



Leigh-on-Sea Town Council

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



Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson (Helen Symmons – Acting)

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 21st March 2017** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm when it is hoped to transact the following business.

Tea and Coffee will be available from 7.00pm, with a talk at 7.15pm by Station Commander Justin Benson-Ryal of Essex County Fire and Rescue Service.

Prior to the meeting, there will be prayers at 7.30pm by Gavin Dixon, Leader of King's Church to the Council Meeting.

AGENDA

1. THE CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE EXTRAORDINARY MEETING OF 7TH FEBRUARY 2017
5. PUBLIC REPRESENTATIONS
6. QUESTIONS FROM COUNCILLORS

COMMITTEES

7. COMMITTEES
To receive Minutes of Committees and report 2644/I&E
 - a) Planning, Highways & Licensing Committee - To receive minutes of [24th January](#), [14th February](#), [28th February](#) and [14th March 2017](#)
RECOMMENDATION TO COUNCIL- None made
 - b) Community Facilities Committee – To receive minutes of [7th February 2017](#)
RECOMMENDATION TO COUNCIL- None made
 - c) Environment & Leisure Committee – To receive minutes of [21st February 2017](#)
RECOMMENDATION TO COUNCIL – None made
 - d) Policy & Resources Committee - To receive minutes of [7th March 2017](#)
RECOMMENDATIONS TO COUNCIL:
 - Minute 89 – Review of Risk Register – See Agenda Item 9
 - Minute 91 – Review of Financial Regulations – See Agenda Item 10
 - Minute 92 – Corporate Governance Report – See Agenda Item 11
 - Minute 100 – Approve Expenditure (Report 2644/I&E - [Appendix 1](#)) page 6
 - Minute 104 – Minutes of the Personnel Sub-Committee – Agenda Item 21

DECISION ITEMS

8. RENEWAL OF LICENCES

It is **RECOMMENDED** that Council give authority to the Acting Town Clerk to execute the Café Licence renewal resolved at CFC 7th February 2017. An acceptable review meeting has been undertaken.

9. ADOPTION OF REVISED RISK REGISTER ([Appendix 3](#)) page 12

It is **RECOMMENDED** that the Council confirm the Risk Register following the annual review by P&R Committee.

10. ADOPTION OF REVISED FINANCIAL REGULATIONS ([Appendix 4](#)) page 19

It is **RECOMMENDED** that the Council adopt the revised Financial Regulations following the annual review by P&R Committee. The amendments are in bold type at 4.1, 4.5 and 6.21

11. GOVERNANCE STATEMENT ([Appendix 5](#)) page 34

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

12. REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE

There was a substantial review of the Standing Orders in 2016 but this review was not extended to the Terms of Reference for Committees. The Chairman in conjunction with the Acting Town Clerk suggest an amendment should be made to Standing Order 24 c) to incorporate regular reviews with the Town Clerk. For these reasons, it is **RECOMMENDED** that Council **REQUEST P&R** hold a PDG meeting to review both governance documents and make their recommendations to P&R 2nd May 2017.

FOR NOTING

13. TOWN CLERK (ACTING) REPORT 2645/HS ([Appendix 2](#)) page 10

14. TIMETABLE OF MEETINGS 2017/18 ([Appendix 6](#)) page 41

This item is included to enable Councillors to prepare diaries for the forthcoming Council year. The proposed schedule follows the style of last year's trial which proved a success in enabling the continuity of business during the year. Additionally the Acting Town Clerk has included 3 Chairmen's meetings on the calendar for appropriate reviews and planning of Committees as whole within the Council's business.

15. REVIEW OF MEMBERS' INTERESTS

Councillors are asked to review their Declaration of Interest on the website to ensure it is current and to advise the Acting Town Clerk should a new Declaration be needed. Councillors will be asked to confirm at the Annual Council Meeting that all individual interests are up-to-date.

16. COUNCIL TAX REFERENDUM PRINCIPLES TO TOWN AND PARISH COUNCILS

The Government has decided to defer the setting of referendum principles. However, the Government has issued a challenge to town and parish councils to demonstrate restraint when increasing precepts that are not a direct result of taking on additional responsibilities.

FINANCIAL

17. STAFF SALARY PAYMENT FOR 2017/18

In accordance with Financial Regulation 4.2, it is **RECOMMENDED** that Council authorise the monthly salary expenditure of £23,500 from 1st April 2017 – 31st March 2018.

18. COPY OF FINAL COUNCIL BUDGET 2017/18

As per Financial Regulation 3.4, a copy of the resolved budget will be provided at the meeting for members.

CONFIDENTIAL

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

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) – staffing)

20. GOOD FOR LEIGH AWARD – Confidential Appendix 1

It is **RECOMMENDED** that Council approve nominations for awards to be presented at the Annual Town Meeting.

21. STAFFING RECOMMENDATION – Confidential Appendix 2

To consider the **RECOMMENDATION** from P&R Committee.



Helen Symmons
Town Clerk - Acting
15th March 2017

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

DATE OF NEXT MEETING: Tuesday 16th May 2017



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MINUTES OF AN EXTRAORDINARY MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 7th FEBRUARY 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Jill Healey, Richard Herbert, Valerie Morgan, Declan Mulroney, Ron Owen (from minute 110), Caroline Parker (from minute 108), Vivien Rosier and Jane Ward

The meeting opened at 7.00 pm

105. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting apologising on behalf of the Acting Town Clerk for it being called but recognising that other matters would have necessitated it anyway. Since the last Council meeting she had represented the Council at the dedication to Wesley Methodist Church following their refurbishment and reported they had done an excellent job.

106. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair and Mark Bromfield, who had sent his thanks to the Council for their decision at the last meeting.

107. DECLARATION OF MEMBERS' INTERESTS

None

108. APPROVAL OF MINUTES OF THE MEETING OF 17TH JANUARY 2017

The minutes of the meeting of 17th January 2017 were agreed and signed by the Chairman as a true and accurate record.

80. PUBLIC REPRESENTATIONS

There were none

81. NOTICE OF COUNCILLOR RESIGNATION

The Council wished to thank Helen Robertson for her service and especially her commitment to the Planning, Highways and Licensing Committee. The Acting Town Clerk reported that the Notice of Vacancy had been duly advertised.

Following a proposal (Cllr Herbert, seconded Cllr Morgan) the Council **RESOLVED** to leave the position of Vice Chairman vacant until the Annual Council Meeting in May.

DECISION ITEMS

82. TO SET THE PRECEPT FOR 2017/18

The Council **RESOLVED** that the Band D council tax figure will be £45.99 giving a precept of £400,904 for 2017/18 financial year. This is subject to confirmation from SBC that the LCGT and tax base figures remain as previously advised.

COMMITTEES

83. COMMITTEE VACANCIES

Following a proposal and nomination (Cllr Ward, seconded Cllr Herbert) Council **RESOLVED** to postpone filling the Committee vacancies as they were ex-officio positions but that Cllr Jill Healey be appointed to the second vacant position on the Personnel Sub-Committee.

The meeting closed at 7.09 pm



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Income and Expenditure 20th Dec 2016 – 27th Feb 2017 Report 2644/I&E Expenditure incurred under the General Power of Competence

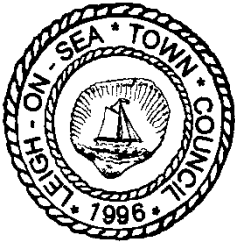
Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101992	£102.00	Urban Design & Print Ltd	Christmas Farmers' Market banners
101993	£54.86	Essex Supplies (UK) Ltd	Cleaning materials CC
101994	£20.00	Paul Beckerson	Reimburse for donation re Canvey TC
101995	£54.00	Abbeystar	Business Cards CC
101996	£5.00	Nikki Fleur	Refund Flasks
101997	£18.50	Mrs Bell	Refund Comm Trans Xmas meal
101998	£13.50	Mrs Bull	Refund Comm Trans Xmas meal
101999	£13.50	Mrs Rodney	Refund Comm Trans Xmas meal
102000	£13.50	Mrs Freeman	Refund Comm Trans Xmas meal
102001	£0.00	Mrs Armstrong/Cancelled	Chq cancelled
102002	£18.50	Mrs Frith	Refund Comm Trans Xmas meal
102003	£18.50	Miss Howard	Refund Comm Trans Xmas meal
102004	£54.60	Acumen Wages Service	December payroll processing
102005	£32.00	John New	Expenses re MIDAS training
102006	£57.06	Keith Newquist	Expenses re MIDAS training
102007	£126.00	Miskos Ltd	Spam filtering & server monitoring
102008	£2745.00	Aylesford Electrical Contractors	Removal & storage of lights
102009	£6523.56	VIP Security Services	Security at Leigh Lights
102010	£138.54	DOTS	Photocopying costs
102011	£4410.00	Icicle Graphic Design	Printing of newsletter
102012	£6069.00	Southend BC	Hanging baskets
102013	£3500.00	Southend BC	Rent costs office 2017
102014	£200.00	Brentwood Community Transport	MIDAS Training course x 2
102015	£18.50	Mrs Bull	Refund Comm Trans Xmas meal

102016	£30.00	SOS Bus	Donation re Carols on Strand Wharf
102017	£40.00	Belfairs Academy	Donation re Carols on Strand Wharf
102018	£60.00	The Salvation Army	Donation re Carols on Strand Wharf
102019	£120.00	Urban Design & Print	Farmers Market banners
102020	£67.50	Miskos Ltd	Reception PC issues
102021	£12.00	Carmen Mason	Room hire refund
102022	£96.90	Your Franking Ltd	Ink cartridge franking machine
102023	£22.50	Miskos Ltd	Password change
102024	£22.57	SSE	Electricity Strand Wharf
102025	£49.31	SSE	Electricity Skate Park
102026	£205.20	ChemDry Essex	Carpet cleaning room 8
102027	£295.00	CTA (UK)	Annual membership & magazine
102028	£63.82	Viking Direct	Stationery
102029	£23.92	Emma Stratton	Expenses
102030	£85.00	EALC	Fire safety course G Davison
102031	£22.50	Miskos Ltd	IT support
102032	£40.00	EALC	Annual Meeting workshop
102033	£126.00	Miskos Ltd	Spam filtering & server monitoring
102034	£30.00	P Stapleton	Refund plot deposit
102035	£19.15	Viking Direct	Stationery
102036	£54.60	Acumen Wages Service	Payroll processing Jan 17
102037	£60.00	Phoenix Water Coolers	Cups for water cooler
102038	£1056.00	Tree Fella plc	Tree reduction at allotments
102039	£116.87	DOTS	Photocopying costs
102040	£46.14	Graham Davison	Travel expenses training etc
102041	£152.76	Essex Supplies (UK) Ltd	Cleaning materials CC
102042	£35.67	Hilary Le Marie	Volunteer expenses
102043	£1755.00	Miskos Ltd	Faulty server
102044	£9.60	Allen Bros. Electrical (Factors) Ltd	Light bulbs Community Centre
102045	£25.00	Cllr J Adair	Allotment Plot Deposit Refund
102046	£15.00	Mr T Bray	Allotment Plot Deposit Refund
102047	£170.00	Jolly Kids Castles	Bouncy Castles for half term event
102048	£118.80	AC & MS Ltd	Asbestos testing Room 1
102049	£16.50	Miskos Ltd	IT assistance to remove account
102050	£45.00	EALC	Planning briefing Jill Healy
102051	£1080.00	Southend BC	Hedge cutting Manchester Drive

