



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 Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons *PSLCC*

Members are hereby summoned to a full council meeting of the Leigh-on-Sea Town Council on
Tuesday 19th November 2019 at Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**
when the following business will take place

Tea and coffee will be available from 7.15 pm. with prayers from Fr. Clive Hillman prior to the opening of the meeting. Fr. Clive is the Council's Chaplain for Cllr Healey's year as Chairman.

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 17TH SEPTEMBER 2019
5. PUBLIC REPRESENTATIONS

The Royal British Legion Leigh Branch have thanked Council for the use of Leigh Community Centre for their Poppy launch. Whilst it was quieter than in previous years because of the Rugby World cup final, they still collected £503.27. Special thanks were also given to the caretaker on duty who they said looked after them admirably.

6. SOUTHEND BOROUGH COUNCIL

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

Following a review of Polling Districts and Polling Places/Polling Stations by Southend Borough Council, there have been no changes in Leigh Wards.

7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
8. TOWN CLERK'S REPORT ([Appendix 1](#)) page 10

COMMITTEES / REPRESENTATIVE REPORTS

9. COMMITTEE VACANCIES

Two committee vacancies exist on Planning, Highways and Licensing Committee and Finance & Governance Committee.

It is **RECOMMENDED** that at least one vacancy on each Committee is filled.

10. COMMITTEES

To receive the Minutes of Committees for 2019/20:

- a) Planning, Licensing & Highways Committee – To receive minutes of [24th September](#), [15th October](#) and [5th November](#) 2019.

There were no recommendations

- b) Staffing Committee – to receive minutes of [29th October 2019](#)

There were no recommendations

- c) Community & Culture Committee – To receive minutes of [8th October 2019](#)

Minute 65 – New Partnership Working Proposal ([Appendix 2](#)) page 11

RECOMMENDED that Council adopt the proposal only if SBC agree to the proposal cost terms.

Minute 72 – Allotments Dispute Procedure ([Appendix 3](#)) page 13

RECOMMENDED that Council adopt the new Allotments Mediation Procedure

- d) Finance & Governance Committee – To receive minutes of [12th November 2019](#)

RECOMMENDATIONS TO COUNCIL –

Minute – 25 Code of Conduct ([Appendix 4](#)) page 14

RECOMMENDED that Council adopt the Code of Conduct and incorporate the new rule in the Protocol Member/officer relations

Minute – 27 Replacement Server

RECOMMENDED that Council approve the expenditure of £8,270.56 + VAT for a complete replacement from IT Earmarked Reserve

Minute - 28 Fire Alarm System

RECOMMENDED that Council approve the expenditure budget of £9,000 from LCC Earmarked Reserve

Minute - 30 Annual Budgeting Process ([Appendix 5](#)) page 24

RECOMMENDED that Council approve in principal the draft Council budget subject to final confirmation of the Tax Base from Southend Borough Council

Minute – 33 Approve Expenditure ([Appendix 6](#)) page 33

RECOMMENDED that Council approve the expenditure

11. REPRESENTATIVE REPORTS

Verbal reports from Councillor representatives on outside organisations will be made if any meetings have been attended.

DECISION ITEMS

12. CIL

A balance of £11,095.48 remains at present of CIL funds. At a PDG of the C&C Committee with regard to VE Day 75 commemoration, one of the recommendations from the group was to ask Council to consider expenditure from CIL funds for memorial planting around the restoration for the Belvedere. Council have already committed £15,000 to the project with funding to be found for the remainder by Southend Borough Council. Council may recall from Report 2704 that the basic outline plan was 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 areas was used as a look out point and some of the inscriptions on the coping stones maybe well be couples caught up in war time. The PDG therefore felt that

memorial planting as part of the VE Day 75 commemoration would be a fitting and permanent tribute.

Council are asked to consider the request.

Committed Projects update:

- *Litter bins for the Skate Park and Library Gardens - £1,796*
On order
- *Purchase of new see saw for Library Gardens - £3,500*
Awaiting confirmation of exact price from Southend Borough Council
- *Belvedere Viewing Platform - £15,000*
We await details/involvement in the design concept.
- *Belton Hills Information Boards - £6,000*
An update is awaited from the Borough.

FOR NOTING / CONSIDERATION

13. SPATIAL PLAN PDG ([Appendix 7](#)) page 37

A meeting was held with Cllr Ron Woodley from Southend Borough Council and a further PDG will now take place on Monday 25th November to discuss the Action reports and consider the next stage. All Councillors are welcome to attend

14. COMMUNITY ENGAGEMENT

- a) LTC News Magazine – the 10th edition has been published. The news flash edition will be printed in the Leigh Times in February.
- b) Extensive opportunities for community engagement will present themselves for Councillors over the coming festive period with Leigh Lights 29th November, Winter Fayre 7th December, Carols on Strand Wharf 14th December and finally the Christmas Farmers' Market on 21st December.

15. DRESS STANDARDS

A motion was received from a Councillor with regard to implementing a dress code for Councillors. Under Standing Order 10 f, the Town Clerk considered the proposed motion improper as it would not encourage diversity and inclusivity (something that is encouraged in all areas of local government) in the Town Council and therefore after consultation with the Chairman of Council the motion was rejected. The Councillor on being advised of this has asked that Councillors give consideration to their standards of dress when attending meetings and representing the Council in any capacity as local government representatives.

16. FREEDOM OF INFORMATION REQUEST ([Appendix 8](#)) page 39

17. RECORDING OF A COMPLAINT ([Appendix 9](#)) page 41

Three complaints have been received.

Helen Symmons

Town Clerk
14th November 2019

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

DATE OF NEXT MEETING: Tuesday 21st January 2020



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MINUTES OF COUNCIL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL
TUESDAY 17TH SEPTEMBER 2019
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Keith Evans, Paul Gilson, Jill Healey, Carole Mulrone, Declan Mulrone, Damian O'Boyle, Caroline Parker, Vivien Rosier, Mike Wells and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk), Malcolm Blake-Lawson, Vinice Cowell (co-option candidate) and 1 member of the public

Prior to the meeting prayers were said by Fr. Neil from St Clements Church

MINUTES

The meeting opened at 7.31 pm

64. CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcements.

65. PRESENTATION TO COUNCIL

Malcolm Blake-Lawson spoke to Council about his exhibition held at the Leigh Community Centre. He had felt privileged to be able to display his works and had received a good reaction from all, even invited to join art groups. He was also honoured to have his picture as the cover for the soon to be published next edition of the Council's magazine. He congratulated Leigh Town Council for the art wall and entertained Council talking of his connections with the building as a child. He was grateful for a lot of the work of the Council and the presentation of his painting 'Free Fish' was a thank you to the Council for their work and for allowing him to exhibit. The Chairman received the painting and thanked Malcolm for his kind words.

Malcolm Blake-Lawson and one member of the public left the meeting.

66. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Doug Cracknell, Anita Forde, Alan Hart and Emma Smith also Jon Morgan co-option candidate

67. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulrone declared a non-pecuniary interest in Agenda items related to the Borough Council and North Thames FLAG.

Cllr Wells declared a non-pecuniary interest in Agenda item 6 as one of the candidates was well known to him.

68. APPROVAL OF THE MINUTES OF THE MEETING 16TH JULY 2019

The minutes of the meeting 16th July 2019 were agreed to have been an accurate record of the meeting and were signed by the Chairman.

69. CO-OPTION OF COUNCILLOR HIGHLANDS WARD

Vinice Cowell was invited to speak to members. Both candidates were then nominated 'en bloc' and Cllr Wells left the room.

A vote was taken and Vinice Cowell upon receiving an absolute majority of votes was declared co-opted and signed the Declaration of Acceptance of Office. Cllr Wells returned to the meeting and Cllr Cowell was invited to join the meeting in her capacity as Councillor.

70. PUBLIC REPRESENTATIONS

There were none

71. SOUTHEND BOROUGH COUNCIL

Cllr C Mulroney in her capacity as a Borough Councillor provided an update as follows:

Blue badge holders visiting from out of Borough now do not have to pay parking charges

Southend Borough Council has passed a motion regarding a climate change emergency

Southend Borough Council have introduced a new tree policy for planting council trees and initiating two initiatives in connection with this – donate a tree and volunteer working.

72. QUESTIONS FROM COUNCILLORS

There were none.

73. TOWN CLERK'S REPORT

The report was **NOTED**.

COMMITTEES

74. COMMITTEES – **Agenda item 11**

- a) Cllr Healey presented the minutes of the Planning, Licensing & Highways Committee as per the Agenda. There were no recommendation.
- b) Cllr Evans presented the minutes of the Staffing Committee as per the Agenda. There were no recommendations.
- c) Cllr C Mulroney presented the minutes of the Community & Culture Committee as per the Agenda. There were no recommendations.
- d) Cllr D Mulroney presented the minutes of the Finance & Governance as per the Agenda with the three recommendations. Council **RESOLVED** the Business Continuity Strategy. Council **RESOLVED** the Business Continuity Action Plan and the Town Clerk confirmed that this would be tested. Council **RESOLVED** the expenditure and the Chairman signed the report as acknowledgement.

75. REPRESENTATIVE REPORTS

The Chairman read the notes provided by Cllr Forde from matters discussed at the London Southend Airport Consultative Committee which was discussed by members. Council requested that Cllr Forde raise the fact that many residents feel their complaints are not being heard.

DECISION ITEMS

76. CIL PDG – Agenda item 13

Council **RESOLVED**:

- Purchase of 4 fire retardant, soft fixing recyclable litter bins – two for Library Gardens and two for the Leigh Marshes Skate Park at a cost of £1,796 + VAT
- Purchase of new see saw (equipment only) for Leigh Library Gardens £3,500 + VAT

The see saw is to replace the current one with the maintenance and installation the responsibility of Southend Borough Council.

77. DEFIBRIALLATOR FOR OLD LEIGH

Council **RESOLVED** to accept the generous offer of £1,000 from Leigh Lions towards the cost and further **RESOLVED** that up to £250 will be provided by the Council to cover any shortfall. The Town Clerk will liaise with the Planning Authority to establish the acceptability of Strand Wharf as the location for the defibrillator.

78. EXECUTION OF LEGAL DEED

Council **RESOLVED** that the Deed be executed on behalf of the Council in accordance with Standing Order 27b.

FOR NOTING / CONSIDERATON

79. EXTERNAL ANNUAL AUDIT 2018/19

The Council were pleased with the audit result.

