

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 20th November 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 Environment Agency in conjunction with Anglian Water with regard to their monitoring of our coastal waters. Rev. Andrew Cowley has given his apologies for this meeting and so there will be no prayers said prior to the opening of the meeting.

AGENDA

1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES
2. RESULT OF LEIGH ROAD WARD BY-ELECTION AND OFFICIAL WELCOME TO NEW COUNCILLOR

Gilson, Paul David	112 votes - Elected
Hart, Alan	59 votes

The election was publicised by the Town Council in the mandatory way – on the Council's notice boards and website. Additionally residents were informed by social media and the Leigh Times had an article the week of the election. It has been queried by two residents as to why polling cards were not prepared by Southend Borough Council. These are not mandatory for by-elections. The cost of any Town Council election is an expense for Leigh Town Council and this is generally in the region of £3,000 per polling station. In view of the fact that the term once elected was only for 7 months and the Town Council always being mindful of costs for the precept payers, took the decision not to have polling cards issued, thus saving in the region of £1,000.

3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST
5. APPROVAL OF THE MINUTES OF THE MEETING 18TH SEPTEMBER 2018
6. PUBLIC REPRESENTATIONS
7. SOUTHEND BOROUGH COUNCIL (SBC)

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.

Alison Griffin, CEO at SBC will be attending the meeting to provide an update to Council about Southend 2050. Councillors have been provided background information prior to the meeting regarding this Borough project.

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

COMMITTEES

10. COMMITTEE VACANCIES

Two vacancies now exist on the Planning Committee and it is **RECOMMENDED** that at least one of the vacancies is filled.

11. PLANNING COMMITTEE PROCESS

At the Strategic Planning PDG, it was felt that members would benefit from a refresher of the Council's processes as a statutory planning consultee. The following was resolved to be the process in February 2016:

- a) That clear written guidance on Planning Committee procedures at LTC and Southend-on-Sea Borough Council (SBC) be made available to applicants at the Community Centre and website.
- b) That all Councillors, whether members of this Committee or not, are called upon to consider applications in their ward, with the ability to call these in for Planning Committee consideration or pass comment to the Chairman.
- c) That the Committee's responses to SBC be considered in the following order and **be** restricted to:-
 - i) Applications where members of the public attend and request to be heard.
 - ii) Applications of a controversial nature or with implications for Leigh as whole; large scale developments or those affecting the public realm.
 - iii) Applications where the Council has received objections from the public or that have been "called in" by a councillor for consideration (reasons to be given).

12. COMMITTEES

To receive the minutes of Committees for 2018/19 and report 2705/I&E

- a) Planning Committee - To receive minutes of [25th September](#), [9th October](#), [23rd October](#) and [13th November 2018](#)

NO RECOMMENDATIONS TO COUNCIL

- b) Community Facilities Committee – To receive minutes of [2nd October 2018](#)

NO RECOMMENDATIONS TO COUNCIL –

- c) Environment & Leisure - To receive minutes of [16th October 2018](#)

NO RECOMMENDATIONS TO COUNCIL

- d) Staffing Committee – To receive minutes of [23rd October 2018](#)

Minute 12 – Administrative Apprentice

RECOMMENDED the recruitment of a full-time administrative apprentice for a year, the budget for which is included in the 2019/20 Staffing budget and **RECOMMENDED** via P&R Committee

- e) Policy & Resources - To receive minutes of [6th November 2018](#)

RECOMMENDATIONS TO COUNCIL –

- **Minute 42** – Community Infrastructure Levy
RECOMMENDED to allocate £15,000 of CIL receipts to the project and work in partnership with Southend Borough Council to restore the viewing platform ([Appendix 2](#)) page 15
- **Minute 47** – Committee Draft Budgets 2019/20
- **Minute 49** – P&R and Council Draft Budget 2019/20
RECOMMENDED to approve in principal all budgets subject to confirmation from Southend Borough Council of the Tax Base for 2019/20. The medium term financial forecast is now submitted with the pack for Council to approve as well. ([Appendix 3](#)) page 19
- **Minute 52** - To Approve Expenditure
RECOMMENDED that the Council note the account transfers and approve the expenditure in Report 2705/I&E ([Appendix 4](#)) page 27

DECISION ITEMS

13. VOLUNTEER OF THE YEAR

In March 2018, Council resolved that with effect from the Annual Town Meeting 2019 there would be a 'Donald Fraser Volunteer of the Year' award. The Town Clerk requests instruction from Council as to how they would like to administer this as Council needs to make decisions on this and the Good for Leigh awards in January as due to next year's elections, the Annual Town Meeting is in March.

14. NEW ADMINISTRATION PLANNING

In preparation for the Council elections in May 2019, it is **RECOMMENDED** that the Council hold an open event to enable anyone interested in becoming a Town Councillor learn more about the Council and the role of Councillor. The Town Clerk requests instruction from Council should they resolve to proceed in this manner.

15. STRAND WHARF LEASE

The completion of the lease has been held up by issues relating to the Traffic Regulation Order that needed to be put in place. This is now resolved and the lease remains the same wording as that approved by Council in 2015 save for one slight alteration potentially necessary in accordance with clause 16A and 16B of the Road Traffic Regulation Act 1984 when holding events on the Wharf. This amendment does not create any additional obligation on the Council if there is no alteration to the permanent TRO but if for some reason a temporary TRO was required to restrict the exceptions to the permanent TRO then Department for Transport (DFT) approval would be necessary if requested more than once in any calendar year. DFT approval is already given for the Folk Festival and Regatta events via Southend Borough Council as full closures of the High Street in the Old Town take place. The documentation explaining this will be kept for future reference as the term of the lease is 125 years and there may be Council events in the future which require a temporary TRO.

It is **RECOMMENDED** that the Council approve the execution of the lease by the Town Clerk and that the Council's common seal shall alone be used for sealing a deed required by law. In accordance with Standing Order 27 the seal shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.

16. STRATEGIC PLAN AND COUNCIL ACTION PLAN ([Appendix 5](#)) page 31

Another PDG meeting was held to further consider the proposed Committee structure as outlined at Council in September 2018. Draft Terms of Reference and Scheme of Delegation were presented and reviewed.

It is **RECOMMENDED** that with effect from May 2019, the Council and Committee structure be as follows with the attached Terms of Reference and Scheme of Delegation adopted:

Full Council	Bi-monthly
Community Committee	Bi-monthly
Finance & Governance Committee	4 meetings per annum minimum
Staffing Committee	2 meetings per annum minimum
Planning, Licensing & Highways Committee	2 meetings per month

A review and evaluation of this new structure is to take place at full Council in November 2019. The new structure will permit members of the Planning Committee when unable to attend a meeting, to appoint a substitute member to attend with the same voting rights.

Standing Orders and Financial Regulations will have to be reviewed and amended by Council for when the new structure comes in to effect and the Town Clerk will commence this review for presentation at P&R and Council in March 2019.

If the above is resolved, the Strategic Plan and Council Action Plan will be prepared to present to Council for review and adoption in January 2019.

FOR NOTING

17. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) – 150 POINTS OF LIGHT

The Town Clerk has been advised by NALC that they are in the process of putting together a 2018 edition of 150 Points of Light and Leigh-on-Sea Town Council are to feature. This is a compendium of case studies highlighting the excellent work that local (parish and town) councils are doing throughout the country.

18. INTERNAL AUDIT ([Appendix 6](#)) page 45

CONFIDENTIAL

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

RECOMMENDED that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d) other special reason

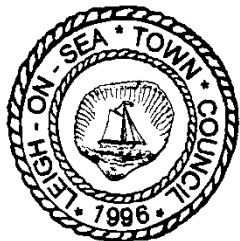
20. REQUEST TO COUNCIL (Confidential Appendix)

Helen Symmons

Town Clerk
15th November 2018

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

DATE OF NEXT MEETING: Tuesday 22nd January 2019



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MINUTES OF A MEETING OF LEIGH-ON-SEA TOWN COUNCIL
TUESDAY 18th SEPTEMBER 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Chairman), Jill Adair, John Duprey, Keith Evans, Patrick Fox, Gerry Glover, Jill Healey (Vice-Chairman), Ron Owen, Caroline Parker and Vivien Rosier.

Also in attendance: Rev. Andrew Cowley (Leigh Road Baptist Church), Councillor Bernard Arscott (Southend Borough Council) and Helen Symmons (Town Clerk)

Prior to the meeting, Rev. Andrew Cowley provided an informative insight to the Council of the work of Oasis Café and in particular its suspended meals scheme and Friday evening youth café for older children. He then led the Council in prayers

The meeting opened 7.30 p.m.

49. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS

The Chairman thanked Rev. Cowley for enlightening the Council on the work of the Café and hoped to visit soon. Following the appropriate housekeeping announcements, she gave an overview of all her engagements since the last Council meeting. Recently she had presented a certificate to the First Aid Post in the Old Town to St John Ambulance, recognising the partnership working with the Town Council for 20 years in providing the first aid facility at Bell Wharf beach. She was delighted to have attended Belfairs & Darlinghurst Academics' 'Shaping the Future' sessions within the last few days. Finally the Chairman asked Councillors to advise who would be attending the St Clements Remembrance Service in November so she could keep the British Legion informed with regard to seating.

50. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Anita Forde, Fr. Clive Hillman, Carole Mulroney and Declan Mulroney

51. DECLARATION OF MEMBERS' INTERESTS

None were made.

52. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 17th July were agreed and signed by the Chairman as a true and accurate record.

53. PUBLIC REPRESENTATIONS

The Council **NOTED** the positive comments.

