



Leigh-on-Sea Town Council

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



Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 7th June 2016** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.00 pm when it is hoped to transact the following business.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 17th MAY 2016
5. PUBLIC REPRESENTATIONS

ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2016

6. ANNUAL GOVERNANCE STATEMENT (Appendix 1)

The Council considered the Accounting Statements at Council 15th March where the 8 statements were read out individually and **RESOLVED** after each statement – **Minute 116**.

Since receiving the audit pack, it has been **NOTED** that the phraseology in Statement 1 has changed to the following:

'The Council have put in place arrangement for effective financial management during the year, and for the preparation of the accounting statements'.

It is **RECOMMENDED** that the statement be read and **RESOLVED** by Council.

It is **RECOMMENDED** that Council consider the findings of the review 15th March 2016 Statements 1-8 and the review of Statement 1 above and **RESOLVE** the Annual Governance Statement, with the Chairman and Acting Town Clerk signing the document.

7. ANNUAL ACCOUNTS (Appendix 2)

To **approve** Income and Expenditure Account, Balance Sheet and supporting notes to accounts.

8. ANNUAL RETURN (Appendix 3)

To **approve** Section 2 Accounting Statements together with an explanation of variation of 15% and above, and a statement of Income and Expenditure relating to Box 7 and 8 of the return. The Chairman and Acting Town Clerk (as Responsible Finance Officer) are to sign the documentation.

COMMITTEES

9. COMMITTEE VACANCIES

Since the Annual Council Meeting, a vacancy has arisen on each of the following Committees:

Environment & Leisure
Policy & Resources

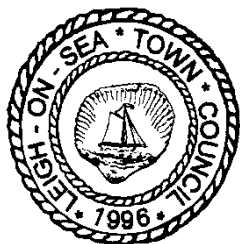
It is **RECOMMENDED** that the vacancies be filled.



Helen Symmons
Acting Town Clerk
2nd June 2016

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

DATE OF NEXT MEETING: Tuesday 19th July 2016



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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
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MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 17th MAY 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jill Adair, Mark Bromfield, Patrick Fox, Donald Fraser, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Carole Mulroney, Declan Mulroney, Ron Owen, Caroline Parker, Helen Robertson, Vivien Rosier and Jane Ward

Also in attendance: Helen Symmons (Acting Town Clerk), 3 candidates for position as Councillor for Highlands Ward and Paul Beckerson (Town Clerk).

MINUTES

Prior to the meeting the outgoing Chairman Cllr Richard Herbert addressed the meeting as follows:

By tradition the outgoing Chairman gets to say a few words, to describe his feelings, his experience as Chairman and, I hope, is allowed to toot his own trumpet just a little bit.

My five years as a Councillor, two of them as your Chairman, have been some of the most challenging and at the same time rewarding times of my life. When I first arrived I was amazed at the complexity of what I had thought would be a simple task; made complex by the sheer number of small issues which keep arising in an organisation based so much on and for people.

In this short time I have seen great changes on the Council, the expansion of budgets and staff to encompass the Community Centre, the first major service provision by the Council, all the time having to keep the ongoing work of the Council going. A major restructure and overhaul of the way we work in our Committees, at the allotments and our office structure and management.

When I first became Chairman my Vice Chairman and I agreed on certain objectives. To try to build a cohesive Council and to prepare the Council for future challenges. I hope that we, at least in part succeeded. As a Council we have reduced the number of meetings from 84 per year to 54. We have improved agendas by having all motions and recommendations accompanied by full reports, recommendations and motions are precise, complete, giving a budget, a time scale and nominating a responsible person or Committee. We have separated the development of policy from decision making so that when final decisions are taken it is with full knowledge and understanding and consideration and whilst developing our ideas we can freely express our thoughts, however daft they may be when we look back on them! We are concerning ourselves far more with forward planning and public engagement. I have supported and promoted all these changes but I will admit almost all of them have been suggested by fellow Councillors first.

At the elections last year many of you started afresh and paid me the great compliment of electing me for a second term as Chairman and it was a great privilege and pleasure to watch everyone draw together during the year, each contributing in their own way. It seems to me that as time has gone on we have developed new initiatives and improved old ones, we have navigated all the obstacles thrown in our path, and there have been many. I have enjoyed coming to meetings and hearing all the ideas around the table and the way that we have come together in consensus on almost every occasion.

