



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 Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

Town Clerk: Helen Symmons PSLCC



Members are requested to attend an online meeting of the
FINANCE & GOVERNANCE COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday, 2nd March 2021** commencing at **7.30 p.m.**

This meeting is being held in accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

All participants are requested to enter the waiting room between 7.15 and 7.25 pm, ready for the meeting to commence at 7.30 pm. Members of the public are requested to email Council in advance of the meeting to give notice that they would like to attend and whether they would like to speak in the public participation section of the agenda.

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/2840165282?pwd=MVhpYnVNODBzSXk5U1hqUjFZKzJDZz09>

or use the Zoom App on your device and input:

Meeting ID: 284 016 5282

Password: 1996

Or you can phone dial into the meeting audio using one of the phone numbers:

One tap mobile

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Dial by your location

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Meeting ID: 284 016 5282

Password: 1996

Members of Council and members of the public are reminded that the meeting may be recorded by the Town Clerk in both audio and video to assist with the recording of Council minutes.

Committee Membership

Cllrs: *David Bowry, Doug Cracknell, Keith Evans, Anita Forde, Paul Gilson, Jill Healey, Carole Mulroney and Andy Wilkins*

AGENDA

1. APPOINTMENT OF COMMITTEE CHAIRMAN
2. CHAIRMAN'S VIRTUAL MEETING PROTOCOL ANNOUNCEMENT
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF MEMBERS' INTERESTS
5. APPROVAL OF THE MINUTES OF THE MEETING 20TH SEPTEMBER 2020
6. PUBLIC REPRESENTATIONS

Thank you correspondence was received from those given Grants Aid Awards in September. Quotes from the correspondence will be included in the next edition of the magazine.

7. TOWN CLERK'S REPORT ([Appendix 1](#)) page 6

POLICY DECISIONS

Copies of all the documents below were provided to the Committee in advance of the meeting

8. COMMUNITY ENGAGEMENT WORKING GROUP

At the Council meeting 19th January 2021

‘Council **RESOLVED** to set up a working group along with the Marketing & Profile Officer and Events & Project Officer to formulate engagement guidelines to present to the Finance & Governance Committee in March and any recommendations as well to alter the current Statement of Intent – Community Engagement.

The following Councillors volunteered to be a part of the group: Cllrs Bowry, Evans, Forde, O’Boyle, Smith and Wilkins.’

A meeting was held 24th February and the group have submitted the following Social Media Engagement Guidelines for approval and **recommendation to Council**. The Town Clerk would like the Committee to note that Staff already engage in this way.

Social Media Engagement Guidelines

Professional – *to not be drawn into heated discussion or become defensive or argumentative when engaging with others.*

Accessible - *we should ensure all residents understand the responses and keep language simple and concise.*

Positive – *encourage positive interactions. Social media can attract complainers - we need to ensure we take negative rants offline as soon as possible.*

Responsive - *This is key, even if it's to just to direct them elsewhere or to let them know you need to seek more information. Aiming to respond within 48hours would be ideal. A major frustration with many members of the public is red tape - if we respond to queries as quickly and as accurately as possible and direct residents to the right place we are creating 'little wins' and gaining their trust.*

Factual and Efficient – *only share credible information with permission to share it. Credit other people's work, ideas and links and be as helpful as possible.*

The group have made no recommendation to alter the Statement of Intent so that will remain under scheduled review for November 2021. As the Social Media, Internet and Email Policy was due for a scheduled review at this Committee meeting, the group were asked to also consider this policy. They had no suggestions for any revisions and it is **RECOMMENDED** that the reviewed Policy be adopted **with recommendation to Council**

It is **RECOMMENDED** that a further Community Engagement PDG be held to discuss the subject of community engagement further.

9. LONE WORKER POLICY

It is **RECOMMENDED** that the Committee undertake the scheduled review with **recommendation to Council**.

10. RISK MANAGEMENT STRATEGY

It is **RECOMMENDED** that the Committee undertake the scheduled review with **recommendation to Council**.

11. RISK REGISTER

It is **RECOMMENDED** that the Committee undertake the scheduled review with **recommendation to Council**.