54. SOUTHEND BOROUGH COUNCIL

Cllr Bernard Arscott gave an update on the CCTV situation and confirmed that the tendering process was underway and early in 2019 should be installed. There is to be a parking consultation to obtain views regarding a permit scheme in roads mainly off Broadway. More waste bins have been requested for the area in the next financial year. Finally regarding licensing issues, Cllr Arscott would like Councillors to advise any residents to contact the Borough Council team at the time by telephoning the switchboard, holding on the line and being taken to the out of hours service.

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

There were none

56. TOWN CLERK'S REPORT

The Committee **NOTED** the report

COMMITTEES

57. COMMITTEES

To receive the Minutes of Committees for 2018/19 and report 2700/I&E

f) Planning Committee – Cllr Healey presented the minutes of [24th July](#), [14th August](#), [28th August](#) and [11th September](#) 2018

There were no direct recommendations to Council

g) Community Facilities Committee – Cllr Owen presented the minutes of [7th August 2018](#)

There were no direct recommendations to Council

h) Environment & Leisure – Cllr Morgan presented the minutes of [21st August 2018](#)

There were no direct recommendations to Council

i) Staffing Committee – Cllr Fox presented the minutes of [5th July 2018](#)

There were no direct recommendations to Council.

j) Policy & Resources – In the absence of the Chairman and Vice Chairman of the Committee, Cllr Morgan presented the minutes of [4th September 2018](#)

RECOMMENDATIONS TO COUNCIL –

- Minute 27 – Review of Volunteer Policy – **RESOLVED**
- Minute 34 – To Approve Expenditure (report 2700/I&E) – **RESOLVED**

DECISION ITEM

58. OPTION TO TAX THE LEIGH COMMUNITY CENTRE IN RESPECT OF VAT

The Council **RESOLVED** that:

- a) Leigh-on-Sea Town council opt to tax the Leigh Community Centre with effect from 18th September 2018
- b) That the Town Clerk (also Responsible Financial Officer) be authorised to undertake such actions as may be necessary, including the signing of all forms and correspondence for submittal to HMRC in respect of this Option to Tax.

59. LOW EMISSION STRATEGY – CONSULTATION 2018

The Council discussed this in great depth with the Town Clerk recording the Councillors' responses to the consultation questions. The Town Clerk will formulate a Council response from these and submit to the Borough by the deadline.

60. STRATEGIC PLAN AND COUNCIL ACTION PLAN

The report was **NOTED** and dates circulated for the next meeting to further discuss the proposed Committee structure. In view of the importance to Council it was hoped that as many Councillors as possible try their best to attend.

FOR NOTING

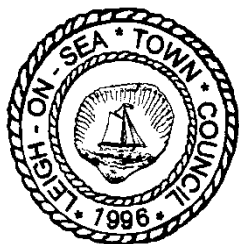
61. ANNUAL RETURN

The Council **NOTED** the report.

62. LEIGH ROAD BY-ELECTION

The Committee **NOTED** the report

The meeting closed at 8.07pm



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REPORT 2706/HS

TOWN CLERK'S REPORT NOVEMBER 2018

STAFFING

Since half term, once again the work load has increased due to the seasonal events and bookings at the Community Centre. The staff are incredibly hard working and having to cope with decreased staff numbers both in the office and on the caretaking team. To quote the Internal Auditor when he visited recently, 'I have never seen such a hardworking Council office, you have 60 bookings in just one week!'

The staff appraisal process will commence early in the New Year.

TRAINING

Staff

The Assistant Proper Officer has commenced her CiLCA training and also attended General Power of Competence training. The Town Clerk will be attending an Elections briefing and workshop at the end of November. At the appraisal process, the Town Clerk will assess with each member of staff the training they require for personal development.

Councillor

The following training has been undertaken by Councillors since the last meeting:

Cllr Evans – Planning

Cllr Healey will be attending the Election briefing and workshop with myself. Cllr Gilson is booked to attend Councillor training.

The Town Clerk continues to keep members informed with regard to available external training.

TOWN CLERK'S DIARY

EALC (Essex Association of Local Councils) AGM AND CONFERENCE

Cllr Healey attended the day with myself, with Councillors and Clerks from parish and town councils all over Essex representing their communities. The morning's business was the AGM and a motion was submitted from Tendring District Association of Local Councils with regard to disputes with principal authorities seeking to have Section 27(1) (a) of the Local Government Act 1974 repealed to allow matters to be dealt with by the Local Government and Social Care Ombudsman. This motion was resolved to submit to NALC (National Association of Local Councils). Following lunch, the conference speakers were:

Mike Gogarty, Director, Wellbeing Public Health & Communities. He spoke about developing the role of the Parish Sector and EALC will be progressing this and feeding back to Councils.

Clive Emmett, Chief Officer, Council for Voluntary Service Uttlesford. This organisation received funding through the ECC/EALC community project fund (unfortunately being in an unitary authority we are not eligible) for a Green Matter project where they assist in restoring gardens for the elderly and infirmed for families and friends then to keep tidy going forward.

Cllr David Finch, Leader, Essex County Council. Cllr Finch spoke regarding localism and subsidiarity. Interesting but not totally relevant to us being under Southend Borough Council (SBC).

Following the conference we were presented with our Quality Council Award.

LEIGH PARTNERSHIP GROUP

I have attended a series of meetings as the survey results required analysis to begin forming the action plan for the group. There was around a 10% response to the survey which was slightly disappointing considering how vocal social media can be. The priorities of the survey for Leigh Traders was:

1. Better Marketing
2. Better Accessibility
3. Better Representation
4. Better Environment and Streetscape
5. Better Safety and Security

The group have been considering the areas that the survey identified as important to the traders and are already progressing the following:

Parking improvement ideas in consultation with SBC

Improved signage

Visit Leigh landing page which will be part of the new Visit Southend website scheduled for 2019

Promotion of businesses

Promotion of businesses by sponsoring town enhancements e.g. hanging baskets and Christmas lights.

Following on from Cllr Arcscott's attendance and information regarding CCTV at the last Council meeting, we were advised by the SBC Town Centre Manager that the tender bids returned proved far greater than the budget set and therefore were being retendered. However, 3 cameras for Leigh were recognised as a priority plus an additional mobile camera for Old Leigh. Approval was being sought to purchase these outside of the whole contract and the Town Clerk can confirm that this has progressed with the camera locations now 'chalked out' and hopefully going 'live' before Christmas.

Publicity for Small Business Saturday and the Festive Window Competition is currently being distributed.

Planned for January 17th is a 'Day of Action in Leigh' where the police, trading standards and community agencies will visit traders and businesses to engage and understand their concerns.

SPATIAL PLAN

This is progressing with the consultation phase with stakeholders at the present time. Invitations were sent to various stakeholders along with promotion on the Council's website and social media pages to attend two sessions, one at Leigh Community Centre and one at the Heritage Centre. On the whole a good response was received.

SBC SAFETY ADVISORY GROUP

I attended this on behalf of the Events & Projects Officer and spoke to the panel of approximately 17 regarding the Leigh Lights Event. All was in order with no questions raised.

LOCAL LARGER COUNCIL FORUM

Updates were provided by EALC and NALC on their current work. EALC are at the beginning of updating their Strategy and Vision for the next 5 years. 90 parishes have come forward for the Essex Highways devolution trial (something we cannot take part in). NALC are in the process of restructuring to serve parishes better and for the first time in 3 years had a surplus of £19,500. The Town Clerk at Witham gave a presentation on the annual Puppet Show that the town hold. This is their flag ship event but consideration has to be given to raising more sponsorship or allocating a portion of the precept towards the event as the reserves used to fund it are depleted.

The headline presentation was by the Safer Essex Road Partnership. A fascinating insight into the work and results they are seeing. SBC is part of the partnership. 43 people have been killed on Essex roads already this year. Drug and drink driving are still sadly on the rise. It has however been recognised that by policing the roads, it can reduce higher crime and results are being seen where these higher crimes like burglary and drug related are being caught as clearly the road network is how access is obtained throughout the County. The Partnership have recently launch an Extra Eyes campaign where those drivers having personal cameras can upload to the website incidents that have been captured on camera.

LEIGH ART TRAIL ARTISTS LEGACY PRESENTATION

Cllrs Morgan, Rosier, C Mulrone y and D Mulrone y along with myself attended the evening. The legacy piece from the Artist Residency was presented to us although some more additions to the book need to be included. It will be on view in one of the display cabinets in due course.

NALC ANNUAL CONFERENCE

The theme for the 2018 conference was 'Shaping the Future' with debate about how the local council sector will look in 10 years.

The two day conference began with James Palmer, Mayor of Cambridgeshire and Peterborough speaking of his ambitions for his combined authority area. He felt that local sector knowledge was important to feed into other levels of government and it was about getting things done and not just holding meetings. Proactive Councils seeing opportunities will gain investment into their town and parishes because organisations will be interested in them. He very much felt that change and reform was required for devolution to parish and town councils. He felt that if local councils were devolved of politics, then anyone would stand.

Disappointingly following this thought provoking session, Andrew Gwynne MP, shadow secretary of state for communities and local government then gave a party political broadcast on behalf of the labour party. Many found this to be disappointing especially as NALC promote keeping party politics out of local council.

The conference was a mix of plenary sessions and workshops. The first one I attended was 'Male, Pale and Stale' which followed on the work that NALC are doing with regards to encouraging diversity so local councils have wider involvement and better representations of their communities. It was a thought provoking session as to what councils could do to encourage more diversity e.g. childcare policy or allowances so that those needing to pay for child care to attend meetings etc. would not be put off from volunteering to be councillors. The session was not just about gender and race etc. but diversity across thought, experience and views to give a rounded council. The session was led by Cllr Clare Horrocks, a 22 year old councillor from Sutton Coldfield. With next year's elections on the horizon it was a hot topic and interesting interaction from some of the older councillors in the room who clearly felt threatened by the concept of the session. Over the year leading up to the Elections, the Diversity Commission will be publishing a number of recommendations and NALC will be producing a number of case studies. Naturally I shall keep Council informed.

NALC Councillor Census Survey

Visit www.nalc.gov.uk/diversitycommission to find out more about the National Association of Local Councils' diversity work



60% of councillors are male



39% of councillors are female

7%

of councillors have disabilities or are disabled



How old are councillors?

Under 45

11%

46 - 75

81%

Over 75

8%

How did councillors get involved with their local council?

50%

Community



31%

Issue of interest



20%

Family and friends



6%

Organisation



3%

Event



79%

of councillors would recommend becoming a councillor



3%

of councillors are part of the lesbian, gay, bisexual, and transgender (LGBT) community



Councillors on average spend 12 hours on council business a month



80%

of councillors have received some level of training



How long has a councillor served in their local council?

54%

Five or less years

21%

6 - 10 years

25%

Over 10 years

The second workshop was entitled Campaign Smarter and was delivered by the Senior Outreach Officer at Houses of Parliament. It provided an insight to how Parliament works, including information on bills, legislation, petitions and top tips on how to keep up to date with the latest news coming from

parliament. We learnt about the different methods that could be used to get your voice heard and how to build links with MPs and Lords.

Rishi Sunak MP, parliamentary under-secretary of state at the Ministry of Housing, Communities and Local Government (MHCLG) opened day two. He spoke of several initiatives that had or are being brought it:

- Keep It in the Community, an online platform re community assets,
- Parish polls being modernised,
- Actively looking at community governance so it will be easier to form parish councils
- The 'hot off the budget' news that public conveniences were not liable for business rate tax (something important to those local councils that had this devolved facility).

The question was put to him with regard to business rate allocation to local councils and he said that it will be borne in mind at the next spending review.

What became apparent is that the three main speakers of the conference had all said how important our local level of government is but attendees reflected that this is not reflected by many county, district and borough councils. Also as well, how important Government consider Neighbourhood Plans, yet again in reality they seem to fall down in adherence by second and third tiers of local government.

The next workshop, Right to Build was presented by Richard Bacon MP. This was a passionate informative sessions speaking about the Right to Build Task Force, how every principal authority has a legal obligation to keep a register of people who want to get a plot of land to self-build and how planning should be making great places for people to live. Richard has established the All-Party Parliamentary Group on Self-Build, Custom and Community Housebuilding and Place-Making and made reference to practices abroad where councils provide serviced plots to sell either to Housing Associations, community groups or individuals and where often the properties can now be built off site and then just erected on the serviced plots. A serviced plot of land costs around 12-15k to provide.

The final workshop of the conference was Funding for Local Councils and reminding local councils that sometimes they need to look beyond the precept. External funders seem to prefer local councils that have the General Power of Competence and very often it is useful to encourage and support 'Friends of' groups as they can make more bids to grant funders. The Public Works Loan scheme can often be used as a cost neutral way of funding and The Good Exchange is a platform offering a matching process for seeking grants.

The conference rounded off with a plenary session with panel discussions around shaping the future of the sector. There was talk about whether externals actually understand and support local councils, the perception being that 84% at conference said they did not. Apparently local councils are the sleeping giants for the revolution on localism and we need to get out and meet the challenges of 'blowing our own trumpet' and getting everyone to understand what we do. It was felt that there was a danger that local councils were being pushed into a position of having to take responsibility for services and facilities that perhaps many do not have sufficient knowledge or experience to really do.

Lots of questions were then thrown at the panel. It was felt by attendees that there were many benefits of reducing the voting age for local councils as the sooner we could get the younger generations involved the better. However many felt that we should engage them more rather than just in the voting process every 4 year and establish Young Peoples Manifestos.

The majority said that politics should not be in the first tier of local government, that we need to be representative of communities. Embracing ideas leads to embracing a vision and offers succession planning for the future. If we can try and remove the blockers, we can become now the councils NALC are thinking we will be in 10 years and Falmouth Town Council in conjunction with Cornwall County Council are an example of how that has been achieved.

SLCC & EALC JOINT TRAINING DAY

The Essex Branch of the Society for Local Council Clerks (SLCC) held its annual event with the Essex Association of Local Councils (EALC) which was supported by over 40 clerks with valuable networking between colleagues. Two forum sessions were held in the morning – one with Vine HR,

our local HR company that work alongside the EALC; and a finance session with Crispin Taylor the SLCC Finance Officer. The afternoon saw an open forum that allowed clerks to raise any subjects they wished. It would be impossible to provide you with a list of subjects covered on the day, but many invaluable items of advice and snippets of information were given. Some of which included the Ledbury Case, maternity leave, compulsory Councillor training, pension staging, investments, audit and much more.

SOUTHEND BUSINESS PARTNERSHIP

The theme of the morning was youth engagement in business and was most timely in view of the request to Council for an Administrative Apprentice. Keynote speakers were from South Essex College apprenticeship, Southend YMCA, Southend United Community & Educational Trust and Palmers Solicitors. The Town Clerk also learnt about free training courses for existing staff and this will be investigated.

TOWN COUNCIL INVITATIONS

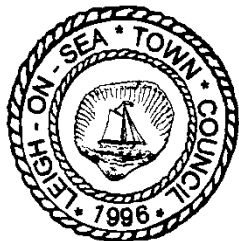
The following engagements have been attended by the Chairman and Councillors:

Community Police Meeting
Changing the Future – Belfairs & Darlington Schools
EALC AGM
Leigh Art Trail Legacy Presentation
Veolia Customer Liaison Group (Chairman only)
Fire Station meeting
Airport Garden of Remembrance Opening Ceremony (Chairman only)
Civic Remembrance Service
Eastwood Remembrance Service
Leigh Remembrance Service
Friends of Library Gardens
Licensing Hearing
Southend Airport Consultative Committee (Chairman only)
YMCA Awards Dinner (Chairman only)
Police & Fire Conference (Chairman only)

[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 18-07-17	49. CIL	RESOLVED to contact SBC with regard to S106 agreements in Leigh		Still awaiting SBC response. TC will continue to actively pursue a written response although verbally advised with regard to affordable housing and education by an Officer.	TC will continue to monitor for a full response.	TC
COUNCIL 18-09-18	57e COMMITTEES	RESOLVED volunteer policy RESOLVED expenditure	18-09-18	Adopted Approved	NFA NFA	
COUNCIL 18-09-18	58. OPTION TO TAX LCC	RESOLVED w.e.f. 18-9-18	18-09-18	VAT registration complete. Option to tax LCC in progress.	NFA	



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REPORT 2704B/HS

INTRODUCTION AND PURPOSE

A P&R PDG meeting was held in June to discuss the results of the Community Infrastructure Levy (CIL) survey. From that meeting the group decided to research several ideas. Southend Borough Council have been contacted regarding all of them but despite chasing no definitive response has been received at this time. At the time of the meeting CIL receipts totalled £6,719.60.

Subsequent to the meeting the 2017/18 CIL receipt was received and totalled £19,591.90. There is therefore a total balance at present of £26,311.50 CIL receipts

USE OF CIL BY THE TOWN COUNCIL

The way that the Town Council can use the CIL funds is set out in the regulations:

Application of CIL by local councils

59C *A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding –*

- a) *The provision, improvement, replacement, operation or maintenance of infrastructure; or*
- b) *Anything else that is concerned with addressing the demands that development places on an area*

RECOVERY OF CIL BY SBC

Funds which remain unspent or have been misused may be recovered by SBC.

- 59E
- a) *has not applied to support the development of its area within 5 years of receipt*
 - b) *has applied otherwise than in accordance with regulation 59C*

LEIGH TOWN COUNCIL STRATEGIC OBJECTIVES

Recently the Council resolved three strategic objectives:

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.

The following request was submitted to P&R Committee for their consideration and they **RESOLVED with RECOMMENDATION to Council** to allocate £15,000 of CIL receipts to the following project, working in partnership with Southend Borough Council to restore the viewing platform (also known as the Belvedere)

DETAILS OF THE REQUEST SUBMITTED TO P&R 6TH NOVEMBER 2018

Recently the Town Clerk has been approached by Southend Borough Council with regard to the demolished toilet and viewing platform on Cliff Gardens. The Borough, in demolishing the toilet area under the viewing platform which was deemed unsafe exposed the coping stones. Local historians had known about these for some time and were concerned that they be preserved because of the many areas of historic graffiti on them. Councillor Carole Mulrone approached the Borough Council when it was known the demolition was to take place and arranged for the stones to be carefully removed, kept in order and as part of the refurbishment of the platform at a lower level as a seating area, and replaced.

That is as far as existing funds which were allocated to the project by the Borough Council were able to proceed.

However, Borough Council officers recognise the historic significance of the stones and the potential of the reconstituted area as an amenity for residents and visitors together with their heritage, community and environmental enhancement of the cliff area and have contacted Leigh Town Council to ascertain whether it would be willing to become a partner in establishing a significant Leigh feature.





Coping Stones

Although graffiti is generally deemed a negative pastime, the inscription often found on coping stones can tell us a lot about the people that have lived in an area and their personal experiences of a place or time. The inscribed dates, initials and symbols on these coping stones, the earliest of which appears to be 1911, gives an insight into the viewing platform as it was and the people who enjoyed it, possibly inscribing their names and a date and sometimes a motif to signify an important or sentimental moment. The stones are now there for everyone to enjoy.



Project Plan



By further restoration this area could become a significant feature in Leigh life providing a community area for artistic, health and well-being and educational projects as well as a wonderful place just to sit and take in the magnificent views of the estuary they provide. The Borough believe they will be able to obtain some grant funding but to enable this a contribution from Leigh Town Council would provide better opportunities. By considering this as a CIL project, it is using the contribution from developments in the area rather than precept money.