The Committee Chairmen have been brilliant, Jane with the LTC News, volunteers etc., Caroline has paid close attention to planning, a heavy work load in itself, and Carole has moved on with events,

allotments etc. as well as being Vice Chairman of Council. Everyone has joined in and contributed and we have socialised together as well, at curry nights and quizzes.

Our office staff have provided great support and hard work, sometimes under quite trying conditions. Our caretakers are the stars of the Community Centre and often get singled out for praise. All in all we have formed a good team.

The officers and staff and Councillors of Southend Borough Council have been hugely supportive of us throughout and I thank them for that. Also our Chaplain Rev Julia Monaghan, I shall send her a bouquet of flowers on behalf of us all.

We have had many guest clergymen and guest speakers throughout the two years. I have been really interested in hearing them speak of their work helping others and I feel it has helped me to consider how we are contributing with our resources in comparison to them with theirs.

I spoke of rewards, as ex. Chairman my reward, apart from the huge satisfaction of trying to help others, will be a special medal and at times I felt I really deserve one.

A big thank you to you all and to my Vice Chairman for her work and support throughout the year.

Thank you all.

The meeting opened at 7.05 pm

1. ELECTION OF CHAIRMAN

There was one nomination for Chairman:

Cllr Carole Mulroney Proposed: Cllr Parker Seconded: Cllr Fraser

The Council **RESOLVED** that Cllr Carole Mulroney be elected as Chairman and the statutory Declaration of Acceptance of Office was signed.

The Chairman thanked Cllr Herbert for all his enthusiasm, thinking and hard work in moving the Council forward.

2. ELECTION OF VICE CHAIRMAN

There was one nomination for Vice Chairman:

Cllr Helen Robertson Proposed: Cllr Herbert Seconded: Cllr Rosier

Council **RESOLVED** that Cllr Helen Robertson be elected as Vice Chairman.

3. DECLARATION OF MEMBERS' INTERESTS

Cllr Herbert declared a non-pecuniary interest in Agenda item 5, knowing one of the candidates.

Cllr Owen declared a non-pecuniary interest in Agenda item 5, knowing one of the candidates.

Cllr Adair declared a non-pecuniary interest in Agenda item 5, knowing two of the candidates.

Cllr Carole Mulroney declared a non-pecuniary interest with regards to any mention of Strand Wharf as a Southend Borough Councillor and any reference to Leigh Port Partnership as Secretary.

Cllr Fraser declared a non-pecuniary interest in P&R Minute 125 as minuted at that meeting 3rd May 2016.

4. APOLOGIES FOR ABSENCE

None received.

5. CO-OPTION OF COUNCILLOR FOR HIGHLANDS WARD

The Chairman explained the procedure to candidates, advised presentations would be made in alphabetical order and proposed a signed ballot for voting. Seconded: Cllr Fr. Hillman

Council **RESOLVED** to vote by way of signed ballot.

Cllrs Herbert and Owen left the meeting

1st candidate presentation and questions

Cllrs Herbert and Owen returned to the meeting

Cllr Adair left the meeting

2nd candidate presentation and questions

3rd candidate presentation and questions

Cllr Adair returned to the meeting

6. NOMINATION AND VOTING ON CO-OPTION – **Agenda Item 6**

Nomination: Karen Bowden	Proposed: Cllr Robertson	Seconded: Cllr Bromfield
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Nomination: Alan Hart	Proposed: Cllr Rosier	Seconded: Cllr D Mulroney
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Nomination: Sheena Walker	Proposed: Cllr Fraser	Seconded: Cllr Parker
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No majority vote was recorded for a candidate, but 2 candidates had the same number of lowest votes. A vote took place between the 2 lowest placed candidates to eliminate one. Thereafter a vote took place between the final 2 candidates remaining.

Cllrs Adair, Herbert and Owen took no part in the voting process

Karen Bowden received an absolute majority vote and was announced the co-opted Councillor for Highlands Ward and signed the statutory Declaration of Acceptance of Office.

The Chairman thanked all the candidates for their interest in the vacancy and formal thank you letters would be sent.

