water charges	£1503.60
BT	Broadband, line rental & call chgs	£3368.80
The Calls Warehouse	Call chgs LCC	£656.06
NWG Business	Water rates CC & Allotments	£1999.84
SSE	Gas &Electricity at LCC Electricity at Skate Park & Strand Wharf	£11307.11
Wessex Leasing	Hand Drier leasing	£554.12
Annecto (Global Payments)	Card payment processing	£800.00
DOTS	Photocopying costs	£1000.00

[Agenda](#)

Section 1 – Annual Governance Statement 2017/18

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 2018, 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 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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
dated DD/MM/YY


Signed by the Chairman and Clerk of the meeting where approval is 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

31/03/2017	INCOME	31/03/2018
£		£
391,550.00	BC - Precept	400,904.00
14,220.00	BC - Grants	9,800.00
2,908.61	CFC - Events	6,400.60
222.68	CFC - LCC Friends	277.41
300.00	CFC - Other	300.00
4,000.00	CFC - SW Memorial Plaques	
114,333.58	CFC - LCC Room Hire	127,868.23
11,898.31	E&L - Allotments	14,771.84
3,399.70	E&L - Community Transport	1,267.00
6,404.21	E&L - Other	7,842.09
885.06	P&R - Cil Income	5,834.54
1,136.00	P&R - Interest on Investments	1,090.11
1,632.10	P&R - Other	1,555.99
	P&R - Leigh Partnership Group	10,000.00
£552,890.25	INCOME TOTAL	587,911.81
	EXPENDITURE	
6,878.72	Capital Equipment	13,012.13
43,104.39	CFC - LCC Premises	39,118.08
2,439.07	CFC - Skate Park	1,827.39
134,283.90	CFC - Staff	143,473.25
1,368.08	CFC - Strand Wharf	1,564.48
13,628.00	CFC -LCC Administration	16,234.24
5,922.00	CFC - Other	4,621.75
20,433.20	E&L - Allotments	21,686.22
9,040.76	E&L - Community Transport	5,618.43
126,508.11	E & L - Events & General Services	57,134.61
30,835.09	P&R -Administration	34,375.07
21,974.61	P&R - Expenditure	25,885.59
78.61	P&R - Re-imbusement of Councillors Expenses	339.77
76,829.78	P&R - Staff	98,403.62
10,928.24	Planning	14,276.75
0.00	Section 137 Payments	
£504,252.56	EXPENDITURE TOTAL	477,571.38
112,441.47	Balance from Previous Year	127,261.00
552,890.25	Add Total Income	587,911.81
665,331.72		715,172.81
504,252.56	Deduct Total Expenditure	477,571.38
161,079.16		237,601.43
-33,818.16	Transfer from/ to Earmarked Reserves	-128,462.20
£127,261.00	Balance as at 31st March	109,139.23

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			
			
31/03/2017			31/03/2018
£		£	
	Current assets		
375,396.54	Investments		473,636.23
9,545.25	VAT Recoverable		9,727.63
4,824.01	Other Debtors		18,208.15
6,769.74	Payments in Advance		10,331.65
18,484.75	Cash in Hand and at Bank		19,083.61
415,020.29	TOTAL CURRENT ASSETS		530,987.27
11,255.14	Creditors		16,353.42
-	Receipts in Advance		528.27
11,255.14	TOTAL CURRENT LIABILITIES		16,881.69
£403,765.15	NET CURRENT ASSETS		£ 514,105.58
	Represented by		
127,261.00	General Fund		109,139.23
	Earmarked Reserves		
	P & R	84,710.37	
	E & L	31,022.22	
	Planning	2,000.00	
	CFC	102,106.21	
	Other	16,719.60	236,558.40
155,819.67			
	Capital Reserves		
	Capital Projects	168,407.95	168,407.95
120,684.48			
£403,765.15			£ 514,105.58

Supporting Notes to Accounts 2017/2018

1. Assets

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

Notice boards x 2	£1167.00
Commercial oven	£1243.86
Office equipment	£ 694.27
Christmas Lights	£9012.00
Fencing at allotments	£ 895.00

During the year, the following assets were disposed of at an asset value of:
£11047.56

2 Notice boards
Christmas lights
Columns for Christmas lights

At 31st March 2018 the following assets were held:

Computers	£ 20,186.06*
Notice Boards	£ 4,512.11*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 66,325.44*
Buildings & Infrastructure on allotments	£ 32,021.47*
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*
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 £55249.43

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 2017/18 amounted to £1,301.76.