12. GOVERNANCE STATEMENTS

To comply with the year-end audit requirements, it is **RECOMMENDED** that the Committee consider each of the 8 statements of assurance and that the annual governance statement, together with each accounting statement be **recommended to Council for adoption**.

RESOURCES

13. CIL PDG **DECISION ITEM**

Further research was made in to the suggested projects of the CIL PDG group and the following is **RECOMMENDED** by the group for approval:

Table Tennis Table in Bonchurch Park and a multi-use picnic table (subject to Southend Borough Council approval) £2,995 + VAT

2 multi-use picnic tables in Library Gardens (subject to Southend Borough Council approval) £1,500 + VAT

Skate Park seating area refurbishment to include shingle and fencing with picnic tables and low level benching £14,000 + VAT

The Group are still researching one further idea and will report back in due course with details.

If the above are approved, then a CIL fund of £18,994.63 would still remain for future projects. The next CIL receipt will be in July 2021 which will add to this fund.

14. MOTION FROM CLLR GILSON, SECONDED CLLR FORDE (SUBMITTED 22ND OCTOBER 2020) **DECISION ITEM**

To purchase business cards and identify lanyards for councillors.

This motion is to ensure that councillors are identified and transparent when engaged with the residents and in public.

The business card should have the emblem of LTC, name of the councillor, their council email and LTC email and contact details.

The councillor can add their own email and telephone number if they so wish.

Note to the Committee from the Town Clerk. No financial details were presented with the motion. The costs below are therefore provided by the Town Clerk using our existing supplier for badges and obtaining a quote from a local print company who would design the business cards. To supply a box of 250 single sided business cards per councillor would cost £583.52. For lanyards the cost would be £307.20 including delivery and councillors need to supply a picture.

There is no budget provision for this at present and therefore if resolved by the Committee, it will need overall approval by Council with a budget allocation.

15. LTC MAGAZINE

Issue 13 of Leigh-on-Sea Town Council News Magazine is currently in production with the Editorial Group. Publication will be towards the end of April.

FINANCIAL

16. COMMITTEE AND COUNCIL BUDGETS 2020/21 ([Appendix 2](#)) page 7

17. QUARTERLY FINANCE CHECK

Cllr Evans completed all the quarterly checks up to the end of 2020. No issues were found.

18. BANK RECONCILIATION CHECK

Cllrs Bowry, Bromfield and Healey have completed all reconciliation checks to the end of 2020. No issues were found.

19. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 3](#)) page 16 **DECISION ITEM**

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

20. BANK ACCOUNT BALANCE AS AT 19TH FEBRUARY 2020

HSBC Current	£ 6,059.15
HSBC BMM	£ 70,490.47
HBC Payroll	£ 3,756.86
HSBC Imprest	£ 840.71
CCLA (PSDF)	£ 422,489.98

21. REVIEW OF INTERNAL AUDITOR 2020/21

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

Corporate Governance
Purchasing and Payment Procedures
Assessment and Management of Risk
Budgetary Control and Reserves
Review of Income
Petty Cash Account
Salaries and Wages
Asset Registers

Investment and Loans
Statements of Accounts and Annual Return

Three visits a year are usually made with the Auditor working within the office to check that accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers. During 2020 this was undertaken remotely albeit with some difficulty. The work carried out is to an acceptable level with good service.

22. RECOMMENDATION FROM COMMUNITY & CULTURE COMMITTEE **DECISION ITEM**

Minute 74 TO CONSIDER UNDERSPENDS IN 2020/21 BUDGET TO EARMARK AS A RESERVE

RECOMMENDED as follows to Council via F&G Committee

EMR	Proposed movement/creation	2020/21 Closing EMR
Allotments General (£3,620.19)	£1,500	£5,120.19
H&W Events (£7,086.30)	£10,000	£17,086.30
Leigh Lights Structure (£7,859)	£4,500	£12,359.00

23. TO CONSIDER ANY UNDERSPENDS IN THE 2020/21 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE **DECISION ITEM**

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

EMR	Proposed increase/creation	2020/21 Closing EMR
Office Rent	£1,650	£1,650
Furniture & Equipment (£3,500)	£1,000	£4,500
Grant Award Fund (£5,471.18)	£2,000	£7,471.18
Legal Costs (£7,475)	-£3,620	£3,855
Renewals Fund (24,086.02)	£2,500	£26,586.02
Social Isolation Projects	£4,767.60	£4,767.60
Emergency Community Fund	£8,580	£8,580
I.T (£1,500)	£1,000	£2,500
Strategic Plan Projects	£15,000	£15,000