One candidate left the meeting, the other remaining for a short while before leaving

ANNUAL COMMITTEES

7. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES

NOTED by Council

8. MEMBERSHIP OF COMMITTEES FOR 2016/17 – **Agenda Item 8**

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

a) Planning, Highways & Licensing Committee	
Cllr Karen Bowden Cllr Patrick Fox Cllr Donald Fraser Cllr Richard Herbert Cllr Caroline Parker Cllr Helen Robertson* Cllr Jane Ward 1 Vacancy	Due to her position as a Southend Borough Councillor, potentially sitting on the Borough's Development Control Committee and Licensing Committee, Cllr Carole Mulroney relinquished her ex-officio seat on this Committee.
b) Environment & Leisure Committee	c) Community Facilities Committee
Cllr Jill Adair Cllr Mark Bromfield Cllr Patrick Fox Cllr Fr. Clive Hillman Cllr Val Morgan Cllr Carole Mulroney* Cllr Caroline Parker Cllr Helen Robertson* Cllr Vivien Rosier	Cllr Jill Adair Cllr Richard Herbert Cllr Val Morgan Cllr Carole Mulroney* Cllr Declan Mulroney Cllr Ron Owen Cllr Caroline Parker Cllr Helen Robertson* Cllr Vivien Rosier

After each Committee selection, the meeting was adjourned for the election of Committee Chairmen and Vice Chairmen as follows:

a) Planning, Highways & Licensing Committee

- Chairman Cllr Robertson (Proposed Cllr Fraser, seconded Cllr Fox)
- Vice Chairman Cllr Fraser (Proposed Cllr Herbert, seconded Cllr Fox)

b) Environment & Leisure Committee

- Chairman Cllr Morgan (Proposed Cllr Rosier, seconded Cllr Fr. Hillman)
- Vice Chairman Cllr Rosier (Proposed Cllr Fox, seconded Cllr Fr. Hillman)

c) Community Facilities Committee

- Chairman Cllr Herbert (Proposed Cllr Morgan, seconded Cllr Rosier)
- Vice Chairman Cllr Carole Mulroney (Proposed Cllr Herbert, seconded Cllr Declan Mulroney)

d) Policy and Resources Committee
Cllr Mark Bromfield Cllr Donald Fraser Cllr Richard Herbert (Chairman of Community Facilities) Cllr Valerie Morgan (Chairman of Environment & Leisure) Cllr Carole Mulroney (Chairman) Cllr Ron Owen Cllr Helen Robertson (Vice Chairman and Chairman of Planning, Highways & Licensing) Cllr Caroline Parker Cllr Jane Ward

The meeting was adjourned to elect the Chairman and Vice Chairman as follows:

- Chairman Cllr Ward (Proposed Cllr Fraser, seconded Cllr Owen)

- Vice Chairman – Cllrs Bromfield and Herbert were proposed and seconded, with Cllr Herbert being elected following a vote.

The meeting reconvened.

9. MEMBERSHIP OF SUB-COMMITTEES FOR 2016/17 – **Agenda Item 9**

- a) The membership of the Personnel Sub-Committee was elected as follows:

Personnel Sub-Committee (PSC)
Cllrs: Karen Bowden, Richard Herbert, Fr. Clive Hillman, Carole Mulroney, Ron Owen, Caroline Parker, Helen Robertson and Jane Ward

10. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PDG, T&FG AND ADVISORY GROUPS – **Agenda Item 10**

- a) The Council **RESOLVED** to invite the following people to be co-opted members of the Community Transport T&FG:

Jan Andrews, Margaret Cotgrove, Pat Greig, Pat Holden and Paul Lawrence

- b) The Council **RESOLVED** to invite the following people to be co-opted members of the Farmers' Market Group:

Elaine Crystall and David Hammond

ANNUAL REVIEWS

11. REVIEW AND ADOPTION OF STANDING ORDERS – **Agenda Item 11**

The Council **NOTED** the review being undertaken and **RESOLVED** that at this time, amended Standing Order 20 be adopted.

12. REVIEW AND ADOPTION OF FINANCIAL REGULATIONS – **Agenda Item 12**

The Council **RESOLVED** to adopt the Financial Regulations as presented in the Appendix to the Agenda with the amendments that had been made to 11.1c, 13.1 and 17.2.