102052	£6.11	Essex Supplies (UK) Ltd	Cleaning materials
102053	£840.00	St John Ambulance	First Aid Post cover 24 days 2016
102054	£18.12	SSE	Electricity Strand Wharf
102055	£200.00	Neopost	Franking machine top up
102056	£4291.75	Southend BC	School Crossing Patrol 16/17
102057	£45.00	EALC	Planning course H Symmons
102058	£251.61	Essex Supplies (UK) Ltd	Cleaning materials
102059	£17.97	Viking Direct	Stationery
102060	£20.00	SAVS	First Aid Course V Choppen
102061	£60.00	Wesley Methodist Church	Purchase of M Lister hoarding
102062	£170.00	EALC	EOY Accounting course
102063	£40.00	EALC	Quality Council training
102064	£25.45	Recognition Express Essex	Name badges
102065	£117.00	Fulton Paper	Paper
Bk Trs	£20000.00	Payroll	December payroll
Bk Trs	£1001.38	LED Illuminations (2009) Ltd	Replacement LED ribbon at Strand Wharf
Bk Trs	£1001.38	LED Illuminations (2009) Ltd	Replacement LED ribbon at Strand Wharf balance payment
Bk Trs	£80.00	LOSALGA	Reimburse for repairs to water butt
Bk Trs	£400.00	LOSALGA	ASA Agreement
Bk Trs	£750.00	Manchester Drive Allotments	ASA Agreement
Bk Trs	£125.00	Marshall Close Allotments	ASA Agreement
Bk Trs	£23000.00	Payroll	January payroll
Bk Trs	£23000.00	Payroll	February payroll
Bk Trs	£10.00	Wyvern Community Transport	Minibus hire deposit
		Expenditure – Imprest Items	
	£52.74	Brunel Engraving Ltd	Memorial plaque Strand Wharf
	£27.00	Solopress	Leaflets half term events
	£34.25	Enchanted Florist	Flowers Helen Robertson
	£126.00	Southend BC	CT tickets for Peter Donohoe
	£31.00	Solopress	Flyers for Book Fair
	£251.40	Electrical2go	Extractor fan café kitchen

		Expenditure – Direct Debits	
	£69.92	The Calls Warehouse	Call chgs 477248
	£191.20	Essex & Suffolk Water	Water rates Marshall Close
	£912.50	BES	Electricity CC
	£51.55	Biffa Environmental	Recyclables Comm Centre
	£63.60	Biffa Environmental	Waste collection Comm Centre
	£420.33	Anglian Water	Water rates Comm Centre
	£799.00	Southend BC	Business rates Comm Centre
	£138.53	Wessex Leasing	Hand drier leasing
	£61.58	Global Payments	Card processing fees
	£252.19	British Telecom	716288 line rental & calls
	£276.37	British Telecom	477248 & 714063 line rental
	£66.41	The Calls Warehouse	477248 call charges
	£86.00	British Telecom	Council broadband
	£506.37	SSE	Electricity Community Centre
	£71.22	Biffa Environmental	Waste collection Comm Centre
	£54.67	Biffa Environmental	Waste collection Comm Centre
	£18.11	Biffa Environmental	Waste collection Skate Park
	£61.82	Global Payments	Card processing fees
	£649.03	SSE	Electricity CC
	£66.54	The Calls Warehouse	Call charges 477248

Income	
Policy & Resources Committee	£18465.38
Community Facilities Committee	£20501.33
Environment & Leisure Committee	£570.40
Planning, Highways & Licensing Committee	£0.00
Total	£39537.11



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REPORT 2645/HS

TOWN CLERK'S REPORT MARCH 2017

STAFFING

A Bookings/Administrative Assistant has been employed on a fixed term contract to cover the remainder of maternity leave. An Events & Projects Officer commences 3rd April. Due to a further staff resignation, we are currently recruiting a part-time Finance Assistant.

A full staffing restructure review is currently in progress.