Helen Symmons

Helen Symmons
Town Clerk
25th February 2021

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

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2019/20

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 05-03-19	77. PSPO	RESOLVED to write to SBC expressing concern		Advised Deputy Chief Exec (Place) will respond direct	TC advised CEO SBC Jan 2020 that there is some knock on effect. It will be monitored by SBC NFA	
P&R 05-03-19	83. CIL Projects	RESOLVED £6,000 of CIL for Belton Hills nature boards		Town Clerk to work in partnership with SBC	Artwork found by SBC. Checking it is still valid.	TC
F&G 03-03-20	43. Internal Audit report	RESOLVED recommendation of auditor	03-03-20	MDAS advised. Office arranging new system	NFA	
F&G 03-03-20	45-48 Annual policy/governance items	RESOLVED with recommendation to Council	17-03-20	On Council agenda	NFA	
F&G 03-03-20	51,52,54 EMR recommendations	RESOLVED with recommendation to Council	17-03-20	On Council agenda	NFA	
F&G 03-03-20	55. Investment Product	RESOLVED £100k to invest in CCLA Property Fund	10-03-20	Before investment was arranged fund closed to new applicants due to COVID	The Town Clerk will monitor reopening of the fund but due to COVID the financial situation of Council has changed and therefore a referral will be made back to Council in due course	TC
F&G 03-03-20	58. Approve expenditure	RESOLVED with recommendation to Council	17-03-20	On Council agenda	NFA	

[Agenda](#)

FINANCE & GOVERNANCE DETAILED BUDGET					2020/21					
INCOME	Budget 2020/21	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2020/21	Expenditure	Balance	% Spent
Precept	£ 447,392.00	£ 447,392.00	£ -	100.00%	Grant Award Fund	£ 5,471.18	£ 5,000.00	£ 2,445.20	£ 2,554.80	23.35%
Enovert Grant for Skate Park		£ 13,000.00			Furniture & Equipment	£ 3,500.00	£ 2,500.00	£ 1,127.47	£ 1,372.53	18.79%
Bank Interest	£ 800.00	£ 911.67	-£ 111.67	113.96%	Elections	£ 27,344.77	£ 3,000.00	£ 4,087.75	-£ 1,087.75	13.47%
Other Income	£ 1,300.00	£ 189.75	£ 1,110.25	14.60%	Legal Costs	£ 7,475.00	£ 2,500.00	£ 825.00	£ 1,675.00	8.27%
VAT Refund (for info only)		£ 55,579.33			Annual Town Meeting		£ 750.00	£ -	£ 750.00	0.00%
					Community Engagement		£ 12,000.00	£ 10,403.70	£ 1,596.30	86.70%
					Volunteer Programme	£ 4,004.40	£ 4,500.00	£ 2,173.54	£ 2,326.46	25.56%
					LTC Website		£ 1,000.00	£ 160.00	£ 840.00	16.00%
					Civic		£ 250.00	£ 145.00	£ 105.00	58.00%
					Renewals Fund	£ 24,086.02	£ 2,500.00	£ -	£ 2,500.00	0.00%
					Other Expenditure		£ 1,300.00	£ -	£ 1,300.00	0.00%
					Localism Act		£ 150.00	£ -	£ 150.00	0.00%
					Social Isolation Projects		£ 5,000.00	£ 232.40	£ 4,767.60	4.65%
					Emergency Community Fund		£ 10,000.00	£ 1,420.00	£ 8,580.00	14.20%
TOTAL INCOME	£ 449,492.00	£ 461,493.42	£ 998.58	102.67%	TOTAL EXPENDITURE		£ 50,450.00	£ 21,367.66	£ 29,082.34	42.35%