80. SPATIAL PLAN PDG

The Town Clerk advised that a discussion meeting has been arranged with a Borough Officer with regard to the suggestion of a Town Council 'task force'.

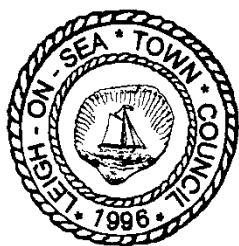
81. COMMUNITY ENGAGEMENT

- a) LTC Magazine - Cllr Rosier advised that the next edition is currently with the graphic designer and is taking shape nicely.
- b) Leigh Regatta - The Councillor Regatta stall did a great trade in recycling sacks although it was felt the stall was too 'passive' and needs more thought for 2020. The weather was great and the Old Town was very busy. Councillor managed to engage with some of the youth in the town. There was good councillor support on the stall.
- c) Coffee and Cake with the Council - Council **RESOLVED** the two suggested dates for the events – Saturday 7th March, 10 am till noon and Monday 9th March 2 pm to 4 pm.

82. RECORDING OF A COMPLAINT

Council **NOTED** the report

The meeting closed at 8.35 pm



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REPORT 2730/HS

TOWN CLERK'S REPORT NOVEMBER 2019

TRAINING

Staff

Staff have attended the following training:

Essential Skills for Supervisors
SLCC National Conference
EALC & ECC Joint Conference

Councillor

Councillors have undertaken the following training:

Cllr Cracknell	Chairman's Day short course
Cllrs Bromfield, Forde and Gilson	Chairman Day 1 & 2 (Day 3 is in December)

Councillors will be undertaking the following training:

Cllr Cracknell	Advanced Councillor Days 1 & 2
Cllr Smith	Cllr training with the Town Clerk

TOWN CLERK'S DIARY

EALC Executive Committee

The next meeting is 19th November – the Exec Annual meeting. I have been nominated to be on the Finance Committee and one of the delegates on the Essex Partnership (as I have no idea what this is I shall find out at the next meeting!). Following the production of the EALC Strategic plan which was presented at the AGM as a 'fait accompli' rather than members formally accepting it (something I shall bring up at the Exec meeting), I have been appointed Strategic Plan Chapter Lead to look at EALC Governance & Democracy. This will be a useful exercise as several matters have been highlighted since becoming a member of the Executive Committee. Cllr Healey and I attended the EALC AGM and Joint Conference afternoon with ECC. As always most of the topics were not relevant to us as part of a unitary authority but Leigh Town Council did win the Innovative Work Award for 2019. This is now the second time of winning this, the first was 2017. It was announced at the AGM that Joy Darby, CEO of EALC will be retiring 31st March 2020.

LEIGH PARTNERSHIP GROUP

Establishment of wayfinding signage is ongoing, commissioning a local artist to produce the town map for inclusion at strategic points. The profile of the group continues to grow with more representatives of businesses now joining us at meetings.

SLCC (Society of Local Council Clerks)

EALC and SLCC held their joint conference with Employment law, social isolation and dementia friendly communities the topics.

SLCC NATIONAL CONFERENCE

Held at the beginning of October, this two day conference is the pinnacle event for the profession of Town and Parish Clerks with the AGM held the day before. The conference opened with a key note speaker – John Sergeant, the BBC's former Chief Political Correspondent (and latterly for his Strictly Come Dancing adventures!). We were treated to an entertaining and informative hour with John giving us his opinion on the current Government situation.

Next up was Deborah Evans, Chief Executive for Lawyers in Local Government who was representing the joint task force from SLCC, LLG and ADSO that has been set up to tackle the problem of bullying and harassment in town and parish councils. Literally everyone in the room had either witnessed or been the subject of poor behaviour by Councillors either towards themselves or other Councillors. The task force is working on advice, toolkits and policies and pushing for legislation to be incorporated into the Code of Conduct hopefully during 2020 with stronger sanctions.

Public speaking is always a little daunting and an expert took the platform to provide us with tips and advice in a most entertaining way. Unfortunately it meant we all judged every speaker thereafter in a rather more critical way!

The Chief Exec of SLCC gave an overview of the progress made in 2019 along with current sector issues of significance and future plans. As with many of the sessions, this was highly interactive and a good opportunity for exchange of ideas and thoughts. To finish the first day, Newquay Town Council told their devolution story of how a small political Town Council transformed from nothing more than a lobby group into a Super Council that now delivers wide-ranging and growing services.

The next day started with a talk full of energy and anecdotes from Derek Redmond, Olympic athlete. He spoke about the parallels between organisations and sport, including teamwork and communication, mindset and overcoming obstacles and leadership and personal motivation.

Two workshop sessions 'Where's my Council' followed. Alas after the lively session of Derek, this sunk the room being delivered in a most un motivating way and lacking in stimulation. I used the time to visit exhibitors and exchange more positive ideas with a smaller group of clerks that like myself were gaining nothing from the session.

The room re-energised after lunch with the identification of actions that could be relevant for Town and Parish Councils to consider in supporting primary authorities when declaring climate emergencies. Further information is expected to be delivered from Friends of the Earth but in the meantime we were provided with a short guide to compliment Friends of the Earth's briefing '33 actions that local authorities can take on climate change'. I shall present this to Community & Culture Committee in December.

The NALC Chief Executive spoke about how both their organisation and SLCC could work closer together (often we receive conflicting information on Council matters!) and the areas they are championing believing this is a time of great opportunity for the sector to establish itself both as the first tier of local government and key community champions of place.

Final spot at the conference was given to the previous Clerk to Oswestry Town Council, recently retired after 44 years. He has been a key clerk for all of us providing support, wit and insight and it was a bonus to hear of the lessons he learnt from the highs, the lows, the often amusing and the sometimes scary highlights of working with elected councillors and the public.

As always the content of the conference along with the vital networking of clerks from around the country proved an essential aid in my continuous professional development.

Social Media

The Council now has various social media platforms which have helped to raise the profile and awareness of Leigh Town Council:

Leigh TC Events – Facebook and Twitter
Leigh Town Council - Instagram
Leigh Community Centre – Facebook and Twitter
Leigh Town Council Arts Group – Instagram
Leigh Farmers Market – Facebook

We have gained another 110 followers on our main facebook account since my last report. In the last 28 days, posts have reached 22,000 with engagement by over 2,000. On twitter we are followed by over 1,000 followers and are regularly mentioned by others in their posting. The Arts Group Instagram is also gaining in popularity with nearly another 200 followers since my last report.

Staffing

There has been another staffing change since my last report with one of our Receptionists deciding to retire. We were therefore delighted to take on another Apprentice promptly who commenced 1st November and is settling well in to the team. It is an extremely busy time with the Christmas events approaching thus adding to the existing busy work load. From this we will move into the second phase of the building works at the Community Centre. Therefore the break over Christmas will be most welcomed and the Office will be closed from 12.30 pm on Monday 23rd December and then from 1 pm on Tuesday 24th December until 9 am on Thursday 2nd January 2020.

TOWN COUNCIL INVITATIONS/ATTENDANCE

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

EALC AGM and Joint Conference with ECC (Chairman with Town Clerk)
Centenarian Lunch at Iveagh Hall (Chairman only)
Poppy Bus Launch – St James the Great Church
The Community Transport Trip to Old Leigh
Southend Mayors Charity Breakfast at the Roslin Beach Hotel
Unveiling of the Bronze Soldier at the Cenotaph Southend
Civic Service at St Clements Church
Remembrance Day Service at St Clements

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is in progress		TC
COUNCIL 19-03-19	113 Pastoral Chaplain	RESOLVED		Contact has been made with Churches Together and consideration is being given with regard to the best implementation of this provision		TC
COUNCIL 17-09-19	74. Committees	RESOLVED Business Continuity Strategy, Business Continuity Action Plan and Council expenditure	17-09-19	BCS and BCAP to be tested in near future. Expenditure posted to website	NFA	
COUNCIL 17-09-19	76. CIL PDG	RESOLVED 4 fire retardant bins and purchase of new see saw		PO for Bins has been placed. SBC Parks advised of see saw agreement and awaiting exact cost	Awaiting bins and cost advice from SBC Parks	TC
COUNCIL 17-09-19	77. Defibrillator	RESOLVED to accept offer from Leigh Lions		Planning contacted with regard to suitability in the conservation area and whether planning permission required	Awaiting contact from Planning authority	TC
COUNCIL 17-09-19	78. Execution of Legal Deed	RESOLVED		Still to be executed	Awaiting from solicitors	TC
COUNCIL 17-09-19	81. Community Engagement	RESOLVED two Coffee and Cake with Council dates		Dates to be diarised and planning to commence early 2020		TC

[Agenda](#)



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Leigh Library Gardens Building – A new Maritime and Community Space Report 2726/HS

Southend Borough Council (SBC) have secured funding through the European Maritime and Fisheries Fund (EMFF) – facilitated by the North Thames Fisheries Local Action Group (NTFLAG) process – to undertake a complete refurbishment of the current Park Keepers Mess building at Leigh Library Gardens. The building is currently unused and in a seriously dilapidated condition. It is in an excellent location however, with access from both Leigh Broadway (to the north) and Leigh Library Gardens (to the south), and closely located to Church Hill it is in a unique location to connect the Old Town with the Broadway and the 'new' town.

The funding has been awarded to SBC through the EMFF (which is administered in England by the Marine Management Organisation – MMO), to enable the delivery of the following outcomes annually for 5 years.

- 3 x training and skills events or sessions (relating to the fisheries/maritime sectors)
- 3 x promotional events or sessions relating to the Leigh/Southend maritime sectors
- 3 x maritime/fisheries information and historical events, exhibitions or sessions (promoting the heritage of Old Leigh as a fisheries/maritime centre for example)
- 5 x market or food events or workshops – showcasing fisheries/local catch or working with local businesses
- 5 x educational talks or sessions – relating to the history and current economy/culture of Leigh Port
- There should also be free room hire for fishing industry related activities outside of the above if this is required.

Events will have to be limited in size and nature given the obvious constraints of the space. It is expected that it will seat approximately 16-20 people boardroom style.