TRAINING

Staff

The following training has been undertaken:
Essex Pension Fund End of Year Workshop
Fire Safety Level 2
Understanding the Annual Meetings
Quality Council Application Workshop
First Aid Training Older People (CT officer attended)
SLCC Training Day
Personal Licence

The following training will be taking place:

28th March – Annual Return Workshop
30th March – Health & Safety HABC Level 2 Award
6th May – Planning Briefing

Councillor

The following training has been undertaken:
Chairman's Day – Cllr Morgan

The following training will be taking place:

Planning Briefing – Cllr Healey

LOCAL COUNCIL AWARDS SCHEME

The application for Quality Council needs to be submitted by September 2017. The new website is expected to be complete and published by the Annual Council meeting in May. The necessary Council resolutions to be passed, will be included in the July agenda.

The Quality Council award focusses on the community engagement of Council as well as ensuring governance. Councillors need to be seen actively engaging in processes otherwise we will not be awarded this level.

ANNUAL TOWN MEETING

Having undertaken the workshop as indicated above it should be highlighted to Council that the meeting is an elector's one, not a Council meeting. As such Councillors attend as part of the electorate. Therefore the style and layout of these meetings going forward will be different to previous years.

In conjunction with the Local Council Awards Scheme, an Annual Report will formally be prepared which will include the Committee reports and the annual report from the Chairman of the Council plus the relevant financial information etc.

The Chairman will present a combined overview of the whole Council year at the meeting. Committee Chairmen and the Council Chairman are therefore requested to submit a full written report of their Committee's work for the past year for submission in the Annual Report by Monday 10th April.

The Director of Planning and Transport at SBC has accepted an invitation to be a guest speaker and we are inviting community groups to attend with small exhibitions.

The meeting will be chaired by the Council Chairman with the Town Clerk taking the minutes. Publicity will stress that it is a community meeting.

COUNCIL AND COMMITTEE DECISIONS – FOLLOW UP RECORD

This new system has been implemented and each Committee receives an updated record on the Agenda.

COUNCIL DECISIONS FOLLOW UP RECORDS 2016/17

Meeting	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required
COUNCIL 17-01	94. Cllr Bromfield 6 month absence extended	Cllr Bromfield notified	18-01-17	No further action	N/A
COUNCIL 17-01	100. Date of Annual Town Meeting	RESOLVED		RESOLVED	Organisation of Meeting
COUNCIL 17-01	103. Budget 2017/18	RESOLVED	07-02-17	SBC advised No further action	N/A
COUNCIL 17-01	104. Set Precept 2017/18	Further RESOLVED see Council 07-02 minute 111	07-02-17	SBC advised No further action	N/A
COUNCIL 07-02	110. Councillor resignation	Election Called If contested date will be 28 th April			ATC to liaise with SBC as required
COUNCIL 07-02	112. Committee Vacancies	Completed as required by Council		No further action	N/A

Table: Risk Register - Level and Control (L = Likelihood, I = Impact, R = Risk – Low (1-2) Medium (3-4) High (6-9))
 Revised and adopted 15th March 2016 (Council Minute 114)

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

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
B. Finance	B.1. Failure to bank and care for funds	L: 1 I: 1 R: Low (2)	Funds not required immediately held on deposit CCLA & HSBC. Financial Regulations updated annually	B.1.1. Funds: Funds deposited in interest bearing accounts. Level of deposit reviewed two monthly, prior to P&RC meeting. B.1.2. Financial Regulations: Financial Regulations – (updated in February 2016). Regulations to be reviewed annually each February/March.	Clerk/P&RC Clerk/P&RC
	B.2. Loss of cash through theft or dishonesty	L:1 I: 2 R:Low (2)	Cash held overnight in safe. Petty Cash reimbursed by Senior Administrator on presentation of documentary evidence of expenditure. Petty Cash Account reconciled in accordance with Financial Regulations. Petty cash drawings limited to £150 Other income banked regularly and at least weekly.	B.2.1. Petty Cash: Chairman or Vice Chairman of P&RC carries out random checks on petty cash transactions and balances quarterly. Monthly reconciliations of all bank accounts carried out by nominated Councillor, who is not Chairman or Vice Chairman of P&RC Internal Audit checks on income.	Senior Administrator/ Chairman or Vice Chairman P&RC Nominated Councillor
	B.3. Failure to protect expenditure	L:1 I: 2 R:Low (2)	Cheque payments and electronic transfers approved and signed by 2 Councillors and approved two monthly by Council. Payment procedures compliant with Financial Regulations.	B.3.1. Payments: Chairman or Vice Chairman of P&RC selects at random four months per year and verifies that two Councillors have evidenced their approval for each item of expenditure Internal Audit checks on occurrence, valuation and regularity of payments.	Senior Administrator/Clerk/P&RC
	B.4. Failure to protect income	L:1 I: 2 R:Low (2)	A receipt or an invoice supports each item of income received. Monthly reconciliation of each bank or petty cash account. Debtors monitored in accordance with Debtor Policy & if required reported for action to Council	B.4.1. Income: Internal Audit checks for completeness of income brought to account and that all income is banked promptly. Internal Audit review of bank reconciliations. Debtor reports produced to action if required and deposits taken.	Senior Administrator

