

Leigh-on-Sea Town Council



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

Notice is hereby given that the next meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 5th July 2016** at the Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE

Apologies received from Cllrs: Richard Herbert and Jane Ward
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 3RD MAY & 17TH MAY 2016
5. PUBLIC REPRESENTATIONS

POLICY

6. REVIEW OF STANDING ORDERS (Appendix 1) AND TERMS OF REFERENCE (Appendix 2) – **DECISION ITEM**

It is **RECOMMENDED** that the Committee approve the revised Standing Orders and Terms of Reference undertaken at the P&R PDG and these be presented for resolution at Council.

7. GRANT AWARDS – **DECISION ITEM** (Please note, the papers have only been submitted to Councillors as confidential but this is not a confidential item)

This is the start of the new scheme and there have been some 'teething' problems. As such, it is **RECOMMENDED** that the Committee consider the following requests before the next formal round in September.

Grant requests have been made as follows:

| | | |
|------------------------|------|---|
| Leigh Maritime CIC | £99 | (for room hire at the Community Centre) |
| Endeavour Trust | £132 | (for room hire at the Community Centre) |
| Lions Club of Leigh | £500 | (Children's entertainment at Leigh Regatta) |
| Leigh Port Partnership | £84 | (for room hire at the Community Centre) |

Maximum grant is £500 under the Grant Award Scheme.

It is **RECOMMENDED** that the Committee consider the applications received and make a decision with regard to each grant request.

8. REVIEW OF ACTION PLAN (Appendix 3)

It is **RECOMMENDED** the Committee review the action plan and make any relevant amendments.

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| REFERENCES FROM P&R GROUPS AND OTHER COMMITTEES |
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9. CO-OPTION OF COUNCILLORS - PROCEDURE POLICY (Appendix 4) – **DECISION ITEM**

Council did not resolve the original policy submitted. It is **RECOMMENDED** that the Committee consider the amended policy and that this be presented for resolution at Council.

10. VOLUNTEER PDG

This group has yet to meet.

It is **RECOMMENDED** that a meeting date be set for late August.

11. LOGO T&FG

It was reported 1st March 2016 that an exercise was to be undertaken with regards to the cost of re-branding and would be reported to Committee in due course.

It is **RECOMMENDED** that the result of this exercise be reported at the meeting 6th September 2016 for a recommendation to be made to Council with regards to a new logo.

12. STRAND WHARF LEASE

CFC requested that a confidential report be submitted with regard to the establishment of the lease. As the Chairmen of the P&R and CF Committee are not able to attend this meeting, the report will be deferred.

13. INTERN PROGRAMME

CFC would like to use an intern to create a Business Plan subject to the right person being employed with a full briefing. Funding is available at present through Santander Universities for a maximum of £1500 for a 3 month internship to start by the 30th September 2016. This can be claimed at the end of the internship. Funding is limited and offered on a first come first serve basis and subject to availability. The cost to LTC would therefore be £3,000. The 2016/17 budget has an allocation of £4,000 in the Intern programme.

It is **RECOMMENDED** that the Acting Town Clerk be given delegated authority in consultation with the Chairman of P&R to proceed with the potential recruitment of an intern if a suitable candidate is found.

| |
|------------------|
| RESOURCES |
|------------------|

14. STAFF

- A new part-time janitor has been appointed following a resignation
- The CCA is now on maternity leave
- Maternity cover for the CCA commences 1st July
- Due to a potential staffing restructure in due course, a temporary Receptionist/Administrator has been appointed
- NALC & SLCC salary rises have been implemented. These were accounted for in 2016/17 budgeting

15. QUARTERLY FINANCE AND BANK RECONCILIATION CHECKS

These are important checks and must be completed in accordance with LTC Financial Regulations. Checks need to be made as follows:

- July
- October
- January

- April

It is **RECOMMENDED** that Councillors be appointed on a rota basis to undertake them.