13. REVIEW OF MEMBERS' INTERESTS

Councillors **NOTED** that they need to advise the Acting Town Clerk by return of any amendments to their interests.

14. REPRESENTATIVES TO OUTSIDE BODIES

The following were appointed for 2016/17

- | | |
|--|--|
| a) Public and Passenger Transport Group | Cllr Parker (Reserve Cllr Fr. Hillman) |
| b) Thames Estuary Partnership | Cllrs: Morgan and Carole Mulroney |
| c) Leigh Port Partnership | Cllr Fr. Hillman |
| d) Southend Airport Consultative Committee | Cllr Morgan (Reserve Cllr Parker) |
| e) Leigh Crime Prevention Panel | advised this is now disbanded |
| f) EALC Larger Local Councils Forum/AGM | Cllrs Carole Mulroney, Rosier and Town Clerk |
| g) EALC Executive Committee | Cllr Bromfield |

- | | |
|---------------------------------------|--|
| h) Southend Finance Business Briefing | Cllrs Bromfield and Owen |
| i) Southend Business Partnership | Cllrs Carole Mulroney, Parker and Town Clerk |
| j) Southend Standards Committee | Cllr Parker |
| k) Southend Bio Diversity Committee | Cllr Morgan |
| l) SAVS | Cllrs Adair and Robertson |

Cllrs Bromfield and Declan Mulroney left the meeting

15. DATES AND TIMES OF MEETINGS – Agenda Item 15

The Council **RESOLVED** the dates and times of meetings for 2016/17 as per Appendix 3

16. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – Agenda Item 16

The Council **RESOLVED** to remove the bus shelters as an asset of Leigh Town Council following written confirmation from SBC that they are accepted as the responsibility of the Borough Council.

17. CONFIRMATION OF INSURANCE ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS – Agenda Item 17

The Council **RESOLVED** the insurance arrangements for 2016/17 with an amendment to the cover to be made in respect of the removal of the bus shelters.

18. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE – Agenda Item 18

The Council **RESOLVED** the Complaints Procedure

19. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 – Agenda Item 19

Cllr Parker proposed that Bus Shelters be removed from Appendix 6 under Class 7 – The Services we offer. Seconded by Cllr Robertson and **RESOLVED** by the Council.

The Council **RESOLVED** the procedures with the amendment.

20. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA – Agenda Item 20

The Chairman urged members to note the document.

The Council **RESOLVED** the policy

21. TO AUTHORISE PAYMENT OF ANNUAL SUBSCRIPTIONS, CONTRACTS AND LICENCES IN ACCORDANCE WITH INTERNAL FINANCIAL REGULATIONS EITHER BY VARIABLE DIRECT DEBIT, BANK TRANSFER OR CHEQUE – Agenda Item 21

The Chairman requested the Acting Town Clerk review the usage of the Parish on Line subscription.

The Council **RESOLVED** payment of all items on Appendix 8 and use of direct debit and bank transfer methods.

22. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – Agenda Item 22

The Council **RESOLVED** that the current signatories remain.

REGULAR COUNCIL BUSINESS

23. ACTING TOWN CLERK'S REPORT

The Council **NOTED** the report and the Chairman of P&R Committee confirmed she would liaise with the Acting Town Clerk to formulate Council and Councillor training.

24. APPROVAL OF THE MINUTES OF THE MEETING 15TH MARCH 2016

The minutes of the meeting 15th March 2016 were agreed and signed by the Chairman.

25. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 29TH APRIL 2016

The Council **NOTED** the minutes.

26. QUESTIONS FROM PUBLIC

There were none.

27. QUESTIONS FROM COUNCILLORS

There were none.

COMMITTEES

28. COMMITTEES – **Agenda Item 28**

a) **P,L&HC** - Cllr Parker congratulated the new Chairman and the Council **NOTED** the minutes of the meetings held 22nd March, 12th and 26th April, 10th May 2016.

b) **CFC** - the Council **NOTED** the minutes of the meeting 5th April 2016.

It was confirmed that there would be a report at the next CFC regarding the meeting held at SBC with regard to the skate park.