Proposal – Leigh-on-Sea Town Council collaboration with Cultural Engine CIC

The Town Clerk was approached by Cultural Engine CIC with the following proposal:

Although SBC are the recipients of the grant from the EMFF (through the MMO) and are undertaking the refurbishment work directly (as well as contributing 25% match funding for the project), they are not in a position to undertake the necessary work and engagement with the fisheries/maritime industries and local communities to ensure that the above outcomes are met each year within the building. Therefore a partnership is proposed whereby Leigh Town Council takes a licence/lease for the building for the initial 5-year period that the grant covers and works with Cultural Engine who have been managing the North Thames FLAG programme since 2017 to deliver the outcomes – essentially 19 events/sessions/workshops/exhibitions each year. This will enable SBC to deliver a project that will benefit the local community as well as the fisheries/maritime sectors, bringing a dilapidated building into community use for the first time.

The Cultural Engine are committed to supporting the Coastal Community Team, the next phase of the FLAG and other local partners to ensure that the progress made on addressing key issues relating to the Port is maintained beyond February 2020. This includes hosting the replacement role for the FLAG Animateur. The Cultural Engine will therefore have the opportunity to operate from the building at times when it is not being used for other purposes, and for this to be a base for future fisheries/port related work (particularly housing key staff).

Proposal Costs

Leigh Town Council will only expect a peppercorn rent in connection for the 5-year period in recognition of the wider community and fisheries sector benefits from the project and the work through the NTFLAG to secure the funding from the EMFF by both Cultural Engine and Leigh Town Council.

The building has not yet got a rateable value, but any future payable rates are expected to be very low given the size of the building.

Leigh Town Council will require a non-repairing lease or licence agreement with Southend Council. Given the aspirations of the Borough Council for 2050 Leigh Town Council should not be expected to pay for SBC legal costs in the preparation of any lease or licence as this will be a community facility administered by Leigh Town Council to assist the Borough rather than leave the building empty outside of the annual outcomes.

SBC will pay for buildings insurance with the contents added to Leigh Town Council's insurance. This is expected to be a nominal premium addition.

Use for other Hire

Given that there are likely to be costs for running the building including electricity, gas, digital connectivity, water and cleaning – it will be necessary to raise a small amount of revenue to service this each year. It is therefore proposed that as well as the use of the building to meet the funding outcomes for the first five years, the building can be made available at certain times of the week for other community uses/events. Revenue generated would be allocated to a separate budget/reserve to pay for annual costs.

Leigh Town Council will be able to utilise its existing booking system to manage bookings for the space.

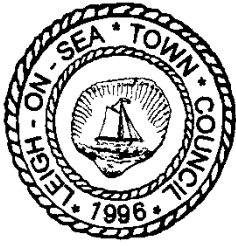
The Terms and Conditions for Hire will be the same as for the Community Centre. This will be a lockable facility with the key being able to be collected from the Community Centre on a payable deposit basis.

Some caretaking time will have to be added to managing the facility as well as administrative time and this will be offset against the hire income.

LTC Strategic Objectives

This project would meet all three strategic objectives:

- To be proactive in creating effective partnership working between SBC and LTC to ensure a shared vision for Leigh-on-Sea
- Identifying a community facility that enhances the quality of life of local residents and exploration of a way of securing the necessary resources with minimum impact on the precept
- To raise aware of local environmental issues and to create opportunity for residents to engage with LTC in finding and implementing solutions.



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ALLOTMENTS MEDIATION PROCEDURE

The Town Clerk on receiving a complaint will attempt to resolve the matter informally.

If this is not possible because of the serious nature or complexity of the complaint, the matter will be considered by an Allotments Mediation Panel. The Town Clerk will send anyone who has a complaint made about them a copy of the letter(s), with the senders name removed (Data Protection Act), and has three weeks to respond to any allegations made.

The Allotments Mediation Panel will comprise of 3 members on the Community & Culture Committee. The Panel will consider the correspondence of all parties and meet with them individually including the Town Clerk. The parties in the complaint may bring with them a representative if they wish. There will be a separate Panel Officer who shall not be the Town Clerk.

The Allotments Mediation Panel will make a decision as follows:

1. No action because the response to the complaints was sufficient to justify what he/she did or said.
2. No action because the complaint was not sufficiently serious to warrant any action.
3. Warning as to future behaviour
4. Final warning as to future behaviour
5. Termination of tenancy.

After the Panel, the decision **MUST** be confirmed in writing within seven working days. The decision of the Allotments Mediation Panel will be final and will be reported to the next meeting of the Community & Culture Committee.

This process is being provided in good faith and all parties will be treated fairly. The process will be reasonable, accessible and transparent. The identity of a complainant and subject will only be made known to those who need to consider the issue.

No party in the matter will have the right of recourse through the Council's Complaint's Procedure as dissatisfaction of a decision of the Council is not deemed to be a complaint.

AGREEMENT TO MEDIATION PROCEDURE

All parties hereby agree to abide by the decision of the Allotments Mediation Panel. Failure to enter the process or abide by the decision could result in termination of your tenancy

Signed
Dated

Leigh-on-Sea Town Council



Councillor Code of Conduct

Localism Act 2011

Promoting and Maintaining High Standards of Conduct in Local Government

Principles

SELFLESSNESS: Holders of public office should act solely in terms of the public interest.

INTEGRITY: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

OBJECTIVITY: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

OPENNESS: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

HONESTY: Holders of public office should be truthful.

LEADERSHIP: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

PART 1 GENERAL PROVISIONS

Introduction and interpretation

As a Member you are a representative of Leigh-on-Sea Town Council (“**the Authority**”) and the public will view you as such. Therefore your actions impact on how the Authority as a whole is viewed and your actions can have both positive and negative impacts on the Authority.

This Code as a whole is consistent with “Nolan Principles” which are set out above and the provisions of S29(1) Localism Act 2011

In this Code:

“**meeting**” means any meeting of:

- (a) the Authority
- (b) any of the Authority’s or its committees, sub-committees, joint committees, joint sub-committees or areas committees whether or not the press and public are excluded from the meeting in question by virtue of a resolution of Members
- (c) any briefings by officers and site visits organised by the Authority

“**relevant period**” means the period of 12 months ending with the day on which you give notification to the Authority’s monitoring officer of any disclosable pecuniary interests you had at the time of the notification.

“**profit or gain**” includes any payments or benefits in kind which are subject to Income Tax

“**beneficial interest**” means having an economic benefit as a legal owner or holding it on trust for the beneficial owner, having a right to the income from the land or securities or a share in it or the right to the proceeds of sale or share of part of the proceeds of sale

“**Member**” includes a co-opted member.

“**Monitoring Officer**” means the Monitoring Officer of Southend Borough Council.

“**Bully(ing)**” means offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means that undermine, humiliate, or injure the person on the receiving end. This is not an exhaustive list.

“**Harass(ment)**” means an act falling within the definition of harassment in the Protection from Harassment Act 1997 (as amended) and any unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. It may be physical, verbal or non-verbal and is not always face to face. It may occur through written communications, visual images (for example pictures of sexual nature), email and phone calls. This is not an exhaustive list.

1. Who does the Code apply to?

- (1) This Code applies to all Members of the Authority including co-opted members.
- (2) It is your responsibility to comply with the provisions of this Code.

2. What does the Code apply to?

- (1) You must comply with this Code whenever you -
 - (a) conduct the business of the Authority, or
 - (b) you are acting as a representative of the Authority.
- (2) This Code has effect in relation to your conduct in your official capacity.
- (3) Where you act as a representative of the Authority-
 - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with the Authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. General obligations

- (1) You must treat others with respect.
- (2) You must uphold the law
- (3) You must comply with any formal investigation by the Monitoring Officer or his/her nominated representative into complaints alleging a breach of the Code

- (4) You must not-
- (a) do anything which may cause the Authority to breach any of the equality enactments
 - (b) bully **or harass** any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be-
 - (i) a complainant;
 - (ii) a witness; or
 - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a Member (including yourself) has failed to comply with the Authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.
 - (e) make trivial or malicious allegations against another Councillor**

4. Confidential Information

You must not-

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where-
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is-
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the Authority;
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5. Conferring an advantage or disadvantage

You must-

- (a) not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- (b) when using or authorising the use by others of the resources of the Authority-
 - (i) act in accordance with the Authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes);
- (c) have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

PART 2 MEMBERS INTERESTS

6. Disclosable Pecuniary Interests¹

6.1 You have a Disclosable Pecuniary Interest in any business of the Authority if it is of a description set out in 6.2 below and is either:

- (a) An interest of yours; or
- (b) An interest (of which you are aware) of a spouse, civil partner or a person you are living with as a spouse or civil partner (known as “Relevant Persons”).

6.2 A Disclosable Pecuniary Interest is an interest which relates to or is likely to affect:

- i. Any employment, office, trade, profession or vocation carried on by you or a Relevant Person for profit or gain;
- ii. Any payment or provision of any other financial benefit (other than from the Authority) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
- iii. Any contract for goods, services or works which has not been fully discharged between you or a Relevant Person and the Authority or a body in which you or they have a beneficial interest;
- iv. A beneficial interest in any land in the Authority’s area
- v. a licence of any land in the Authority’s area (alone or jointly with others) that you or a Relevant Person occupy for a month or longer
- vi. any tenancy where to your knowledge (a) the landlord is the Authority and (b) the tenant is a body in which you or a Relevant Person has a beneficial interest
- vii. Any beneficial interest in securities of a body where-
 - 1. that body (to your knowledge) has a place of business or land in the area of the Authority and
 - 2. either:
 - a. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - b. the beneficial interest exceeds one hundredth of the total issued share capital of the share capital of that body, if of more than one class, the total nominal value of the shares of any one class

7. Other Pecuniary Interests

You have an Other Pecuniary Interest in any business of the Authority where it relates to or is likely to affect:

- (i) any person or body who employs or has appointed you;
- (ii) any contract for goods, services or works made between the Authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specific in paragraph 6.2.(vii) which has been fully discharged within the last 12 months;

8. Non-Pecuniary Interests

You have a non-pecuniary interest in any business of the Authority where:

- i. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Authority;
- ii. it relates to or is likely to affect any body
 - 1. exercising functions of a public nature;
 - 2. directed to charitable purposes; or

¹ The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 set out the pecuniary interests specified for the purposes of Chapter 7 of Part 1 Section 30(3) of the Localism Act 2011

3. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);
of which you are a member or in a position of general control or management;
- iii. it relates to or is likely to affect the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; within the last 3 years
- iv. a decision in relation to that business which might reasonably be regarded as affecting your wellbeing or the wellbeing or financial position of a friend, relative or close associate to a greater extent than the majority of:-
 - (a) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (b) (in all other cases) other council tax payers, ratepayers or inhabitants of the Authority's area

Note: Only items (i) – (iii) are registerable non-pecuniary interests.