The basic outline plan (which we would be able to contribute to) is to install a footpath, railings, planting and maybe create a mural feature on the surrounding wall facing out to sea, maybe with an historical connection with the armed forces on the basis that in the past the area was used as a look out point and some of the inscriptions may well be couples caught up in war time. This could also have the potential to be a community project.

An initial budget projection is £30,000. If £15,000 of CIL money is allocated to this project, it would still leave £11,311.50 for other projects and further CIL money will be received next year.

This would be a contribution towards the completion of the project only and would not carry any future maintenance requirements on the Town Council.

If members have time before the meeting they may like to go down and have a look at the area and the new seating.

Leigh-on-Sea Town Council

DRAFT Budget Pack 2019/20

For Recommendation to Council

Leigh Town Council 2019/20 Budget Document											
INCOME	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20	EXPENDITURE	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
Policy & Resources						Policy & Resources					
Interest	£ 1,374.90	£ 1,136.00	£ 800.00	£ 2,000.00	£ 800.00	P & R Expenditure	£ 16,920.09	£ 25,885.59	£ 46,210.00	£ 40,050.00	£ 43,350.00
Other Income	£ 1,528.64	£ 1,632.10	£ 1,200.00	£ 1,300.00	£ 1,300.00	Office & Admin	£ 64,425.27	£ 61,132.74	£ 73,550.00	£ 61,575.00	£ 65,750.00
	£ 2,903.54	£ 2,768.10	£ 2,000.00	£ 3,300.00	£ 2,100.00	Staffing	£ 82,769.26	£ 98,403.62	£ 92,549.00	£ 96,462.00	£ 105,308.00
						Capital Fund			£ -	£ -	£ -
							£ 164,114.62	£ 185,421.95	£ 212,309.00	£ 198,087.00	£ 214,408.00
Community Facilities						Community Facilities					
LCC Hire Income	£ 114,333.58	£ 124,333.29	£ 129,000.00	£ 131,000.00	£ 131,000.00	Strand Wharf	£ 1,383.18	£ 1,564.48	£ 700.00	£ 410.00	£ 730.00
LTC Contribution	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	LCC Expenditure	£ 51,199.62	£ 50,983.00	£ 52,200.00	£ 46,520.00	£ 58,850.00
Other Income	£ 4,351.47	£ 7,019.55	£ 4,500.00	£ 7,300.00	£ 7,000.00	LCC Staffing	£ 124,715.33	£ 138,926.26	£ 135,865.00	£ 132,057.00	£ 128,464.00
Strand Wharf	£ 4,000.00	£ -	£ -	£ -	£ -	CFC Other	£ 6,130.25	£ 4,591.75	£ 4,700.00	£ 4,600.00	£ 4,700.00
Highways	£ 300.00	£ 300.00	£ -	£ -	£ -	Paddling Pool	£ -	£ -	£ 500.00	£ -	£ -
	£ 147,985.05	£ 158,652.84	£ 160,500.00	£ 165,300.00	£ 165,000.00	Skate Park Expenditure	£ 6,184.00	£ 5,644.69	£ 9,105.00	£ 7,739.00	£ 9,801.00
						LCC Repair/Remodel Project			£ 112,000.00	£ 112,000.00	£ 95,000.00
							£ 189,612.38	£ 201,710.18	£ 315,070.00	£ 303,326.00	£ 297,545.00
Environment & Leisure						Environment & Leisure					
Allotments Income	£ 11,428.31	£ 12,803.84	£ 13,085.00	£ 13,605.00	£ 14,540.00	Allotments Expenditure	£ 20,099.78	£ 21,216.65	£ 21,857.00	£ 23,241.00	£ 26,737.00
Community Transport Fees	£ 3,182.70	£ 1,267.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Community Transport Expenditure	£ 9,040.76	£ 5,618.43	£ 6,866.00	£ 3,053.00	£ 7,564.00
						Farmers' Market Expenditure	£ 1,518.28	£ 2,180.83	£ 5,067.00	£ 6,116.00	£ 8,143.00
Farmers' Market Fees	£ 2,000.00	£ 3,364.00	£ 2,500.00	£ 3,400.00	£ 3,500.00	Leigh Lights Expenditure	£ 28,910.53	£ 31,743.51	£ 36,970.00	£ 37,270.00	£ 33,450.00
Leigh Lights Income	£ 2,320.00	£ 3,040.00	£ 2,750.00	£ 2,700.00	£ 2,750.00	Other Events Costs	£ 5,936.87	£ 6,030.61	£ 5,750.00	£ 5,333.00	£ 6,500.00
Other E&L Income	£ 570.00	£ 490.00	£ 450.00	£ 1,240.00	£ 950.00	General E&L Services	£ 5,940.13	£ 6,510.20	£ 7,150.00	£ 6,890.00	£ 7,250.00
	£ 19,501.01	£ 20,964.84	£ 21,285.00	£ 23,445.00	£ 24,240.00	E&L Staffing	£ 22,088.71	£ 14,917.27	£ 12,260.00	£ 11,760.00	£ 13,376.00
							£ 93,535.06	£ 88,217.50	£ 95,920.00	£ 93,663.00	£ 103,020.00
Planning & Licensing						Planning & Licensing					
						Planning Expenditure		£ -	£ 1,500.00	£ -	£ -
		£ -		£ -	£ -	Staffing	£ 10,928.24	£ 14,276.75	£ 9,828.00	£ 10,473.00	£ 12,145.00
							£ 10,928.24	£ 14,276.75	£ 11,328.00	£ 10,473.00	£ 12,145.00
Total Income	£ 170,389.60	£ 182,385.78	£ 183,785.00	£ 192,045.00	£ 191,340.00	Total Expenditure	£ 458,190.30	£ 489,626.38	£ 634,627.00	£ 605,549.00	£ 627,118.00
Capital Reserves 31/03/18	£ 168,407.95			£ 30,000.00		Budget Net Totals per Committee					£ 212,308.00
Earmarked Reserves 31/03/18	£ 236,558.40			£ 166,982.00		Policy & Resources					£ 212,308.00
General Reserves 31/03/18	£ 109,139.23			£ 100,000.00		Community Facilities					£ 37,545.00
LCC Project Reserves				£ 161,984.63		Environment & Leisure					£ 78,780.00
						Planning, Highways & Licensing					£ 12,145.00
						LCC Repair/Remodel					£ 95,000.00

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Leigh Town Council 2019/20 Medium Term Financial Plan									
INCOME	2019/20	2020/21	2021/22	2022/23	EXPENDITURE	2019/20	2020/21	2021/22	2022/23
Policy & Resources					Policy & Resources				
Interest	£ 800.00	£ 500.00	£ 400.00	£ 300.00	P & R Expenditure	£ 43,350.00	£ 45,000.00	£ 47,000.00	£ 50,000.00
Other Income	£ 1,300.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	Office & Admin	£ 65,750.00	£ 67,500.00	£ 70,000.00	£ 72,000.00
					Staffing	£ 105,308.00	£ 98,000.00	£ 101,000.00	£ 104,000.00
					Capital Fund/Projects			£ 25,000.00	£ 25,000.00
	£ 2,100.00	£ 1,700.00	£ 1,600.00	£ 1,500.00		£ 214,408.00	£ 210,500.00	£ 243,000.00	£ 251,000.00
Community Facilities					Community Facilities				
LCC Hire Income	£ 131,000.00	£131,000.00	£ 137,000.00	£137,000.00	Strand Wharf	£ 730.00	£ 750.00	£ 750.00	£ 775.00
LTC Contribution	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	LCC Expenditure	£ 58,850.00	£ 60,000.00	£ 62,000.00	£ 64,000.00
Other Income	£ 7,000.00	£ 7,000.00	£ 7,000.00	£ 7,000.00	LCC Staffing	£ 128,464.00	£ 132,000.00	£ 136,000.00	£ 140,000.00
Strand Wharf	£ -	£ -	£ -		CFC Other	£ 4,700.00	£ 4,700.00	£ 4,700.00	£ 4,700.00
Highways	£ -	£ -	£ -		Paddling Pool	£ -	£ 500.00	£ -	£ 500.00
	£ 165,000.00	£165,000.00	£ 171,000.00	£171,000.00	Skate Park Expenditure	£ 9,801.00	£ 10,000.00	£ 10,000.00	£ 10,250.00
					LCC Repair/Remodel Programme	£ 95,000.00	£ 95,000.00	£ 70,000.00	£ 70,000.00
						£ 297,545.00	£ 302,950.00	£ 283,450.00	£ 290,225.00
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 14,540.00	£ 15,200.00	£ 16,000.00	£ 16,650.00	Allotments Expenditure	£ 26,737.00	£ 28,000.00	£ 29,500.00	£ 31,000.00
Community Transport Fees	£ 2,500.00	£ 2,750.00	£ 3,000.00	£ 3,250.00	Community Transport Expenditure	£ 7,564.00	£ 7,750.00	£ 8,000.00	£ 8,250.00
Farmers' Market Fees	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00	Farmers' Market Expenditure	£ 8,143.00	£ 8,250.00	£ 8,500.00	£ 8,750.00
Leigh Lights Income	£ 2,750.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	Leigh Christmas Lights	£ 17,800.00	£ 18,000.00	£ 18,000.00	£ 18,000.00
Other E&L Income	£ 950.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Leigh Christmas Lights event	£ 15,650.00	£ 16,000.00	£ 16,250.00	£ 16,500.00
					Event costs	£ 6,500.00	£ 6,750.00	£ 7,000.00	£ 7,250.00
					General E&L Services	£ 7,250.00	£ 7,750.00	£ 7,750.00	£ 7,750.00
					E&L Staffing	£ 13,376.00	£ 14,000.00	£ 14,250.00	£ 14,500.00
	£ 24,240.00	£ 25,450.00	£ 26,500.00	£ 27,400.00		£ 103,020.00	£ 106,500.00	£ 109,250.00	£ 112,000.00
Planning & Licensing					Planning & Licensing				
					Planning Expenditure				
		£ -	£ -	£ -	Staffing	£ 12,145.00	£ 12,500.00	£ 12,800.00	£ 13,250.00
						£ 12,145.00	£ 12,500.00	£ 12,800.00	£ 13,250.00
Total Income	£ 191,340.00	£192,150.00	£ 199,100.00	£199,900.00	Total Expenditure	£ 627,118.00	£ 632,450.00	£ 648,500.00	£ 666,475.00