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	B.5. Failure to comply with HMRC (VAT) Regulations	L:1 I: 1 R:Low(1)	VAT claims prepared biannually by Senior Administrator. In conjunction with HMRC Guidelines VAT Partial Exemption calculated by Accountants.	B.5.1. VAT Claims: Periodic inspection of claims by HMRC and response to queries. Claims subject to check by Internal Auditor.	Senior Administrator
	B.5. Failure to determine an Annual Budget	L:1 I: 1 R:Low (1)	Having regard to planned levels of expenditure, anticipated income and balances needed to be carried forward for contingencies and future levels of expenditure. Policy & Resources oversees budget compilation, during the autumn. Detailed two monthly reports of income and expenditure against budget. System of approved delegated limits of expenditure A submission for all new projects costing in excess of £5000 to be considered and approved by the appropriate Committee	B.5.1. Annual Budget: Budget preparation to commence each autumn. Detailed Committee budgets, with breakdown to be submitted by November. Precept figure considered in November, confirmed as soon as possible after confirmation of grant funding and tax base from the Primary Authority but no later than the end of February. B.5.2. Monthly Reporting: Bi - monthly review of reports to Committees and Council of outturn against budget. B.5.3. Compliance Checks: By Internal Auditor and Chairman or Vice Chairman of P&RC. The findings to be reported to P&RC, three times per annum.	Clerk/P&RC
	B.6. Failure to ensure Business Continuity	L:1 I: 3 R:Medium (3)	Ensure Council evaluates risks and minimises occurrences of interruption by Budget planning and robust legal agreements Robust Business Continuity Plan is in progress.	B.6.1. Business Continuity: Two Monthly review of budgets and changes to business plan reviewed and evaluated by appropriate Committee at least annually. B.6.2. Sufficient Reserves Reserves maintained at a level to allow for fluctuations in income and expenditure.	Clerk/Appropriate Committee/P&RC

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
C. General Liabilities	C.1. Failure to comply with Legal Requirements	L:2	Expertise and Training of Town Clerk with external guidance. Reference to Council Solicitor, SBC Solicitor or Administrators.	C.1.1. Legal Advice: Town Clerk – Continuing Professional Development and Networking C.1.2. External Review: Prior to change of Council at an election to review policies required by law. C.1.3. Members of Professional Bodies: Town Clerk and Council members of appropriate bodies.	Clerk/P&RC
		I: 2	Regular updates from EALC, SLCC		
		R:Medium (4)	Guidance and briefings to Councillors. Induction Training for Councillors and Staff. Specific training as required.		
Events	C.2. Failure to protect Third Parties, Property, or Individuals	L:2	Insurances in place.	C.2.1. Third Party Risks: Insurance cover in place – reviewed annually, or as needed. Record of inspections maintained and review of follow-up work undertaken following inspection report. Visual Inspection and Health and Safety Training undertaken by Cllrs and Staff. Maintenance programmes instituted on all Council property/equipment. Risk assessment produced for each event along with an Event Management Plan.	Clerk/Staff/P&RC E&LC/CFC Events Officer / ESC
		I: 2	Regular inspection of spaces subject to Council ownership /control, as scheduled in the Asset Register.		
		R:Medium (4)	Health and Safety Policy in place and detailed individual risk assessments completed as required. Risk assessments prepared for each event in order to identify and minimise risk. Training provided for staff and volunteers.		

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	C.3. Failure to comply with legal responsibilities as a consequence of asset ownership (e.g. Skate Park)	L:1 I: 3 R:Medium (3)	Insurances in place. Inspection regime in place.	C.3.1. Insurances: Regime of inspection required for Skate Park area, to insure insurance cover is retained.	Senior Administrator/E&LC
D. Employer Liability	D.1. Compliance with Employment Law	L:2 I: 2 R:Medium (4)	Regular Information updates – EALC, SLCC etc. H&SE and Working Method policies	D.1.1. Employment Legislation: Receive regular information and update from EALC, SLCC etc. H&SE Policies reviewed annually or as events require.	Clerk/P&RC
	D.2. Failure to comply with HMRC PAYE requirements	L:1 I: 2 R:Low (2)	Salary Administration contracted out to competent contractor.	D.2.1. HMRC: Changes and updates implemented by competent contractor. Internal Audit checks on payroll.	Senior Administrator/Acumen

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	D.3. Failure to have sufficient resources for unexpected staff absences	L:1 I: 3 R:Medium (3)	Identified sources of staff-cover for senior staff absence. Specific operational tasks are being documented. Operational Manuals for specialist systems kept up to date. Reserves kept at a level to enable acting staff to be engaged. Succession Planning and additional staff training to provide absence cover.	D.3.1. Support Staff: Review staff training through the appraisal system. General Reserves maintained at correct levels.	Clerk/P&RC
E. Legal Liability	E.1. Failure to ensure activities are within legal constraints	L:1 I: 1 R:Low (2)	Expertise and training of Town Clerk Clerk to clarify any legal issue raised, seeking legal advice as necessary. Elected members kept up-to-date with legislation	E.1.1. Legal Requirements: Clerk to clarify any legal points raised, after seeking legal advice as necessary. Clerk circulates appropriate training courses and monitors attendance.	Clerk/P&RC
	E.2. Failure to keep proper and Timely Reporting via the Minutes	L:1 I: 1 R:Low (1)	All minutes published in draft form as soon as they are produced and published on website. Minutes altered as a consequence of any amendments immediately after signing. Minutes also made available to Press and Public	E.2.1. Minutes: Minutes published on web site as well as being made available to the Press and Public.	Clerk