- Minute 85 – The original recommendation was voted against. The Council **RESOLVED** that the item be represented to CFC 7th June 2016.
- Minute 86 – The Council **RESOLVED** the Licence
- Minute 90 – The Council **RESOLVED** that the cost of civic events be sponsored by P&RC
- Minute 97 – The Council **RESOLVED** to agree the Class Expenditure headings relating to CF

c) **E&L** - the Council **NOTED** the minutes of the meeting 19th April 2016

d) **P&R** - the Council **NOTED** the minutes of the meeting 3rd May 2016

- Minute 110 – The original recommendation was voted against with regard to the nomination and voting method. The Council **RESOLVED** that an amended policy be represented to P&R 5th July 2016.
- Minute 118 – The Council **NOTED** the income and **RESOLVED** the expenditure.
- Minute 121 – The Council **RESOLVED** the Class Expenditure headings relating to P&R

FINANCIAL

29. APPOINTMENT OF EXTERNAL AUDITORS

The Acting Town Clerk advised the Council that the Agenda item should read 'APPOINTMENT OF INTERNAL AUDITORS'.

The Council **RESOLVED** that Auditing Solutions be re-appointed as internal auditors for the year 2016/17 with the scope of work as set out in Report 2531.

Before the next item, Cllr Parker wished her thanks to be minuted for staff member Abbie Cotterell for all her work on planning.

CONFIDENTIAL

The Chairman had been advised by the Acting Town Clerk prior to the meeting that it would be in the interests of Council for a verbal report to be presented for NOTING.

30. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

The Council **RESOLVED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SO 3 (d) – potential dispute)

Start of Confidential Business

31. STRAND WHARF

The Acting Town Clerk advised the Council on the instructions given by Southend Borough Council and the steps that were having to be taken.

The Chairman passed the meeting to the Vice Chairman and left the room

Cllr Herbert further explained Landlord's and Planning Approval.

The Council **NOTED** the item and requested communication be sent expressing disappointment at the decision made by SBC and asking for further information.

End of Confidential Business

The Chairman returned to the room and the Vice Chairman returned the meeting to her.

The meeting closed at 9.30 pm

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

LEIGH-ON-SEA TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		Yes! means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA
			✓
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated 11/6/15-16 AND 15/3/16 AND 7/6/16

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.


Leigh-on-Sea Town Council Annual Accounts to 31st March 2016

Income and Expenditure Account

31/03/2015		31/03/2016	Budget		
£		£			
13,024.59	Allotments	12,351.94	12,875.00		
2,279.66	Community Centre Fundraising	1,019.05			
1,920.00	Community Transport	3,266.84	3,800.00		
975.62	Interest on Investments	1,374.90			
92,576.31	Leigh Community Centre	112,590.31	94,000.00		
8,336.86	Environment & Leisure	6,654.48	5,090.00		
	Transport & Highways	300.00			
302,581.00	Precept	361,694.00	361,694.00		
27,000.00	Local Council Tax Support Grant	19,750.00	19,750.00		
1,638.50	Premises	1,528.64			
£ 450,332.54	INCOME TOTAL	£520,530.16	£ 497,209.00		
	EXPENDITURE				
2,156.54	Affiliations	2,066.03	2,300.00		
16,644.57	Allotments	16,171.41	18,789.00		
14,653.01	Capital Equipment	12,887.63	21,186.00		
7,086.76	Community Transport	7,733.43	6,963.00		
2,945.92	Elections	0.00	7,000.00		
27,887.27	General Administration	22,425.95	23,900.00		
33,462.00	Policy & Resources	17,273.64	20,181.00		
7,415.64	Transport & Highways	6,635.00	8,460.00		
7,910.39	Leigh Community Centre - General Admin	12,757.27	13,656.00		
55,958.46	Leigh Community Centre - Premises	45,794.63	56,000.00		
108,928.75	Leigh Community Centre - Staff	116,029.44	128,308.00		
63,119.32	Environment & Leisure	109,083.31	110,593.00		
4,179.04	Planning	12,426.11	9,531.00		
	Skate Park	2,442.55	4,400.00		
277.76	Re-imbursement of Councillors Expenses	42.76	600.00		
0.00	Section 137 Payments	0.00			
60,422.59	Staff	80,704.72	86,490.00		
2,388.00	Training	4,620.66	5,500.00		
£ 415,436.02	EXPENDITURE TOTAL	£469,094.54	£ 523,857.00		
99,353.02	Balance from Previous Year	101,117.56			
450,332.54	Add Total Income	520,530.16			
549,685.56		621,647.72			
415,436.02	Deduct Total Expenditure	469,094.54			
134,249.54		152,553.18			
-33,131.98	Transfer from/ to Earmarked Reserves	-40,111.71			
£ 101,117.56	Balance as at 31st March	£112,441.47			