3. Borrowings

The Council had no loans outstanding as at 31st March 2018.

4. Short Term Investments

Short Term Investments comprise:

HSBC Business Savings Account	£	33748.64
Public Sector Deposit Fund	£	439887.59
Total	£	473636.23

5. Bank and Cash in Hand

Balances as at 31st March 2018 were as follow:

Current Account & Community Centre	£	17,695.23
Payroll Account	£	289.27
Imprest Account	£	919.50
Petty Cash	£	139.61
Total	£	19043.61

As at 31st March 2018 Leigh Town Council holds a balance of funds of £2,227.09 on behalf of the Friends of the Community Centre.

6. Debts Outstanding

The Council had the following debtors as at 31st March 2018:

Payee	Purpose	£
HMRC	Vat Recoverable	9727.23
Hirers	Room Bookings	8208.15
Southend BC	Leigh Partnership Grant	10000.00
Total		27935.38

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 19.8% of the employees' pensionable pay compared to 16.7% in 2016/17.

8. Capital Reserves 2017-2018

As at 31st March 2018, the Council had Capital Reserves of £168407.95
Other Projects Fund - £168407.95

Movements on the Capital Reserves

Opening Balance

£120684.48

New Capital Projects	£
50000.00	

Less

Amount Used to Finance Capital Expenditure	£
2276.53	

Balance at year end

£168407.95

The Capital Reserve represent the amount of money available within the Council's fund balance that can only be used to finance capital expenditure.

9. Earmarked Reserves

Reserves of £236558.40 have been earmarked for specific projects during the year.

Purpose of Reserve	Opening Balance	Movement in Year	Closing Balance
<i>Policy & Resources Committee</i>			
Elections	£22,265.59	£-2,920.82	£19,344.77
Renewals Fund	£16,086.02	£0.00	£16,086.02
Grant Aid	£3,471.18	£500.00	£3,971.18
Volunteer Programme	£19,504.40	£0.00	£19,504.40
Legal Costs	£0	£3,475.00	£3,475.00
Office Admin	£2,000.00	£2,750.00	£4,750.00
Salaries	£16,079.00	£0.00	£16,079.00
Training	£0.00	£1,500.00	£1,500.00

Environment & Leisure Committee

Allotments Infrastructure	£5,006.73	£1,250.00	£6,256.73
E&L Allotments	£2,120.19	£500.00	£2,620.19
E&L General Services	£4,000.00	£1,900.00	£5,900.00
E&L General Events	£4,728.30	£1,358.00	£6,086.30
Leigh Lights	£5,859.00	£4,300.00	£10,159.00

Planning Committee

Neighbourhood Plan	£2000.00	-	£2000.00
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Community Facilities Committee

Skate Park	£4,402.25	£500.00	£4,902.25
Highways Infrastructure	£1,331.03	£500.00	£1,831.03
Community Centre	£14,094.88	£6,500.00	£20,594.88
Community Centre – Feasibility study for refurbishment	£5,000.00	-£5,000.00	£0.00
Community Centre Refurbishment and Equipment	£22,576.68	£47,000.00	£69,576.68
Padding Pool	£1,659.70	£500.00	£2,159.70
Strand Wharf Planters	£3,634.72	-£593.05	£3,041.67

Others

CiL	£0.00	£6,719.60	£6719.60
Leigh Partnership Group	£0.00	£10,000.00	£10,000.00
Total	£155,819.67	£80,738.73	£236,558.40

10. List of Creditors / Accruals 2017-18

Payee	Purpose	Amount £
Southend Borough Council	School Crossing Patrol	£4,291.75
Albany Environmental Services	Pigeon proofing	£2,447.00
DOTS	Photocopying	£136.00
Allotment Plot Holders	Tenancy Deposits Held	£5,274.50
Essex & Suffolk Water	Water Manchester Drive	£109.57
Ryan Fencing	Fencing at allotments balance due	£895.00
Biffa Environmental	Waste Bin Rental and collection	£445.15
Bank Charges	HSBC	£92.11
SSE	Electricity Charge	£2,592.76
Global Payments	Card Processing Charges	£69.58
Total		£16,353.42

11. Contingent Liabilities

There are no contingent liabilities which have not been included in the Council's accounts for 2017-18.

12. Commitments

The Council has not entered into any new financial commitments during 2017-18.

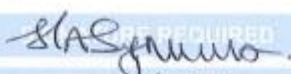
Section 2 – Accounting Statements 2017/18 for

LEIGH ON SEA TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	355,127	403,765	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	391,550	400,904	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	161,340	187,007	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	262,552	286,984	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	241,700	190,587	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	403,765	514,105	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	393,881	492,719	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	609,895	610,823	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	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 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer


Date 09/05/18

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

Explanation of variances – pro forma

Name of smaller authority: Leigh-on-Sea Town Council

County area (local councils and parish meetings only): Essex

Please provide **full explanations, including numerical values**, for the following:

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

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 <i>Precept or Rates and Levies</i>	391,550	400,904	9,404	2.39	
Box 3 <i>Total other receipts</i>	161,340	187,007	25,667	15.91	£10,000 new grant from Southend BC for Leigh Partnership Group £2873 increased allotments income £4949 increased CIL income £12773 increased room hire income £3492 increased Events income -£4000 no new memorial plaques sold -£4420 reduced LCTS grant
Box 4 <i>Staff costs</i>	262,552	286,984	24,432	9.31	
Box 5 <i>Loan interest/ capital repayments</i>	0	0	0	0	
Box 6 <i>All other payments</i>	241,700	190,587	51,113	-21.15	Payments are reduced in 2017/18 as no major projects have been undertaken.
Box 9 <i>Total fixed assets & long term investments & assets</i>	609,895	610,823	927	0.15	
Box 10 <i>Total borrowings</i>	0	0	0	0	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				

Reconciliation between Box 7 and Box 8 in Section 2 – pro forma**(applies to Accounting Statements prepared on an income and expenditure basis only)**Name of smaller authority: Leigh-on-Sea Town CouncilCounty 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		514105
Deduct: Debtors		
•		
•		
•		
	27935	
Deduct: Payments made in advance (prepayments)		
•		
•		
	10331	
Total deductions		475839
Add: Creditors (must not include community infrastructure levy (CIL) receipts)		
•		
•		
	16353	
Add: Receipts in advance (must not include deferred grants/loans received)		
•		
•		
	528	
Total additions		492719
Box 8: Total cash and short term investments		492719

Leigh-On-Sea Town Council

Internal Audit Report 2017-18 (Final)

Prepared by Nigel Archer

***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 however, we at Auditing Solutions Limited, were appointed for 2010-11 and beyond.

This report sets out those areas examined during the course of our recent final visit to the Council, which took place on 2nd May 2018 and supplements the interim work undertaken on 7th and 9th November 2017.

Internal Audit Approach

In completing our review for 2017-18, 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, employing a range of selective sampling techniques (or 100% substantive testing if appropriate) across a range of the Council's activities in accord with our previously circulated Programme of Work.

Overall Conclusion

We are pleased to report that no significant issues have been identified in our review for the year that warrant formal recommendation and the Clerk and her staff are to be commended for the quality of work and documentation provided for the purposes of the interim audit.

Consequently, we have signed off the Internal Audit Report at Page 3 within the revised Annual Governance and Accountability Return (AGAR in short), assigning positive assurances in all categories.

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 to date: -

- Ensured that an appropriate nominal ledger coding structure remains in place, noting that this has again been further updated in accord with current Committee structures to further assist the budget monitoring and reporting process;
- Checked and agreed transactions on the Current, Payroll and Imprest bank accounts, as recorded on the Edge accounting system software, with the entries on the relevant HSBC bank statements for three sample months (April & September 2017 and March 2018);
- Similarly, checked and agreed transactions on the other HSBC Business Money Manager Reserve account and the CCLA Public Sector deposit account from cashbooks to statements for the opening six months (April to September 2017 in full due to the limited volumes arising) and also March 2018; and
- Verified that regular, monthly bank reconciliations continue to be undertaken on all accounts, noting that appropriate hard copies are retained on file and that members are regularly provided with same. We have checked and agreed those as at 30th September 2017 and as at 31st March 2018 on all five accounts with no matters arising.

Conclusions

No issues requiring formal comment or recommendation have arisen in this area.

Review of Corporate Governance

Our objective here is to 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, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Examined the minutes of meetings of the Full Council and its Standing Committees (except Planning) held throughout the current financial year (including early April 2018) 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. We note the Community Centre's conditional survey and resultant provisional costings for Phase 1 of the maintenance works in the region of £400,000 (largely to be funded by Reserves) and shall consider further progress in this area during 2018-19;

- We have 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 May 2016 or 2017 in the absence of Council elections in these years; and
- We also previously noted that both Standing Orders and Financial Regulations had been reviewed and re-affirmed in July 2016: subsequently the latter was also subject to further review and adoption on March 2017 to reflect revised contract regulations and the introduction of a national tender limit of £25,000 and no further work is considered necessary currently.

Conclusions

No issues requiring formal comment or recommendation have arisen in this area.

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;
- 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.

In order to ensure compliance with the above criteria we have again examined a sample of payments, namely all those individually in excess of £2,000 together with a more random sample of every 30th cashbook transaction irrespective of value, to 31st March 2018. Our test sample comprised approximately 50 items in all, totalling just over £100,000 and representing 49% of all non-pay related costs for the year.

We again note that the Finance Officer continues to submit periodic (generally six-monthly) manual VAT recovery claims and have previously verified the September 2017 submission to the underlying control account balances at the interim visit. Subsequently, at this final visit we note that the March 2018 submission was awaiting completion, pending the conclusion of the internal audit for the year.

Finally in this area, we have updated our year-on-year analysis of expenditure incurred across the range of Council activities with no significant, unidentified variances warranting further enquiry or explanation by officers.

Conclusions

No issues requiring formal comment or recommendation have arisen in this area.

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 May 2017 and March 2017 respectively and have not considered it necessary to visit this aspect again at present; and
- Examined the current year's insurance policy schedules (to August 2018), 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.

Conclusions

No issues requiring formal comment or recommendation have arisen in this area.

Budgetary Control and Reserves

We aim in this area of our work to 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. To meet this objective:

- We previously noted that early deliberations have been undertaken in relation to Revenue budgets for 2018-19, with any formal conclusions deferred until January 2018 by which time it was expected that Southend BC will have determined their approach to the Council Tax Support Grant". Subsequently, at this final visit, we note the conclusion of these deliberations at the Full Council meeting in January 2018 with the Precept formally adopted and properly recorded at £411,482, excluding the support grant of £6,860;
- We are pleased to record 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 year; and
- We note that Total Reserves as at 31st March 2018 stood at £514,000 and comprised Capital Expenditure Reserves of £168,000, other specific Earmarked items of £237,000 and the residual General Fund of £109,000. The latter represents three months gross expenditure at current levels and is considered more than adequate to meet the needs of the Council at present.

Conclusions

No issues requiring formal comment or recommendation have arisen in this area.