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	E.3. Failure to keep proper control of documents	L:1 I: 2 R:Low (2)	Legal documents kept in office along with legal documents in 'fire proof' cabinet. All computer documents backed up daily and copy kept off site. Financial records held on remote server as well as reports backed up locally with copy kept off-site.	E.3.1. Documents: Originals of leases and legal documents held in Council Office in fire-proof cabinet. I.T. support contractor provides a back-up test service Accounts provider bound by Service Level Agreement reviewed as appropriate by Policy & Resources Committee	Clerk/Staff P&RC / Clerk
F. Councillor Propriety	F.1. Failure to register of interests & Gifts / Hospitality	L:2 I: 2 R:Medium (4)	Register of Interest completed & published on Web-Site. Declarations of interest called at each meeting	F.1.1. Register of Interests: All Cllrs required to complete a declaration of interest – updated as necessary. Declarations called at each meeting Register of Interest published on website and subject to public scrutiny.	Cllrs
	F.2. Failure to have a Code of Conduct	L:1 I: 1 R:Low (1)	Council / Cllrs adopted Code of Conduct – 2013	F.2.1. Code of Conduct: Council adopted SBC Code of Conduct Code of Conduct reviewed and updated if legislation changes	Clerk/Cllrs

LEIGH-ON-SEA TOWN COUNCIL
FINANCIAL REGULATIONS

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Definitions

Councillor – means a duly elected person and any person co-opted to act as a Councillor.

Member means a duly elected or Co-opted Councillor.

Delegated Officer means any officer of the Council delegated to act by the Town Clerk in a particular capacity on the Town Clerk's behalf.

These Financial Regulations were reviewed, revised and adopted by the Council at its Meeting **held on 21st March 2017**.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. All staff must take care to operate within these Regulations. Breaches could lead to the Council's actions being called into question by auditors or members of the public and to challenges concerning the legality of those actions. Wilful breaches which seriously damage the Council's reputation, or lead to financial gain for the officer concerned could be construed as gross misconduct. Other breaches may result in disciplinary action.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Town Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;

¹ Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils

- ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations².
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the general power of competence; and

² Accounts and Audit (England) Regulations 2015

- addressing recommendations in any report from the internal or external auditors, which shall be a matter for the full Council only.
- 1.14. In addition the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by Policy and Resources Committee in accordance with its terms of reference.
- 1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council’s Policy and Resources Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;

- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year as soon as possible following confirmation from the Principal Authority of the tax base and grant monies and not later than the end of February. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget as approved by Council. This authority is to be determined by:

- The Council for all items over £5,000 **unless pre-authorised in the budget**
- A duly delegated Committee of the Council for items over £1,000 **unless pre-authorised in the budget**
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Committee, for any items exceeding £250 but below £1,000 **unless pre-authorised in the budget**;
- The Clerk for items below £250

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these Regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated standing committee. During the budget year and with the approval of Council and Policy and Resources Committee or if so delegated a standing committee having considered fully the implications for public services, unspent sums and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Town Clerk **in consultation with all Committee Chairmen (a quorum being acceptable to make a decision)** may authorise revenue expenditure on behalf of the Council which in his/her judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£500~~ **£2,500**. The Clerk shall report such action to the **appropriate Standing Committee Chairman** as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each budget head, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 20% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

- 5.2. The RFO/Delegated Officer shall prepare a schedule of payments made during the reporting period, requiring authorisation, forming part of the agenda for the meeting (invoices are available for viewing if requested) and present the schedule to Council [or P&R committee]. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall retrospectively authorise payment by a resolution of the Council or P&R Committee. The approved schedule shall be ruled off and initialled by the Chairman of the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to report all invoices submitted, and which are in order, at the next available Policy and Resources Committee Meeting.
- 5.5. The Town Clerk/RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of Council, where the Town Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy and Resources Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Policy and Resources Committee; or
 - c) fund transfers within the Council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy and Resources Committee.
- 5.6. For each financial year the Town Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like) for which Council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or Policy and Resources Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or capital grant in excess of £5,000 shall, before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Town Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by duly authorised Councillors in accordance with a resolution instructing that payment. If a Councillor who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall be reported to the Policy and Resources Committee at the next convenient meeting.
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two Councillors and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two Councillors are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which Councillors approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and passwords which shall be retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed

as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Councillors immediately and formally to the next available meeting of the Council. This will not be required for a Councillor's personal computer used only for remote authorisation of bank payments.

- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two Councillors. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the RFO or delegated officer and will also be restricted to a single transaction maximum value of £1000 unless authorised by Council or Policy and Resources Committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Policy and Resources Committee. Transactions and purchases made will be reported to the Policy and Resources Committee and authority for topping-up shall be at the discretion of the Policy and Resources Committee.
- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO or delegated officer and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used to incur Council expenses without prior written authorisation from the RFO and shall be only used for payment of pre-authorised Council expenditure up to a limit of £100.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of ~~£140~~ **£200** for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, National Insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these Regulations.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Policy and Resources Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

- 8.3. The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of Policy and Resources Committee at the same time as one is issued to the RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of Payments) and Regulation 6 (Instructions for Payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO or delegated officer.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Town Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary and at least weekly.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO/Delegated Officer shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work in excess of £250 for goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this Regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Town Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ('the Regulations') which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.³
 - c. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works

³ The Regulations require the Council to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

contract which exceed threshold in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).⁴

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- g. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this Regulation shall be subject to Standing Order 19, and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £100 the Town Clerk/RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- l. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a

⁴ Thresholds currently applicable are:

- a. For public supply and public service contracts £164,176
- b. For public works contracts £4,104,394

contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the Council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council or delegated standing committee and Town Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The Facilities Manger shall be responsible for the care and custody of stores and equipment of the Community Centre excluding the requirements of the Council Offices which shall be the responsibility of the Town Clerk or duly Delegated Officer.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO or Delegated Officer shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable asset shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable asset does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO or Delegated Officer shall effect all insurances and negotiate all claims on the Council's insurers.