16. COMMITTEE AND COUNCIL BUDGETS

- P&R Budget Reports as at 23rd June 2016 (Appendix 5)
- Leigh Town Council Main Budget Report as at 23rd June 2016 (Appendix 6)

17. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **DECISION ITEM**

See report 2601/I&E (Appendix 7) The Committee is asked to note the income and **RECOMMEND the expenditure to Council.**

18. BANK ACCOUNT BALANCES as at 26th June 2016

| | |
|------------------|-------------|
| CCLA a/c | £222,765.52 |
| HSBC BMM a/c | £258,060.61 |
| HSBC Current a/c | £ 15,564.46 |
| HSBC Payroll a/c | £ 11,888.76 |
| HSBC Imprest a/c | £ 717.23 |

19. INTERNAL AUDIT REPORT 2015-16 (FINAL) – Appendix 8

To receive the report from Auditing Solutions



Helen Symmons
Acting Town Clerk
30th June 2016

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

PAGE NUMBERS AND SECTION NUMBERING WILL BE AMENDED WHEN ALL THE CHANGES MADE

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Leigh-on-Sea Town

Council -

Standing Orders

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded and a report with sufficient information to be used in the debate circulated in writing with the agenda.
- c A motion on the agenda that is not moved by its proposer or another Councillor may be treated by the Chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer, or seconder, **but** only with the consent of the seconder ~~and~~ **or** the proposer.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the motion as amended becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.

- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of a motion or an amendment has a right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall, with the advice of the Proper Officer if required, identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask **that** a person to be no longer heard or ~~to leave~~**s** the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chairman of the meeting.
- u Any member who considers they will take longer than 5 minutes **to present their views** shall submit **them in writing to the Proper Officer for circulation to Councillors** ~~the content of their paper~~ 24 hours in advance of the meeting to enable members to consider the submission.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or **shall be** excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.



3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in the part of the premises which at the time of the meeting is used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for of a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e ~~The Chairman may at any time adjourn the meeting to permit~~ Members of the public to **may** make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above is at the Chairman's discretion and shall not exceed 15 minutes unless directed by the Chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall speak only once and shall not speak for more than 3 minutes unless permitted to do so by the Chairman.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.


  l **Filming, photographing or audio recording of proceedings, and/ or commentary on proceedings, for the purposes of reporting is allowed at any public meeting of the Council and its committees by any person attending. Any communication methods, including the internet, may be used to broadcast, transmit, publish, post or otherwise share this reporting with persons not present, either during the meeting or later.**


As a courtesy, those persons planning to make a visual or audio recording of proceedings and/ or commentary for broadcast, transmission or otherwise sharing, either during a meeting or later, are requested to liaise with the Town Clerk (or Council officer acting in that capacity) before the meeting begins. Officers will notify the meeting's Chairman, in order that all attendees can be informed before the recording, broadcast or transmission begins.




The Chairman of the meeting will ask for any recording, broadcasting or transmitting to be undertaken in such a way that it is not disruptive or distracting to the good order and conduct of the meeting. In the case of disorderly conduct, persons may be excluded from public meetings, or public proceedings may be suspended in accordance with the relevant Standing Order/s.

Recording for broadcast, transmission or otherwise sharing with persons not present, either during the meeting or later, must cease if the meeting resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. In these cases, the proceedings of the confidential session will be reported as per the ~~Public Bodies (Admission to Meetings) Act 1960~~ provisions of that Act

  m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

 n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**

 o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

   p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.**



- q **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 6(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands or, if at least two members so request, by signed ballot provided there has not been a request for a recorded vote. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- s The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of Councillors present and absent;
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights;
 - iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters in which they held **relevant** interests in were being considered;
 - v. if there was a public participation session; ~~and~~
 - vi. the resolutions made.
- and** may include a brief resume of any debate at the minute takers discretion in consultation with the Chairman **and** a view expressed by a Councillor on his request should be included in the minutes.