Review of Income

In this area of our review work, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale: also ensuring that it is banked promptly in accordance with the Council's Financial Regulations. In addition to the Precept, the Council's principal source of income is clearly the Community Centre, supplemented by allotment rentals, monthly farmers' market pitch fees, community transport ticket sales and ad-hoc activities such as Xmas Lights and other events. Consequently:-

- We note that the schedules of Council's fees and charges continue to be reviewed and adopted annually, those for the Centre and allotments for 2017-18 having been formally considered by the relevant committee and full Council during the previous municipal year;
- We have, as noted earlier in this report, verified all receipt transactions from Edge ledgers to relevant bank statements for three sample months in the Current account and all interest / dividends on the Reserve and CCLA accounts for the full year to March 2018;
- We note that the bookings and receipting processes for the Community Centre, utilising bespoke Edge software for this purpose, remain largely unchanged compared with the detail previously tested and agreed during 2013-14. We are also pleased to note the levels of segregation in place despite the limited numbers of administrative personnel;
- We have again tested examples of the Finance Officer's banking control sheets in September 2017 to cashbook postings and bank statement entries, noting the timely and accurate manner (at least twice weekly) in which funds are deposited with the bank; and
- We have tested a sample of sales ledger invoices for Community Centre bookings by reference to a sample of the bookings diary (approximately 60 items in all tested during the week 4th to 10th September 2017) to ensure that every entry had been invoiced, that the fees charged were in accord with the times of day and length of each activity and that payments had been received in a timely manner.
- Finally in this area, we have updated our year-on-year analytical review of income arising across the range of Council activities with no significant, un-identified variances arising to warrant further enquiry or explanation by officers.

Conclusions

No issues requiring formal comment or recommendation have arisen in this area.

Petty Cash Account and Debit Card Usage

A relatively limited petty cash account is operated in the Council's office on a straightforward "top-up as required" basis: at the time of the previous interim visit just one re-imbusement cheque of £150 had been required in the past three months.

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 (August 2017) with all items properly supported by till receipts / supplier invoices and correctly entered in the ledgers.

In addition, an HSBC Imprest bank account is in use with a debit card available for urgent goods / services and internet purchases to obtain best value pricing. Again this is utilised in a very limited manner (just 8 transactions totalling £463 in the sample month tested of September 2017) with all payments appropriately supported by supplier invoices and correctly entered in the ledgers.

Conclusions

No issues requiring formal comment or recommendation have arisen in this area.

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 previously amended with effect from 1st April 2017 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 2016-17 & 2017-18;
- Noted previously that a payroll bureau provider (Acumen) was engaged to provide the service and this remains the case in 2017-18;
- 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 2017;
- 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 2017, 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 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.

Conclusions

No issues requiring formal comment or recommendation have arisen in this area.

Asset Registers

The Accounts and Audit Regulations 1996 (as amended from time to time) require that all Councils establish and maintain inventories/asset registers of buildings, land, plant and equipment, etc. owned by them.

We have noted previously that an appropriate register is maintained, the Clerk having updated detail to reflect acquisitions and disposals in 2016-17, and this continued to be the case for 2017-18.

We have checked and agreed the values recorded in the registers, correctly at cost with acquisitions / disposals in the year only without any “insurance inflation” in accord with current regulations, to the overall balances disclosed at Box 9, P:age 5 of the revised AGAR.

Conclusions

No issues requiring formal comment or recommendation have arisen in this area.

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 (approximately £440,000 in value) and, as noted earlier in this report, we have checked and agreed all dividend receipts / re-investments in the year to 31st March 2018 to third party statements and verified the Edge cashbook balance and Accounts disclosure.

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

Conclusions

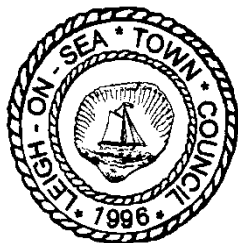
No issues requiring formal comment or recommendation have arisen in this area.

Statement of Accounts and Annual Return

We have verified 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 provided. Additionally we have verified the transfer of the summarised results, and prior year’s comparators, to Page 5 of the revised AGAR.

Conclusions

We are pleased to note that no further issues have been identified in our review and, on the basis of the work completed on the Council's Accounts and other relevant supporting documentation for the year (as noted in the preamble to this report), we have duly signed off the Internal Audit Report within 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

Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

Auditing Solutions Ltd

Scope of work for Internal Audit 2018/19

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.