Leigh-on-Sea Town Council Annual Accounts to 31st March 2016

Balance Sheet

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			
31/03/2015			31/03/2016
£		£	£
	Current assets		
267,787.52	Investments		332,766.17
13,115.64	VAT Recoverable		18,307.57
10,339.38	Other Debtors		6,590.40
4,566.44	Payments in Advance		7,984.87
15,267.05	Cash in Hand and at Bank		12,046.59
311,076.03	TOTAL CURRENT ASSETS		377,695.60
7,384.19	Creditors		22,351.15
-	Receipts in Advance		217.00
7,384.19	TOTAL CURRENT LIABILITIES		22,568.15
£ 303,691.84	NET CURRENT ASSETS		£ 355,127.45
	Represented by		
101,117.56	General Fund		112,441.47
	Earmarked Reserves		
	P & R	46,327.19	
	E & L	14,043.92	
	Planning	2,000.00	
	CFC	28,104.84	
45,377.21			90,475.95
	Capital Reserves		
	Strand Wharf	76,923.37	
	Capital Projects	75,286.67	
157,197.07			152,210.04
£ 303,691.84			£ 355,127.46

Supporting Notes to Accounts 2015/16

1. Assets

During the year, the following assets were purchased at the following cost:

Computer	£ 841.87
Leigh Lights	£ 3,601.00
LCC Equipment	£ 2,929.66
LCC Fixtures & Fittings	£ 4,314.88
Allotments	£ 281.29
Events Equipment	£ 492.47
Strand Wharf	£ 130,000.00
Cinder Path Shelter	£ 2,259.80

During the year, the following assets were disposed of at an asset value of:

None

At 31st March 2016 the following assets were held:

Computers	£ 19,169.06*
Bus Shelters	£ 16,757.00*
Notice Boards	£ 5,017.67*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 62,008.44*
Buildings & Infrastructure on allotments	£ 31,904.89*
Seats	£ 1,932.00*
Bins	£ 880.00*
Bollards	£ 7,017.63*
Franking Machine	£ 1,109.00*
Skate Park Lighting	£ 7,866.65*
Leigh Sign	£ 2,220.00*
Allotments -	
Marshall Close	£ 1.00***
Manchester Drive	£ 1.00***
Leigh	£ 1.00***
Youth Facility	£280,000.00****

* The basis of valuation of these assets is purchase value.

** Insignia at Insurance value.

*** Nominal value, not purchased, transferred from Southend B.C.

**** Insurance Value

Value of other assets not required to be individually identified £49,616.71.

2. Leases

During the year the following leases were held:

Landlord	Property	Rent Paid £	Repairing/ Not Repairing
Southend Borough Council	The Community Centre	0.00	Repairing

Southend Borough Council	Skate Park Leigh Marsh	50.00	Repairing
Southend Borough Council	Strand Wharf	0.00	Repairing

The basic rent payable for the Community Centre Rent is £35,000.00 per annum. Rent becomes payable at 40% of the net profit arising from the operation of the premises up to a maximum of £35,000.00.

The Council maintains a 5 year lease for the photocopier. Payments in 2015/16 amounted to £1,301.76.

Borrowings

The Council had no loans outstanding as at 31st March 2016.

4 Short Term Investments

Short Term Investments comprise:

HSBC Business Savings Account	£ 110,000.65
Public Sector Deposit Fund	£ 222,765.52
Total	£ 332,766.17

5. Bank and Cash in Hand

Balances as at 31st March 2016 were as follow:

Current Account & Community Centre	£ 9,248.35
Payroll Account	£ 1,643.67
Imprest Account	£ 1000.00
Petty Cash	£ 154.57
Total	£ 12,046.59

During the year 2015/16 Friends of the Community Centre did not purchase any items for the Community Centre. As at 31st March 2016 Leigh Town Council holds a balance of funds of £1,787.00 on behalf of the Friends of the Community Centre.