9. Disclosure of Interests (Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests)

- 9.1 Subject to sub-paragraphs 9.2 to 9.3, where you have a Disclosable Pecuniary Interest, Other Pecuniary Interest or Non-Pecuniary Interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification
- 9.2 Sub-paragraph 9.1 only applies where you are aware or ought reasonably to be aware of the existence of the Interest
- 9.3 Where you have an interest in any business of the Authority which would be disclosable by virtue of paragraph 9.1 but by virtue of paragraph 12 (Sensitive Information) details of the interest are not registered in the Authority's published Register of Members' Interests and the interest is a Disclosable Pecuniary Interest or Other Pecuniary Interest you need not disclose the nature of the interest to the meeting
- 9.4 Where you have a Pecuniary Interest in any business of the Authority which would be Disclosable by virtue of paragraph 9.1 and a function of the Authority may be discharged by you acting alone in relation to that business, you must ensure you notify the Authority's monitoring officer of the existence and nature of that interest within 28 days of becoming aware that you will be dealing with the matter even if more than 28 days before you will actually deal with the business
- 9.5 Where you have an interest in any business of the Authority which would be disclosable by virtue of paragraph 9.1 and you have made an executive decision in relation to that business you must ensure that any written statement of that decision records the existence and nature of that interest. In this paragraph "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000

10. Effect of Interests on participation

10.1 Disclosable Pecuniary Interests

- (a) If you are present at a meeting of the Authority or of any committee, sub-committee, joint committee or joint sub-committee of the Authority and you or a Relevant Person has a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting and you are aware of that Interest:
 - (i) You must not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting
 - (ii) You must withdraw from the room or chamber where the meeting considering the business is being held unless you have received a dispensation from the Standards Committee or the Authority's proper officer
- (b) If you have a Disclosable Pecuniary Interest in any business of the Authority you must not:
 - (i) exercise executive functions in relation to that business; or
 - (ii) seek improperly to influence a decision about that business
- (c) If a function of the Authority may be discharged by a Member acting alone and you have a Disclosable Pecuniary Interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enable the matter to be dealt with otherwise than by yourself)

10.2 Other Pecuniary Interests

If you have an Other Pecuniary Interest in any business of the Authority and you are present at a meeting of the Authority at which such business is to be considered or is being considered you must:

- (i) disclose the existence and nature of the interest in accordance with paragraph 9.1 (but subject to paragraph 9.3); and
- (ii) withdraw from the room or chamber where the meeting considering the business is being held

10.3 Non-Pecuniary Interests

After having declared an interest in accordance with paragraph 9.1 you may then participate and vote unless a member of the public with knowledge of the relevant facts would reasonably regard your interest as so significant that it is likely to prejudice your judgment of the public interest or your interest may give rise to a perception of conflict of interest or bias; in which case you must withdraw.

PART 3 REGISTER OF MEMBERS INTERESTS

11. Registration of Members' Interests

- (a) Subject to paragraph 12, you must, within 28 days of-
- (i) this Code being adopted by or applied to the Authority; or
 - (ii) your election, re-election or appointment or re-appointment to office (where that is later), or co-opted onto the Authority;
- register in the Authority's Register of Members' Interests (maintained by the Monitoring Officer under Section 29(1) of the Localism Act 2011) details of:
- i. Disclosable Pecuniary Interests as referred to in paragraph 6 that you, or a Relevant Person has in so far as you are aware of their interests at that time;
 - ii. Other Pecuniary Interests referred to in paragraph 7 that you have; and
 - iii. Non-pecuniary Interests referred to in paragraph 8 (sub-paragraphs i – iii) that you have.
- (b) You must keep your register of interests up to date by notifying the Monitoring Officer of any changes to your interests referred to in (a) above within 28 days of the change occurring or becoming aware of the change.

12. Sensitive Information

- 12.1 Where you have a Disclosable Pecuniary Interest referred to in paragraph 6 or Other Pecuniary Interest referred to in paragraph 7 and the nature of the interest is such that you and the Authority's monitoring officer consider that disclosure of details of the interest could lead to you or a person connected with you being subject to violence or intimidation if the interest is entered in the Authority's Register then copies of the register available for inspection and any published version of the Register should not include details of the interest but may state that you have an interest details of which are withheld under s32(2) of the Localism Act 2011 and/or this paragraph.
- 12.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 12.1 is no longer sensitive information, notify the Authority's monitoring officer.
- 12.3 In this Code "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subject to violence or intimidation².

13. Register of Gifts and Hospitality

- 13.1 You must within 28 days of receipt, notify the Authority's monitoring officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the Authority.
- 13.2 The monitoring officer will place your notification on a public register of gifts and hospitality
- 13.3 This duty to notify the monitoring officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

2 A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the Monitoring Officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

Document reviewed: July 2017

Date to be reviewed: July 2020



Leigh-on-Sea Town Council

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

Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons



Revised: July 2018
To be reviewed: July 2022

*Protocol on Member/Officer Relations

1. Background

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

2. Roles of Councillors and Employees

- 2.1 The respective roles of Councillors and employees can be summarised as follows:

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

2.2 Councillors

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

2.3 Chairmen and Vice-Chairmen of Committees

Committee Chairmen and Vice-Chairmen have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality

of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

2.4 Officers

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

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

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

3.2 Officers can expect from Councillors:

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

3.3 Some General Principles:

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

4. Political Groups

- 4.1 The operation of political groups is becoming more of a feature within Parish and Town Councils, but it is worth repeating that it is NALC policy that party politics should have no place in Parish and Town councils. Parish and Town Councillors are there to serve their community as members of the community, and should not be side tracked by party political issues. Party politics within a Parish and Town council can pose particular difficulties in terms of the impartiality of the Clerk and other employees, and the relationship between Councillors and the staff generally.
- 4.2 Party political groups or groups of individual Councillors have no power to require the Clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the Council as a whole and should not take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the Council.
- 4.3 If your council has adopted party political groupings, the Clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Clerk's job to make recommendations to a political group.
- 4.4 If a report is prepared for one political group, the Clerk should advise all other political groups that the report has been prepared, or that advice was given.
- 4.5 Any Clerk needing advice or guidance on matters relating to party groups or how to operate within a political environment, should seek advice from their County Association of NALC, or from the Society of Local Council Clerks.

5. When things go wrong

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

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

- 5.2 Should informal reconciliation prove unsuccessful in resolving the matter, then formal proceedings are to be followed.
- 5.3 If a formal complaint is raised by a member of staff against a councillor, the matter should be referred to the Staffing Committee who will decide whether the Council's Grievance Procedure can apply informally² or whether, the issue should be referred to the Council's Monitoring Officer as a Code of Conduct matter.
- 5.4 If a formal complaint is raised by a Councillor against a member of staff, then the matter will be dealt with in accordance with the Council's Disciplinary Procedure.

*Governance Toolkit for Parish & Town Councils Version 3 2009

² R(Harvey) v Ledbury Town Council 2018

Leigh-on-Sea Town Council

Draft Budget 2020/21

**For Recommendation
to Council**

Leigh Town Council 2020/21 Budget Document											
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Finance & Governance						Finance & Governance					
Interest	£ 1,090.11	£ 3,309.24	£ 800.00	£ 1,750.00	£ 800.00	Policy & Council Resources	£ 25,885.59	£ 27,565.51	£ 39,350.00	£ 38,850.00	£ 35,450.00
Other Income	£ 1,555.99	£ 2,248.44	£ 1,300.00	£ 1,300.00	£ 1,300.00	Office & Council Administration	£ 61,132.74	£ 58,127.68	£ 65,750.00	£ 58,782.91	£ 57,650.00
	£ 2,646.10	£ 5,557.68	£ 2,100.00	£ 3,050.00	£ 2,100.00	Strategic Objectives Fund		£ -	£ -	£ -	£ 25,000.00
							£ 87,018.33	£ 85,693.19	£ 105,100.00	£ 97,632.91	£ 118,100.00
						Staffing Committee					
						Council Staffing	£ 98,403.62	£ 99,213.50	£ 105,308.00	£ 105,319.00	£ 111,900.00
Community Facilities						Community & Culture					
Leigh Community Centre	£ 124,333.29	£ 127,862.81	£ 131,000.00	£ 130,000.00	£ 132,000.00	Leigh Community Centre	£ 47,263.00	£ 38,458.22	£ 53,850.00	£ 46,125.00	£ 56,700.00
LTC Use of LCC	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 20,000.00	Community Centre Staffing	£ 138,926.26	£ 136,626.66	£ 128,464.00	£ 120,000.00	£ 134,500.00
Allotments Income	£ 12,803.84	£ 13,538.10	£ 14,540.00	£ 15,610.00	£ 19,000.00	Allotments	£ 21,216.65	£ 25,072.75	£ 26,737.00	£ 26,870.00	£ 31,850.00
Community Facilities	£ 340.00	£ 40.00	£ 50.00	£ 21.00	£ -	Community Facilities	£ 7,598.29	£ 7,282.59	£ 11,331.00	£ 11,192.00	£ 14,200.00
Health & Wellbeing Programme	£ 14,071.60	£ 16,839.87	£ 13,150.00	£ 13,000.00	£ 13,000.00	Health & Wellbeing	£ 30,644.73	£ 36,711.05	£ 42,857.00	£ 42,021.00	£ 45,600.00
Environment Facilities & Services	£ -	£ -	£ -	£ 1,500.00	£ 2,000.00	Community Services Funding	£ 5,151.75	£ 5,393.34	£ 5,400.00	£ 5,240.00	£ 5,500.00
						Community Partnership Progs.	£ -	£ 676.00	£ 4,000.00	£ 2,800.00	£ 5,000.00
						Environment Facilities & Services	£ 24,209.73	£ 27,783.54	£ 24,050.00	£ 27,242.00	£ 21,050.00
						Committee Staffing	£ 14,917.27	£ 10,079.97	£ 13,376.00	£ 9,103.00	£ 11,500.00
	£ 178,548.73	£ 185,280.78	£ 185,740.00	£ 187,131.00	£ 186,000.00		£ 289,927.68	£ 288,084.12	£ 310,065.00	£ 290,593.00	£ 325,900.00
						Planning & Licensing					
Planning & Licensing						Staffing	£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
							£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
		£ -		£ -	£ -	Resolved Capital Projects					
						LCC Refurbishment	£ -	£ 164,845.47	£ 70,000.00	£ 70,000.00	£ 25,000.00
Total Income	£ 181,194.83	£ 190,838.46	£ 187,840.00	£ 190,181.00	£ 188,100.00	LCC Remodel	£ -	£ -	£ 25,000.00	£ 25,000.00	£ 25,000.00
Capital Reserves 31/03/19	£ 30,000.00			£ -				£ 164,845.47	£ 95,000.00	£ 95,000.00	£ 50,000.00
Earmarked Reserves 31/03/19	£ 216,281.90			£ 200,000.00			£ 489,626.38	£ 648,289.98	£ 627,618.00	£ 600,818.91	£ 615,100.00
General Reserves 31/03/19	£ 90,026.34			£ 90,000.00		Total Expenditure					
LCC Project EMR	£ 155,139.16			£ 140,000.00		Budget Net Totals per Committee	F & G				£ 118,100.00
							C&C				£ 325,900.00
							Staffing				£ 111,900.00
							Planning, Highways & Licensing				£ 9,200.00
							LCC Repair/Remodel				£ 50,000.00