- 15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council or appropriate delegated standing committee at the next available meeting.
- 15.4. All Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 16.2. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The Council may, by resolution, if duly notified in accordance with Standing Orders Section 10, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council. Such resolution must be passed by two thirds of those present at the Council meeting.

* * *

CORPORATE GOVERNANCE REPORT FOR THE POLICY AND RESOURCES COMMITTEE

Reviewed and Resolved at Council 21st March 2017 (Minute TBC)

Introduction

Corporate governance is defined as "a system of law and sound approaches by which corporations are directed and controlled focusing on the internal and external corporate structures with the intention of monitoring the actions of management and directors and thereby mitigating agency risks which may stem from the misdeeds of corporate officers"

Corporate governance is about doing the right things in the right way. It's about demonstrating accountability and transparency in our actions and decisions. It affects us all.

The Audit Commission has defined corporate governance in the public services as *"the framework of accountability to users, stakeholders and the wider community, within which organisations take decisions and lead and control their functions, to achieve their objectives". It therefore requires "robust systems and processes, effective leadership and high standards of behaviour, a culture based on openness and honesty and an external focus on the needs of service users and the public".*

Responsibility for Financial Management

The Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk. The Council must conduct a review at least once a year of the effectiveness of its system of internal control. This review must be considered by the Council and they must approve an annual governance statement prepared in accordance with proper practices in relation to internal control and accompanied by the Accounting Statements.

Governance and Accountability

It is the responsibility of small bodies (the Council) to put in place proper arrangements to ensure the proper conduct of their financial affairs, and to monitor the adequacy and effectiveness of those arrangements in practice. Small bodies are required to maintain proper accounting records and control systems and to maintain an adequate system of internal audit of those accounting records and control systems.

Small bodies meet their responsibilities by preparing and publishing, and providing the auditor with, the accounts prepared for the financial year, together with such additional information and explanation as is necessary to provide sufficient evidence that they have maintained

adequate systems of internal control and internal audit throughout the financial year. With the relaxation of the two signature rule, such proper arrangements to ensure proper conduct of financial affairs is even more crucial.

The Council maintains and regularly reviews its Corporate Governance, Financial and Physical Risk Assessment, Standing Orders and Financial Regulations.

The Annual Return

The Council must submit an Annual Return in accordance with proper accounting practices. The Annual Return:

- Reports the annual statement of accounts as approved by the Council
- Certifies that the Council has discharged its statutory duties in relation to its financial affairs
- Records that the external auditor has fulfilled their statutory responsibility
- Informs the local taxpayer and elector about how their council has operated during the last financial year
- Informs government and other stakeholders about the activity of local councils

Annual Governance Statement and Financial Risk Register

Leigh-on-Sea Town Council has the responsibility to adhere to the guidelines. Specifically the Town Council has to consider the 8 statements below and to consider how it manages them (see the tables supporting each statement).

1. The Council has put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements with the specific control measures outlined below.

Risk Area	Further Definition	Action Taken	Further Actions Required
Legal	HMRC regulations	Followed Real Time Information requirements throughout year and at year end Salary Provision outsourced to External Expert Provider.	
	Pensions DWP regulations for	Council is a Member of LGPS administered by ECC.	Dispensation Polices approved in September 2014
	Incurring expenditure without legal authority	Financial Regulations reviewed in March 2017	All payments made in accordance with Financial Regulations and Standing Orders
	Failure to use funds under appropriate powers	Hold General Power of Competence	
	Laws, regulations and codes of practice	Training on Code of Conduct undertaken by clerk.	Keep up to date with any changes in law – responsibility of Clerk to advise Councillors, but also for Councillors to keep abreast of changes.

2. The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness with the specific control measures outlined below.

Risk Area	Further Definition	Action Taken	Further Actions Required
Budget	Over/Under budgeting	Variance Spreadsheets as currently prepared.	Two Monthly report to Committees and Council, Reviewed by Councillors
		Budgets prepared in accordance with Financial Regulations.	Must now budget for at least 3 years forecast ahead as per new Financial Regs. All Committees to consider 3 year forecast when considering budget cycle.