6. Debts Outstanding

The Council had the following debtors as at 31st March 2016:

Payee	Purpose	£
HMRC	Vat Recoverable	18,307.57
Hirers	Room Bookings	5,500.06
Others Debtors		1,090.34
Total		24,897.97

Bad debts totalling £312 were written off during the year.

7. Pensions

Employees participate in the Local Government Pension Scheme administered by Essex County Council. For the year of account the Council's contributions equal 15.9% of the employees' pensionable pay compared to 15.1% in 2014/15

8. Capital Reserves

At 31st March 2016, the Council had Capital Reserves of £152,210.04

Strand Wharf - £76,923.37
Other Projects Fund - £75,286.67

Movements on the Capital Reserves

Opening Balance	£ 157,197.07
New Capital Projects	£ 51,438.97
Less	
Amount Used to Finance Capital Expenditure	£ 56,426.00
Balance at year end	£ 152,210.04

The Capital Reserve represents the amount of money available within the Council's fund balance that can only be used to finance capital expenditure

9. Earmarked Reserves

Reserves of £90,475.95 have been earmarked for specific projects during the year.

Purpose of Reserve	Opening Balance	Reserves Created/Increased	Movement in Year	Closing Balance
<i>Policy & Resources Committee</i>				
Elections	£15,265.59	£7,000.00	£0	£22,265.59
Renewals Fund	£7,837.69	£8,000.00	£1,251.67	£14,586.02
Bursary Fund	£333.18	£1,400.00	£762.00	£971.18
Volunteer Programme	£0	£7,500.00	£2,495.60	£5,004.40
Office Rent	£0	£3,500.00	-	£3,500.00
Legal Costs	£375.00	£1,500.00	£1,875.00	£0
<i>Environment & Leisure Committee</i>				
Paddling Pool	£1,798.00	£0	£138.30	£1,659.70
Allotments Infrastructure	£1,658.02	£2,500.00	£281.29	£3,876.73
E&L Allotments	£0	£2,060.00	£939.81	£1,120.19
E&L General Services	£0	£2,500.00	£1,500.00	£1,000.00
E&L General Events	£0	£8,904.87	£7,176.57	£1,728.30
Leigh Lights	£0	£22,580.00	£17,921.00	£4,659.00
<i>Planning Committee</i>				
Neighbourhood Plan	£0	£2,000.00	£	£2000.00
<i>Community Facilities Committee</i>				
Skate Park	£0	£3,000.00	£597.75	£2,402.25
Highways Infrastructure	£2,945.00	-	£2,613.97	£331.03
Community Centre	£0	£18,800.00	£10,505.12	£8,294.88
Community Centre – Feasibility study for refurbishment	£0	£5,000.00	-	£5,000.00

Community Centre Refurbishment and Equipment	£15,164.73	£4,156.49	£7,244.54	£12,076.68
	£45,377.21	£100,401.36	£55,302.62	£90,475.95

10. List of Creditors / Accruals 2015-16

Payee	Purpose	Amount £
Southend Borough Council	Hanging Baskets	£6,000.00
Southend Borough Council	School Crossing Patrol	£4,500.00
McDonald Highways Services	2015 Xmas Event - Traffic Management and Road Signage	£4,393.42
Allotment Plot H	Tenancy Deposits Held	£3,594.50
SSE	Community Centre Gas	£2,498.61
Express Lift Alliance	Community Centre Lift Maintenance	£479.69
McDonald Highways Services	2015 Xmas Event - set-up of Columns for Lights	£432.52
Cory Environmental	Waste Bin Rental and Collection	£162.87
Bank Charges	HSBC	£116.96
SSE	Electricity Charge for Skate Park and Strand Wharf	£113.75
Global Payments	Card Processing Charges	£58.83
Total		£22,351.15

11. Contingent Liabilities

There are no contingent liabilities which have not been included in the Council's accounts for 2015-16.

12. Commitments

The Council has not entered into a new financial commitments during 2015-16.