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Leigh Town Council 2020/21 Medium Term Financial Plan									
INCOME	2020/21	2021/22	2022/23	2023/24	EXPENDITURE	2020/21	2021/22	2022/23	2023/24
Policy & Resources					Policy & Resources				
Interest	£ 800.00	£ 700.00	£ 600.00	£ 500.00	P & R Expenditure	£ 35,450.00	£ 37,000.00	£ 40,000.00	£ 48,000.00
Other Income	£ 1,300.00	£ 1,300.00	£ 1,300.00	£ 1,300.00	Office & Admin	£ 57,650.00	£ 60,000.00	£ 63,500.00	£ 67,000.00
					Strategic Objectives Fund	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 15,000.00
	£ 2,100.00	£ 2,000.00	£ 1,900.00	£ 1,800.00		£ 118,100.00	£ 122,000.00	£ 128,500.00	£ 130,000.00
					Staffing Committee				
					Council Staffing	£ 111,900.00	£ 113,500.00	£ 117,000.00	£ 120,500.00
Community Facilities					Community Facilities				
LCC Hire Income	£ 132,000.00	£138,000.00	£ 143,000.00	£150,000.00	Leigh Community Centre	£ 56,700.00	£ 60,000.00	£ 62,500.00	£ 66,000.00
LTC Use of LCC	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	Community Centre Staffing	£ 134,500.00	£ 138,500.00	£ 142,500.00	£ 147,000.00
Allotments Income	£ 19,000.00	£ 20,000.00	£ 20,500.00	£ 21,000.00	Allotments	£ 31,850.00	£ 27,000.00	£ 28,000.00	£ 34,500.00
Community Facilities		£ 75.00	£ 100.00	£ 125.00	Community Facilities	£ 14,200.00	£ 15,000.00	£ 15,000.00	£ 16,000.00
Health & Wellbeing Programmes	£ 13,000.00	£ 14,000.00	£ 15,000.00	£ 16,000.00	Health & Wellbeing	£ 45,600.00	£ 48,000.00	£ 50,000.00	£ 52,500.00
Environment Facilities & Services	£ 2,000.00	£ 2,200.00	£ 2,500.00	£ 2,700.00	Community Services Funding	£ 5,500.00	£ 8,000.00	£ 8,000.00	£ 8,500.00
					Community Partnership Progs.	£ 5,000.00	£ 5,250.00	£ 5,500.00	£ 5,750.00
					Environment Facilities & Services	£ 21,050.00	£ 22,000.00	£ 23,000.00	£ 24,500.00
					Committee Staffing	£ 11,500.00	£ 13,000.00	£ 13,000.00	£ 13,250.00
	£ 186,000.00	£194,275.00	£ 201,100.00	£209,825.00		£ 325,900.00	£ 336,750.00	£ 347,500.00	£ 368,000.00
Planning & Licensing					Planning & Licensing				
					Staffing	£ 9,200.00	£ 9,500.00	£ 9,700.00	£ 10,000.00
						£ 9,200.00	£ 9,500.00	£ 9,700.00	£ 10,000.00
					Resolved Capital Projects				
					LCC Refurbishment/Dilapidations	£ 25,000.00	£ 50,000.00	£ 50,000.00	£ 40,000.00
					LCC Remodel	£ 25,000.00			
						£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 40,000.00
Total Income	£ 188,100.00	£196,275.00	£ 203,000.00	£211,625.00	Total Expenditure	£ 615,100.00	£ 631,750.00	£ 652,700.00	£ 668,500.00

Leigh Town Council 2020/21 Budget Document											
Committee - Community & Culture											
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Leigh Community Centre						Leigh Community Centre					
Room Hire	£ 124,333.29	£ 127,862.81	£ 131,000.00	£130,000.00	£ 132,000.00	Insurance	£ 2,827.00	£ 2,570.17	£ 2,800.00	£ 2,650.00	£ 3,000.00
LTC Building Contribution	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 20,000.00	Business Rates	£ 7,689.00	£ 7,920.00	£ 8,300.00	£ 8,100.00	£ 8,500.00
Other Income	£ 618.95	£ 1,055.32	£ 500.00	£ -	£ -	Gas	£ 3,859.00	£ 3,416.14	£ 5,000.00	£ 4,000.00	£ 5,500.00
	£ 151,952.24	£ 155,918.13	£ 158,500.00	£157,000.00	£ 152,000.00	Electricity	£ 7,129.00	£ 6,180.31	£ 7,000.00	£ 6,300.00	£ 7,000.00
Community Facilities						Water	£ 1,605.00	£ 1,670.42	£ 1,750.00	£ 1,750.00	£ 2,000.00
SW Memorial Plaques		£ -	£ -	£ -	£ -	Catering	£ -	£ 896.89	£ 500.00	£ 150.00	£ 500.00
Loaned Equipment	£ 40.00	£ 40.00	£ 50.00	£ 21.00	£ -	Communications	£ 1,750.00	£ 1,583.21	£ 1,700.00	£ 1,700.00	£ 1,800.00
Red Phone Box	£ 300.00		£ -		£ -	Cleaning & Waste / H&S	£ 6,460.00	£ 5,341.32	£ 6,800.00	£ 4,500.00	£ 7,000.00
	£ 340.00	£ 40.00	£ 50.00	£ 21.00	£ -	Advertising	£ -	£ -	£ 1,000.00	£ 500.00	£ 1,000.00
Environment Fac & Services						Security & Alarms	£ 1,007.00	£ 1,113.39	£ 750.00	£ 1,200.00	£ 1,500.00
Christmas Lighting Sponsorship				£ 750.00	£ 1,000.00	Miscellaneous	£ 382.00	£ 148.05	£ 750.00	£ 250.00	£ 750.00
Hanging Basket Sponsorship				£ 750.00	£ 1,000.00	Licences	£ 1,649.00	£ 2,219.42	£ 2,000.00	£ 2,000.00	£ 2,400.00
	£ -	£ -	£ -	£ 1,500.00	£ 2,000.00	IT & Website	£ 545.00	£ 889.20	£ 1,000.00	£ 750.00	£ 1,500.00
						Janitorial Costs (Uniforms Etc)	£ 483.00	£ 78.00	£ 500.00	£ 300.00	£ 500.00
						Contingencies	£ -	£ -	£ 2,000.00	£ 500.00	£ 2,000.00
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	Postage	£ -	£ -		£ 500.00	£ 500.00
Community Facilities						Professional Fees	£ 5,735.00	£ 247.67	£ 1,000.00	£ 275.00	£ 500.00
Strand Wharf						Card Processing charges	£ 826.00	£ 689.01	£ 1,000.00	£ 700.00	£ 750.00
Maintenance	£ 779.35	£ 91.86	£ 500.00	£ 250.00	£ 500.00	Internal Maintenance	£ 5,058.00	£ 3,495.02	£ 5,000.00	£ 5,000.00	£ 5,000.00
Electricity	£ 192.08	£ 214.69	£ 230.00	£ 230.00	£ 250.00	External Maintenance	£ 259.00	£ -	£ 5,000.00	£ 5,000.00	£ 5,000.00
Planters	£ 593.05	£ 44.20	£ -	£ -	£ 100.00		£ 47,263.00	£ 38,458.22	£ 53,850.00	£ 46,125.00	£ 56,700.00
	£ 1,564.48	£ 350.75	£ 730.00	£ 480.00	£ 850.00	Community Centre Staffing	£ 138,926.26	£ 136,626.66	£ 128,464.00	£ 120,000.00	£ 134,500.00
Events Equipment	£ 89.12	£ 172.84	£ 500.00	£ 500.00	£ 500.00						
Red Phone Box	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	Repair Programme		£ 164,845.47	£ 70,000.00	£ 70,000.00	£ 25,000.00
	£ 389.12	£ 472.84	£ 800.00	£ 800.00	£ 800.00	Remodel			£ 25,000.00	£ 25,000.00	£ 25,000.00
Skate Park											
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	EMR as at 31/03/19					
Cleaning	£ 830.02	£ 767.90	£ 1,100.00	£ 900.00	£ 1,000.00	Strand Wharf Memorial Planters	£ 3,041.67				
Electricity	£ 174.53	£ 188.33	£ 250.00	£ 250.00	£ 250.00	Skate Park	£ 5,902.25				
Miscellaneous	£ 143.15	£ 100.00	£ 300.00	£ 150.00	£ 250.00	CFC Other	£ 1,831.03				
Grass Cutting	£ 450.00	£ 450.00	£ 500.00	£ 450.00	£ 500.00	Community Centre - general	£ 30,594.88				
Maintenance	£ 200.00	£ -	£ 1,000.00	£ 500.00	£ 2,500.00	Paddling Pool	£ 2,659.70				
Staffing Costs	£ 3,796.99	£ 4,902.77	£ 6,601.00	£ 7,612.00	£ 8,000.00						
	£ 5,644.69	£ 6,459.00	£ 9,801.00	£ 9,912.00	£ 12,550.00						
Totals	£ 7,598.29	£ 7,282.59	£ 11,331.00	£ 11,192.00	£ 14,200.00						

