

Leigh-on-Sea Town Council



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

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

Members are hereby summoned to attend a full council meeting of Leigh-on-Sea Town Council on **Tuesday 17th July 2018** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**

Tea and coffee will be available from 7.00 pm, and there will be short presentations at 7.15 pm from the Chairman's Charity and the Town Council's Chaplain for the year, Rev. Andrew Cowley from Leigh Road Baptist Church. There will be prayers before the opening of the meeting.

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES
2. APOLOGIES FOR ABSENCE
3. COUNCILLOR RESIGNATION
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 15TH AND 29TH MAY 2018
6. PUBLIC REPRESENTATIONS
7. 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.

The Council are delighted to welcome Cllr Bernard Arcscott who has been asked to attend by the Leader of Southend Borough Council to update members on Borough matters.

8. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
9. TOWN CLERK'S REPORT ([Appendix 1](#)) page 12

COMMITTEES

10. COMMITTEES

To receive the final Minutes of Committees for 2018/19 and report 2697/I&E

- a) Planning Committee - To receive minutes of [22nd May](#), [12th June](#), [26th June](#) and [26th June](#) 2018

NO RECOMMENDATIONS TO COUNCIL

- b) Community Facilities Committee – To receive minutes of [13th June 2018](#)

NO RECOMMENDATIONS TO COUNCIL –

- c) Environment & Leisure - To receive minutes of [19th June 2018](#)

NO RECOMMENDATIONS TO COUNCIL –

d) Policy & Resources - To receive minutes of [3rd July 2018](#)

RECOMMENDATIONS TO COUNCIL –

- **Minute 7** – Review of Co-option Procedures at a Council Meeting
RECOMMENDED that the reviewed Procedure be adopted ([Appendix 2](#)) page 19
- **Minute 8** – Review of Recruitment and Selection Policy Process
RECOMMENDED that the reviewed Policy & Process be adopted ([Appendix 3](#)) page 21
- **Minute 9** – Review of Protocol on Member/Officer Relations
RECOMMENDED that the reviewed Protocol be adopted ([Appendix 4](#)) page 25
- **Minute 10** – Annual Budgeting Process
RECOMMENDED that the revised Process be adopted ([Appendix 5](#)) page 28
- **Minute 13** – Community Facilities Committee
RECOMMENDED that the revised Community Centre building improvements as per Appendix 6, at a budget of £130,000 be agreed. This will be funded over the next two financial years within budget proposals as outlined. Any resolution is subject to Council resolving the VAT status and obtaining Landlords agreement and any necessary statutory consents. ([Appendix 6](#)) pages 29-32
- **Minute 19** - To Approve Expenditure
RECOMMENDED that the Council note the account transfers and approve the expenditure in Report 2697/I&E ([Appendix 7](#)) page 33

DECISION ITEMS

11. COMMITTEE VACANCIES

The following Committees have vacancies:

Planning, Highways & Licensing – 3 vacancies
Community Facilities – 2 vacancies
Environment & Leisure – 2 vacancies

It is **RECOMMENDED** that the newest Councillors be given the opportunity of being elected to Committees.

12. VAT STATUS ([Appendix 8](#)) page 37

Report 2697 is submitted to Council for consideration and with **RECOMMENDATIONS**

13. STRATEGIC PLAN AND COUNCIL ACTION PLAN ([Appendix 9](#)) page 40

Following the Council workshop at the beginning of the calendar year, a further strategic plan meeting was held as a collaborative activity to prioritise the objectives for the next 4 years. All Councillors were invited and six were able to attend along with the Town Clerk. Three main objectives were selected from 10 that had been loosely created as a result of the January workshop. These three were considered to be the most far-reaching and responsive, focussing on three distinct areas and likely to encompass many of the issues highlighted via the workshop. The attendees of the meeting were asked to consider what successful outcomes would look like and these will form discussion items in shaping the Council Action Plan once the Strategic Plan is adopted.

In developing the draft Strategic Plan, it has become apparent that the present Committee structure could be further streamlined and the Town Clerk would very much like Council to hold a PDG to discuss this before the Plan is presented for approval. As this would impact on a Council Action plan, this could be considered at the same time.

The Committee Action Plans have been reviewed in line with the proposed strategic objectives and incorporated in to one Council Action Plan (Appendix 9) pending further review.

It is **RECOMMENDED** that the Council review and adopt the three strategic objectives as follows for 2018-2022, which will then be the basis of the Strategic Plan and Council Action Plan:

- *To be proactive in creating effective partnership working between Southend Borough Council and Leigh Town Council to ensure a shared vision for Leigh-on-Sea*
- *To identify community facilities that would enhance the quality of life of local residents and to explore ways of securing the necessary resources with minimum impact on the precept*
- *To raise awareness of local environmental issues and to create opportunities for residents to engage with Leigh Town Council in finding and implementing solutions*

It is **RECOMMENDED** that the Council hold a PDG meeting to discuss the present Committees structure and consider the draft Strategic Plan alongside this.

FOR NOTING

14. EALC AGM AND CONFERENCE

This is taking place on Thursday 20th September. The Conference agenda is unknown at the present time and will be advised in due course should any Councillors wish to attend. The event is held in Great Dunmow. The Town Clerk will be attending as the Council's representative on the EALC Committee.

Helen Symmons

Town Clerk
12th July 2018

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

DATE OF NEXT MEETING: Tuesday 18th September 2018

There were none.

8. SOUTHEND BOROUGH COUNCIL

Southend Borough Cllr Carole Mulroney informed the Council that there had been no Borough Meetings as yet following the election results.

9. QUESTIONS FROM COUNCILLORS

There were none.

10. TOWN CLERK'S REPORT

The Town Clerk advised Councillors of the proposed date of Council to co-opt new Councillors in respect of the two vacancies. Council are asked for their congratulations to be passed to the staff member for passing ILCA.

COMMITTEES

11. COMMITTEES – **Agenda Item 11**

- a) **Community Facilities Committee** – Cllr Mulroney presented the minutes of the meeting 3rd April 2017 excluding minute 104.

The Town Clerk confirmed that a County Court Judgement had been lodged but that efforts to trace the debtor at the present time had not been successful. Council **RESOLVED** that the debt of £164 be written off whilst maintaining the option to pursue in the future.

- b) **Environment & Leisure Committee** – Cllr Morgan presented the minutes of the meeting 17th April 2018 excluding minute 90.

Council **RESOLVED** 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.

- c) **Planning, Highways & Licensing Committee** – Cllr Healey presented the minutes of the meetings held 27th March, 10th April, 24th April and 8th May 2018.

There were no recommendations to Council from the minutes.

- d) **Policy & Resources Committee** – Cllr D Mulroney presented the minutes of the meeting 1st May 2018 excluding minutes 113,114,115,116,117,119 and 127

- Minute 113 – Council **RESOLVED** the reviewed Financial Regulations
- Minute 114 – Council **RESOLVED** the reviewed Standing Orders
- Minute 115 – Council **RESOLVED** the reviewed Terms of Reference
- Minute 116 – Council **RESOLVED** the Investment Strategy
- Minute 117 – Council **RESOLVED** the GDPR Policies, Notices and Consent Form
- Minute 119 – Council **RESOLVED** that the additional expense of £3064 in respect of the national pay award be funded from the Salaries Earmarked Reserve
- Minute 127 – Council **NOTED** the account transfers and **RESOLVED** the expenditure with the Chairman signing the payments list.

ANNUAL COMMITTEES

12. MEMBERSHIP OF COMMITTEES FOR 2018/19 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE – **Agenda Item 12**

The following Committees were formed with the following memberships (Ex-officio members indicated *):

<p>a) Planning, Highways & Licensing Committee</p>	<p>b) Environment & Leisure Committee</p>
<p>Cllr John Duprey Cllr Patrick Fox Cllr Jill Healey* Cllr Fr. Clive Hillman Cllr Valerie Morgan* Cllr Caroline Parker</p> <p>3 vacancies remain</p>	<p>Cllr Jill Adair Cllr Anita Forde Cllr Jill Healey* Cllr Fr. Clive Hillman Cllr Valerie Morgan* Cllr Carole Mulroney Cllr Declan Mulroney Cllr Vivien Rosier</p> <p>1 vacancy remains</p>
<p>c) Community Facilities Committee</p>	<p>d) Staffing Committee</p>
<p>Cllr Jill Healey* Cllr Val Morgan* Cllr Anita Forde Cllr Carole Mulroney Cllr Declan Mulroney Cllr Ron Owen Cllr Vivien Rosier</p> <p>2 vacancies remain</p>	<p>Cllr John Duprey Cllr Patrick Fox Cllr Jill Healey* Cllr Val Morgan* Cllr Carole Mulroney Cllr Declan Mulroney Cllr Ron Owen</p> <p>(Cllrs Fox, Morgan, C Mulroney & Owen remain as a staffing panel in a confidential matter that the previous PSC have yet to settle)</p>
<p>e) Policy & Resources Committee</p>	<p>f) Leisure Development Sub-Committee</p>
<p>Cllr Mark Bromfield Cllr John Duprey Cllr Patrick Fox (Ch. Staffing Committee) Cllr Jill Healey* Cllr Valerie Morgan* Cllr Carole Mulroney (Ch. CFC) Cllr Declan Mulroney Cllr Ron Owen Cllr Vivien Rosier</p>	<p>Cllr Anita Forde Cllr Jill Healey* Cllr Valerie Morgan* Cllr Ron Owen</p> <p>1 vacancy remains</p>
<p>g) Community Centre Sub-Committee</p>	
<p>Cllr Jill Healey* Cllr Valerie Morgan* Cllr Carole Mulroney Cllr Declan Mulroney Cllr Ron Owen Cllr Vivien Rosier</p> <p>1 vacancy remains</p>	