- t **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**



- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order **4e(vii)** below for the quorum of a committee or sub-committee meeting.*



- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be

adjourned to another meeting. ¹

- w A meeting shall not exceed a period of 3 hours unless a motion is passed to suspend this Standing Order.

4. **Standing** Committees and sub-committees

- a Unless the Council determines otherwise, a **Standing** Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.
- b The members of a **Standing** Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.
- c ~~Unless the Council determines otherwise, all the members of an advisory Committee and a Sub-committee of the advisory committee may be non-Councillors.~~
- d Non-Councillor members of a **Standing** Committee may not vote on any financial matter or matters of Council policy.
- e The Council may appoint Standing Committees ~~or other committees~~ as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full Council;
 - iii. shall permit a **Standing** Committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to **the provisions of this Standing Orders 4(b) and (c) above**, appoint and determine the terms of office of members of ~~such a~~ **Standing** Committee;
 - v. shall, after it has appointed the members of a standing committee, shall adjourn the meeting to allow the standing committee to select its Chairman;
 - vi. ~~shall permit a committee, to appoint its own Chairman at the first meeting of the committee;~~
 - vii. shall determine the place, notice requirements and quorum for a meeting of a **Standing** Committee and a Sub-Committee which shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of a **Standing** Committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a Sub-Committee and also the advance public notice requirements, if any, required for the meetings of a Sub-Committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they

¹ For Planning, Licensing & Highways see Terms of Reference

- are permitted to attend; and
 - xi. may dissolve a **Standing Committee**.
- e The Chairman and Vice Chairman of the Council will be ex-officio members of all **Standing Committees and Sub-Committees** unless they signify they do not wish to serve and if so signified the place shall be filled by the election of another member.

~~5. Advisory Committee and Working Parties, Policy~~ **Project** ~~Development Groups & Task & Finish Groups (WPs)~~

- a. ~~The Council may appoint advisory committees comprised of a number of Councillors and non-Councillors, unless the Council determines otherwise.~~
- b. ~~Advisory committees and any advisory sub-committees may consist wholly of persons who are non-Councillors.~~

PDG's N.B. THESE WILL BE RE-NUMBERED WHEN RESOLVED

- a. Every Standing Committee shall have a PDG (a discussion and not a decision making group) comprising the members of the Standing Committee to be chaired by the Chairman of the Standing Committee which shall meet and discuss matters relating to the Standing Committee and prepare reports and recommendations to the Standing Committee. These groups are not open to the public or press.
- c. ~~Every committee may appoint working parties (WPs) whose terms of reference and members shall be determined by resolution of the committee.~~
- d. Where a WP **Notice of a PDG** reports directly to Council, rather than to the Committee that formed it because of timing issues, then notice of the time, date, place and business is to be notified **given** to **ALL** Councillors **preferably two weeks in advance of the proposed meeting date. Meetings will be held at the Town Council's offices.**
- e. ~~The membership and size of WPs is normally by election, selection or appeal for volunteers, and is set by the committee. A convenor will be nominated, whose role, it is to call meetings, notify the Chairman of the committee to which the WP reports and the Proper Officer of the day, time and place of a WP meeting for circulation to all Councillors and ensure that a report is issued. The convenor frequently, but not always, chairs the WP.~~
- f. ~~WPs do not have to meet at the Town Council's offices.~~
- g. **PDG's** WPs may co-opt members, not necessarily Councillors, either **on an annual basis** permanently or for specific meetings. Any Councillor may attend and speak at any **PDG** WP meeting, even if not a member of that **WP PDG**, ~~but without voting rights.~~
- h. The Proper Officer or an appropriate officer will attend **PDG** meetings if available and required.
- i. Each meeting of a **PDG** will produce a written report ~~to go for the Agenda of the next meeting of the relevant Standing Committee to members of the WP and Chairman of the committee to which it reports as soon as possible after a meeting and then to the committee that set it up.~~ If the Proper Officer or appropriate officer is present, **they** will produce the report, but if not, then it is the responsibility of the convenor **PDG Chairman** to write the report and send it to the Proper Officer ~~so that the report is on the agenda for the next committee meeting.~~
- j. If the **PDG** WP requires action to be taken, it will make a recommendation to the **relevant Standing Committee**. That recommendation will be typed in bold within the report of the meeting, as in 5(i) above.