OFFICE ADMIN DETAILED BUDGET				2020/21
EXPENDITURE	Budget 2020/21	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 5,150.00	£ 3,500.00	£ 1,650.00	67.96%
LCC Premises Use Grant	£ 20,000.00		£ 20,000.00	0.00%
	£ 25,150.00	£ 3,500.00	£ 21,650.00	13.92%
EMR - Office Admin £9750, IT £1,500				
Stationery	£ 1,250.00	£ 309.82	£ 940.18	24.79%
Insurance	£ 3,650.00	£ 3,475.24	£ 174.76	95.21%
Library	£ 200.00	£ -	£ 200.00	0.00%
Communication	£ 1,750.00	£ 1,452.34	£ 297.66	82.99%
Photocopying	£ 2,500.00	£ 2,025.49	£ 474.51	81.02%
Subscriptions	£ 2,300.00	£ 2,410.92	-£ 110.92	104.82%
Postage	£ 1,300.00	£ 936.92	£ 363.08	72.07%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 100.00	£ 35.00	£ 65.00	35.00%
Bank Charges	£ 1,400.00	£ 217.90	£ 1,182.10	15.56%
Miscellaneous	£ 300.00	£ 50.00	£ 250.00	16.67%
Professional Advice	£ 1,000.00	£ -	£ 1,000.00	0.00%
Audit	£ 3,000.00	£ 2,190.00	£ 810.00	73.00%
IT	£ 6,500.00	£ 4,344.31	£ 2,155.69	66.84%
Training EMR £2000				
Training - Staff	£ 2,500.00	£ 1,511.44	£ 988.56	60.46%
Expenses/Travel Costs - Cllrs	£ 750.00	£ -	£ 750.00	0.00%
Training - Cllrs	£ 2,500.00	£ 2,157.90	£ 342.10	86.32%
Mileage & Expenses - Staff	£ 1,250.00	£ 628.86	£ 621.14	50.31%
	£ 32,500.00	£ 21,746.14	£ 10,753.86	66.91%
	£ 57,650.00	£ 25,246.14	£ 32,403.86	43.79%

Leigh Town Council Main Budget Report					2020/21				
INCOME	Budget 2020/21	Income Received	Balance	% Received	EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
General Reserve B/F		£ 80,239.09							
Finance & Governance Committee					Finance & Governance Committee				
Precept	£447,392.00	£ 447,392.00	£ -	100.00%	Policy & Council Resources	£ 50,450.00	£ 21,367.66	£ 29,082.34	42.35%
Grants (re Skate Park)	£ -	£ 13,000.00	-£ 13,000.00		Office & Council Administration	£ 57,650.00	£ 25,246.14	£ 32,403.86	43.79%
Interest	£ 800.00	£ 911.67	-£ 111.67	113.96%	Strategic Plan Projects Expenditure	£ 15,000.00		£ 15,000.00	
CIL Income		£ 21,911.07			CIL Expenditure		£ -	£ -	
Other Committee Income	£ 1,300.00	£ 189.75	£ 1,110.25	14.60%		£ 123,100.00	£ 46,613.80	£ 76,486.20	37.87%
	£449,492.00	£ 483,404.49	-£ 12,001.42	107.54%					
					Staffing Committee				
					Council Staffing	£ 113,257.00	£ 99,692.30	£ 13,564.70	88.02%
Community & Culture Committee					Community & Culture Committee				
Leigh Community Centre	£132,000.00	£ 6,859.46	£ 125,140.54	5.20%	Leigh Community Centre	£ 56,700.00	£ 31,465.36	£ 25,234.64	55.49%
LTC Use of LCC	£ 20,000.00	£ -	£ 20,000.00	0.00%	Community Centre Staffing	£ 134,500.00	£ 70,217.82	£ 64,282.18	52.21%
Allotments	£ 19,000.00	£ 21,706.80	-£ 2,706.80	114.25%	Allotments	£ 31,850.00	£ 22,890.71	£ 8,959.29	71.87%
Community Facilities	£ -	£ -	£ -		Community Facilities	£ 14,200.00	£ 11,619.40	£ 2,580.60	81.83%
Health & Wellbeing Programme	£ 13,000.00	-£ 147.80	£ 13,147.80	-1.14%	Health & Wellbeing Programme	£ 46,300.00	£ 24,083.25	£ 22,216.75	52.02%
Environment Facilities & Services	£ 2,000.00	£ -	£ 2,000.00		Community Services Funding	£ 5,500.00	£ -	£ 5,500.00	0.00%
Friends of LCC	£ -	£ -	£ -		Community Partnership Programmes	£ 5,000.00	£ -	£ 5,000.00	0.00%
Insurance Claim - roof		£ 2,265.00			Environment Facilities & Services	£ 21,050.00	£ 9,150.00	£ 11,900.00	43.47%
Govt. Grant re COVID-19 shutdown		£ 27,000.00			Committee Staffing	£ 11,500.00	£ 7,229.18	£ 4,270.82	62.86%
	£186,000.00	£ 57,683.46	£ 157,581.54	31.01%	Friends of LCC		£ -		
						£ 326,600.00	£176,655.72	£149,944.28	54.09%
Planning, Highways & Licensing					Planning, Highways & Licensing	£ 9,200.00	£ 7,635.61	£ 1,564.39	83.00%
Total Income	£635,492.00	£ 541,087.95	£ 145,580.12	85.14%	Resolved Capital Projects				
	YR end 19/20		YR end 20/21		LCC Refurbishment	£ 54,425.00	£ 48,708.90	£ 5,716.10	89.50%
Capital Reserves	£212,857.92		£ 67,939.52		LCC Remodel	£ 25,000.00	£138,196.50	-£113,196.50	552.79%
Earmarked Reserves	£201,626.67		£ 250,504.27		Skate Park Improvements		£ 41,058.00	-£ 41,058.00	
CIL Reserve	£ 35,595.48		£ 57,506.07			£ 79,425.00	£227,963.40	-£148,538.40	287.02%
3rd Party monies	£ 10,998.36		£ 10,998.36		Total Expenditure	£ 651,582.00	£558,560.83	£ 93,021.17	
					Current General Reserves		£ 62,766.21		
					Est. General Reserve @ yr end		£ 83,000.00		



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Payments List 7th Jan 2021 – 19th Feb 2021 Report 2761/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
BK TRS	£54.00	SLCC Enterprises Ltd	Staff training
BK TRS	£19.93	Mark One Hire Ltd	Acrow prop hire
BK TRS	£2778.00	Mansard Roofing Ltd	First floor chimney area roof works LCC
BK TRS	£282.06	James Todd & Co Ltd	Payroll processing
BK TRS	£540.00	Blake Contractors Ltd	CCTV cameras additional install LCC
BK TRS	£20000.00	Payroll	January payroll
BK TRS	£38.93	NALC	Staff training
BK TRS	£42.00	SLCC Enterprises Ltd	Staff training
BK TRS	£35854.80	Gowlain Building Group Contractors Ltd	LCC remodel
BK TRS	£23.98	Viking Direct	Stationery
BK TRS	£19.93	Mark One Hire Ltd	Acrow prop hire
BK TRS	£52.98	Amazon	Stationery
BK TRS	£73.32	Room hirer	Room hire refund
		Expenditure – Imprest Items	
	£100.00	Southend BC	Amendment to premises licence LCC
	£23.00	Southend BC	Amendment to premises licence LCC
	£11.99	Zoom Communications	Monthly subscription
	£63.88	B&Q	Chains to limit access at Skate Park
	£96.00	Heart Internet	Domain renewal

	£44.80	Baker Ross	Stones for children's events
	£11.99	Zoom Communications	Monthly subscription
		Expenditure – Direct Debits	
	£12.00	Retail Funding Ltd	Card machine fee
	£425.08	SSE	Electricity LCC
	£296.65	DOTS	Photocopying and IT support
	£27.78	Global Payments	Card processing fees
	£825.33	SSE	Gas LCC
	£449.38	SSE	Electricity LCC
	£16.65	SSE	Electricity Strand Wharf
	£1031.81	British Telecom	Phones and broadband LTC and LCC
	£442.80	CF Corporate Finance	Photocopier lease
	£326.80	CF Corporate Finance	Dokoni software lease
	£110.22	Biffa Environmental	Bin collection Skate Park
	£120.88	Biffa Environmental	Bin collection LCC
	£26.35	British Telecom	Mobile broadband
	£62.96	SSE	Skate park electricity
	£12.00	Retail Funding Ltd	Card machine fee
	£297.79	DOTS	Photocopying and IT support
	£23.34	Global Payments	Card processing fees

[Agenda](#)