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

LEIGH ON SEA TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	268795	303691	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	302581	361694	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Excludes any grants received.
3. (+) Total other receipts	147752	158836	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	202129	237660	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	213308	231434	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	303691	355127	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	283055	344812	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	475037	619774	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	—	—	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Leigh-on-Sea Town Council**Box 7: Balance carried forward**

		£	£
			355,127.45
Deduct	Debtors		
	LCC Room Hire	6,590.40	
	VAT	18,307.57	
		24,897.97	
Deduct	Payments in Advance		
	General Purposes	3484.84	
	Affiliations	50.00	
	LCC Premises	2974.23	
	LFE	1475.80	
		7,984.87	
Total Deductions			32,882.84
Add	Creditors		
	Administration	10675.79	
	Allotments	3594.50	
	LCC - Premises	3124.88	
	LFE	4955.98	
		22351.15	
Add	Receipts in Advance	217.00	
		217.00	
Total Additions			22568.15
Box 8: Total Cash & Short Term Investments			344812.76

Bank Reconciliation**Leigh-on-Sea Town Council****Financial year ending 31 March 2016**

Prepared by: V L Choppen (Senior Administrator) 26th May 2016

Balance per bank statements as at 31 March 2016	£	£
Public Sector Deposit Fund	222,765.52	
Savings Account	110,000.65	
Current Accounts	15,673.41	
Payroll Account	1,643.67	
Imprest Account	<u>1,000.00</u>	
		351,083.25
Petty Cash Account		114.57
Petty Cash Float (Waste Bags)		40.00
		<u>351,237.82</u>
Less: Unpresented Cheques at 31 March 2016:		
Cheque No. 101627	75.00	
Cheque No. 101678	264.89	
Cheque No. 101679	45.00	
Cheque No. 101680	270.00	
Cheque No. 101682	1,080.00	
Cheque No. 101683	120.00	
Cheque No. 101684	2,700.00	
Cheque No. 101685	45.00	
Cheque No. 101686	47.22	
Cheque No. 101687	38.08	
Cheque No. 101688	180.00	
Cheque No. 101689	43.20	
Cheque No. 101690	283.86	
Cheque No. 101691	13.94	
Cheque No. 101692	90.00	
Cheque No. 101693	169.01	
Cheque No. 101694	33.74	
Cheque No. 101695	90.00	
Cheque No. 101696	23.12	
Cheque No. 101697	600.00	
Cheque No. 101698	33.00	
Cheque No. 101699	30.00	
Cheque No. 101700	90.00	
Cheque No. 101701	<u>55.00</u>	
		-6,425.06
Net balances as at 31 March 2016		<u>£ 344,812.76</u>

CASH BOOK :

Opening Balance as at 1 April 2015	283,054.57
Add: Receipts in the year	541,072.42
Less: Payments in the year	-479,314.23
Closing balance per cash book as at 31 March 2016	<u>£ 344,812.76</u>

Explanation of variances – pro forma for local councils

Leigh-on-Sea Town Council

- Variances of more than 15% between totals in individual boxes (except variances of less than £200)
- Any change where there is a movement to and from zero; and
- If the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Section 1	2014/15 £	2015/16 £	Variance £	Variance %	Detailed explanation of variance (with amounts in £)
Box 2 <i>Precept</i>	302,581	361,694	59,113	20%	2015/16 Budget income against expenditure resulted in funding requirement £381,858 less LCTS Grant £19,750 = £361,694 Budgeted increases Revenue: Reserves £59,258, Other income £24,867 Budgeted increases Expenditure: Staff £25,757, Office £9,040 Community Centre £37,774, Major Projects £50,000, Planning £2,000 Committees £18,667 £59,113
Box 3 <i>Other Receipts</i>	147,752	158,836	11,084	8%	
Box 4 <i>Staff Costs</i>	202,129	237,660	35,531	18%	£19,825.72 additional Office Staff costs £2,448.60 additional cost for 3 staff joining Pension Fund £8,663.12 long-term sickness cover for the Town Clerk £4,594.43 Volunteer Co-ordinator £35,531.87
Box 5 <i>Loan interest/capital repayments</i>	0	0	0	0	
Box 6 <i>Other payments</i>	213,308	231,434	18,126	9%	
Box 9 <i>Fixed assets & long term assets</i>	475,037	619,774	144,737	30%	Acquisition of new asset Strand Wharf £130,000 Acquisition of other assets to include Christmas lights, fixtures & fittings, allotments, cinder path shelter and equipment £14,737 £144,737
Box 10 <i>Borrowings</i>	0	0	0	0	
Explanation for 'high' reserves					

*Includes: