

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 requested to attend a meeting of the
POLICY AND RESOURCES COMMITTEE of Leigh-on-Sea Town Council on
Tuesday, 5th March 2019 at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea
commencing at **7.30 p.m.**

Committee Membership

Cllrs: Mark Bromfield, John Duprey, Patrick Fox, Jill Healey, Valerie Morgan, Carole Mulroney,
Declan Mulroney (Chairman), Ron Owen and Vivien Rosier

AGENDA

1. CHAIRMAN'S OPENING REMARKS & HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 8TH JANUARY 2018
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5
7. ALTERATION OF P&R MEETING DATE MAY 2019

With the elections taking place 2nd May, it is **RECOMMENDED** that the final P&R meeting due to be held 7th May be amended to Tuesday 30th April 2019 to be within the correct administration year.

8. PUBLIC SPACES PROTECTION ORDER (PSPO) CONSULTATION

Southend Borough Council is conducting a consultation on the proposed introduction of a PSPO to prohibit certain activities within Southend Town Centre and seafront in accordance with Anti-Social Behaviour Crime and Disorder Act 2014. Councillors have been presented with the details as the style of the consultation response is aimed at individuals. However, whilst the PSPO does not cover Leigh, it may have a potential effect of knocking issues to other areas within the Borough. Whilst the Borough will no doubt monitor the position and be open to looking at problems in other areas where similar action may be appropriate, Leigh does already have some issues. Therefore it is **RECOMMENDED** that the Council consider whether correspondence should be sent to the Borough on those issues regardless of any possible displacement problems.

POLICY

9. RISK MANAGEMENT STRATEGY ([Appendix 2](#)) page 6 **DECISION ITEM**

This policy is due for review. The Town Clerk has no recommendations for amendments.

10. REVIEW OF RISK REGISTER ([Appendix 3](#)) page 11 **DECISION ITEM**

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

RESOURCES

11. LTC MAGAZINE

As this publication continues to grow and to ensure good business continuity, it is **RECOMMENDED** that a working group be formed to assist with administration and editorial decisions.

12. COMMUNITY SPECIAL CONSTABLES

There are now 2 volunteers in the pipeline with training commenced for one.

13. YOUTH GROUP

Various Youth Forum and Youth Group meetings have taken place. The next Youth Forum is Thursday 7th March 5pm – 6pm. A regular attendance is now occurring but it is hoped numbers will increase in due course. The Group continues to explore ways in assisting and engaging with the older youth in the Town and three avenues will be explored – offering the Forum the opportunity to have a double page spread in the October magazine, inviting external guests to the Forum who may assist in some of the matters being raised and finally inviting other Youth Group leaders in Leigh to a meeting to explore ways in which we can offer opportunities in the areas the Forum have expressed they would be interested in.

14. CIL PROJECTS **DECISION ITEM**

Structural Engineers have undertaken a survey in connection with the viewing platform refurbishment project. We await their report to ascertain whether the project is viable.

Further information has now been received from Southend Borough Council in connection with the information boards considered by Council at Belton Hills. The Borough do not have the original designs so would need to have new artwork commissioned. Any new signs would need to follow the form of oak frames as interpretation signage in parks and green spaces of the Borough is being standardised. Replacement of the signage on Belton Hills is a project the Parks Department would like to undertake. If CIL funding is available, this may help to deliver the project sooner. The cost for the boards will depend on the artwork and design works needed but it has been advised that £1,000 per sign would be a good budget amount. The Parks Department have confirmed that they would be happy to work in partnership with Leigh Town Council and explore opportunities around working with the community on the artwork design as suggested by the Town Clerk.

There is a balance of £11,311.50 having committed £15,000 to the Viewing Platform project if this proceeds. It is **RECOMMENDED** that the Committee consider a budget allocation to assist in the provision of replacement boards.

Cllr Aylen (SBC) has raised with Council the possibility of having a basketball hoop installed at Bonchurch Park. The Town Clerk has added this to the CIL project possibilities to be considered when the next CIL receipt is received in Summer 2019.

REFERENCES FROM OTHER COMMITTEES

15. SKATE PARK **DECISION ITEM**

At its meeting 5th February 2019, CFC received confirmation that the second phase of the project (skateboard ramps) will be funded by a community project with plans received and landlords consent sought. P&R resolved in March 2018 that 200mm concrete works is the

preferred option for the area to accommodate the refurbishment providing an extension to the skatepark for users.

Early project indications were that the cost for the concrete would require the Contracts Webfinder to be used for procurement purposes. CFC therefore **resolved to REQUEST to P&R Committee to recommend to Council** a budget of £30,000 to undertake the preferred 200 mm concrete works. If possible, grant funding will be obtained for all or part of the project works.

A Capital Reserve has been retained for this budget amount. We will be working with the professional project designer who is donating their time for free to ensure that project management is undertaken in the most efficient and cost effective way. Any unused budget on completion will be returned to General Reserves.