Leigh Town Council 2020/21 Budget Document					
Committee - Community & Culture continued					
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Allotments					
Manchester Drive Rent	£ 7,369.94	£ 7,665.00	£ 8,000.00	£ 8,000.00	£ 8,300.00
Leigh Site Rent	£ 3,289.50	£ 3,314.60	£ 3,500.00	£ 3,500.00	£ 3,600.00
Marshall Close Rent	£ 449.40	£ 484.50	£ 500.00	£ 500.00	£ 500.00
Non Resident Allotment levy					£ 3,000.00
Manchester Drive Water	£ 1,183.00	£ 1,427.00	£ 1,750.00	£ 2,300.00	£ 2,300.00
Leigh Water	£ 452.50	£ 563.50	£ 700.00	£ 1,200.00	£ 1,200.00
Marshall Close Water	£ 59.50	£ 83.50	£ 90.00	£ 110.00	£ 100.00
	£ 12,803.84	£ 13,538.10	£ 14,540.00	£ 15,610.00	£ 19,000.00
Health & Wellbeing					
Leigh Lights					
Traders donations	£ 2,250.00	£ 1,531.69	£ 2,000.00	£ 1,500.00	£ 1,500.00
Other income	£ 790.00	£ 671.64	£ 750.00	£ 1,500.00	£ 1,000.00
	£ 3,040.00	£ 2,203.33	£ 2,750.00	£ 3,000.00	£ 2,500.00
Community Transport					
Social Club					£ 500.00
Trip Sales	£ 1,267.00	£ 1,982.29	£ 2,500.00	£ 1,500.00	£ 2,500.00
	£ 1,267.00	£ 1,982.29	£ 2,500.00	£ 1,500.00	£ 3,000.00
Farmers' Market Fees					
Pitch income	£ 3,364.00	£ 2,747.00	£ 3,500.00	£ 2,500.00	£ 2,500.00
	£ 3,364.00	£ 2,747.00	£ 3,500.00	£ 2,500.00	£ 2,500.00
General Events					
Events at LCC	£ 6,400.60	£ 7,733.39	£ 3,500.00	£ 6,000.00	£ 5,000.00
Town Events	£ -	£ 2,173.86	£ 900.00	£ -	£ -
	£ 6,400.60	£ 9,907.25	£ 4,400.00	£ 6,000.00	£ 5,000.00
H&W TOTAL	£ 14,071.60	£ 16,839.87	£ 13,150.00	£ 13,000.00	£ 13,000.00
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Allotments					
Maintenance Costs	£ 2,858.21	£ 922.48	£ 2,500.00	£ 500.00	£ 2,500.00
Waste Clearance/Tree Work	£ 135.50	£ 5,853.00	£ 1,000.00	£ 1,600.00	£ 5,000.00
ASA Leigh Site	£ 1,600.00	£ 883.64	£ 1,600.00	£ 1,600.00	£ 1,600.00
ASA Manchester Drive	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00
ASA Marshall Close	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Capital Expenditure	£ 1,590.00	£ 1,243.45	£ 1,000.00	£ 500.00	£ 1,000.00
Affiliations	£ 55.00	£ 55.00	£ 65.00	£ 65.00	£ 100.00
Water Rates	£ 2,635.13	£ 2,903.11	£ 3,000.00	£ 3,500.00	£ 3,500.00
MDAS commission	£ 828.62	£ 943.80	£ 875.00	£ 875.00	£ 900.00
Staff Costs	£ 8,014.19	£ 8,768.27	£ 13,197.00	£ 14,730.00	£ 13,750.00
	£ 21,216.65	£ 25,072.75	£ 26,737.00	£ 26,870.00	£ 31,850.00
EMR as at 31-03-19					
Community Specials	£ 5,000.00				
Allotments General	£ 3,620.19				
Allotments Infrastructure	£ 1,160.28				
E&L General Services	£ 5,900.00				
E&L General Events	£ 6,086.30				
Leigh Lights	£ 10,159.90				
Community Transport	£ 800.00				

EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Health & Wellbeing					
Leigh Lights					
Security	£ 6,174.88	£ 6,241.86	£ 6,400.00	£ 6,400.00	£ 6,750.00
Entertainment/Outside Assistance	£ 425.00	£ 1,648.20	£ 2,500.00	£ 2,500.00	£ 2,500.00
Road Closures & Licences	£ 5,242.40	£ 5,631.32	£ 5,500.00	£ 5,650.00	£ 6,000.00
First Aid, Cleansing & promotion	£ 1,341.70	£ 902.39	£ 1,250.00	£ 1,250.00	£ 1,500.00
Sub-total	£ 13,183.98	£ 14,423.77	£ 15,650.00	£ 15,800.00	£ 16,750.00
Community Transport					
Ticket Purchases	£ 588.65	£ 1,225.91	£ 1,500.00	£ 1,500.00	£ 1,500.00
Social Club					£ 700.00
Travel Costs	£ 386.14	£ 466.50	£ 750.00	£ 1,000.00	£ 750.00
Driver Costs	£ 361.00	£ -	£ 300.00	£ -	£ 100.00
Refreshments	£ 535.54	£ 505.51	£ 700.00	£ 500.00	£ 700.00
CTA Membership	£ 254.17	£ -	£ 280.00	£ -	£ -
Miscellaneous	£ 20.99	£ 71.60	£ 100.00	£ 100.00	£ 100.00
Staff Costs	£ 3,471.94	£ 3,092.37	£ 5,434.00	£ 5,474.00	£ 4,750.00
Sub-total	£ 5,618.43	£ 5,361.89	£ 9,064.00	£ 7,074.00	£ 6,400.00
Farmers Market					
Hall Hire	£ 700.00	£ 748.00	£ 900.00	£ 900.00	£ 900.00
Leaflets/Publicity	£ 200.00	£ -	£ 500.00	£ 50.00	£ 250.00
Banners	£ 191.00	£ -	£ 200.00	£ 200.00	£ 200.00
Miscellaneous	£ 36.46	£ 36.07	£ 100.00	£ 100.00	£ 100.00
Staff Costs	£ 1,053.37	£ 3,269.05	£ 6,443.00	£ 6,397.00	£ 7,500.00
Sub-total	£ 2,180.83	£ 4,053.12	£ 8,143.00	£ 7,647.00	£ 8,950.00
General Events					
Events at LCC	£ 4,898.80	£ 8,032.55	£ 5,000.00	£ 7,500.00	£ 7,500.00
Town Events	£ 4,762.69	£ 4,839.72	£ 5,000.00	£ 4,000.00	£ 6,000.00
Sub-total	£ 9,661.49	£ 12,872.27	£ 10,000.00	£ 11,500.00	£ 13,500.00
H&W TOTAL	£ 30,644.73	£ 36,711.05	£ 42,857.00	£ 42,021.00	£ 45,600.00
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Environment Facilities & Services					
Hanging Baskets	£ 5,650.20	£ 5,649.90	£ 5,750.00	£ 5,716.00	£ 6,000.00
Good for Leigh		£ 429.39	£ 500.00	£ 500.00	£ 500.00
Christmas Lighting					
Column Testing 1/3	£ -	£ 1,750.00	£ 1,750.00	£ 3,800.00	£ 2,000.00
Installation Removal & Storage	£ 9,150.00	£ 9,550.00	£ 9,600.00	£ 9,600.00	£ 9,600.00
Electricity	£ 397.53	£ -	£ 450.00	£ 450.00	£ 450.00
Repairs & Renewals	£ -	£ -	£ 1,000.00	£ 500.00	£ 2,500.00
Capital Renewals	£ 9,012.00	£ 10,404.25	£ 5,000.00	£ 6,676.00	£ -
	£ 24,209.73	£ 27,783.54	£ 24,050.00	£ 27,242.00	£ 21,050.00
Community Partnership Programmes					
Community Specials	£ -	£ -	£ 2,500.00	£ -	£ -
Youth Group	£ -	£ 676.00	£ 1,500.00	£ 2,800.00	£ 5,000.00
	£ -	£ 676.00	£ 4,000.00	£ 2,800.00	£ 5,000.00
Community Services Funding					
First Aid Post	£ 860.00	£ 996.67	£ 1,000.00	£ 840.00	£ 1,000.00
School Crossing Patrol	£ 4,291.75	£ 4,396.67	£ 4,400.00	£ 4,400.00	£ 4,500.00
	£ 5,151.75	£ 5,393.34	£ 5,400.00	£ 5,240.00	£ 5,500.00
E&L Staffing Costs	£ 14,917.27	£ 10,079.97	£ 13,376.00	£ 9,103.00	£ 11,500.00