After each Committee selection, the Committee members elected a Chairman and Vice Chairman as follows:

a) Planning, Highways & Licensing Committee

- Chairman Cllr Jill Healey (Proposed Cllr Fr. Hillman, seconded Cllr Parker)
- Vice Chairman Cllr Caroline Parker (Proposed Cllr Fox, seconded Cllr Duprey)

b) Environment & Leisure Committee

- Chairman Cllr Valerie Morgan (Proposed Cllr C Mulroney, seconded Cllr Fr. Hillman)
- Vice Chairman Cllr Anita Forde (Proposed Cllr Rosier, seconded Cllr Fr. Hillman)

c) Community Facilities Committee

- Chairman Cllr Carole Mulroney (Proposed Cllr Morgan, seconded Cllr D Mulroney)
- Vice Chairman Cllr Ron Owen (Proposed Cllr C Mulroney, seconded Cllr Morgan)

d) Staffing Committee

- Chairman Cllr Patrick Fox (Proposed Cllr Duprey, seconded Cllr C Mulroney)
- Vice Chairman Cllr John Duprey (Proposed Cllr C Mulroney, seconded Cllr D Mulroney)

e) Policy & Resources

- Chairman Cllr Declan Mulroney (Proposed Cllr Bromfield, seconded Cllr Duprey)
- Vice Chairman Cllr Mark Bromfield (Proposed Cllr Morgan, seconded Cllr C Mulroney)

f) Leisure Development Sub-Committee

It was **RESOLVED** to appoint the Chairman at the first meeting of the Sub-Committee

g) Community Centre Sub-Committee

It was **RESOLVED** to appoint the Chairman at the first meeting of the Sub-Committee

13. DATES AND TIMES OF MEETINGS – Agenda Item 13

The Council **RESOLVED** the dates and times of meetings for 2018/19 with the Annual Town Meeting to remain a Friday.

14. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS AND SUB-COMMITTEES – Agenda Item 14

- a) Council **RESOLVED** that the Community Transport group would have no co-opted members.
- b) Council **RESOLVED** to invite the following people to be co-opted members of the Arts Group:
Artist in Residence
- c) Council **RESOLVED** to invite the following people to be co-opted members of the Leisure Development Sub-Committee:
Dave Watson, Steve Hodder and Peter Horrocks
- d) Council **RESOLVED** to invite the following people to be co-opted members of the Youth Council Investigatory Group:
Samuel Neagus, Sarah Choudhry and young people as and when to the appropriate meetings.

15. REPRESENTATIVES TO OUTSIDE BODIES – Agenda item 9

Council **RESOLVED** to appoint the following representatives to outside bodies for 2018/19:

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

OTHER ANNUAL BUSINESS

16. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE – **Agenda Item 16**

Council **RESOLVED** to adopt the Complaints Procedure as laid out in the Staff Handbook which is available on the website.

17. REVIEW OF MEMBERS' INTERESTS – **Agenda Item 17**

Councillors **RESOLVED** that their individual interests are up to date.

18. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **Agenda Item 18**

The Council **RESOLVED** the reviewed inventory.

19. CONFIRMATION OF INSURANCE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – **Agenda Item 19**

The Council **RESOLVED** the insurance arrangements for 2018/19.

20. REVIEW OF COUNCIL'S PUBLICATION SCHEME IN RESPECT OF OBLIGATIONS UNDER FREEDOM OF INFORMATION & DATA PROTECTION LEGISLATION – **Agenda Item 20**

The Council **RESOLVED** the revised Publication Scheme.

21. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – **Agenda Item 21**

The Council **RESOLVED** the reviewed policy

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 – **Agenda Item 22**

The Council **RESOLVED** payment of all items on Appendix 13 for 2018/19 and use of direct debit and bank transfer methods.

23. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **Agenda Item 23**

The Council **RESOLVED** that the current signatories remain and that Cllr Anita Forde be an additional signatory.

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN
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24. ANNUAL GOVERNANCE STATEMENT 2018/19 – **Agenda item 24**

Council **RESOLVED** that having considered the finding of the review 20th March 2018 where the 8 statements were read out individually and resolved after each statement (minute 127) Section 1 of the Annual Governance & Accountability Return was **APPROVED** and the Chairman and Town Clerk signed the document immediately following the resolution.

25. ANNUAL ACCOUNTS – **Agenda item 25**

Council **RESOLVED** the Income and Expenditure Account, Balance Sheet and supporting notes to accounts.

26. ACCOUNTING STATEMENTS 2018/19 – **Agenda item 26**

Council **RESOLVED** Section 2 Accounting Statements of the Annual Governance & Accountability Return 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 RFO had certified the statements and the Chairman signed the document immediately following the resolution.

FINANCIAL

27. INTERNAL AUDIT FINAL REPORT 2017/18

The Council **NOTED** the report and thanked staff for the quality of work.

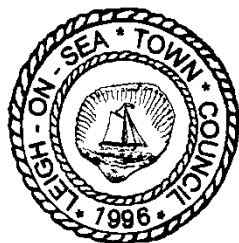
28. APPOINTMENT OF INTERNAL AUDITORS – **Agenda Item 28**

The Council **RESOLVED** that Auditing Solutions be re-appointed as internal auditors (correction from external) for the year 2018/19 with the scope of work as set out in Appendix 18.

29. TRANSFER TO CCLA

The Council **NOTED** the transfer of £100,000 to the CCLA account.

The meeting closed at 8.12 pm



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MINUTES OF A MEETING OF LEIGH-ON-SEA TOWN COUNCIL
TUESDAY 29th MAY 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Mark Bromfield, John Duprey, Jill Healey, Ron Owen, Caroline Parker (from minute 33) and Vivien Rosier.

Also in attendance: Helen Symmons (Town Clerk), 7 candidates for the Councillor vacancies and one member of the public.

The meeting opened 7.00 p.m.

30. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS

Vice Chairman, Cllr Healey chaired the meeting, welcomed all and gave the appropriate housekeeping announcements.

31. APOLOGIES FOR ABSENCE

Cllrs: Anita Forde, Patrick Fox, Richard Herbert, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney and Valerie Morgan.

32. DECLARATION OF MEMBERS' INTERESTS

Cllr Rosier declared a non-pecuniary interest in Agenda 4 & 5 as one of the candidates lived in a neighbouring property.

DECISION ITEM

33. CO-OPTION OF COUNCILLOR ELMS WARD AND CO-OPTION OF COUNCILLOR FOR HERSCHELL WARD

The Chairman advised that 9 candidates had come forward for the two vacancies. As only one of the candidates wished to be considered for just one ward, the agenda items would be dealt with together.

The candidates present each gave a two minute presentation followed by questions from Councillors.

Following a proposal (Cllr Healey, seconded Cllr Bromfield), Council **RESOLVED** the candidates en bloc for Elms and Herschell Wards.

In the voting for Herschell Ward, Gerry Glover received a majority vote after the second round.

In the voting for Elms Ward, Keith Evens received a majority vote after the third round.

The new Councillors were congratulated.

5 candidates left the meeting

The new Councillors signed the Declaration of Office in the presence of the Town Clerk as Proper Officer and invited to join the meeting.

The member of the public left the meeting

CONFIDENTIAL

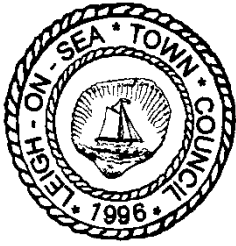
34. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

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

35. GOOD CITIZENSHIP AWARD NOMINATIONS – BELFAIRS ACADEMY

Council **RESOLVED** the recipient from the nominations and instructed the Town Clerk to provide letters to the two other nominees recognising their nominations.

The meeting closed at 8.00 pm



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REPORT 2698/HS

TOWN CLERK'S REPORT JULY 2018

STAFFING

There have been a few staff changes recently. It has been decided that the Senior Caretaker role will not continue, being replaced by a full time caretaker. There has been a slight change to the caretaking team as we have been able to accede to a request for flexible working. The organisational structure has changed to reflect these changes. A staffing review was recently undertaken with regard to office staff. It has been recognised that there is no requirement to recruit any additional staff at this time and the organisational structure has been amended. None of the changes affect the budget for 2018/19.

TRAINING

Staff

Agenda & Minute training has been undertaken by two members of staff and they will continue with this training by clerking appropriate Committees.

The Assistant Proper Officer in continuance of her professional development will now provide support to the Assistant Responsible Finance Officer as and when required. In this respect it has been recognised that having come through an apprenticeship role, undertaken the Introduction to Local Council Administration and now with some experience in all areas of Council administration, is ready to undertake the next level of professional development – the Certificate in Local Council Administration. This will add to the Council's high standards of Council administration and is the recognised professional qualification of a Parish and Town Clerk.

Councillor

Chairman training has been undertaken by 3 Councillors and 1 Councillor attended a Code of Conduct briefing. The Town Clerk will be working with EALC to ensure that a training package is provided immediately following next year's elections.

TOWN CLERK'S DIARY

It has been a very busy time since my last report but there have been a number of positive things happening for Leigh-on-Sea and Leigh Town Council in my work.

LEIGH PARTNERSHIP GROUP

Councillors will be aware from my previous reports that this partnership group has been working to launch a survey to all the traders and businesses in the area. This was sent out at the beginning of July and the official launch took place 11th July. The partnership was formed to ensure that all businesses in Leigh-on-Sea are truly represented. The aim of the survey is to canvas the views of all Leigh-on-Sea businesses to understand their overall priorities and how we can all work together to achieve improved business prosperity and continue to make Leigh-on-Sea a great place to be and do business. We believe by pooling our talents and bringing our ideas together we can help the Town become an even more dynamic force in helping to shape, develop and grow the local economy. Members representing the group at present include Leigh-on-Sea Independent Traders Association (LOSITA), Love Leigh Road, London Road businesses, Old Town and Leigh Pubwatch as well as myself as representative from Leigh Town Council and a representative from Southend Borough Council.

SPATIAL PLAN

This is further partnership working, this time with North Thames Fisheries Local Action Group (NTFLAG). At the Council meeting in March, Leigh Town Council resolved to work in partnership to commission a spatial plan for Old Leigh. As well as being a live document to help attract stakeholder investment to the area, it is hoped that the Borough will be able to use the plan for their developing Local Plan. The funding application has now been made to the Marine Management Organisation and if approved, consultants will be appointed. I will keep Council updated as this develops.

EALC EXECUTIVE COMMITTEE

Leigh Town Council appointed me the Southend representative on the Committee and I was warmly welcomed to my first meeting. Representatives from all areas of the County attend. Only myself and one other are Clerk representatives, the rest are Councillors. There was a pre-meeting presentation which I have followed up on behalf of the Council but am unable to provide details at this stage. Other notable points of the meeting were that Essex County Council (ECC) will be spending £5million on Highways in the coming year (£2.5million alone on pothole repairs). They are additionally in the process of setting up local highway panels with parish councils as they recognise they are more aware of the highway issues. This is not something Leigh Town Council will be a part as we come under our unitary authority of Southend Borough Council. ECC are also undertaking an initiative on social isolation with a movement to create community connectors. There will be another Police Fire and Crime Conference 20th November 2018 – venue to be confirmed. I am unable to attend the next meeting 19th July and have given my apologies.

ONE COMMUNITY LAUNCH

I was invited to attend the launch of this joint initiative by the Local Government Association (LGA) and National Association for Local Councils (NALC). Held in London, it was the launch of the guide to effective partnership working between principal and local councils. At the event attendees ranged from Policy Advisors of the Ministry of Housing, Communities and Local Government, Officers and Executives of District and County Councils and a range of CEOs, Cllrs and Clerks from County Associations and various tiers of Local Government including Town and Parish Councils. I was the only representative from the Southend Borough and only Clerk from Essex that attended, although the Chairman of Essex Association of Local Councils (EALC) and Chief Executive were in attendance.

It was highlighted that the need for cooperation between tiers of local government has never been greater. The day put forward a case for working together and the agenda included case studies of how Town/Parish and Principal Authorities had worked together to make local democracy work in partnership, built place-based local participation in partnership and delivered more efficient services. There was also a forum session with key questions raised and discussed and it seemed apparent that all those present felt the need to be responsible for 'spreading the word' about the message being delivered down from LGA and NALC.

Whilst I have only 'officially' been the Town Clerk of Leigh Town Council for a year, the day did highlight to me that already Southend Borough and Leigh Town Council had worked in partnership (although perhaps not formally recognised) on a few occasions in the past 21 years and these had benefitted the community (Leigh Community Centre being the most significant) and were playing a significant part in the health and wellbeing of residents.

Knowing that numbers to the event had been limited and because many Council were unable to attend the day, I contacted the Southend Borough Councillors representing Leigh upon my return as well as the Leader of the Council and the Chief Executive and provided them with an overview of the launch as well as attaching the guide. As this was post-election and aware that there were a few new Councillors now representing Leigh, they also received the LGA publication 'A Councillor's workbook on working with town and parish councils' as I thought this may prove useful to newer Borough Council members in understanding Leigh Town council's role with Southend and their wards.

Naturally I was delighted to receive a call from Cllr Arscott following this to advise that the Leader of the Council had asked him to attend our next Council meeting to update Councillors on the Borough's work at present.

LEADERSHIP IN ACTION CONFERENCE

This was the second year of attending this conference and yet again proved to be an inspirational two days, not just from the presentations but the networking within the sector and being able to exchange information and ideas.

Leadership in a Challenging Political Environment

Dawn Baxendale, CEO of Birmingham City Council opened the conference. Dawn had only been in the role 8 weeks having previously been at Southampton but was already making her mark, opening up the minds of her Councillors and staff as to what was possible for the future. Her presentation centred very much on how individuals make the impact and about reaching into communities. Dawn's belief is about community cohesion and how a council can help a community thrive and be happy. She highlighted that maybe council's should recognise that it is important to not become involved where it's not necessary but to be supportive instead, not to be inwardly focussed, try to promote collaborative working as collaboration leads to results and see what parish/town councils and primary authorities can achieve together by leaving their 'baggage' at the door.

Expanding the Role of Local Councils: Is it Happening? How can it be improved?

This session was looking at expanding the role of devolution but disappointedly in the main was just a review of a survey undertaken by Dr Tim Thorogood into the subject. He was the former CEO of the Falkland Islands but was now a Research Fellow at Cardiff University.

My Experience in Delivering Peterlee's Whole-Organisation Restructure

This was delivered by Ian Morris, Town Clerk at Peterlee Town Council. A very entertaining and interesting session especially to Clerk's who have been through a similar experience. There were similar parallels to his experience of taking on the role of Town Clerk to myself e.g. like myself the first task he undertook was to restructure the staffing.

An update on GDPR

Representatives from the Information Commissioners Office provided an update on this continuing process, one where issues are still being reviewed and addressed by them as the legislation comes into play.

Resilience – Recognising and Dealing with Inappropriate Behaviour

With the Clerk role often being an isolated role we have to be highly resilient to the varied challenges faced daily. This session dealt not only with inappropriate behaviour of staff and Councillors but also looking to ourselves to correct our behaviour when not appropriate.

Motivational Leadership and Change

The Art of Brilliance gave a thought provoking and highly entertaining presentation focussing on perception and reality and positive psychology.

Leadership Think Tank – Addressing the Key Leadership Challenges for the Local Council Sector

The first session had each table allocated an issue and asked to explore the challenges it presents for leadership and to recommend possible solutions. In the second session our tables presented their findings and these were taken back to SLCC who will be producing a report for circulation in due course. This was a great interactive session with all Clerks having an input.

Understanding Markets

The Chief Executive of the National Association of the British Market Authorities gave an overview of the UK market scene flagging up some useful pointers. This was followed by Helen Ball, Shrewsbury Town Clerk providing a case study of the revitalised Shrewsbury market.

A Refreshing Slant on Local Government Finance

Another thought provoking session which looked at how to local councils can make their reserves work harder for a better return, seeking new income streams other than relying on the precept, realising income and reducing costs and using the precept wisely.

10 Top Tips on Communications for Senior Managers

This session focussed on building and enhancing 'the brand' and honing the story/message of the council whilst remaining professional. I think Leigh Town Council are on the right lines as there is evidence recently that my objective of raising the Council's profile is taking effect. The team in place are incredibly proactive in helping to achieve this and from spending time with hundreds of clerks, we are at the forefront in using social media as a positive tool.

GDPR

As part of the new GDPR, any data breaches have to be reported to the Information Commissioners Office. As data controllers, Leigh Town Council had to report a breach to the ICO in respect of missing payroll slips sent via post. To minimise any future risk a different system is now in place. As part of our procedures, Council and staff are notified of the incident.

SOUTHEND BUSINESS PARTNERSHIP MEETING and SOUTHEND 2050 INITIATIVE.

At this meeting the Chief Exec of Thurrock Borough Council and Deputy Chief Exec of Southend Borough Council spoke about the partnership arrangement for developing a vision for South Essex going forward to 2050. In addition, Southend Borough Council is starting 'Southend 2050' a borough wide conversation that will last through the summer of 2018.

Through a series of activities and events, everyone is invited to help create a shared vision for the Borough, which will guide them into making plans to ensure Southend continues to evolve, thrive and develop. When listening to the Deputy CEO of the Borough at the Southend Business Partnership meeting I and others around me had concerns that once again this type of work was going to be focussing on central Southend. I was therefore delighted when the Town Centre Manager put the consultant in contact with me and I met with her to discuss it further.

Concerns were allayed on being told that the intention is to be as proactive as possible in including all areas of the Borough in the conversation and getting their views. In this respect they believe Leigh Town Council can help play a great part in this. I am co-ordinating a presence at one of our Strand Wharf events, Farmers' Market and Youth Market so as many people as possible can engage in the conversation. There is also scope for an article in our next magazine and we will promote this via social media as well. Naturally I will keep Councillors informed throughout the promotion so you can be a part of the 'conversation'

SOUTHEND BOROUGH COUNCIL LOCAL PLAN

Council asked me back in November 2017 to approach the Borough Council with regard to the Local Plan, asking if the Town Council could be involved at an earlier stage prior to consultation. Contact was made and various correspondence was exchanged. With the change of Executive Councillor positions within the Borough, I was invited to meet with the Group Manager – Planning and Building Control 25th June at the Civic Centre.

I had made reference to the Local Government Association publication 'Planning Positively through Partnership' where it does highlight early engagement during the development of local plans as well as the importance of actively involving communities and town councillors, being an ideal time to seek views on local needs, which can help to shape content and design. The Borough feel that the appropriate engagement for Leigh Town Council in line with other interested groups should be at the first stage of the consultation process – the Issues and Opportunities stage. This will be after the evidence gathering stage and I believe that it will provide the Council with scope for the level of input that we are looking for our residents. It is hoped that there will be the benefit of a workshop engagement with the Town Councillors and Borough Officers at that stage to make the most of this phase.

LOCAL LARGER COUNCIL FORUM

This forum is for Councils having an electorate greater than 6,000 and a mixture of Councillors and Clerks attend. Very often the topics do not relate to Leigh Town Council as they deal with Essex County Council matters. I attended the recent forum as the Deputy Police and Fire Commissioner, Jane Gardner gave a presentation. The focus at present is now to set the Fire & Rescue Strategic plan, having completed the strategy for the police. Jane reiterated how our tier of local government is considered essential because of the closeness to communities. Essex has managed to gain funding for an additional 150 Police officers and it is hoped the same will happen next year. Unfortunately this has had a knock on effect at the moment in trying to attract Special Constables because they are being lost to regular police recruitment. Jane spoke about the instigation of a violence and vulnerability framework that is being developed across the agencies. This has evolved from initially looking into gang issues but has turned into a broader matter for consideration.

The next forum date is 22nd October and is being held at South Woodham Ferrers Town Council. As it is not often the forum comes so close to Leigh, I will advise Councillors of the agenda when known as you might like to attend.

LOCAL COUNCIL AWARD SCHEME – ACCREDITATION PANEL

Four representatives of the Society of Local Council Clerks in Essex are on this panel (I am one of them) as well as four executive EALC members and 3 independents. Eight renewal Council Award scheme applications will be reviewed this year as well as any new applications. Unfortunately I am unable to take part in the July assessment of applications (3 are expected) as I shall be on annual leave. The Panel meets once a year and then at the time of assessments has virtual meetings.

At this meeting, there was a short presentation with focus on how the panel views applications and the criteria that must be met. The applications will be distributed between 'teams' within the panel so they are viewed by each representation from each panel category.

TOWN COUNCIL INVITATIONS

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

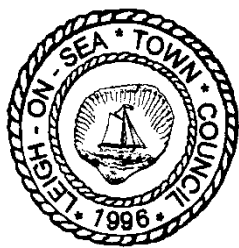
Children's Poppy Dedication Service at West Leigh School
Presentation of LTC Citizenship Award Belfairs Academy
Belfairs Academy celebration assemblies
Armed Forces Day – Canvey Island Town Council

[Agenda](#)

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 18-07	49. CIL	RESOLVED to contact SBC with regard to S106 agreements in Leigh		Still awaiting SBC response. TC actively chasing and now receiving updates as to when a response may be received. Advised by SBC that it is complicated	TC will continue to monitor for a full response.	TC
COUNCIL 16-01	106. MDAS SHOP & CAFE	RESOLVED Permission to Use Agreement subject to legal review	04-06-18 03-07-18	MDAS have signed the agreement. LOSALGA have signed the agreement	NFA NFA	
COUNCIL 20-03	135 & 135 AWARDS	RESOLVED LTC Good Citizenship Award for schools Within boundary	29-05-18	Only Belfairs have responded. Chairman presented award at Belfairs to student	NFA	
COUNCIL 15-05	11 COMMITTEES	RESOLVED a)To write off debt £164 b)Budget of £5860 for tree works from EMR Allotments Infrastructure d)Financial Regulations; Standing Orders; Terms of Reference; Investment Strategy; GDPR documentation; £3064 for national pay award funded from EMR Salaries; Expenditure	15-05-18	All administration completed to effect resolutions	NFA	
COUNCIL 15-05	13. DATES & TIMES OF MEETINGS	RESOLVED	15-05-18	Calendar notifications sent	NFA	
COUNCIL 15-05	14. INVITATIONS TO APPOINT CO-OPTED	RESOLVED	15-05-18	Verbally advised	NFA	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 15-05	15. REPRESENTATIVES TO OUTSIDE BODIES	RESOLVED	21-06-18	Outside bodies advised	NFA	
COUNCIL 15-05	16-23 ANNUAL BUSINESS	RESOLVED	01-06-18	All annual business implemented	NFA	
COUNCIL 15-05	24 & 26 AGAAR	RESOLVED	16-05-18	All documentation sent to External Auditor	NFA	
COUNCIL 15-05	28. APPT INTERNAL AUDITOR	RESOLVED	16-05-18	Audit Solutions advised	NFA	



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

CO-OPTION PROCEDURES AT A COUNCIL MEETING

Revised July 2018
For review 2021

Introduction

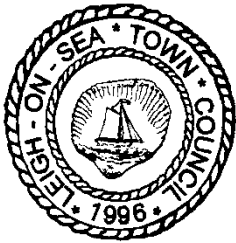
If no request for an election is received by Southend Borough Council by the date on the Notice of Vacancy, the Town Council will be advised that it may co-opt to the vacancy. Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a Council meeting. Co-opted members are subject to the same eligibility process as elected Councillors.

The Town Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below.

Procedure

1. Leigh-on-Sea Town Council invites/advertises interested candidates to write to the Clerk by a specified date, including a CV if so desired. The correspondence once received is then circulated to all Councillors with the Agenda ahead of the meeting at which a Town Councillor is to be co-opted.
2. At the meeting, candidates are invited to speak about themselves for a maximum of 3 minutes and Councillors have the opportunity to ask questions of them.
3. The Chairman will request the Councillors present to nominate any of the candidates. This may be done 'en bloc'. Candidates will require a proposer and seconder to progress to the voting stage. One candidate needs to receive an absolute majority of votes.
4. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled. Voting will be by a show of hands unless Standing Order 3s is invoked.
5. A successful candidate must receive an absolute majority of those present and voting. At this stage, the successful candidate will be declared co-opted, asked to sign a Declaration of Acceptance of Office and to join the meeting.
6. If there are more than two candidates for one vacancy, members will be invited to vote using a 'supplementary voting system'. This means that on a ballot paper, members will be able to vote for a first and second choice candidate. All the first choices are then counted and if a candidate has an absolute majority, they are elected. If no candidate receives an absolute majority, the top two candidates continue to a second round and all other candidates are eliminated. The second-choice votes of everyone whose first choice has been eliminated are then counted. Any votes for the remaining candidates are then added to their first-round totals. Whichever candidate has the most votes after these second-preferences have been allocated is declared elected.

7. If the situation occurs where there are three or more candidates, none with a majority after the first vote count and other candidates all have the least number of votes, the second-preference votes of the top candidate will be used to determine which of the other candidates goes through to become the other top candidate.
8. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.



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RECRUITMENT AND SELECTION POLICY & PROCEDURE

REVISED: JULY 2018

REVIEW: JULY 2022

1. INTRODUCTION

1.1. Leigh-on-Sea Town Council is committed to promoting equality and diversity.

1.2. This policy aims to ensure that recruitment and selection results in the most suitable person being appointed for the job based on merit, and that no employee or potential employee receives less favourable treatment than any other on grounds of sex, race, colour, nationality, ethnic or national origin or on the grounds of disability, sexual orientation, religion or belief.

2. AIMS

2.1. The Council will achieve the aims of the Recruitment and Selection Policy by:

- i. Considering whether an existing employee could be trained to do the job, whether the work could be done by part-timers, job-sharers or home based workers and how the selection will be made.
- ii. Ensuring that there are clear job descriptions and person specifications for every job
- iii. Ensuring that the procedure for recruitment and selection is followed by every employee and Member involved in recruitment and selection.
- iv. Ensuring that vacancies are advertised to a diverse section of the labour market.
- v. Ensuring that applicants are attracted by the best recruitment method or methods to reach the target group at the most reasonable cost.
- vi. Monitoring/reviewing its policy to ensure that unlawful and unfair practices are not introduced.
- vii. Ensuring that applicants are not asked questions which may suggest an intention to discriminate on grounds of a protected characteristic. For example applicants should not be asked whether they are pregnant or planning to have children.
- viii. Ensuring that applicants are not asked about health or disability before a job offer is made and that limited exception questions are only asked, with the approval of the Town Councils HR consultants. For example questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to necessary adjustments); questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.

3. RESPONSIBILITY

3.1. The Town Clerk will be responsible for ensuring that the Recruitment and Selection procedures are adhered to and that advice and support is available through the Town Councils HR consultants.

4. EQUALITY MONITORING

4.1. To ensure this policy is operating effectively and to identify groups that may be underrepresented or disadvantaged, the Town Council will monitor applicants' ethnic group, gender, disability, sexual orientation, religion and ages as part of their recruitment procedure. Provision of this information is voluntary and will not adversely affect an individual's chances of recruitment or any other decision relating to their employment. The equality monitoring forms will be removed from applications prior to short listing and will be kept in an anonymous format solely for the purposes stated. Analysing this data will help the Town Council to take appropriate steps to avoid discrimination and improve equality and diversity.

5. COMPLAINTS

5.1. If any applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy, an investigation will be undertaken in accordance with the Town Council's Complaints Procedure.

Council 17th July 2018 – Appendix 3
RECRUITMENT AND SELECTION PROCEDURE

Council staff and Members will adhere to the following procedure for the recruitment and selection of staff:

1. The Town Clerk will appoint an administrator to support the recruitment process
2. The Town Clerk will arrange for the advertisement of a vacancy
3. The administrator will prepare the applications for short listing, ensuring the equality monitoring page is removed.
4. The Town Clerk will appoint an interview panel, if required, for all non-senior members of staff positions.
5. The Town Clerk along with members of the Staffing Committee will act as interview panel for the posts of Town Clerk and other senior members of staff
6. The interview panel will shortlist using a scoring matrix (example attached)
7. The interview process/questions will be agreed, including any tests/presentations
8. The interviews will be carried out and a review and comparison of the notes will be made
9. The successful candidate will be appointed and references checked
10. The Town Clerk to send telephone or send regret correspondence to those unsuccessful candidates as soon as practicable possible
11. Feedback will be provided, on request, to interviewees and any applicants

Example of Scoring Matrix

Name	Finance Book Keeping & Accounting Systems	Cash Handling & Banking	Bank Reconciliations	Quality of Application	Education & Qualifications	IT Skills	Total Marks	
								1

Ratings 0-5 with 5 being the highest
 Top 6 scoring candidates will be interviewed

EMPLOYEE:

Have you explained the profile of the organisation and identified key posts and people	YES / NO
Have you provided a copy of the Job Description with the Contract	YES / NO
Have you provided written terms and conditions of employment (Contract) and ensure that the employee fully understands them	YES / NO
have you fully explained the pay arrangements and ensured you have all relevant information	YES / NO
Have you checked entitlement to work in the UK	YES / NO
Has the Staff Folder been read by the new member of staff and initialled (this includes H&S information, Fire & Evacuation etc)	YES / NO
Have you ensured that the new employee understands Staff Folder procedures	YES / NO
Have you fully explained lunch procedure	YES / NO
Have you fully explained annual leave procedure	YES / NO
Have you fully explained TOIL procedure	YES / NO
Have you conducted a training needs assessment for the new employee	YES / NO
Have you discussed and agreed a training programme for the new recruit	YES / NO

Completed by:

Name	Signature	Date
------	-----------	------

Confirmed by the Town Clerk

Signed and Dated

A copy of the completed and signed checklist is to be included in the employee's staff file

Protocol on Member/Officer Relations*1. Background**

- 1.1 This protocol is intended to assist Councillors and the Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 1.2 The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each other's roles.
- 1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy.
- 1.4 The Council's Harassment, Abuse, Bullying & Intimidation Policy within the Staff Handbook is an integral part of this Protocol.

2. Roles of Councillors and Employees

- 2.1 The respective roles of Councillors and employees can be summarised as follows: Councillors and Officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. The Officers' job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the council and relevant committees.

2.2 Councillors

- 2.2.2 Councillors have four main areas of responsibility:
 - To determine Council policy and provide community leadership;
 - To monitor and review Council performance in delivering services;
 - To represent the Council externally; and
 - To act as advocates for their constituents.
- 2.2.3 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.
- 2.2.4 Councillors should not involve themselves in the day to day running of the Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

2.3 Chairmen and Vice-Chairmen of Committees

Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

2.4 Officers

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a

contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillor's or political group;
- a working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- training and development opportunities to help them carry out their role effectively;
- not to have personal issues raised with them by Officers outside the council's agreed procedures;
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- that Officers will at all times comply with the relevant Employee Code of Conduct within the Staff Handbook.

3.2 Officers can expect from Councillors:

- a working partnership;
- an understanding of, and support for, respective roles, workloads and pressures;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- that where Councillors are responsible for delivering a task that this should be expedited in a timely manner in order to meet any required deadlines;
- that Councillors will at all times comply with the Council's adopted Code of Conduct.

3.3 Some General Principles:

- Relationships between Councillors and Officers should always be on a professional basis and not influence their professional judgement as this can confuse their separate roles and get in the way of the proper conduct of Council business.
- Special or personal relationships with particular individuals or party political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.
- When Councillors and Officers are together, neither should make disrespectful remarks about Councillors or Officers.

4. Political Groups

4.1 The operation of political groups is becoming more of a feature within Parish and Town Councils, but it is worth repeating that it is NALC policy that party politics should have no place in Parish and Town councils. Parish and Town Councillors are there to serve their community as members of the community, and should not be side tracked by party political issues. Party politics within a Parish and Town council can pose particular difficulties in terms of the impartiality of the Clerk and other employees, and the relationship between Councillors and the staff generally.

4.2 Party political groups or groups of individual Councillors have no power to require the Clerk or any other employee to attend group meetings or to prepare written reports for

them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the Council as a whole and should not take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the Council.

- 4.3 If your council has adopted party political groupings, the Clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Clerk's job to make recommendations to a political group.
- 4.4 If a report is prepared for one political group, the Clerk should advise all other political groups that the report has been prepared, or that advice was given.
- 4.5 Any Clerk needing advice or guidance on matters relating to party groups or how to operate within a political environment, should seek advice from their County Association of NALC, or from the Society of Local Council Clerks.

5. When things go wrong

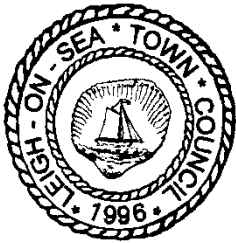
- 5.1 From time to time the relationship between Councillors and the Clerk or other employees may break down or become strained. It is always preferable to resolve matters informally through conciliation. With regards to issues arising between the Clerk and Councillors, conciliation should initially be sought through the Staffing Committee; for issues arising between other members of staff and Councillors, the Clerk should act as conciliator in the first instance. The Chair of Council should not attempt to deal with grievances or work related performance or line management issues on their own. The Council have delegated this to the Staffing Committee under their Terms of Reference to deal with personnel matters.

The Council's Monitoring Officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice, for example from the EALC or the Society of Local Council Clerks.

- 5.2 Should informal reconciliation prove unsuccessful in resolving the matter, then formal proceedings are to be followed.
- 5.3 If a formal complaint is raised by a member of staff against a councillor, the matter should be referred to the Staffing Committee who will decide whether the Council's Grievance Procedure can apply informally¹ or whether, the issue should be referred to the Council's Monitoring Officer as a Code of Conduct matter.
- 5.4 If a formal complaint is raised by a Councillor against a member of staff, then the matter will be dealt with in accordance with the Council's Disciplinary Procedure.

*Governance Toolkit for Parish & Town Councils Version 3 2009

¹ R(Harvey) v Ledbury Town Council 2018



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ANNUAL BUDGETING PROCESS

1. The Town Clerk with consideration of the Council Action Plan and reference to Committee Chairmen (if necessary), prepares Committee budgets for the following financial year as follows:

October Meetings

Environment & Leisure Committee
Community Facilities Committee
Planning, Highways & Licensing Committee
Staffing Committee

November Meeting

Policy & Resources Committee

2. These are reviewed by the Committees with recommendations submitted to Policy & Resources Committee from the October Meetings and then Council for all Committees.
3. A draft Council budget along with a 3-yr budget forecast is submitted to Council at the November meeting.
4. If any Committee budget is not approved, alterations required are returned to Committees for consideration at December meetings and then re-submitted to P&R in January along with a full Council revised draft budget.
5. If the Tax Base and Local Govt. Grant Support figures are confirmed by Southend Borough Council prior to the January Council meeting then the budget and precept can be resolved at that meeting. If not then the planned Council meeting in February will proceed to resolve the Town Council budget and set the precept for the forthcoming financial year once these figures are confirmed.



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REPORT 2693C/HS

LEIGH COMMUNITY CENTRE – BUILDING IMPROVEMENTS

Report 2693 and 2693B have now been submitted to LCC Sub-Committee, CFC and P&R Committees.

All have **RESOLVED with RECOMMENDATION to the following, P&R being the latest to recommend to Council:**

- Move the ground floor gents toilets to the front of the building;
- Existing ground floor gent's toilets are demolished completely and a new extension built, squaring off the back of the building, enclosing the whole of the rear ground floor space (one storey with flat roof);
- Move Town Clerk's Office to room 9;
- Create access to the Town Clerk's new office via the staircase between rooms 8 and 9 leading in to the back of the existing office;
- Create a small staff room/internal private meeting room to the rear of room 9 with the existing access;
- Provide the existing kitchen area with a door to the rear of the kitchen opening into the back corridor;
- Demolish the existing reception and incorporate the reception window within the existing office;
- Create additional storage area to rear of café.

Budget £130,000

Council are now asked to consider the recommendation.

Benefits:

1. Whilst moving the Town Clerk's office upstairs, the Town Clerk would still be accessible to staff and visitors but will have a quieter working area with room for internal meetings. This will have a direct benefit to working practices for both the Town Clerk and office staff;
2. There would be a staff room facility for proper breaks and lunch away from work spaces. This will aid staff's health, wellbeing and working performance as well as avoiding safety issues with drink and food at desks. It also offers a space for internal meetings rather than using a hire space, thus increasing potential hire income;
3. Room 8 could become the Council chamber which would be logical to have nearer the working offices and provides for a quieter and more adaptable space for Council meetings. Room 6 will be better utilised as a hire space which would increase potential hire income;
4. The café area is extended to provide a larger more usable area with greater income potential and enhancement of the overall appearance.
5. The foyer area becomes a dedicated buggy park when required and an exhibition/stand space when not in use (with potential income to the Council);
6. The toilets are more accessible, refurbished and will offer better facilities to hirers and visitors making the Centre more attractive for larger events and events in the café;
7. The entrance to the Community Centre will be more welcoming and open, leading to a better flow of visitors to room 1 and access to the stairs and lift and ensuring better safety;
8. The new reception would provide better sight lines to room 1 and the stairs/lift. It also ensures Reception staff are not isolated from the office.

Estimated additional income is £6,000 for the first few years over the length of the funding for the project. This represents a 4.6% return on £130k capital to be spent. This does not include the 'social' return on the investment for a facility that at the present time has approximately 2,000 visitors per week to the Community Centre. It is estimated that in future years the additional income could rise to £15,000 per annum, a return of 11.5% on the capital invested.

Project Funding

Council approved £390,000 for a 2 year repair programme which incorporated all the repairs that were identified in Years 1-3 to be addressed.

The budget included £66,000 VAT payment. If Council becomes VAT registered and opts to tax the building this amount budgeted will not be spent and thus is available to vire to a LCC Building improvement programme. Additionally by undertaking the revised ideas, it would negate the need for repair works of £11,000.

With the potential £66,000 available from being VAT registered, this means that funding available for the idea would be £77,000 and therefore residual project funding is £53,000.

Funding option

The Town Clerk believes that an additional £25,000 can be added to the CFC budget for 2019/20 and 2020/21

This is in addition to the Phase 1 repair programme which remains on a funding schedule that completes in 2019/20.

Medium Term Forecast Projections:

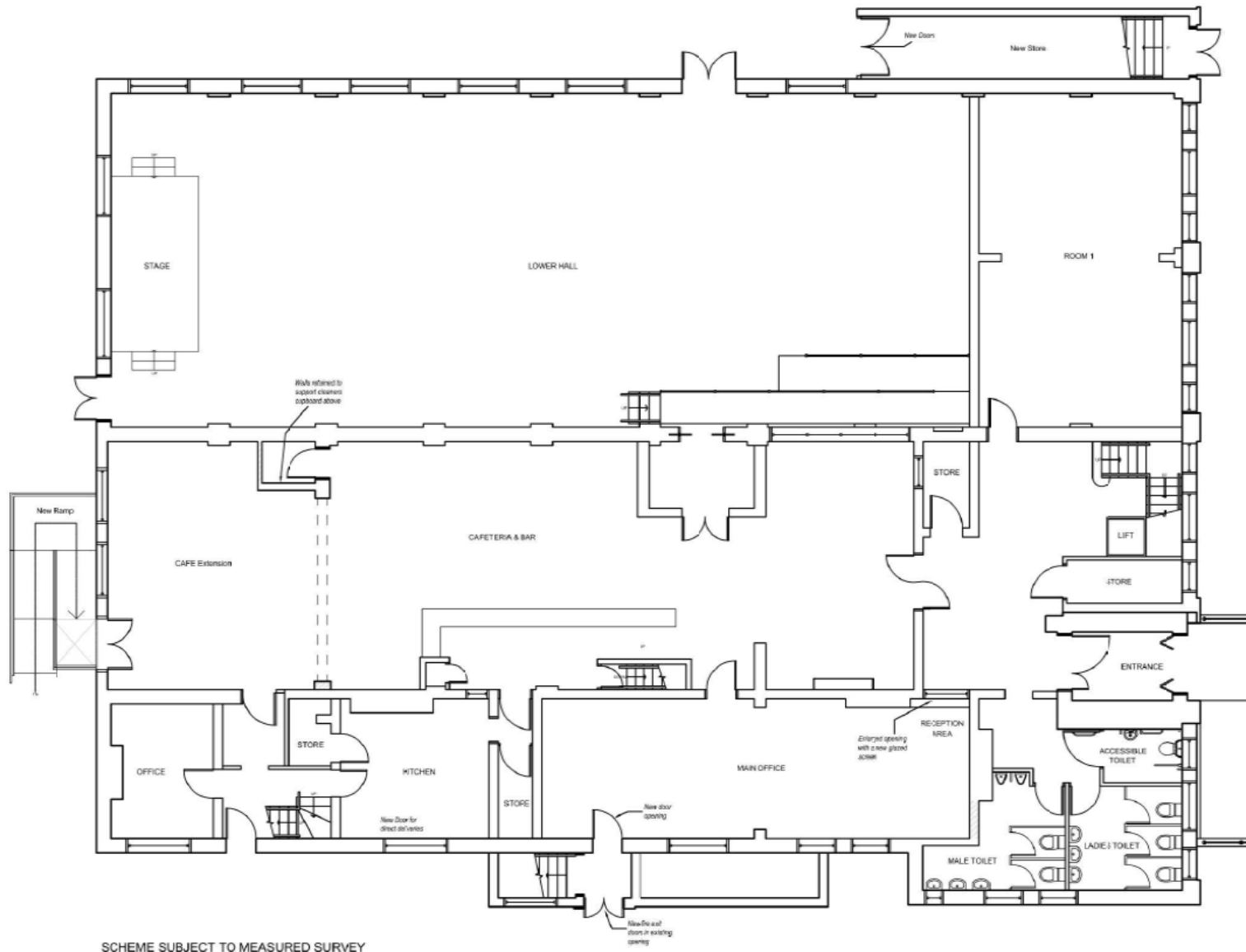
The projected impact on the precept by opting for funding option 2 over 2 budget years would at this moment in time, create a 0.8% percentage increase in Year 1 and 0.4% increase in Year 2. The MTF allows for increases in all other budget areas including staffing, although these forecasts may change for reasons beyond the Council's control i.e. a national pay award, tax base rise not as forecast.

ANY DECISION MADE IS SUBJECT TO COUNCIL RESOLVING TO BECOME VAT REGISTERED, LANDLORDS AGREEMENT AND ANY STATUTORY CONSENTS REQUIRED.

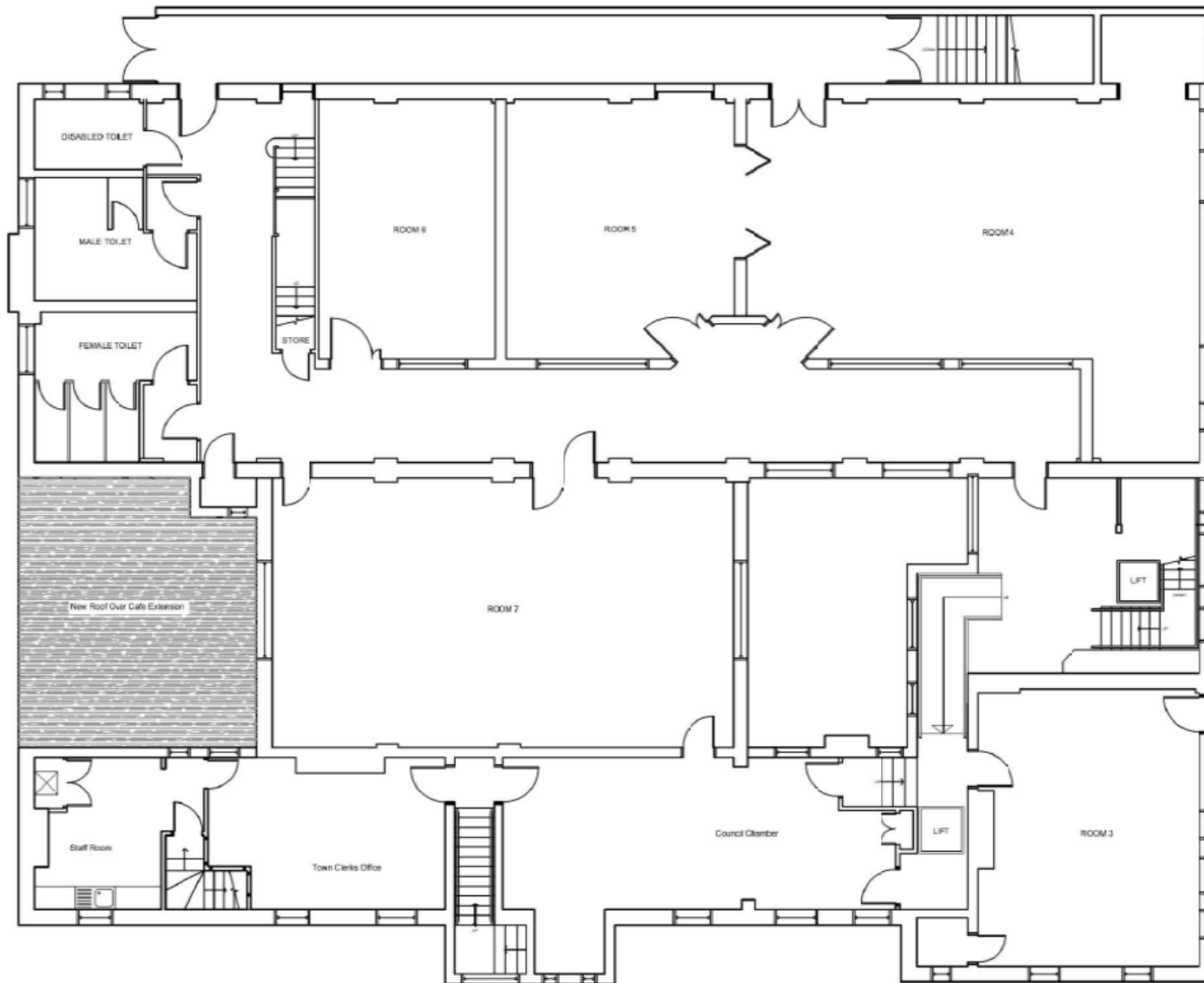
	2019/20	2020/21	2021/22
Total Income	184300	191750	196400
Total Expenditure	616906	624550	630250
	-£ 432,606.00	-£ 432,800.00	-£ 433,850.00
Est Gen reserves	100000	95000	90000
	£ 100,000.00	£ 95,000.00	£ 90,000.00
Gross shortfall	-£ 332,606.00	-£ 337,800.00	-£ 343,850.00
Rec. reserves	90000	90000	90000
LCTS Grant	3910	0	0
Budget funding	-£ 418,696.00	-£ 427,800.00	-£ 433,850.00
	includes 25k	includes 25k	includes 25k
	re alterations	re alterations	project fund
Est Precept	-47.31	-47.53	-47.68
based on est.	rise 42p	rise 22p	rise 15p
Projected Tax base	8850	9000	9100
	Precept for 2018/19 is £46.89		
	Nationwide average Band D precept £64.05		
	Tax base 2018/19 £8779.95		

Phase 2 of the repair programme whilst not yet resolved has forecasted funding availability of £70,000 in budget year 2021/22 and 2022/23. At the same time though, it is predicted that the Capital Projects budget would be reinstated in 2021/22 at £25,000.

[Agenda](#)



SCHEME SUBJECT TO MEASURED SURVEY





Leigh-on-Sea Town Council

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



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

Payments List 25th Apr 2018- 15th June 2018 Report 2697/ Expenditure incurred under the General Power of Competence

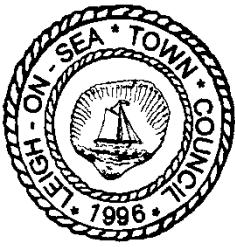
Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102485	£67.57	Recognition Express Essex	Name plaque for hall and curtain hire
102486	£136.00	Lorna & Lottie's CIC	Provision of refreshments at Community Transport Social Afternoon & Annual Community Meeting.
102487	£17.00	National Association of Local Councils	LCR subscription
102488	£50.00	Plot-holder	Refund tenancy deposit
102489	£15.00	Plot-holder	Refund tenancy deposit
102490	£20.22	SLCC Enterprises Ltd	Books for library
102491	£134.04	Viking	Stationery
102492	£126.00	Miskos Ltd	Spam filtering and server monitoring
102493	£288.00	Phuse Media Ltd	Website hosting Leigh Community Centre and Leigh Town Council
102494	£500.00	Leigh Folk Festival Association	Grant award
102495	£500.00	Southend RNLI	Grant award
102496	£35.40	Allen Bros Electrical (Factors) Ltd	Light bulbs for Community Centre
102497	£70.52	Essex Supplies (UK) Ltd	Cleaning materials
102498	£745.20	Quantum Services	Lift repairs
102499	£65.60	Essex County Council	Staff Disclosure Check
102500	£230.00	EALC	Councillor training courses
102501	£16.00	Community Transport member	Refund as ticket resold
102502	£33.20	Staff member	Reimburse travel expenses
102503	£504.00	Auditing Solutions Ltd	Internal audit fee
102504	£38.94	Viking	Stationery
102505	£128.00	Hirer	Refund room hire

102506	£25.00	Wyvern Community Transport	Minibus hire
102507	£22.53	SSE	Strand Wharf electricity
102508	£62.88	James Todd & Co	Payroll processing fee
102509	£5859.60	Tree Fella Ltd	Tree works at allotments
102510	£234.00	NALC	Annual conference fee
102511	£192.00	RCH Heating & Plumbing Ltd	Boiler service
102512	£26.40	Staff member	Travel expenses
102513	£109.06	Viking	Stationery
102514	£116.40	Royal Mail Group Ltd	Response services licence
102515	£486.00	SLCC Enterprises Ltd	Conference costs – Leadership in Action
102516	£4291.75	Southend BC	School crossing patrol costs 2017/18
102517	£29.70	Staff member	Reimburse travel expenses
102518	£62.96	Viking	Stationery
102519	£765.60	RCH Heating & Plumbing Ltd	Balance re new water heater
102520	£30.00	Plot-holder	Refund plot deposit
102521	£58.00	Room hirer	Refund of room hire
102522	£126.00	Miskos Ltd	Spam filtering and server monitoring
102523	£62.88	James Todd & Co	Payroll processing fee
102524	£152.97	Essex Supplies (UK) Ltd	Cleaning materials
102525	£180.00	Phoenix Water Coolers Ltd	Annual service contract
102526	£1017.60	Miskos Ltd	Sophos licence
102527	£18.32	Staff member	Reimburse re purchases for children's event
102528	£18.61	Recognition Express Essex	Name badges new councillors
102529	£120.00	Entertainer	Children's event entertainment
102530	£33.00	Miskos Ltd	Website assistance
102531	£27.00	Volunteer	Reimburse expenses
102532	£20.00	Wyvern Community Transport	Deposit for minibus hire
102533	£65.00	Southend B C	Location hire Community Day
102534	£80.40	Quantum Services	Lift repairs
102535	£22.00	CTA UK Ltd	Section 19 permits re Community Transport
102536	£495.00	Veolia Environmental Services	Garden waste sacks
102537	£33.95	Councillor	Reimbursement of travel expenses
102538	£390.00	Quantum Services	Lift service contract
Bk Trs	£382.80	RCH Heating & Plumbing Ltd	Deposit re new water heater

Bk Trs	£100000.00	Public Sector Deposit Fund	Transfer to deposit
Bk Trs	£895.00	Ryan Fencing	Completion of allotment fencing
Bk Trs	£23500.00	Payroll	To cover May payroll
Bk Trs	£100.00	FP Teleset	Top up franking machine
Bk Trs	£108.00	The Art Ministry	Half term kids event
Bk Trs	£750.00	MDAS	ASA agreement
Bk Trs	£400.00	LOSALGA	ASA agreement
Bk Trs	£125.00	Marshall Close	ASA agreement
Bk Trs	£160.00	Bees Knees Marquees	Toilet hire Community Day
Bk Trs	£1050.77	Newsquest Media Group	Recruitment advert
Bk Trs	£10.00	Wyvern Community Transport	Deposit minibus hire
Bk Trs	2034.00	Albany Environmental Services Ltd	Pigeon netting and clean up
		Expenditure – Imprest Items	
	£106.00	Vinyl Banners Printing	Banners for Community Day and Summer Season
	£93.43	B & Q	Timber for planters at Community Centre
	£78.00	Solopress	Summer Season flyers
	£42.00	Southend Borough Council	Event notices Summer Season
	£10.00	Maplins	VGA cable
	£32.54	B&Q	Paint & rawl plugs
		Expenditure – Direct Debits	
	£88.56	British Telecom	716287 line rental
	£484.10	British Telecom	Line rental 477248 477987 & 714063
	£667.59	SSE	Electricity Community Centre
	£85.67	Biffa Environmental	Skate Park bin collection
	£88.84	Biffa Environmental	Comm Centre general waste
	£66.08	Biffa Environmental	Comm Centre recycling
	£12.00	Annecto UK Ltd	Card machine charge
	£792.00	Southend BC	Business rates

	£376.44	Wave	Water charges Leigh Site
	£173.34	DOTS	Photocopying costs
	£6.00	Annecto UK Ltd	Virtual terminal charge
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Lorna & Lottie's coffee order costs recovered by LTC
	£6.38	Global Payments	Virtual Terminal processing fee
	£15.45	Global Payments	Card machine processing fee
	£92.80	Global Payments	Final processing fee old card system
	£34.13	The Calls Warehouse	Call charges 477248
	£585.26	SSE	Electricity Community Centre
	£92.15	Biffa Environmental	Skate Park bin collection
	£96.72	Biffa Environmental	Comm Centre general waste
	£75.46	Biffa Environmental	Comm Centre recycling
	£142.02	Essex & Suffolk Water	Water Manchester Drive allotments
	£408.39	Wave	Water Community Centre
	£193.08	British Telecom	Broadband 716287
	£12.00	Annecto UK Ltd	Card machine charge
	£792.00	Southend BC	Business rates
	£378.53	BNP Paribas	Charged in error to be refunded
	£640.80	Corporate Finance	Photocopier lease initial payment (queried)
	£231.77	DOTS	Photocopying costs
	£6.00	Annecto UK Ltd	Virtual Terminal charge
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Lorna & Lottie's coffee order costs recovered by LTC
	£32.09	GO CARDLESS (Verde Coffee Ltd)	Lorna & Lottie's coffee order costs recovered by LTC

[Agenda](#)



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REPORT 2697/HS

VAT STATUS FOR LEIGH TOWN COUNCIL

Communities Facilities Committee at its meeting 6th February 2018 resolved that advice be sought on the implications for the repair project, which was resolved by Council in March 2018. The project cost included VAT of £66,331.63 which the Council would have to pay.

At the present time LTC is not VAT registered but Local Authorities are able to claim VAT back for non-business activities and also under partial exemption rules. The room letting at the Community Centre is classed as Business activity and therefore means that for any Community Centre expenditure, we are not allowed to claim VAT on purchases made because we are not VAT registered.

DCK Accounting Solutions have now carried out a full evaluation of our current VAT position and also to consider the position going forward.

At the present time, the Council is losing the ability year on year to reclaim Input VAT (i.e. VAT on purchases) of between £7,500 and £8,000 on regular expenditure relating to the Community Centre. In addition if the Phase 1 repair programme proceeds without being registered and Opting to Tax the Community Centre, a further £66,000 could not be claimed.

The Phase 2 repairs when resolved will be likely to incur VAT of £34,000 and then the remaining repair programme for years 10-30 will probably equate to VAT expense of £20,000 (although with inflation etc. this figure realistically will be higher come the time).

Therefore for the duration of the remaining lease term, VAT of £307,500 would be paid by the Council if they remain as unregistered and do not opt to tax the building. This is equivalent at present to approximately 75% of a year's precept.

The downside to this is that by Opting to Tax, the Council would need to charge Output Tax i.e. VAT on room hire. This amounts to a maximum of around £22,000 to £23,000 per annum. Maximum is emphasised because in reality some hirers may well be able to reclaim VAT charged to them by virtue of being VAT registered and some are given Grant Aid Awards which will cover the cost of VAT charged. Additionally, many of the hirers charge for their classes. For example Room 4 which currently costs £12 per hour during the day can accommodate 20 people for a fitness class. The class fees on average seem to be £7 per class and therefore class fees of £140 would be taken for an hour's hire. With VAT the room hire would increase to £14.40 per hour. A £2.40 increase on a hire charge will only result in a 12p increase for each class member if the charge is passed on or a slight reduction in the class profit to £125.60 instead of £128.

It should be noted that our hirers receive additional services for their room hire. Rooms are set and cleared away by the Caretakers with cleaning in between sessions and equipment charges are not made for projectors, pa system, extension leads etc.

What Council must also consider is that although we have to charge VAT on hire services, not all hirers are precept payers. So whilst we must consider the effect on hirers, we must be mindful of our precept payers who through their Council tax are funding the VAT on Community Centre expenditure which at the present time we are unable to recover. In simple terms, the effect of not registering for VAT means that the phase 1 repair programme and expenses over the two years it is being staged will cost the Council £81,000 if we remain unregistered. This is the equivalent of 9.85% of the precept being absorbed for this purpose or as an example if this was passed on to hirers, an increase in the hire rates by 64% to cover the cost of the VAT element unclaimable.

By registering for VAT, the £66,000 on the repair programme can be used to help fund the proposed building improvements. This will provide a much better community facility, attract more hirers to the Community Centre and lessen the financial impact on the precept as VAT can continue to be reclaimed on purchases and hirer income will increase from new business as a result of the increased capacity from the remodel.

DCK's advice is that although the decision, if made, to Opt to Tax will remain in force for a minimum period of twenty years, it would be in the long term interests of the Council to do so in order to significantly reduce the overall impact of funding the proposed works. The Option to Tax ONLY affects income from the Community Centre, all other activities remain the same for VAT purposes.

The table below shows the current hire rates and the effect it will have if VAT has to be charged. The Town Clerk would suggest that the hire rates are not increased for 2019/20 and 2020/21 apart from 3 non-community rate categories. Hire charges have increased in the last two years by an average of 7% per annum. By holding rates for the next financial year, although VAT output tax has to be charged, the net effect is only a 14% rise as opposed to 20%. There would be no increase in the 2nd year at all.

	Current Rate	New rate	Rate plus VAT
CR1 (Small)	£8.40		£10.08
CR2 (Small)	£13.00		£15.60
Rate 1	£9.00		£10.80
Rate 2	£14.00		£16.80
CR1 (medium)	£9.00		£10.80
CR2 (medium)	£13.60		£16.32
Rate 1	£9.60	£10.00	£12.00
Rate 2	£14.60		£17.52
CR1 (large)	£12.00		£14.40
CR2 (large)	£19.00		£22.80
Rate 1	£14.00	£15.00	£18.00
Rate 2	£20.00		£24.00
CR1 (LH)	£17.00		£20.40
CR2 (LH)	£27.00		£32.40
Rate 1	£19.00	£20.00	£24.00
Rate 2	£29.00		£34.80
CR1 (café)*	£15.00		£18.00
CR2 (café)*	£22.00		£26.40
Rate 1	£19.00		£22.80
Rate 2	£26.00		£31.20

Key

Room Size

Small Rooms – 3, 5, 6 & 8 Medium Rooms – 1 Large Rooms – 4 & 7

Rates

Rate 1 – Mon to Fri before 6pm Rate 2 – Mon to Fri after 6pm & weekends

Community Rate

For hirers who book 6+ sessions per year

It is **RECOMMENDED** that Leigh Town Council become VAT registered, Opting to Tax the Community Centre.

It is **RECOMMENDED** that hire charges are not increased except for 3 categories in 2019/20 and remain the same for 2020/21 but that VAT has to be passed on to hirers with immediate effect from becoming VAT registered.

It is **RECOMMENDED** that the VAT reclaimable on the Phase 1 repair project be used to fund the proposed building improvement works if resolved by Council.

LEIGH-ON-SEA TOWN COUNCIL ACTION PLAN

DRAFT SUBJECT TO DEVELOPMENT OF STRATEGIC PLAN

To be proactive in creating effective partnership working between Southend Borough Council and Leigh Town Council to ensure a shared vision for Leigh-on-Sea

Project/Initiative	Aim/Action	Budget
Leigh Partnership Group	Working with SBC to provide economic support for businesses and traders	Grant from SBC
Old Leigh Spatial Plan	Live document to aid development of Local plan and stakeholders to attract future investment in Leigh Port	£5,000 2018/19
Friends of Library Gardens campaign	Remain pro-active in assisting SBC to reinstate the facility to a high standard	
SBC Local Plan	Proactive at Issues & Opportunities stage with combined workshop with SBC	
Other campaigns as they emerge on litter and open spaces	Be pro-active in helping to establish any Borough or Community initiatives partnership working	
Officer/Councillor liaison	Foster good working relationships in all areas	

To identify community facilities that would enhance the quality of life of local residents and to explore ways of securing the necessary resources with minimum impact on the precept

Project/Initiative	Aim/Action	Budget
CiL projects	Effective projects eligible under the CiL criteria	Limited to CiL receipts
Youth	Engage in opportunities to provide &/or promote community facilities for the youth	£500 2018/19 E&L Community initiatives
Allotment sites	Be open to any community initiatives to introduce facilities	
Community Transport programme	Remain fully active in creating appropriate trips programme for the over 65s in the community	Annual budget set
Events & Markets programme	Remain fully active in creating appropriate events and programmes to engage all levels of the community	Annual budget set
Skate Park	Complete refurbishment initiative and be open to the provision of additional facilities in the area	£30,000 LTC capital project if approved by Council once community phase confirmed
Repair/remodel of LCC to provide a better community facility	Repair programme over remainder of the 30 year lease	Phase 1 £389,000 project funding
	Remodel of LCC	£130,000 project funding

To raise awareness of local environmental issues and to create opportunities for residents to engage with Leigh Town Council in finding and implementing solutions

Project/Initiative	Aim/Action	Budget
LTC News	Articles and interaction with external organisations	Annual budget set
Grant Aid Awards	Use this programme as a tool to aid engagement	Annual budget set
Social Media and websites	Keep residents informed and able to engage via various communication channels and tools	Annual budget set
Annual Town Meeting	Use Annual residents meeting as a tool	Annual budget set
Events & campaigns	Actively promote, support and be a part of any initiatives setting up focus groups, literature and interactive tools	Annual budget set

ANNUAL REVIEWS – MARCH
Final review – September 2021

Strategic Plan revision to set objectives for 2022-2026 to commence January 2022