16. EARMARKED RESERVES OF E&L AND CFC ([Appendix 4](#)) page 20 **DECISION ITEM**

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

FINANCIAL

17. REVIEW OF INTERNAL AUDITOR 2018/19

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

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

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

18. COMMITTEE AND COUNCIL BUDGETS 2018/19

- P&R Budget Reports as at 19th February 2019 ([Appendix 5](#)) page 21
- Leigh Town Council Main Budget Report as at 19th February 2019 ([Appendix 6](#)) page 23

19. [Agenda4](#) TO CONSIDER ANY UNDERSPENDS IN 2018/19 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE

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

EMR	Proposed increase/creation	2018/19 Closing balance
Elections (£19,344.77)	£3,000	£22,344.77
Renewals Fund (£16,086.02)	£5,000	£21,086.02
Grant Aid (£3,971.18)	£1,500	£5,471.18
Volunteer Programme (£19,504.40)	£1,000	£20,504.40
Community Specials	£5,000	£5,000.00
Legal Costs (£3,475.00)	£1,500	£4,975.00
Old Town Spatial Plan (£2,000)	-£2,000	£0.00
Furniture & Equipment	£3,500	£3,500.00
Office Admin (£4,750.00)	-	£4,750.00
I.T.	£10,000	£10,000.00
Training (£1,500.00)	£500	£2000.00
Salaries (£16,079.00)	-	£16,079.00

20. QUARTERLY FINANCE CHECK

Cllr D Mulroneu undertook quarter 3 check with no issues raised. Quarter 4 check will be undertaken imminently.

21. BANK RECONCILIATION CHECK

The third quarter reconciliation checks are nearing completion.

22. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 7](#)) page 24 **DECISION ITEM**

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

23. BANK ACCOUNT BALANCES AS AT 21ST FEBRUARY 2019

HSBC Current	£ 19,217.02
HSBC BMM	£ 67,808.54
HSBC Payroll	£ 23,376.38
HSBC Imprest	£ 975.30
CCLA (PSDF)	£417,490.03

Helen Symmons

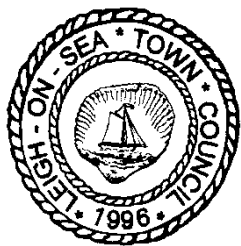
Helen Symmons
Town Clerk
28th February 2019

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

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 05-09-17	31. Staff	RESOLVED to review Staff Handbook		Consultant instructed.	Review ongoing and TC has spoken with consultant	TC
P&R 06-03-18	97. CFC Minute 80	RESOLVED with recommendation to Council only when confirmation of exact amount and that 2 nd phase proceeding		Some information received but more required with regard to community project	Ongoing communication	EPO
P&R 06-11-18	42. Community Infrastructure Levy	RESOLVED with recommendation to Council £15k of CIL money allocated to viewing platform project in partnership with SBC	06-11-18	On Council Agenda 20-11-18	NFA under this minute	
P&R 06-11-18	43. Communication Systems	RESOLVED to upgrade LTC system to Club solution opting for purchase option from Renewals Fund		TC confirmed support contract. Regular BT support as per a telephone contract. Order placed	Installation January 2019	TC
P&R 06-11-18	47. Committee Draft budgets 2019/20	RESOLVED with recommendation to Council	06-11-18	On Council Agenda 20-11-18	NFA under this minute	
P&R 06-11-18	49. P&R and Council Draft budgets 2019/20	RESOLVED with recommendation to Council	06-11-18	On Council Agenda 20-11-18	NFA under this minute	
P&R 06-11-18	52. Approve expenditure	RESOLVED with recommendation to Council	06-11-18	On Council Agenda 20-11-18	NFA under this minute	
P&R 06-11-18	55. Grant Aid Awards	RESOLVED grants	06-11-18	Applicants advised, cheques issues or bursary noted if room hire	NFA	

[Agenda](#)



Leigh-on-Sea Town Council

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



Chairman: Cllr Carole Mulroney
Town Clerk: Helen Symmons

RISK MANAGEMENT STRATEGY

1. Introduction

1.1. This document forms the Council's Risk Management Strategy. It sets out:

- What is risk management
- Why the Council needs a risk management strategy
- What the Council's philosophy is on risk management
- The risk management process
- How risk management feeds into the Council's existing policies
- Roles and responsibilities
- Future monitoring

1.2. The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council
- Integrate risk management into the culture of the organisation
- Embed risk management through the ownership and management of risk as part of all decision-making processes
- Manage risk in accordance with best practice

2. What is Risk Management?

2.1. *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standard of conduct and service delivery arrangements'* Audit Commission, **Worth the Risk: Improving Risk Management in Local Government** (2001:5)

2.2. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3. Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks - damage to the reputation of the Council, loss of public confidence or in a worst-case scenario Government intervention.

Compliance Risk – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks – exposure to prosecution, judicial review, employment tribunals and inability to enforce contracts.

Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recover processes.

2.4. Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costs steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threat but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measure to manage adverse risks are likely to help with managing positive ones.

3. Why the Council needs a Risk Management Strategy

3.1. Risk management will strengthen the ability of the Council to achieve its objective and enhance the value of services provided.

3.2. The Risk Management Strategy will help to ensure that all Committees across the Council have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3. There is a requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register.

4. The Council's philosophy on Risk Management

4.1. Risk Management Policy Statement

Leigh-on-Sea Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

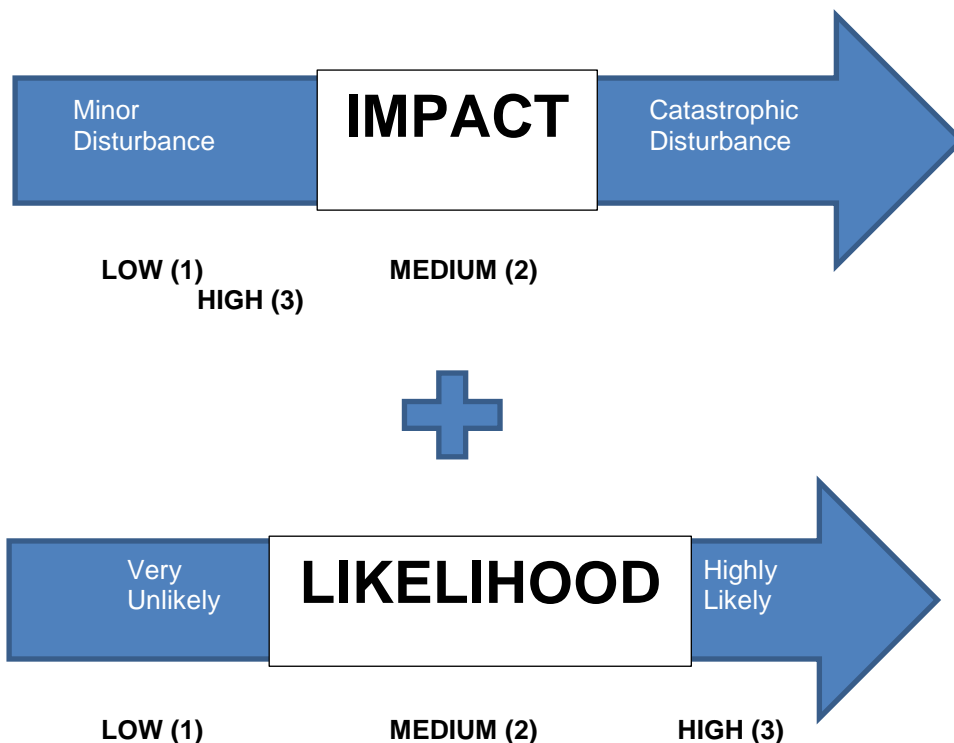
The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes.

5. The Risk Management Process

5.1. Implementing the Strategy

- **Risk Identification** – identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.
- **Risk Analysis** – once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.
- **Risk Prioritisation** – an assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3).



The scores for impact and likelihood are added together. Risks scoring 4 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

5.2. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring
- **Transfer** – the financial impact is passed to other e.g. by revising contractual terms
- **Sharing** – the risk is shared with another party
- **Insuring** – insure against some or all of the risk to mitigate financial impact
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk

5.3. Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

6. How Risk Management feeds into the Council's existing policies

- 6.1. The identification of Risks will be achieved by Councillors, the Town Clerk and Officers compiling a list of the risks in their service area(s) which will be integrated into a comprehensive Risk Register.
- 6.2. **Projects and Service changes** – Councillors, the Town Clerk and Officers developing projects or recommending changes to services will ensure that risks are identified and the measures to eliminate or control risks are documented and considered by the Council and its Committees.
- 6.3. **Partnership Working** – where the Council enters into partnerships with organisations from the public, private, voluntary and community sectors, part of the process will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

7. Roles and Responsibilities

- 7.1. It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively right across the Council and its operations and that responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve staff throughout the organisation.
- 7.2. **Elected Members** – risk management is seen as a key part of the elected Member's stewardship role and there is an expectation that elected Members will lead and monitor the approach adopted. This will include:
 - Approval of the Risk Management Strategy
 - Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
 - Consideration and if appropriate, endorsement of the annual Statement of Internal Control
 - Assessment of risks whilst budget setting, including any bids for resources to tackle specific issues
- 7.3. **Town Clerk** – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the detail of the Risk Management Strategy. The Town Clerk will:
 - Provide advice as to the legality of policy and service delivery choices
 - Provide advice on the implications for service areas/actions of the Council's corporate aims, objectives and best value targets
 - Update the Council on the implications of new or revised legislation
 - Assist in handling any litigation claims
 - Provide advice on any human resource issues relating to strategic policy options or the risks associated with operation decisions and assist in handling cases of work related illness or injury
 - Advice on any health and safety implications of the chosen or proposed arrangements for service delivery
 - Report progress to Council via the relevant Committee
 - Ensure that Risk Management is an integral part of all best value reviews including recommendations for risk control in service review reports
- 7.4. **Responsible Finance Officer** – the Town Clerk or Assistant RFO will:
 - Assess and implement the Council's insurance requirements
 - Assess the financial implications of strategic policy options
 - Provide assistance and advice on budgetary planning and control
 - Ensure that the Financial Information System allows effective budgetary controls

- Effectively manage the Council's investment and loan portfolio

- 7.5. **Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness for the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager or the Town Clerk.
- 7.6. **Role of Internal Audit** – Internal audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports and any recommendations contained within will help to shape the annual Statement of Internal Control.

- 7.7. **Policy & Resources Committee (Finance & Governance Committee from May 2019)** – reviews and future development of the Risk Management Strategy and compilation of the Risk Register will be overseen by the Committee.
- 7.8. **Training** – Risk Management training will be provided to elected Members, officers and key staff through a variety of mediums. The aim will be to ensure that all have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

8. Future Monitoring

- 8.1. **Review of Risk Management Strategy** – this strategy will be reviewed on a regular basis as part of the Council's continuing review of its policy documents, Standing Orders and Financial Regulations.
- 8.2. **Review of Risk Register** – the Register will be reviewed at least annually and updated as new risks emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement as can the sharing of best practice via professional bodies, NALC and relevant council forums.

9. Conclusion

- 9.1. The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.
- 9.2. In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.leighonseatowncouncil.gov.uk and copies of the document and the Risk Register will be available

[Agenda](#)

Table: Risk Register - Level and Control (L = Likelihood, I = Impact, R = Risk – Low (1-2) Medium (3-4) High (6-9))
Review March 2019

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

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

			Other income banked regularly and at least weekly.		
	B.3. Failure to protect expenditure	L:1	Cheque payments and electronic transfers approved and signed by 2 Councillors and approved two monthly by Council. Payment procedures compliant with Financial Regulations and in accordance with accounting control procedures determined by the RFO to ensure best practice.	B.3.1. Payments: Chairman or Vice Chairman of P&RC selects at random four months per year and verifies that two Councillors have evidenced their approval for each item of expenditure Internal Audit checks on occurrence, valuation and regularity of payments.	ARFO/ Clerk/P&RC
I: 2					
R:Low (2)					
	B.4. Failure to protect income	L:1	A receipt or an invoice supports each item of income received. Monthly reconciliation of each bank or petty cash account. Debtors monitored in accordance with Debtor Policy & if required reported for action to Council	B.4.1. Income: Internal Audit checks for completeness of income brought to account and that all income is banked promptly. Internal Audit review of bank reconciliations. Debtor reports produced to action if required and deposits taken.	ARFO
I: 2					
R:Low (2)					
Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	B.5. Failure to comply with HMRC (VAT) Regulations	L:1	VAT claims prepared biannually in accordance with HMRC requirements by ARFO. In conjunction with HMRC Guidelines VAT Partial Exemption calculated by Accountants.	B.5.1. VAT Claims: Periodic inspection of claims by HMRC and response to queries. Claims subject to check by Internal Auditor.	ARFO
I: 1					
R:Low(1)					
	B.5.	L:1	Having regard to planned levels of expenditure, anticipated	B.5.1. Annual Budget:	Clerk/P&RC

	Failure to determine an Annual Budget	I: 1 R:Low (1)	<p>income and balances needed to be carried forward for contingencies and future levels of expenditure. Policy & Resources oversees budget compilation, during the autumn.</p> <p>Detailed two monthly reports of income and expenditure against budget.</p> <p>System of approved delegated limits of expenditure</p> <p>A submission for all new projects costing in excess of £5000 to be considered and approved by the appropriate Committee for recommendation to Council</p>	<p>Budget preparation to commence each autumn. Detailed Committee budgets, with breakdown to be submitted by November. Precept figure considered in November, confirmed as soon as possible after confirmation of grant funding and tax base from the Primary Authority but no later than the end of February.</p> <p>B.5.2. Monthly Reporting: Bi - monthly review of reports to Committees and Council of outturn against budget.</p> <p>B.5.3. Compliance Checks: By Internal Auditor and Chairman or Vice Chairman of P&RC.</p> <p>The findings to be reported to P&RC, three times per annum.</p>	
	B.6. Failure to ensure Business Continuity	L:1 I: 3 R:Medium (3)	<p>Ensure Council evaluates risks and minimises occurrences of interruption by Budget planning and robust legal agreements</p> <p>Robust Business Continuity Plan is in progress.</p>	<p>B.6.1. Business Continuity: Two Monthly review of budgets and changes to action plan reviewed and evaluated by appropriate Committee Council at least annually.</p> <p>B.6.2. Sufficient Reserves Reserves maintained at a level to allow for fluctuations in income and expenditure.</p>	Clerk/Appropriate Committee/P&RC
C. General Liabilities	C.1. Failure to comply with	L:1 I: 2	<p>Expertise and Training of Town Clerk with external guidance. Reference to Council Solicitor, SBC Solicitor or Administrators.</p>	<p>C.1.1. Legal Advice: Town Clerk – CiLCA qualified & Continuing Professional Development and Networking</p>	Clerk/P&RC

	Legal Requirements	R:Low (2)	<p>Regular updates from EALC, NALC & SLCC</p> <p>Guidance and briefings to Councillors.</p> <p>Induction Training for Councillors and Staff.</p> <p>Specific training as required.</p>	<p>C.1.2. External Review: Prior to change of Council at an election to review policies required by law.</p> <p>C.1.3. Members of Professional Bodies: Town Clerk and Council members of appropriate bodies.</p>	
	C.2. Failure to protect Third Parties, Property, or Individuals	L:2-1	<p>Insurances in place.</p> <p>Regular inspection of spaces subject to Council ownership /control, as scheduled in the Asset Register.</p> <p>Health and Safety Policy in place and detailed individual risk assessments completed as required.</p>	<p>C.2.1. Third Party Risks: Insurance cover in place – reviewed annually, or as needed. Record of inspections maintained and review of follow-up work undertaken following inspection report.</p> <p>Visual Inspection and Health and Safety Training undertaken by Cllrs and Staff.</p> <p>Maintenance programmes instituted on all Council property/equipment.</p> <p>Risk assessment produced for each event along with an Event Management Plan.</p>	Clerk/Staff/P&RC E&LC/CFC
	Events	I: 2-3 R:Medium/High (4) In accordance with Risk Management Strategy, Operational risk measures in place plus event	<p>Risk assessments prepared for each event in order to identify and minimise risk.</p> <p>Training provided for staff and volunteers.</p>		Events Officer

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
		risk assessments			
	C.3. Failure to comply with legal responsibilities as a consequence of asset ownership (e.g. Skate Park)	L:1 I: 3 R:Medium (3)	Insurances in place. Inspection regime in place.	C.3.1. Insurances: Regime of inspection required for asset ownership areas, to insure insurance cover is retained.	Facilities Manager/Clerk
D. Employer Liability	D.1. Compliance with Employment Law	L:1 I: 2 R:Low (2)	Regular Information updates – EALC, SLCC etc. H&SE and Working Method policies Guidance from external HR advisors & ACAS	D.1.1. Employment Legislation: Receive regular information and update from EALC, SLCC etc. H&SE Policies reviewed annually or as events require.	Clerk/P&RC
	D.2. Failure to comply with	L:1 I: 2	Salary Administration contracted out to competent contractor.	D.2.1. HMRC: Changes and updates implemented by competent contractor.	Payroll provider/ARFO

	HMRC PAYE requirements	R:Low (2)		Internal Audit checks on payroll.	
Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	D.3. Failure to have sufficient resources for unexpected staff absences	L:1 I: 3 -2 R:Low (2)	Identified sources of staff-cover for senior staff absence. Specific operational tasks are being documented. Operational Manuals for specialist systems kept up to date. Reserves kept at a level to enable acting staff to be engaged. Succession Planning and additional staff training to provide absence cover.	D.3.1. Support Staff: Review staff training through the appraisal system. General Reserves maintained at correct levels.	Clerk/P&RC
E. Legal Liability	E.1. Failure to ensure	L:1	Expertise and training of Town Clerk	E.1.1. Legal Requirements: Clerk to clarify any legal points raised, after seeking legal advice as necessary.	Clerk/P&RC

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

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

[Agenda](#)

CFC Committee 05-02-19**Minute 71**

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

EMR	Proposed increase/creation	2018/19 Closing balance
Skate Park (£4,902.25)	£1,000	£5,902.25
CFC other (£1,831.03)	-	£1,831.03
CC General (£20,594.88)	£10,000	£30,594.88
LCC Staffing	£10,000	£10,000.00
Paddling Pool (£2,159.70)	£500	£2,659.70
Strand Wharf Planters (£3,041.67)	-	£3,041.67

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

E&L Committee 19-02-19**Minute 93**

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

EMR	Proposed increase/creation	2017/18 Closing Balance
Allotments Infrastructure (£6,256.76)	-£5,096.45	£1,160.28
E&L Allotments (£2,620.19)	£1,000	£3,620.19
E&L General Services (£5,900)	-	£5,900.00
E&L General Events (£6,086.30)	-	£6,086.30
Leigh Lights (£10,159.00)	-	£10,159.00
Community Transport	£800	£800.00

[Agenda](#)

POLICY & RESOURCES DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
Precept	£ 411,692.00	£ 411,692.00	£ -	100.00%	Grant Award Fund	£ 3,971.18	£ 5,000.00	£ 3,040.37	£ 5,930.81	33.89%
Council Tax Support Grant	£ 6,860.00	£ 6,860.00	£ -	100.00%	Furniture & Equipment		£ 4,000.00	£ 273.49	£ 3,726.51	6.84%
Bank Interest	£ 800.00	£ 2,726.65	-£ 1,926.65	340.83%	Elections	£ 19,344.77	£ 3,000.00	£ -	£ 22,344.77	0.00%
Other Income	£ 1,200.00	£ 1,511.34	-£ 311.34	125.95%	Legal Costs	£ 3,475.00	£ 3,500.00	£ -	£ 6,975.00	0.00%
Insurance Claim		£ 629.68			Annual Town Meeting		£ 500.00	£ 164.95	£ 335.05	32.99%
					Community Engagement		£ 12,000.00	£ 5,660.70	£ 6,339.30	47.17%
CIL Income - FOR NOTING		£ 19,591.90			Volunteer Programme	£ 19,504.40	£ 6,000.00	£ 3,754.71	£ 21,749.69	14.72%
Leigh Partnership Group - FOR NOTING		£ 9,028.37			Website		£ 460.00	£ 270.00	£ 190.00	58.70%
					Civic		£ 250.00	£ 221.00	£ 29.00	88.40%
					Renewals Fund	£ 16,086.02	£ 5,000.00	£ -	£ 21,086.02	0.00%
					Other Expenditure		£ 1,200.00	£ 1,213.98	-£ 13.98	101.17%
					Localism Act		£ 300.00	£ -	£ 300.00	0.00%
					Community Specials		£ 5,000.00		£ 5,000.00	0.00%
					Old Town Spatial Plan	£ 2,000.00	£ 3,000.00	£ 6,600.00	-£ 1,600.00	132.00%
					Youth Group		£ 500.00	£ 431.00	£ 69.00	86.20%
TOTAL INCOME	£ 420,552.00	£ 452,039.94	-£ 2,237.99	107.49%	TOTAL EXPENDITURE	£ 64,381.37	£ 49,710.00	£ 21,630.20	£ 92,461.17	18.96%
					Capital Fund	£ 30,000.00			£ 30,000.00	0.00%

timing of grant being received out of sy

OFFICE ADMIN DETAILED BUDGET				2018/19
EXPENDITURE	Budget 2018/19	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 3,500.00	£ 3,500.00	£ -	100.00%
LCC Premises Use Grant	£ 27,000.00	£ 27,000.00	£ -	100.00%
	£ 30,500.00	£ 30,500.00	£ -	100.00%
Office Admin - EMR £4750				
Stationery	£ 1,500.00	£ 801.77	£ 698.23	53.45%
Insurance	£ 6,700.00	£ 6,563.85	£ 136.15	97.97%
Library	£ 300.00	£ 129.95	£ 170.05	43.32%
Communication	£ 2,450.00	£ 1,665.13	£ 784.87	67.96%
Photocopying	£ 3,000.00	£ 2,155.71	£ 844.29	71.86%
Subscriptions	£ 2,150.00	£ 2,106.45	£ 43.55	97.97%
Postage	£ 1,000.00	£ 1,499.65	-£ 499.65	149.97%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges	£ 1,200.00	£ 728.39	£ 471.61	60.70%
Miscellaneous	£ 500.00	£ 283.56	£ 216.44	56.71%
Professional Advice	£ 1,000.00	£ 330.00	£ 670.00	33.00%
Audit	£ 2,800.00	£ 2,150.00	£ 650.00	76.79%
IT	£ 15,000.00	£ 3,333.46	£ 11,666.54	22.22%
Training EMR £1500				
Training - Staff	£ 2,000.00	£ 1,880.00	£ 120.00	94.00%
Expenses/Travel Costs - Cllrs	£ 500.00	£ 33.95	£ 466.05	6.79%
Training - Cllrs	£ 1,500.00	£ 1,000.00	£ 500.00	66.67%
Mileage & Expenses - Staff	£ 700.00	£ 722.91	-£ 22.91	103.27%
	£ 43,050.00	£ 25,419.78	£ 17,630.22	59.05%
	£ 73,550.00	£ 55,919.78	£ 17,630.22	76.03%

Leigh Town Council Main Budget Report					2018/19				
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Budget 2018/19	Expenditure	Balance	% Spent
Balances B/F		£ 514,106.00							
Policy & Resources					Policy & Resources				
Precept	£ 411,692.00	£ 411,692.00	£ -	100.00%	P & R Expenditure	£ 49,710.00	£ 21,630.20	£ 28,079.80	43.51%
Local Council Tax Support Grant	£ 6,860.00	£ 6,860.00	£ -	100.00%	Office & Admin	£ 73,550.00	£ 55,919.78	£ 17,630.22	76.03%
Interest	£ 800.00	£ 2,726.65	-£ 1,926.65	340.83%	Staffing	£ 92,549.00	£ 81,031.58	£ 11,517.42	87.56%
Other Income	£ 1,200.00	£ 1,511.34	-£ 311.34	125.95%	Capital Projects		£ -	£ -	
CIL Income		£ 19,591.90	-£ 19,591.90			£ 215,809.00	£ 158,581.56	£ 57,227.44	73.48%
	£ 420,552.00	£ 442,381.89	-£ 2,237.99	105.19%					
Community Facilities					Community Facilities				
LCC Hire Income	£ 129,000.00	£ 106,564.49	£ 22,435.51	82.61%	LCC Expenditure	£ 52,200.00	£ 31,887.19	£ 20,312.81	61.09%
LTC Contribution	£ 27,000.00	£ 27,000.00	£ -	100.00%	LCC Staffing	£ 135,865.00	£ 98,691.29	£ 37,173.71	72.64%
					Highways Expenditure	£ 4,700.00	£ 4,591.75	£ 108.25	97.70%
Other Income	£ 4,500.00	£ 7,288.57	-£ 2,788.57	161.97%	Strand Wharf Expenditure	£ 700.00	£ 279.78	£ 420.22	39.97%
					Skate Park Expenditure	£ 3,150.00	£ 860.06	£ 2,289.94	27.30%
					Skate Park Staffing	£ 5,955.00	£ 3,522.51	£ 2,432.49	59.15%
					Paddling Pool	£ 500.00	£ -	£ 500.00	0.00%
					Repair Project	£ 112,000.00	£ 127,984.57	-£ 15,984.57	114.27%
	£ 160,500.00	£ 140,853.06	£ 19,646.94	87.76%		£ 315,070.00	£ 267,817.15	£ 47,252.85	85.00%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 13,085.00	£ 15,248.10	-£ 2,163.10	116.53%	Allotments Expenditure	£ 13,340.00	£ 15,074.91	-£ 1,734.91	113.01%
Community Transport Fees	£ 2,500.00	£ 1,914.29	£ 585.71	76.57%	Allotments Staffing	£ 8,517.00	£ 7,137.44	£ 1,379.56	83.80%
Farmers' Market Fees	£ 2,500.00	£ 1,988.00	£ 512.00	79.52%	Community Transport Expenditure	£ 4,070.00	£ 2,259.54	£ 1,810.46	55.52%
Leigh Lights Income	£ 2,750.00	£ 2,453.33	£ 296.67	89.21%	Community Transport Staffing	£ 2,796.00	£ 1,438.14	£ 1,357.86	51.44%
Other Events Income	£ 450.00	£ 1,484.66	-£ 1,034.66	329.92%	Farmers' Market Expenditure	£ 5,067.00	£ 4,667.59	£ 399.41	92.12%
Other E&L Income		£ -	£ -		Leigh Lights Expenditure	£ 36,970.00	£ 32,778.02	£ 4,191.98	88.66%
	£ 21,285.00	£ 23,088.38	-£ 1,803.38	108.47%	Events & Other Expenditure	£ 12,900.00	£ 12,425.14	£ 474.86	96.32%
					E&L Staffing	£ 12,260.00	£ 8,065.98	£ 4,194.02	65.79%
						£ 95,920.00	£ 83,846.76	£ 12,073.24	87.41%
Planning, Highways & Licensing					Planning Highways & Licensing				
		£ -	£ -		Planning Expenditure	£ 1,500.00	£ -	£ 1,500.00	0.00%
					Staffing	£ 9,828.00	£ 8,712.64	£ 1,115.36	88.65%
	£ -	£ -	£ -			£ 11,328.00	£ 8,712.64	£ 2,615.36	76.91%
Total Income	£ 602,337.00	£ 606,323.33	£ 15,605.57	100.66%	Total Expenditure	£ 638,127.00	£ 518,958.11	£ 119,168.89	81.33%
Capital Reserves 31/03/18	£ 168,407.95	YR END EST	£ 200,000.00		Balances Remaining C/F		£ 601,471.22		
Earmarked Reserves 31/03/18	£ 236,558.40	YR END EST	£ 237,451.00		Est. General Reserves @ 31st March 2019		£ 113,473.00		
3rd Party monies		YR END EST	£ 15,329.00						



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 3rd Jan 2019 – 22 Feb 2019 Report 2712/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102722	£126.00	Miskos Ltd	Server monitoring and spam filtering
102723	£70.20	James Todd & Co Ltd	Payroll processing
102724	£4512.30	Aylesford Electrical Contractors Ltd	Additional lighting added to Christmas lights in 2018
102725	£10.00	Plot-holder	Refund key deposit
102726	£776.78	Jumbalance Trust	Distribution of collection at Leigh Lights
102727	£20.00	Plot-holder	Refund plot deposit
102728	£275.00	Southend Carnival CIC	Donation re Leigh Lights
102729	£55.43	Allen Bros Electrical (Factors) Ltd	Light bulbs and switches at Community Centre
102730	£300.00	Leigh Times Series Ltd	LTC Newsletter in January edition
102731	£2,865.00	Aylesford Electrical Contracts Ltd	Christmas lighting contract
102732	£19,140.00	Quantum Services	Supply & install of lift
102733	£1,164.00	Tree Fella PLC	Completion of allotment works
102734	£250.00	Entertainer	Children's events at Community Centre
102735	£31.17	Viking Direct	Stationery
102736	£30.00	Plot-holder	Refund plot deposit
102737	£32.30	Staff member	Refund travel expenses
102738	£1607.21	Johnson Gillies Ltd	Contract management roof repairs
102739	£574.80	Martin Electrics Ltd t/a GPM Electrics	Lighting upgrade on outside display boxes at Community Centre
102740	£150.00	Cash	Top up petty cash
102741	£156.40	Essex Supplies UK Ltd	Cleaning materials
102742	£20.38	Viking Direct	Stationery

102743	£261.60	Tormax United Kingdom Ltd	Door repairs
102744	£120.00	Secom plc	Alarm callout
102745	£1656.00	Event Communications Ltd	Radio hire Leigh Lights
102746	£70.20	James Todd & Co Ltd	Payroll processing
102747	£126.00	Miskos Ltd	Spam filtering & server monitoring
102748	£220.80	FP Mailing	Franking machine ink
102749	£48.72	Allen Bros. Electrical (Factors) Ltd	Light bulbs
102750	£19.18	Viking Direct	Stationery
102751	£312.00	SLCC Enterprises Ltd	Staff training
102752	£19.26	Recognition Express Essex	Badges
102753	£183.48	Essex Supplies (UK) Ltd	Cleaning materials
102754	£50.00	EALC	Staff training
102755	£250.00	Entertainer	Children's events at Community Centre
102756	£35.10	Volunteer	Refund expenses
102757	£35.54	Staff member	Travel expenses
102758	£30.00	Staff member	Travel expenses
102759	£117.00	Staff member	Travel expenses
Bk Trs	£23000.00	Payroll	February payroll
Bk Trs	£7200.00	Allies and Morrison LLP	Leigh Old Town Spatial plan 1 st phase
Bk Trs	£2155.00	Paul Robinson Solicitors	Legal fees re Strand Wharf lease completion
Bk Trs	£22000.00	Payroll	January Payroll
Bk Trs	£7200.00	Allies and Morrison LLP	Leigh Old Town Spatial plan 2 nd phase
Bk Trs	£70.00	Manchester Drive Allotment Society	Retained deposits
		Expenditure – Imprest Items	
	£96.00	Heart Internet Ltd	Renewal of domain name
	£36.00	Mark One Hire	Tool hire
	£23.83	Southend Timber Ltd	Timber – Strand Wharf re bench repair
	£55.68	Picture Hanging System Ltd	Hooks for Art Wall
	£117.60	Kaizen Print Belfast	Presentation cheques
	£60.00	British Heart Foundation	Donation
	£60.00	Essex Salt	Rock salt

	£163.90	Amazon	Pigeon spikes
	£19.20	The Heating Centre	Minor maintenance Community Centre
		Expenditure – Direct Debits	
	£12.00	Annecto UK	Chip & pin terminal services
	£792.00	Southend Borough Council	Business Rates
	£57.96	DOTS	Photocopying costs
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£6.00	Annecto UK	Virtual terminal charge
	£144.00	GO CARDLESS (Verde Coffee)	Coffee order costs recoverable by LTC
	£58.86	GO CARDLESS (Verde Coffee)	Coffee order costs recoverable by LTC
	£66.66	GO CARDLESS (Verde Coffee)	Coffee order costs recoverable by LTC
	£7.65	Global Payments	Card processing fees
	£15.33	Global Payments	Card processing fees
	£32.39	The Calls Warehouse	Call charges 477248
	£931.20	British Telecom	Line rental and broadband charges
	£25.53	SSE	Electricity Strand Wharf
	£571.75	SSE	Electricity Community Centre
	£0.50	SSE	Electricity CC new contract
	£442.80	CF Corporate Finance Ltd	Photocopier lease
	£49.81	SSE	Skate park electricity
	£92.15	Biffa Environmental	Skate Park bin collection
	£58.23	Biffa Environmental	Community Centre recycling
	£74.17	Biffa Environmental	Community Centre bin collection
	£12.00	Annecto UK	Chip & pin terminal services
	£6.00	Annecto UK	Virtual terminal services
	£74.05	DOTS	Photocopying

	£7.61	Global Payments	Card processing fees
	£16.02	Global Payments	Card processing fees
	£200.00	FP Mailing	Postage – Community Centre

[Agenda](#)