Leigh Town Council 2020/21 Budget Document					
Committee - Finance & Governance					
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Policy & Resources					
Interest	£ 1,090.11	£ 3,309.24	£ 800.00	£ 1,750.00	£ 800.00
Other Income	£ 1,555.99	£ 2,248.44	£ 1,300.00	£ 1,300.00	£ 1,300.00
	£ 2,646.10	£ 5,557.68	£ 2,100.00	£ 3,050.00	£ 2,100.00
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Policy & Resources					
Grant Award Fund	£ 4,412.80	£ 3,198.37	£ 5,000.00	£ 5,000.00	£ 5,000.00
Furniture & Equipment	£ 351.74	£ 2,144.16	£ 2,500.00	£ 2,500.00	£ 2,500.00
Elections	£ 2,920.82	£ 2,405.80	£ 8,000.00	£ 8,000.00	£ 3,000.00
Legal Costs	£ 25.00	£ 1,805.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
Annual Town Meeting	£ 464.38	£ 441.64	£ 750.00	£ 750.00	£ 750.00
Community Engagement	£ 10,242.96	£ 11,564.10	£ 11,000.00	£ 11,000.00	£ 12,000.00
Volunteer Programme	£ 4,714.24	£ 4,293.67	£ 4,500.00	£ 4,000.00	£ 4,500.00
LTC Website	£ 210.00	£ 270.00	£ 500.00	£ 500.00	£ 1,000.00
Civic	£ 129.77	£ 221.00	£ 250.00	£ 250.00	£ 250.00
Renewals Fund	£ 1,173.94	£ -	£ 3,000.00	£ 3,000.00	£ 2,500.00
Localism Act	£ 150.00	£ 7.49	£ 150.00	£ 150.00	£ 150.00
Other Expenditure	£ 1,089.94	£ 1,213.98	£ 1,200.00	£ 1,200.00	£ 1,300.00
	£ 25,885.59	£ 27,565.21	£ 39,350.00	£ 38,850.00	£ 35,450.00
Capital Fund/Projects	£ -	£ -	£ -	£ -	£ -
Town Council Office					
<i>Premises</i>					
Office Rental	£ 3,500.00	£ 3,500.00	£ 3,750.00	£ 3,750.00	£ 5,150.00
LCC Premises Use Grant	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 20,000.00
<i>Administration</i>					
Stationery	£ 832.85	£ 922.98	£ 1,500.00	£ 1,000.00	£ 1,250.00
Insurance	£ 6,453.16	£ 6,563.85	£ 6,700.00	£ 3,447.91	£ 3,650.00
Library	£ 69.94	£ 129.95	£ 300.00	£ 150.00	£ 200.00
Communication	£ 1,852.90	£ 1,841.73	£ 1,300.00	£ 1,500.00	£ 1,750.00
Photocopying	£ 2,885.47	£ 2,214.15	£ 3,250.00	£ 2,200.00	£ 2,500.00
Subscriptions	£ 1,843.16	£ 2,106.45	£ 2,200.00	£ 2,200.00	£ 2,300.00
Postage	£ 1,436.76	£ 1,501.15	£ 1,300.00	£ 1,200.00	£ 1,300.00
Entertaining	£ 120.00	£ -	£ 250.00	£ 250.00	£ 250.00
Licences	£ 35.00	£ 35.00	£ 250.00	£ 35.00	£ 100.00
Bank Charges	£ 1,168.00	£ 896.67	£ 1,300.00	£ 1,300.00	£ 1,400.00
Miscellaneous	£ 89.57	£ 283.56	£ 250.00	£ 250.00	£ 300.00
Professional Advice	£ 3,603.00	£ 330.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Audit	£ 2,560.00	£ 2,580.00	£ 3,000.00	£ 2,750.00	£ 3,000.00
IT	£ 4,038.87	£ 4,166.84	£ 6,000.00	£ 6,000.00	£ 6,500.00
<i>Training & Expenses</i>					
Training - Staff	£ 1,202.40	£ 1,930.00	£ 2,000.00	£ 2,000.00	£ 2,500.00
Expenses/Travel Costs - Cllrs	£ 339.77	£ 33.95	£ 1,000.00	£ 500.00	£ 750.00
Training - Cllrs	£ 1,362.52	£ 1,000.00	£ 2,500.00	£ 2,250.00	£ 2,500.00
Mileage & Expenses - Staff	£ 739.37	£ 1,091.40	£ 900.00		£ 1,250.00
	£ 61,132.74	£ 58,127.68	£ 65,750.00	£ 58,782.91	£ 57,650.00
EMR as at 31-03-19					
Elections	£ 19,344.77				
Renewals Fund	£ 21,086.02				
Grant Aid Awards	£ 5,471.18				
Volunteer Programme	£ 20,504.40	£2,500 vired to Youth Group			
Office Admin	£ 4,750.00				
Training	£ 2,000.00				
Legal Costs	£ 4,971.00				
IT	£ 10,000.00				

Leigh Town Council 2020/21 Budget Document					
Committee - Planning, Highways & Licensing					
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Planning					
Other Expenditure			£ -		
	£ -	£ -	£ -	£ -	£ -
Salaries					
Other staffing (proportionate)	£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
	£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00

LTC Staffing 2020/21				
Allocations			Budget 2019/20	Projected
Council Staffing	£108,200.00		£ 105,308.00	£ 103,645.00
LCC	£134,500.00		£ 128,464.00	£ 116,656.00
Skatepark	£8,000.00		£ 6,601.00	£ 7,612.00
Allotments	£13,750.00		£ 13,197.00	£ 14,962.00
Com Transp	£4,750.00		£ 5,434.00	£ 5,474.00
Farmers Market	£7,500.00		£ 6,443.00	£ 6,687.00
E&L	£11,500.00		£ 13,376.00	£ 9,103.00
Planning	£9,200.00		£ 12,145.00	£ 10,379.00
Volunteer	£2,500.00		£ 3,888.00	£ 2,471.00
	£299,900.00		£ 294,856.00	£ 276,989.00
Gradings 2020/21 predic	Gross Wage		Full Time	Part Time
Apprentice				1
SCP1	£17,364.00			1
SCP4	£18,426.00			1
SCP5	£18,795.00		1	1
SCP6	£19,171.00			1
SCP11	£21,166.00			1
SCP12	£21,589.00			1
SCP13	£22,021.00		1	
SCP14	£22,462.00		1	
SCP22	£26,317.00		1	1
SCP40	£42,683.00		1	
Total on costs	£63,098.35		58019 (19/20)	



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 Jill Healey
 Vice Chairman: Cllr Vivien Rosier
 Town Clerk: Helen Symmons *PSLCC*

Payments List 31st August 2019 – 31Oct 2019 Report 2729/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102890	£52.80	Essex Supplies (UK) Ltd	Cleaning materials
102891	£85.40	Viking	Stationery
102892	£95.00	Entertainer	Children's events
102893	£113.50	Staff member	Reimburse expenses
102894	£75.00	Entertainer	Children's events
102895	£120.00	The Play Inspection Company	Skate Park inspection
102896	£102.00	SLCC Enterprises Ltd	Staff training
102897	£72.00	Eclipse Scarves Ltd	Flag
102898	£217.47	Essex Supplies (UK) Ltd	Cleaning materials
102899	£1560.00	PKF Littlejohn LLP	External audit fee
102900	£59.00	Staff member	Reimburse expenses
102901	£1911.24	Edge IT Systems Ltd	Facilities & Finance systems annual contract
102902	£330.00	Crucis Designs Ltd	Structural inspection fire escape
102903	£1172.64	St John Ambulance	First Aid cover
102904	£37.16	Viking	Stationery
102905	£1465.78	PPL PRS Ltd	PPL & PRS licenses
102906	£93.38	Steve's Self Drive	Van hire events
102907	£140.00	Cash	Top up petty cash
102908	£420.00	Crucis Designs	Structural design
102909	£156.00	Vine HR Ltd	
102910	£350.00	Veolia Environmental Services (UK) Plc	Garden waste sacks
102911	£60.00	Entertainer	Community Transport entertainment
102912	£73.50	Fulton Paper	Paper

102913	£0.00	Cancelled cheque	Cancelled cheque
102914	£98.40	Edge IT Systems Ltd	Email setup for Facilities
102915	£190.00	Entertainer	Children's events
102916	£120.00	Entertainer	Children's events
102917	£21.60	Essex County Council	DBS check
102918	£360.00	BT Payphones	Red telephone box sponsorship
102919	£30.00	Plot-holder	Return of plot deposit
102920	£69.00	The Mayflower Leigh-on-Sea	Community Transport meal
102921	£60.00	Bricks 4 Kidz	Entertainment at Leigh Lights
102922	£339.66	James Todd & Co Ltd	Payroll processing
102923	£175.00	ACAS	Staff training
102924	£173.40	Staff member	Reimburse expenses
102925	£25.00	Plotholder	Refund deposit
102926	£75.00	Age Concern	Transport with driver
102927	£621.00	SLCC Enterprises Ltd	Conference attendance
102928	£1458.00	Greenworks Solutions Ltd	Washroom services
102929	£10.00	Plotholder	Key refund
102930	£37.80	Staff member	Travel expenses training
102931	£1603.08	Johnson Gillies	Contract administration
102932	£47.50	SLCC Enterprises Ltd	Book for library
102933	£70.00	Southend BC	Premises licence
BK TRS	£40.80	B&Q	Paint internal decoration Community Centre
BK TRS	£21000.00	Payroll	October payroll
BK TRS	£180.00	Newsquest Media	Leigh Lights advertisement
BK TRS	£125.00	Marshall Close	ASA agreement
BK TRS	£750.00	MDAS	ASA agreement
BK TRS	£400.00	LOSALGA	ASA agreement
BK TRS	£170.00	MDAS	Retained deposits
BK TRS	£25.00	LOSALGA	Retained deposits
BK TRS	£990.00	Giles Wilson Solicitors	Skate Park lease
BK TRS	£23000.00	Payroll	Payroll September
BK TRS	£4560.00	Roct NDT Services	Column testing re Christmas lighting
		Expenditure – Imprest Items	

	£28.78	Vistaprint	Signage at allotments
	£41.47	Solopress	Farmer's Market leaflets
	£21.00	Southend BC	Temporary event notice
		Expenditure – Direct Debits	
	£100.07	Biffa Environmental Services	Skate Park bins
	£130.43	Biffa Environmental Services	Bins
	£111.59	Biffa Environmental Services	Recycling bins
	£200.00	Francotyp Postalia Ltd	Postage
	£12.00	British Telecom	Mobile broadband
	£96.00	FP Teleset	Franking machine lease
	£810.00	Southend BC	Business rates Community Centre
	£12.00	Retail Funding Ltd	Card machine charges
	£199.92	British Telecom	Broadband charges
	£222.19	Wave	Sewerage charge Community Centre
	£305.47	DOTS	Photocopying and IT support
	£6.00	Paynetworkx	Virtual terminal charge
	£31.42	Global Payments	Card processing fees
	£18.97	Global Payments	Card processing fees
	£625.59	SSE	Electricity Community Centre
	£16.53	SSE	Strand Wharf electricity
	£100.07	Biffa Environmental	Bins Skate Park
	£90.68	Biffa Environmental	Recycling Community Centre

	£105.76	Biffa Environmental	Bins Community Centre
	£12.00	British Telecom	Mobile broadband
	£810.00	Southend BC	Business rates Community Centre
	£12.00	Retail Funding Ltd	Card machine charges
	£6.00	Paynetworx	Virtual terminal charge
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£322.31	DOTS	Photocopying and IT support
	£22.54	Global Payments	Card processing fees
	£27.95	Global Payments	Card processing fees
	£62.77	SSE	Skate park electricity
	£670.34	SSE	Community Centre electricity
	£992.14	British Telecom	Telephone & broadband Council and Community Centre

[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 Jill Healey
Vice-Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons PSLCC

Spatial Plan – Action report

Report 2727A/HS

26th September 2019

At the Spatial Plan PDG meeting 27th August 2019, the following was reported:

‘The Group discussed Movement item 7 in depth (Investing in the Cinder Path). This is a complicated and long term proposal but liked the Town Clerk’s suggestion of a LTC task force team that could at least assist with keeping the path and other areas of the town weed and litter free. The Town Clerk will make contact with the appropriate officer at the Borough to enquire further as to whether this is a possibility.’