		Project Budgeting	Continue to assess and review Committees projects on an annual basis together with forecasts of major expenditure and income over next 3 years.
Fraud, theft, loss	Internal Audit review	Internal Audit	Assess internal audit findings and take action to ensure they are addressed. Council reviews scope of Internal Audit on an annual basis.
	Stock Control Of Materials in LCC & LTC	We have introduced stock control. Head Caretaker responsible for stock control of LCC and Senior Administrator in respect of LTC stock	Regular checks made and recorded, then checked on a regular basis at least monthly.
	Procurement	Procurement undertaken in accordance with Financial Regulations and Schemes of Delegation under preparation.	Council reviews outturn against Budget Heads. Extension of Scheme of Delegation to non-discretionary budgets.
	Cheques and other payment methods	Most payments continue to be made by cheque with two signatures. Where BACS or direct debit introduced, the mandate or payment approval schedule is signed by two Councillors.	Council to review and approve Direct Debit mandates on a yearly basis.
	Payment authorisations	Clerk has authority to make payments of up to £250 within budget, Senior Administrator makes payment, not Clerk to ensure appropriate checks and balances.	Review cash amounts annually at time of insurance renewal to ensure adequate cover.
Handling and Holding	Cash	Reviewed cash holding/handling and discussed with internal audit. Value of cash holdings for banking in a single	

		transaction are adequately covered on insurance policy	
	Receipts	All cash into the office is receipted.	
	Bad Debts	Policy written	Bad debts are submitted to P&RC for write off.
	Bank recon	Undertaken monthly by Senior Administrator	Councillor other than the Chairman or Vice Chairman of P&RC appointed to undertake quarterly reconciliation.
	Officer's decisions	New Legislation requires Officer's decisions to be published	Published as required and reported to relevant Committee.

3. The Council took all reasonable steps to assure itself 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 the Council to conduct its business or on its finances.

See legal risks as above.

4. The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Risk Area	Further Definition	Action Taken	Further Actions Required
Legal	Accounts and Audit Regulations	Advertise as per Regulations and publish accounts on the website including two monthly payment schedules for all items.	To continue to publish all payment information on the website, specifically up to date budget vs actuals. Transparency

5. The Council has carried out an assessment of the risks facing the Council and have taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance where required. Internal controls listed below.

Risk Area	Further Definition	Action Taken	Further Actions Required
Financial		Financial Risk Assessment Register – Reviewed March 2017	To be updated regularly at least annually.

Physical		Physical Risk Assessment Programme	To be assessed regularly by Town Clerk or delegated officer in all areas of activity.
Review of risks.		Risk Assessment Policy adopted by Council and reviewed annually.	Risk Assessment reviewed on an annual basis
Insurance	Risks physical and financial.	All assets valued over last year. Annual review.	Value of cash insured (<i>as in 2</i>).

6. The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems. Controls listed below.

Risk Area	Further Definition	Action Taken	Further Actions Required
Auditing	Internal Audit	<p>Chair or Vice Chair of P&RC checks cash books, payments to suppliers, authorisations, VAT returns and petty cash and reports to P&RC.</p> <p>Quarterly reconciliation by appointed Councillor.</p> <p>Two monthly report to each committee. Variance reports assists.</p> <p>Arranged three visits from Internal Auditor per year</p>	<p>To continue to be done quarterly.</p> <p>To ensure P&RC review variance monitoring by committees.</p> <p>To continue to ensure committees review their own budgets two monthly and that members have undertaken the appropriate budget and financial training.</p> <p>Annual review of effectiveness of internal auditor carried out.</p>

7. The Council took appropriate action on all matters raised in reports from internal and external audit.

Risk Area	Further Definition	Action Taken	Further Actions Required
Audit	Internal Audit	Internal audit reports are considered at P&RC and appropriate actions taken and reported and discussed at Council.	RFO to ensure the matters raised by internal auditors are addressed.
	External Audit	Matters raised by external audit are reported to Council	To ensure the matters raised by auditors are addressed.

8. The Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and where appropriate have included them in the accounting statements.

Risk Area	Further Definition	Action Taken	Further Actions Required
Accounts	Accounts are correct for the current year (RFO Auditors Accountants)	Suitable accounting policies are used that are applied consistently. Accruals are taken into account. Year-end accounts produced in accordance with regulations.	To maintain the standards required to produce the year end accounts efficiently.

The internal audit

The internal audit plan demonstrates how the audit work will provide assurance for the Council's Annual Governance Statement. Internal audit maintains awareness of the Council's corporate governance arrangement

Conclusion

The Council has updated its budget procedure to enable it to have more control and awareness of spending. Other risks are controlled through review of insurances, training, internal audit and review of this, and consideration of assets and reserves.

Leigh-on-Sea Town Council - Meetings timetable 2017/18

Meeting	Time	Regular Date	May 2017	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2018	Feb	Mar	April	May
Council	7.30	3rd Tuesday Month 1	16th	6th*	18th		19th		21st		16th	6th **	20th		15th
Policy & Resources	7.30	1st Tuesday Month 1	2nd		4th		5th		7th		2nd		6th		1st
Planning & Licensing	7.30	2nd & 4th Tuesday	9th 23rd	13th 27th	11th 25th	8th 22nd	12th 26th	10th 24th	14th 28th	12th	9th 23rd	13th 27th	13th 27th	10th 24th	8th 22nd
Environment and Leisure	7.30	3rd Tuesday Month 2		20th		15th		17th		19th		20th		17th	
AALG	2.00	1st Tuesday Quarterly			4th			3rd			2nd			3rd	
Community Facilities	7.30	1st Tuesday Month 2		6th		1st		3rd		5th		6th		3rd	
Chairmen's Forum	6.30			27th					28th				27th		

* Extra Meeting to approve Accounts @ 7.00pm

Annual Town Electors Meeting

20th April 2018

** Extra Meeting to approve Precept @ 7.00pm