Leigh Town Council 2019/20 Budget Document											
Committee - Community Facilities											
INCOME	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20	EXPENDITURE	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
Community Centre						Paddling Pool			£ 500.00	0	£ -
Room Hire	£ 114,333.58	£ 124,333.29	£ 129,000.00	£131,000.00	£ 131,000.00	Community Centre					
LTC Building Contribution	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	Insurance	£ 2,746.49	£ 2,827.00	£ 2,900.00	£ 2,600.00	£ 2,800.00
LTC Events Hire	£ 299.25	£ -	£ -	£ -	£ -	Business Rates	£ 7,986.00	£ 7,689.00	£ 8,500.00	£ 7,920.00	£ 8,300.00
Events at LCC	£ 2,908.61	£ 6,400.60	£ 3,500.00	£ 6,500.00	£ 6,500.00	Gas	£ 6,748.52	£ 3,859.00	£ 7,000.00	£ 4,500.00	£ 5,000.00
Other Income	£ 1,143.61	£ 618.95	£ 1,000.00	£ 800.00	£ 500.00	Electricity	£ 8,756.33	£ 7,129.00	£ 9,200.00	£ 6,500.00	£ 7,000.00
	£ 143,685.05	£ 158,352.84	£ 160,500.00	£165,300.00	£ 165,000.00	Water	£ 1,593.04	£ 1,605.00	£ 1,850.00	£ 1,600.00	£ 1,750.00
Strand Wharf						Catering	£ 176.60	£ -	£ 1,000.00	£ 200.00	£ 500.00
Memorial Plaques	£ 4,000.00	£ -	£ -	£ -	£ -	Communications	£ 1,863.33	£ 1,750.00	£ 2,150.00	£ 1,650.00	£ 1,700.00
	£ 4,000.00	£ -	£ -	£ -	£ -	Cleaning & Waste / H&S	£ 6,239.58	£ 6,460.00	£ 7,000.00	£ 6,500.00	£ 6,800.00
Community Facilities						Advertising	£ 871.15	£ -	£ 1,000.00	£ 300.00	£ 1,000.00
Red Phone Box	£ 300.00	£ 300.00	£ -	£ -	£ -	Security & Alarms	£ 1,165.21	£ 1,007.00	£ 500.00	£ 700.00	£ 750.00
	£ 300.00	£ 300.00	£ -	£ -	£ -	Miscellaneous	£ 542.98	£ 382.00	£ 1,000.00	£ 500.00	£ 750.00
	£ 147,985.05	£ 158,652.84	£ 160,500.00	£165,300.00	£ 165,000.00	Licences	£ -	£ 1,649.00	£ 3,000.00	£ 3,000.00	£ 2,000.00
						IT & Website	£ 157.45	£ 545.00	£ 1,000.00	£ 500.00	£ 1,000.00
						Janitorial Costs (Uniforms Etc)	£ -	£ 483.00	£ 250.00	£ 250.00	£ 500.00
						Contingencies	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00
EXPENDITURE	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20	Events at LCC	£ 1,967.08	£ 3,720.00	£ 2,000.00	£ 5,000.00	£ 5,000.00
Strand Wharf						Professional Fees	£ -	£ 5,735.00	£ 1,000.00	£ 500.00	£ 1,000.00
Security Costs	£ 35.00	£ -	£ -	£ -	£ -	Card Processing charges	£ 798.18	£ 826.00	£ 850.00	£ 900.00	£ 1,000.00
Maintenance	£ 794.39	£ 779.35	£ 500.00	£ 150.00	£ 500.00	Internal Maintenance	£ 8,328.94	£ 5,058.00	£ -	£ 3,000.00	£ 5,000.00
Electricity	£ 188.51	£ 192.08	£ 200.00	£ 215.00	£ 230.00	External Maintenance	£ 1,258.74	£ 259.00	£ -	£ 400.00	£ 5,000.00
Planters	£ 365.28	£ 593.05	£ -	£ 45.00	£ -	Staffing Costs	£ 124,715.33	£ 138,926.26	£ 135,865.00	£ 132,057.00	£ 128,464.00
	£ 1,383.18	£ 1,564.48	£ 700.00	£ 410.00	£ 730.00		£ 175,914.95	£ 189,909.26	£ 188,065.00	£ 178,577.00	£ 187,314.00
Community Facilities						LCC costs less staffing	£ 51,199.62	£ 50,983.00	£ 52,200.00	£ 46,520.00	£ 58,850.00
School Crossing Patrol	£ 4,291.75	£ 4,291.75	£ 4,400.00	£ 4,300.00	£ 4,400.00		£ 189,612.38	£ 201,710.18	£ 203,070.00	£ 191,326.00	£ 202,545.00
Highways infrastructure	£ 1,538.50	£ -	£ -	£ -	£ -	Repair Programme			£ 112,000.00	£ 112,000.00	£ 70,000.00
Red Phone Box	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	Remodel					£ 25,000.00
	£ 6,130.25	£ 4,591.75	£ 4,700.00	£ 4,600.00	£ 4,700.00	EMR as at 31/03/18					
Skate Park						Strand Wharf Memorial Planters	£ 3,041.67				
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	Skate Park	£ 4,902.25				
Cleaning	£ 791.61	£ 830.02	£ 1,000.00	£ 1,000.00	£ 1,100.00	CFC Other	£ 1,831.03				
Electricity	£ 233.79	£ 174.53	£ 300.00	£ 230.00	£ 250.00	Community Centre - general	£ 20,594.88				
Miscellaneous	£ 333.61	£ 143.15	£ 300.00	£ 200.00	£ 300.00	Community Centre - refurb	£ 69,576.68	vired to repair programme			
Grass Cutting	£ 450.00	£ 450.00	£ 500.00	£ 450.00	£ 500.00	Paddling Pool	£ 2,159.70				
Maintenance	£ 695.00	£ 200.00	£ 1,000.00	£ 1,000.00	£ 1,000.00						
Staffing Costs	£ 3,629.99	£ 3,796.99	£ 5,955.00	£ 4,809.00	£ 6,601.00						
	£ 6,184.00	£ 5,644.69	£ 9,105.00	£ 7,739.00	£ 9,801.00						

Leigh Town Council 2019/20 Budget Document											
Committee - Environment & Leisure											
	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20		Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
INCOME						EXPENDITURE					
Allotments						Leigh Lights					
Manchester Drive Rent	£ 6,444.31	£ 7,369.94	£ 7,700.00	£ 7,700.00	£ 8,000.00	Column Testing 1/3	£ 3,500.00	£ -	£ 1,300.00	£ 1,750.00	£ 1,750.00
Leigh Site Rent	£ 2,990.50	£ 3,289.50	£ 3,200.00	£ 3,400.00	£ 3,500.00	Installation Removal & Storage	£ 9,150.00	£ 9,150.00	£ 9,150.00	£ 9,150.00	£ 9,600.00
Marshall Close Rent	£ 430.00	£ 449.40	£ 470.00	£ 470.00	£ 500.00	Electricity	£ 381.63	£ 397.53	£ 420.00	£ 420.00	£ 450.00
						Repairs & Renewals	£ -	£ -	£ 1,000.00	£ 500.00	£ 1,000.00
Manchester Drive Water	£ 1,061.00	£ 1,183.00	£ 1,200.00	£ 1,400.00	£ 1,750.00	Security	£ 5,436.30	£ 6,174.88	£ 6,200.00	£ 6,200.00	£ 6,400.00
Leigh Water	£ 438.00	£ 452.50	£ 450.00	£ 560.00	£ 700.00	Entertainment/Outside Assistance	£ 305.00	£ 425.00	£ 2,700.00	£ 2,500.00	£ 2,500.00
Marshall Close Water	£ 64.50	£ 59.50	£ 65.00	£ 75.00	£ 90.00	Road Closures & Licences	£ 4,897.07	£ 5,242.40	£ 5,200.00	£ 5,500.00	£ 5,500.00
	£ 11,428.31	£ 12,803.84	£ 13,085.00	£ 13,605.00	£ 14,540.00	First Aid, Cleansing & promotion	£ 560.53	£ 1,341.70	£ 1,000.00	£ 1,250.00	£ 1,250.00
Leigh Lights						Capital Renewals	£ 4,680.00	£ 9,012.00	£ 10,000.00	£ 10,000.00	£ 5,000.00
Traders donations	£ 1,500.00	£ 2,250.00	£ 2,000.00	£ 2,000.00	£ 2,000.00		£ 28,910.53	£ 31,743.51	£ 36,970.00	£ 37,270.00	£ 33,450.00
Other income	£ 820.00	£ 790.00	£ 750.00	£ 700.00	£ 750.00	Community Transport					
	£ 2,320.00	£ 3,040.00	£ 2,750.00	£ 2,700.00	£ 2,750.00	Ticket Purchases	£ 1,888.30	£ 588.65	£ 2,000.00	£ 1,000.00	£ 1,500.00
Community Transport						Travel Costs	£ 627.60	£ 386.14	£ 750.00	£ 500.00	£ 750.00
Trip Sales	£ 3,182.70	£ 1,267.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Driver Costs	£ 389.06	£ 361.00	£ 300.00	£ 200.00	£ 300.00
	£ 3,182.70	£ 1,267.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Refreshments	£ 702.47	£ 535.54	£ 700.00	£ 600.00	£ 700.00
Farmers' Market Fees						CTA Membership	£ 254.17	£ 254.17	£ 270.00	£ 270.00	£ 280.00
Pitch income	£ 2,000.00	£ 3,364.00	£ 2,500.00	£ 3,400.00	£ 3,500.00	Miscellaneous	£ 774.77	£ 20.99	£ 50.00	£ 50.00	£ 100.00
	£ 2,000.00	£ 3,364.00	£ 2,500.00	£ 3,400.00	£ 3,500.00	Staff Costs	£ 4,404.39	£ 3,471.94	£ 2,796.00	£ 1,433.00	£ 5,434.00
General Events							£ 9,040.76	£ 5,618.43	£ 6,866.00	£ 3,053.00	£ 7,564.00
Summer Series Strand Wharf	£ 345.00	£ 450.00	£ 400.00	£ 450.00	£ 400.00	Farmers Market					
Other Events			£ -	£ 750.00	£ 500.00	Hall Hire	£ 792.00	£ 700.00	£ 900.00	£ 900.00	£ 900.00
Loaned Equipment	£ 225.00	£ 40.00	£ 50.00	£ 40.00	£ 50.00	Leaflets/Publicity	£ 521.30	£ 200.00	£ 200.00	£ 200.00	£ 500.00
	£ 570.00	£ 490.00	£ 450.00	£ 1,240.00	£ 950.00	Banners	£ 185.00	£ 191.00	£ 200.00	£ 200.00	£ 200.00
	£ 19,501.01	£ 20,964.84	£ 21,285.00	£ 23,445.00	£ 24,240.00	Miscellaneous	£ 19.98	£ 36.46	£ 50.00	£ 50.00	£ 100.00
						Staff Costs	£ -	£ 1,053.37	£ 3,717.00	£ 4,766.00	£ 6,443.00
							£ 1,518.28	£ 2,180.83	£ 5,067.00	£ 6,116.00	£ 8,143.00
						General Events					
EXPENDITURE						Summer Series Strand Wharf	£ 3,508.88	£ 2,891.30	£ 2,250.00	£ 2,083.00	£ 2,500.00
Allotments						Carols on Strand Wharf	£ 584.21	£ 987.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Maintenance Costs	£ 1,003.70	£ 2,858.21	£ 2,500.00		£ 2,500.00	Easter Programme	£ 767.00	£ 1,178.80	£ 1,000.00	£ 1,000.00	£ 1,000.00
Protective Clothing						Other Events	£ 366.03	£ 884.39	£ 1,000.00	£ 750.00	£ 1,500.00
Waste Clearance/Tree Work	£ 880.00	£ 135.50	£ 1,000.00	£ 4,883.00	£ 1,000.00	Events Equipment	£ 411.50	£ 89.12	£ 500.00	£ 500.00	£ 500.00
ASA Leigh Site	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	LCC Room Hire	£ 299.25	£ -			£ -
ASA Manchester Drive	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00		£ 5,936.87	£ 6,030.61	£ 5,750.00	£ 5,333.00	£ 6,500.00
ASA Marshall Close	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	General Services					
Capital Expenditure	£ 116.58	£ 1,590.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Flower Baskets	£ 5,057.00	£ 5,650.20	£ 5,650.00	£ 5,649.00	£ 5,750.00
Affiliations	£ 55.00	£ 55.00	£ 65.00	£ 60.00	£ 65.00	First Aid Post	£ 883.13	£ 860.00	£ 1,000.00	£ 900.00	£ 1,000.00
Water Rates	£ 3,233.74	£ 2,635.13	£ 2,800.00	£ 2,800.00	£ 3,000.00	Good for Leigh		£ -	£ 500.00	£ 341.00	£ 500.00
MDAS commission	£ 810.00	£ 828.62	£ 875.00	£ 900.00	£ 875.00	Community Initiatives	£ -	£ -	£ -	£ -	£ -
Staff Costs	£ 8,900.76	£ 8,014.19	£ 8,517.00	£ 8,498.00	£ 13,197.00		£ 5,940.13	£ 6,510.20	£ 7,150.00	£ 6,890.00	£ 7,250.00
	£ 20,099.78	£ 21,216.65	£ 21,857.00	£ 23,241.00	£ 26,737.00	E&L Staffing Costs					
							£ 22,088.71	£ 14,917.27	£ 12,260.00	£ 11,760.00	£ 13,376.00
							£ 22,088.71	£ 14,917.27	£ 12,260.00	£ 11,760.00	£ 13,376.00
EMR as at 31-03-18							£ 93,535.06	£ 88,217.50	£ 95,920.00	£ 93,663.00	£ 103,020.00
Allotments General	£ 2,620.19		budget virements								
Allotments Infrastructure	£ 6,256.73										
E&L General Services	£ 5,900.00										
E&L General Events	£ 6,086.30										
Leigh Lights	£ 10,159.00										

Leigh Town Council 2019/20 Budget Document					
Committee - Policy & Resources					
	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
INCOME					
Policy & Resources					
Interest	£ 1,136.00	£ 1,090.00	£ 800.00	£ 2,000.00	£ 800.00
Other Income	£ 1,632.10	£ 1,556.00	£ 1,200.00	£ 1,300.00	£ 1,300.00
	£ 2,768.10	£ 2,646.00	£ 2,000.00	£ 3,300.00	£ 2,100.00
EXPENDITURE					
Policy & Resources					
Grant Award Fund	£ 2,223.50	£ 4,412.80	£ 5,000.00	£ 5,000.00	£ 5,000.00
Furniture & Equipment	£ 502.91	£ 351.74	£ 4,000.00	£ 4,000.00	£ 2,500.00
Elections	£ -	£ 2,920.82	£ 3,000.00	£ 3,000.00	£ 8,000.00
Legal Costs	£ -	£ 25.00	£ 3,500.00	£ 3,500.00	£ 2,500.00
Annual Town Meeting	£ -	£ 464.38	£ 500.00	£ 500.00	£ 750.00
Community Engagement	£ 9,906.50	£ 10,242.96	£ 12,000.00	£ 10,500.00	£ 11,000.00
Volunteer Programme	£ 212.73	£ 4,714.24	£ 6,000.00	£ 6,000.00	£ 4,500.00
LTC Website	£ -	£ 210.00	£ 460.00	£ 200.00	£ 500.00
Civic	£ 226.50	£ 129.77	£ 250.00	£ 150.00	£ 250.00
Renewals Fund	£ 2,617.00	£ 1,173.94	£ 5,000.00	£ 2,500.00	£ 3,000.00
Localism Act	£ -	£ 150.00	£ 300.00	£ -	£ 150.00
Other Expenditure	£ 1,230.95	£ 1,089.94	£ 1,200.00	£ 1,200.00	£ 1,200.00
Community Specials			£ 5,000.00	£ -	£ 2,500.00
Old Town Spatial Plan			£ 3,000.00	£ 3,000.00	£ -
Youth Group			£ 500.00	£ 500.00	£ 1,500.00
	£ 16,920.09	£ 25,885.59	£ 49,710.00	£ 40,050.00	£ 43,350.00
Capital Fund/Projects	£ -	£ -	£ -	£ -	£ -
Town Council Office					
<i>Premises</i>					
Office Rental	£ 10,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 3,750.00
LCC Premises Use Grant	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00
<i>Administration</i>					
Stationery	£ 1,070.37	£ 832.85	£ 1,500.00	£ 1,250.00	£ 1,500.00
Insurance	£ 6,136.38	£ 6,453.16	£ 6,700.00	£ 6,625.00	£ 6,700.00
Library	£ 169.46	£ 69.94	£ 300.00	£ 150.00	£ 300.00
Communication	£ 1,950.18	£ 1,852.90	£ 2,450.00	£ 1,900.00	£ 1,300.00
Photocopying	£ 2,938.62	£ 2,885.47	£ 3,000.00	£ 3,000.00	£ 3,250.00
Subscriptions	£ 2,092.49	£ 1,843.16	£ 2,150.00	£ 2,150.00	£ 2,200.00
Postage	£ 974.54	£ 1,436.76	£ 1,000.00	£ 1,300.00	£ 1,300.00
Entertaining	£ -	£ 120.00	£ 250.00	£ 250.00	£ 250.00
Licences	£ 35.00	£ 35.00	£ 500.00	£ 100.00	£ 250.00
Bank Charges	£ 1,223.54	£ 1,168.00	£ 1,200.00	£ 1,200.00	£ 1,300.00
Miscellaneous	£ -	£ 89.57	£ 500.00	£ 250.00	£ 250.00
Professional Advice	£ 1,112.25	£ 3,603.00	£ 1,000.00	£ 700.00	£ 1,000.00
Audit	£ 2,550.00	£ 2,560.00	£ 2,800.00	£ 2,800.00	£ 3,000.00
IT	£ 5,811.61	£ 4,038.87	£ 15,000.00	£ 5,000.00	£ 6,000.00
<i>Training & Expenses</i>					
Training - Staff	£ 1,419.00	£ 1,202.40	£ 2,000.00	£ 2,000.00	£ 2,000.00
Expenses/Travel Costs - Cllrs	£ 78.61	£ 339.77	£ 500.00	£ 500.00	£ 1,000.00
Training - Cllrs	£ 837.00	£ 1,362.52	£ 1,500.00	£ 1,200.00	£ 2,500.00
Mileage & Expenses - Staff	£ 526.32	£ 739.37	£ 700.00	£ 700.00	£ 900.00
	£ 64,425.37	£ 61,132.74	£ 73,550.00	£ 61,575.00	£ 65,750.00
Salaries					
Town Clerk (certain % until 2017/	£ 44,467.01	£ 49,855.00	£ 52,924.00	£ 52,661.00	£ 55,619.00
Other staffing (proportionate)	£ 37,482.15	£ 45,787.74	£ 38,125.00	£ 37,301.00	£ 38,569.00
Payroll Costs	£ 739.64	£ 621.80	£ 1,500.00	£ 1,500.00	£ 1,500.00
Ancillary Costs	£ 80.46	£ 2,139.08	£ -	£ 5,000.00	
Administration Apprentice					£ 9,620.00
	£ 82,769.26	£ 98,403.62	£ 92,549.00	£ 96,462.00	£ 105,308.00
	£ 164,114.72	£ 185,421.95	£ 215,809.00	£ 198,087.00	£ 214,408.00
EMR as at 31-03-18					
Elections	£ 19,344.77				
Renewals Fund	£ 16,086.02				
Grant Aid Awards	£ 3,971.18				
Volunteer Programme	£ 19,504.40				
Office Admin	£ 4,750.00				
Salaries	£ 16,079.00				
Training	£ 1,500.00				

Leigh Town Council 2019/20 Budget Document					
Committee - Planning, Highways & Licensing					
INCOME	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
Planning					
	£ -	£ -	£ -	£ -	£ -
EXPENDITURE	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
Planning					
Equipment	£ -			£ -	
Neighbourhood Plan			£ 1,500.00		
Other Expenditure			£ -		
	£ -	£ -	£ 1,500.00	£ -	£ -
Salaries					
Other staffing (proportionate)	£ 10,928.24	£ 14,276.75	£ 9,828.00	£ 10,473.00	£ 12,145.00
	£ 10,928.24	£ 14,276.75	£ 9,828.00	£ 10,473.00	£ 12,145.00
	£ 10,928.24	£ 14,276.75	£ 11,328.00	£ 10,473.00	£ 12,145.00
EMR as at 31-03-18					
Neighbourhood Plan		£2,000 but Council resolved March 18 to put to Old Town Spatial Plan - see P&R			
LTC Staffing 2019/20					
Allocations			Budget 2018/19	Projected	
P&R	£105,308.00		£ 92,549.00	£ 91,462.00	
LCC	£128,464.00		£ 135,865.00	£ 132,057.00	
Skatepark	£6,601.00		£ 5,955.00	£ 4,809.00	
Allotments	£13,197.00		£ 8,517.00	£ 8,498.00	
Com Transp	£5,434.00		£ 4,796.00	£ 1,433.00	
Farmers Market	£6,443.00		£ 3,717.00	£ 4,766.00	
E&L	£13,376.00		£ 12,260.00	£ 11,760.00	
Planning	£12,145.00		£ 9,828.00	£ 10,473.00	
Volunteer	£3,888.00		£ 5,519.00	£ 5,491.00	
	£294,856.00		£ 279,006.00	£ 270,749.00	
Gradings 2019/20 predic	Gross Wage		Full Time	Part Time	
Apprentice	£9,620.00		1		
SCP 11	£17,516.00			1	
SCP 12	£17,688.00			1	
SCP 13	£17,913.00		1	2	
SCP 14	£18,211.00			2	
LC1 17	£19,139.00		1		
LC1 20	£20,314.00		1		
LC1 21	£21,054.00			1	
LC1 22	£21,600.00			1	
LC2 28	£26,100.00		1	1	
LC3 45	£41,879.00		1		
Total on costs	£58,019.00		56642 (18/19)		



Leigh-on-Sea Town Council

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



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

Payments List 29th Aug 2018- 30 Oct 2018 Report 2705/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102601	£180.00	Southend BC	Premises licence Community Centre
102602	£71.40	Wyvern Community Transport	Minibus hire Community Transport trips
102603	£50.00	The Beth Chatto Gardens	Deposit for Community Transport trip
102604	£120.00	Cash	Top up petty cash
102605	£70.20	James Todd & Co Ltd	Payroll processing
102606	£126.00	Miskos Ltd	Spam filtering and server monitoring
102607	£40.00	Staff member	Reimburse event costs
102608	£24.00	Hirer	Refund room hire
102609	£25.00	Plot-holder	Refund plot deposit
102610	£25.00	Plot-holder	Refund plot deposit
102611	£28.08	Allen Bros Electrical (Factors) Ltd	Light bulbs Community Centre
102612	£26.13	Viking	Stationery
102613	£200.00	Wilkin & Sons Ltd	Community Transport afternoon tea
102614	£126.75	Beth Chatto Gardens Ltd	Community Transport entrance charge
102615	£10.00	Pitch holder	Refund of table fee
102616	£112.67	Essex Supplies (UK) Ltd	Cleaning materials
102617	£120.00	The Play Inspection Company	Annual Skate Park inspection
102618	£1.48	Royal Mail Group Ltd	Survey response costs
102619	£15.00	Plot-holder	Refund plot deposit
102620	£140.70	Wyvern Community Transport	Minibus hire for Beth Chatto Gardens & Tiptree Jam trip
102621	£24.00	Room hirer	Refund room hire
102622	£9040.57	Johnson Gillies Ltd	Project Management fees
102623	£126.00	Miskos Ltd	Server monitoring & spam filtering

102624	£70.20	James Todd & Co Ltd	Payroll processing fee
102625	£250.00	Entertainer	Children's event October half-term
102626	£131.20	Essex County Council	Staff disclosure checks
102627	£360.00	BT Payphones	Sponsorship of the red telephone box in the Old Town
102628	£1899.60	Edge IT Systems	Year 1 Facilities & Finance Systems (5 year contract)
102629	£11484.00	Quantum Services	Part payment new lift at Community Centre
102630	£33.70	Staff member	Reimburse travel expenses
102631	£23.92	Viking Direct	Stationery
102632	£20.00	Wyvern Community Transport	Deposits for minibus hire
102633	£495.00	Veolia Environmental Services (UK) Ltd	Garden waste sacks
102634	£200.00	South Essex Detective Project	Children's event entertainer
102635	£83.00	Entertainer	Children's event
102636	£25.00	EALC	Councillor Conference fee
102637	£48.60	Volunteer	Reimburse mileage
102638	£15.00	Wyvern Community Transport	Annual membership
102639	£10.96	Recognition Express	Name badge for Councillor
102640	£120.66	Essex Supplies (UK) Ltd	Cleaning materials
102641	£504.00	Leigh Times Series Ltd	Magazine distribution
102642	£70.00	Southend BC	Renewal of Premises licence
102643	£79287.00	Mansard Roofing Ltd	Repairs to roof Community Centre
102644	£100.00	Royal British Legion	Poppy wreaths
Bk Trs	£512.91	The Art Ministry	Children's event
Bk Trs	£1864.00	RCH Heating & Plumbing Ltd	Deposit for TRV valves
Bk Trs	22500.00	Payroll	October payroll
Bk Trs	£195.00	Team Prevent UK Ltd	HR services
Bk Trs	£86.40	Eclipse Flags Ltd	LTC flag or Strand Wharf
Bk Trs	£55.00	LOSALGA	Retained deposits
Bk Trs	£22500.00	Payroll	September payroll
		Expenditure – Imprest Items	
	£61.99	Vinyl Banners Printing	3 x banners re Brent Geese event
	£21.00	Southend BC	Event notice Leigh Lights

	£22.46	B & Q	Weedkiller
	£21.00	Southend BC	Event notice – Brent Geese
	£418.14	Mole Valley Farmers Ltd	Water troughs for allotments
	£26.98	Jewson Ltd	Materials for minor repairs allotments
	£145.80	Solopress	Leigh Lights flyers, banners Community Centre fairs flyers Community engagement banners
		Expenditure – Direct Debits	
	£200.00	FP Teleset	Postage
	£121.81	Biffa Environmental	Community Centre recycling
	£108.29	Biffa Environmental	Community Centre waste
	£92.15	Biffa Environmental	Skate Park bins
	£195.36	British Telecom	Broadband 716287
	£792.00	Southend BC	Business rates Community Centre
	£12.00	Annecto Uk Ltd	Card machine charge
	£20.72	DOTS	Photocopying costs
	£58.86	GO CARDLESS (Verde Coffee Ltd)	Coffee costs recovered by LTC
	£6.00	Annecto UK Ltd	Virtual terminal charge
	£63.07	Global Payments	Card processing charges
	£65.66	Global Payments	Card processing charges
	£35.00	Information Commissioner	Registration renewal
	£13.79	SSE	Strand Wharf electricity
	£62.38	The Calls Warehouse	Call charges 477248
	£508.47	SSE	Community Centre electricity
	£75.65	Biffa Environmental	Community Centre recycling
	£119.65	Biffa Environmental	Community Centre waste
	£92.15	Biffa Environmental	Skate Park bins
	£96.00	FP Mailing	Franking machine lease

	£12.00	Annecto UK Ltd	Virtual terminal charge
	£792.00	Southend BC	Business rates Community Centre
	£74.14	DOTS	Photocopying costs
	£13.30	Global Payments	Card processing charges
	£15.66	Global Payments	Card processing charges
	£6.00	Annecto UK Ltd	Virtual terminal charge
	£200.00	FP Teleset	Top up franking machine
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£49.31	SSE	Skate park electricity
	£16.13	SSE	Strand Wharf electricity
	£550.29	SSE	Electricity Community Centre
	£32.75	The Calls Warehouse	Call charges 477248
	£908.03	British Telecom	Line rental & charges re 477248 477987 714063 716287 716288

[Agenda](#)



LEIGH-ON-SEA TOWN COUNCIL

Terms of Reference and Scheme of Delegation

Council

Finance & Governance Committee

Staffing Committee

Community Committee

Planning, Highways & Licensing Committee

Officer Delegations

COUNCIL

TERMS OF REFERENCE

Membership shall comprise all members of the Council.

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

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

MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL

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

COMMITTEE TERMS OF REFERENCE AND SCHEME OF DELEGATIONS

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

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

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

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

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

FINANCE & GOVERNANCE COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors:

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

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

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

PURPOSE

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

SCHEME OF DELEGATION

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

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

STAFFING COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 5 Councillors.

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

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

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

PURPOSE

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

SCHEME OF DELEGATION

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

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

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

1. To establish and keep under review the staffing structure and make recommendations to the Council.
2. To draft, implement, review, monitor and revise policies for staff
3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence
7. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
8. To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk.
9. To appoint from its membership three members when necessary to hear any formal grievance made by the Town Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.
10. To appoint an appraisal panel of three members for the Town Clerk's appraisal process as defined.
11. Any other matter which may be delegated by Council from time to time

FINANCE

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

COMMUNITY COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors:

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

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

PURPOSE

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

SCHEME OF DELEGATION

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

ENVIRONMENT

All matters pertaining to the environment including:

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

ALLOTMENTS

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

LEIGH COMMUNITY CENTRE

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

COMMUNITY FACILITIES

1. Overseeing the management, administration and provision of assets including:
 - Skatepark
 - Strand Wharf
 - Paddling Pool
 - Street furniture

FINANCE

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

OTHER ACTIVITIES

Such other activities which are pertinent to its role including:

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

PLANNING, HIGHWAYS & LICENSING COMMITTEE

TERMS OF REFERENCE

Membership shall comprise 7 Councillors.

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

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

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

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

PURPOSE

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

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

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

SCHEME OF DELEGATION

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

PLANNING

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

HIGHWAYS

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

LICENSING

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

FINANCE

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

OTHER ACTIVITIES

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

SCHEME OF DELEGATION TO THE TOWN CLERK

INTRODUCTION

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

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

Extent of Delegation

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

General Matters

The Town Clerk is authorised to:

- Sign, or where appropriate, have sealed on behalf of the Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Council
- Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council
- Institute and appear in any legal proceedings authorised by the Council
- To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Leigh-on-Sea)
- Alter the date or time of a Council or Committee meeting in consultation with the Chairman of Council or Chairman of the Committee.
- To decide arrangements for the closure of the Council offices and Community Centre in the Christmas/New Year period in consultation with the Chairman of Council
- Deal with day to day matters relating to the use of office accommodation space
- Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Leigh-on-Sea organized by the Council and programmes of entertainment
- Manage all the Council's current services

- To act as the Council's Designated Officer for the purposes of the Freedom of Information Act 2000
- To apply for planning consent for the carrying out of development by the Council
- To manage, monitor and review the Council's internal control procedures and policies with recommendation where appropriate to Council or Committee

Financial Matters

The Town Clerk is authorised to:

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

Staffing Matters

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

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

Property Matters

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

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

Urgency

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

Emergency Planning

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

Procedural

The Town Clerk can:

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

Health and Safety at Work Act 1974

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

Legal Proceedings

The Town Clerk is authorised to:

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

Services

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

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

Full revision xx-xxxx adopted by Council

Leigh-On-Sea Town Council

Internal Audit Report 2018-19 (Interim)

Prepared by John Watson

*For and on behalf of
Auditing Solutions Limited*

Background and Scope

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

This report sets out the work undertaken in relation to the 2018-19 financial year, during the course of our interim visit to the Council, which took place on 4th November 2018.

Internal Audit Approach

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/AGAR. Our programme of cover has again been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work undertaken to date this year, the Council has again maintained more than adequate and effective internal control arrangements. We are pleased to acknowledge the quality of records maintained by the Clerk and the Finance Assistant and thank them both for their assistance, which has again ensured the smooth progress of our review process.

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

Detailed Report

Review of Accounts and Accounting Arrangements

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

- Checked and agreed the opening balance detail for 2018-19 to the closing Trial Balance and certified AGAR for 2017-18;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Commenced checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of May and August 2018 with the HSBC Current, Payroll and Imprest accounts bank statements;
- Similarly, commenced checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of May and August 2018 with the HSBC Savings account bank statements;
- Also checked and agreed transactions on the CCLA Public Sector deposit account from cashbooks to statements for the six months to 30th September 2018;
- Verified that regular, monthly bank reconciliations continue to be undertaken on all bank accounts, noting that appropriate hard copies are retained on file and that members are regularly provided with same. We have checked and agreed the bank reconciliations as at 31st May and 30th September 2018 on all five accounts with no matters arising; and,
- Ensured that no long outstanding unrepresented cheques or other anomalous entries exist

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall review at least one further month's transactions at our final visit ensuring the accurate disclosure of year-end balances in the Statement of Accounts and AGAR.

Review of Corporate Governance

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

- Reviewed the minutes of meetings of the Full Council and its Standing Committees (except Planning), where available, to the end of September

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 with no such issues apparent;

- Previously noted that the Council properly adopted the General Power of Competence at the Full Council meeting in May 2015: subsequently, we note that re-adoption was not required in subsequent year in the absence of Council elections in these years. We understand that the next elections are in 2019; and
- Also noted that both Standing Orders and Financial Regulations had been reviewed by the Policy & Resources Committee and subsequently ratified by Council at their meeting on 15th May 2018 (minute 11,2 refers).

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall continue to monitor the Council's approach to Governance at future visits.

Review of Purchasing and Payment Procedures

Our aim here is to ensure that: -

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

We have commenced testing in this area, examining a sample of all those payments individually in excess of £2,000, together with a more random sample of approximately every 30th cashbook transaction irrespective of value, for the six months to 30th September 2018. Our sample comprised 35 items, totalling £50,707 and representing 57.70% of all non-salary expenditure to that date.

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

We have confirmed that VAT has been appropriately identified and coded to the control account for periodic recovery. We note that the Council has registered the Town Hall for VAT this registration being backdated to 1st October 2016. We understand that the Finance Assistant will prepare a VAT Return for the period 1st April 2018 to 31st December 2018 and will also prepare supplementary returns for the period 1st October 2016 to 31st March 2018.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall extend our test sample for the remainder of the financial year at our final visit, also verifying the accuracy of the VAT Returns submitted by reference to the Edge accounting system.

Assessment and Management of Risk

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

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council's activities was undertaken and that a formal Strategy and detailed risk registers were re-adopted by the Full Council at its meetings in March 2018. We understand that the Register will be reviewed again in March 2019. We remind the Clerk and Members of the Governance and Accountability Manual - Practitioners Guide (2014 edition)" mandatory requirement that risk assessments are reviewed and re-adopted formally by the Council each year;
- Examined the current year's insurance policy schedules to 18th August 2019, cover continuing to be provided by Aviva, noting that both Employer's and Public Liability remain at £10 million; that Fidelity Guarantee cover remains at £450,000 and that Loss of Revenue cover stands at £250,000. We note that the Town Hall insurance is provided by Southend Borough Council; and,
- Noted that the Council's skatepark is inspected on a weekly basis by in house staff, records being kept of these inspections and the appropriate action being taken if any issues arise. We also note that an annual inspection is carried out by a RoSPA accredited independent contractor.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall continue to monitor the Council's approach to risk management at future visits and take this opportunity to remind the clerk and Members of the now mandatory requirement (Governance and Accountability Manual – 2014 edition refers) for risk assessments to be subjected to annual review and formal adoption by the full Council.

Budgetary Control and Reserves

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

We note that, at the time of our visit, Council had not yet commenced its budget and precept calculations for 2019-2020. We shall at our final visit review the work undertaken in this regard.

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

We further note that Earmarked Reserves were agreed at the previous year end and that no Earmarked Reserves have been moved to General Reserves in the year to date.

Conclusions

The Council had not formally considered its budget and precept requirements for 2019-20 at the time of our interim visit: consequently, we shall consider this area at our final visit to ensure that a proper and appropriate exercise has been undertaken and that closing levels of Reserves are fit for purpose for a Council of this size.

Review of Income

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

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

Consequently: -

- We have noted that, at their meeting on 27th June 2017, The Environmental and Leisure Committee recommended that an annual percentage increase of 4% be applied year on year as standard until the allotment budget breaks even (minute 11 refers). This was subsequently approved by Council and would take effect from 1st October 2018. It was further agreed that only the water charges would need to be reviewed on an annual basis;
- We have further noted that Council agreed at their meeting on 17th July 2018 (minute 46 refers) that hire charges in respect of the Town Hall Community Centre are not increased except for 3 categories in 2019/20 and remain the same for 2020/21 but that VAT should be passed on to hirers with immediate

effect from becoming VAT registered. We have previously noted in this report the situation regarding VAT;

- We also note that the bookings and receipting processes for the Town Hall Community Centre continues to utilise the bespoke Edge software; we have tested a sample of sales ledger invoices for the Town Hall Community Centre bookings by reference to a sample of the bookings diary, being approximately 85 items in the week commencing 3rd September 2018, to ensure that each entry had been invoiced, that the fees charged were in accord with the approved scale of fees and that payments had been received in a timely manner; and,
- We have also tested a sample of the Finance Officer's banking control sheets in September 2017 to cashbook postings and bank statement entries; we are pleased to note that funds are deposited with the bank in a timely manner.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; we shall undertake further testing as considered necessary at our next visit.

Petty Cash Account and Debit Card Usage

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

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

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

Conclusions

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

Salaries and Wages

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

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented the NJC award for 2018-19;

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

Conclusions

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

Asset Registers

The Governance and Accountability Manual requires all Councils to maintain a record of all assets owned.

We have noted that the Clerk continues to maintain an asset register and that this will be updated at the year end.

Conclusions

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

Investments and Loans

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

The Council currently has one CCLA Public Sector Deposit Fund account in place and, as noted earlier in this report, we have checked and agreed all movement on

this account for the six months to 30th September 2018 and also verified the Edge cashbook balance to their statements as at the same date.

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

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

Conclusions

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