The Town Clerk contacted Southend Borough Council. Her email was passed to the Waste, Environmental Care and Street Cleansing Team and as a result the Service Manager and a Veolia representative attended a meeting with the following Councillors present: Cracknell, Evans, Parker and Rosier as well as the Town Clerk.

A Clean City Workshop presentation was made which gave an overview of the SBC/Veolia contract, the challenges and the opportunities.

It was felt that there were definitely some options for LTC to assist but more in the way of harnessing community involvement to improve Borough Standards. The Borough Council have various volunteer initiatives – Customer Liaison Group, Volunteer beach cleans, Street Champions, Make Southend Sparkle and Snow Wardens. Assisting with promotion of these, directing volunteers towards these initiatives and encouraging residents to make timely reports on MySouthend would definitely make an impact on the service levels and assist in achieving the improvements that would be hoped for.

Initial ideas were:

- To ensure that LTC has a direct link on its website to MySouthend.
- Constantly encourage residents to report through MySouthend channel as it goes straight in to the Veolia system.
- Promote the Street Champions initiative in the next edition of the magazine
- Consider sponsoring through the ‘Good for Leigh’ campaign 10 street champion kits @ £30 each
- SBC will work with LTC if funding found for more litter bins inc. dog bins
- Consideration of funding for a Leigh ‘fish bin’ by the beach
- Continue to support and direct volunteer groups through Make Southend Sparkle



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Town Clerk: Helen Symmons PSLCC

Spatial Plan – Action report

Report 2727B/HS

9th October 2019

At the Spatial Plan PDG meeting 27th August 2019, the following was reported:

'Movement Proposals

An invitation will be sent to SBC Cllr Ron Woodley, Cabinet Member for Transport, Capital & Inward Investment to discuss the proposal within the Final Report'

Cllr Woodley very kindly accepted the Council's invitation and attended a meeting with 5 Councillors present along with the Town Clerk. He gave a brief financial summary with regard to Highways revenue and expenditure and spoke about a few ideas being considered. Once a level of guaranteed revenue can be foreseen then in his opinion, projects such as the cinder path could be considered.

A good general discussion took place with regard to some of the movement proposals in the Spatial Plan but also the Town in general and a number of ideas were chatted over.

Cllr Woodley was very open to receiving ideas from Leigh Town Council not just in Old Leigh but other areas of the town. Clearly nothing could be guaranteed but if the Council provided clear well thought out proposals then they would be looked at. Ideally if there was any revenue element to the ideas then this would assist but the loss of revenue for any proposals with regard to Old Leigh car parks would perhaps not make too significant an impact as the car parks are not large ones.

Other discussions centred around a resident/visitor parking, additional parking opportunities, moderating speed, road crossings.

Additionally it was mentioned that the possibility existed for lobbying MP's. In particular the group chatted about three areas:

Pavement parking, Council tax re-assessment and Council homes means testing.

FREEDOM OF INFORMATION REQUEST

PP Mrs H. Symmonds Town Clerk

Dear Mrs Stratton,

We the Manchester Allotment Committee are writing to request information under the Freedom of Information Act of 2000 as to the exact running costs individually itemized of the Manchester Allotment site.

If our request is denied in whole or in part we ask that you justify all deletions by reference to specific exemptions of the act. We would also expect you to release all non exempt material.

We reserve the right to appeal any decision to withhold any information.

We would be grateful if you would confirm in writing that you have received this request.

We look forward to your response within twenty working days as outlined by the statute.

ACKNOWLEDGEMENT RESPONSE

Thank you for your letter 5th November addressed to Mrs Stratton. All requests are processed by the Town Clerk hence my reply.

Your letter fails to state for what period you are seeking the information, so please could you clarify and then I can review the request.

For your committee's information, each year every Town and Parish Council publishes a notice of public rights and publication of unaudited annual governance and accountability return. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2019, these documents were available from Monday 17 June 2019 until Friday 26 July 2019. The copy of the notice is still available on the website:

<http://www.leighonseatowncouncil.gov.uk/uploads/assets/S19052409310.pdf>

With the new committee structure, I recognise that the allotment budget has not been published in detail recently so have attached below the income and expenditure account as at the last C&C Committee 8th October 2019.

ALLOTMENTS DETAILED BUDGET					2019/20					
INCOME	Budget 2019/20	Income Received	Balance	% Received	EXPENDITURE	EMR - B/F	Budget 2019/20	Expenditure	Balance	% Spent
Manchester Drive Rent	£ 8,000.00	£ 488.50	£ 7,511.50	6.11%	Maintenance Costs	£ 3,620.19	£ 2,500.00	£ 30.33	£ 2,469.67	0.50%
Leigh Site Rent	£ 3,500.00	£ 19.00	£ 3,481.00	0.54%	Waste Clearance/Tree Work		£ 1,000.00	£ 1,574.99	-£ 574.99	
Marshall Close Rent	£ 500.00	£ -	£ 500.00	0.00%	ASA Leigh Site		£ 1,600.00	£ 800.00	£ 800.00	50.00%
Manchester Drive Water	£ 1,750.00	£ 80.50	£ 1,669.50	4.60%	ASA Manchester Drive		£ 3,000.00	£ 1,500.00	£ 1,500.00	50.00%
Leigh Water	£ 700.00	£ 2.50	£ 697.50	0.36%	ASA Marshall Close		£ 500.00	£ 250.00	£ 250.00	50.00%
Marshall Close Water	£ 90.00	£ -	£ 90.00	0.00%	Capital Expenditure	£ 1,160.28	£ 1,000.00	£ -	£ 1,000.00	0.00%
Keys		£ 57.00	-£ 57.00		Affiliations		£ 65.00	£ 23.98	£ 41.02	36.89%
Tenancy Deposits		£ 450.00	-£ 450.00		Water Rates		£ 3,000.00	£ 2,672.46	£ 327.54	89.08%
					Keys & Refunds			£ 111.00	-£ 111.00	
					Tenancy Deposits			£ 140.00	-£ 140.00	
					MDAS Commission		£ 875.00	£ 61.06	£ 813.94	6.98%
					Associated staffing costs		£ 13,197.00	£ 5,937.12	£ 7,259.88	44.99%
TOTAL INCOME	£ 14,540.00	£ 1,097.50	£ 13,442.50	7.55%	TOTAL EXPENDITURE		£ 26,737.00	£ 13,100.94	£ 13,636.06	49.00%

All Town and Parish Councils have to be transparent to their electors and so whilst MDAS is not an elector but a separate legal entity, as the Society does have electors within it, naturally we have no qualms sharing this information. The financial information will be next updated for the C&C Committee in December and I will ensure that the allotments budget is detailed on the agenda for all to see.

Complaint 1

A complaint was made by a hirer of the Community Centre with regard to a Councillor parking in the disabled bay at Leigh Community Centre on a Saturday but not visiting the Centre and not in possession of a disabled badge. The hirer was disabled with a disabled badge and using the Centre for a birthday party. The caretaker on duty gave the hirer permission to block the Councillor's car in. After two hours the Councillor returned and disturbed the party to have the vehicle moved so they could depart. The Town Clerk has the assurance from the Councillor that they will not use the disabled parking bay until they are in possession of a disabled badge and only then can it be used when the Councillor is visiting the Community Centre. The complainant was accepting of this.

Complaint 2

A complaint was made to the editor of the magazine regarding the recent edition where the centre spread was given to the voice of the Youth Forum. The complainant stated that the section appeared to give support to Extinction Rebellion, an organisation, the aims and methods of which the complainant thoroughly disapproved. The complainant believed that in paying their council tax there were paying for this publication and thought that the Council should consider whether it was right to support such a contentious political organisation. The editor has written to the complainant as follows:

'Thank you for your e mail regarding the Youth Forum centre spread section.

The Youth Forum has been running for a few months now and we are lucky enough to have a group of young people who are keen to have their voices heard and who are willing to give up their time to come along and talk to us about their ideas and concerns. The purpose of the Youth Forum centre spread is for our young people to feel that their opinions are important enough to merit the inclusion in Leigh Town Council News.

Not surprisingly, looking after the environment is one of the themes that has been discussed in each of our Youth Forum meetings. The young people have expressed their worries and fears on what might happen during their lifetimes and they are passionate about wanting to do something to mitigate the risks that are communicated so frequently via the media. Of course, organisations such as Extinction Rebellion are something that they will have heard about and so are on their radar. As a Council, we do not endorse specific organisations but will do our utmost to create opportunities for our young people to work with us on improving the local environment. Indeed, one of the strategic aims of the Town Council is,

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

The column was written and included before the latest protests and our youth are not part of the protest but part of the conversation.'

For Council to note – the magazine article clearly stated that the organisation is apolitical

Complaint 3

A complainant was made to Southend Borough Council, copying in the Town Council as the complainant believed the Borough owned the land behind the complainant's property. The complaint related to Marshall Close allotments and therefore the Town Clerk wrote to the complainant advising that Southend Borough Council would refer the matter to the Council (which they subsequently did). The complaint related to the fact that the gate to the property had been screwed shut from the allotment side and the resident believed they had a right of way. They stated that it was an act of criminal damage/vandalism which had been reported to the police. The Town Clerk responded as follows:

'I am in receipt of a copy of your formal complaint letter sent to Southend Borough Council.

Southend Borough Council do not own the land behind your property, Leigh-on-Sea Town Council do. In this respect I am sure you will at some point receive a letter from the Borough advising so and directing you to Leigh Town Council. In this respect to save time, I thought I would write now.

We had been advised back in July that produce from the allotment site had been going missing and plot holders had seen you on the site, disappearing as soon as you were spotted. Your property is the only one with a gate to the rear of a garden. The rest of the allotment site is locked by a gate to the entrance. It was at that time that plot holders advised that they had screwed the gate shut from the allotment land side to prevent access to this private land.

On Monday we were advised by plot holders by email that the screws had been removed from the gate. My instruction to the plot holders was to NOT attach anything further to your gate but to erect a structure on the Council's land to prevent access through the gate. If your gate opens inward then you will still be able to open it but just not gain access to the Council's private land.

As stated in the letter 6th November, you do not have a right of access and this has been checked to the land registry documents. I can find no record that you have ever contacted Leigh Town Council and therefore no evidence that the Council have had to dispute your claim before. If you can find evidence to the contrary that you do indeed have a right of access, the Council will be happy to view this.

In the meantime, should you ever need to undertake repairs to your boundary fence and need access to the allotment land, please do contact the Council as we shall be accommodating in the matter.'