- k. In the event that there is a disagreement over **PDG WP** recommendations, or whether another person is co-opted, it will be decided by a vote of those members present, with the Chairman of the **PDG WP** having a casting vote.
- l. No power can be delegated to a **PDG WP**, (Council can only delegate power to **Standing Committees**, Sub-Committees or officers of the Council) ~~but power can be delegated to the Proper Officer in consultation with the **PDG WP**.~~
- m. The views of PDGs and T&FGs **are advisory only but can aid in any decision making of** ~~will be used to inform the decision of **Standing Committees** and officers with delegated authority. That, for clarity, these are discussion groups not decision making Committees and attendance is restricted to Councillors, co-opted members and interested parties at the discretion of the Chairman unless otherwise designated. Only appointed members of the Group will be able to vote.~~

6. Ordinary Council meetings

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- b. In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c. If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs. Additional meetings of the Council shall **normally** take place on **Tuesdays** ~~the second Wednesday in all other months except August.~~ **as per the timetable approved annually at the Annual Council Meeting.**
- e. The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.
- f. The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g. The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give

a casting vote in the case of an equality of votes.

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the **Annual Council Meeting** ~~annual meeting of the Council~~, the business of the annual ~~that~~ meeting shall include:
 - I. **In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - II. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - III. Receipt of the minutes of the last meetings of all **Standing** committees;
 - IV. Consideration of the recommendations made by a **Standing** committee;
 - V. Review of delegation arrangements to **Standing Committees**, Sub-Committees, staff and other local authorities;
 - VI. Review of the terms of reference for committees;
 - VII. Appointment of members to existing committees;
 - VIII. Appointment of any new committees in accordance with standing order 4 above;
 - IX. Review and adoption of appropriate standing orders and financial regulations;
 - X. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - XI. Review of representation on or work with external bodies and arrangements for reporting back;
 - XII. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - XIII. Review of inventory of land and assets including buildings and office equipment;
 - XIV. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - XV. Review of the Council's and/or staff subscriptions to other bodies;
 - XVI. Review of the Council's complaints procedure;
 - XVII. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - XVIII. Review of the Council's policy for dealing with the press/media; and
 - XIX. Determining the time and place of ordinary meetings of the Council and committees up to and including the next annual meeting of full Council.

7. Extraordinary meetings of the Council and **Standing** Committees and Sub-Committees

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.
- c The Chairman of a **Standing** Committee [or a Sub-Committee] may convene an extraordinary meeting of the **Standing** Committee [or the Sub-Committee] at any time.
- d If the Chairman of a **Standing** Committee or a Sub-Committee does not or refuses to call an extraordinary meeting within 7 clear working days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the **Standing** Committee ~~or and the~~ Sub-Committee may convene an extraordinary meeting of a **Standing** Committee and a Sub-Committee. **The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**

8. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six Councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a **Standing** Committee or a Sub-Committee.
- b When a motion moved pursuant to standing order 8(a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council

and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c A motions may not go direct to Council, unless the Proper Officer and the Chairman agree that the matter is of such urgency that it cannot go through the committee process.
- d If a motion specified in the agenda is not moved either by the member who gave notice of it or by any other Councillor, it shall, unless postponed by the Council be treated as withdrawn and shall not be moved without fresh notice.
- e If a motion fails at Standing Committee, it will be recorded as such in the minutes. When the Standing Committee minutes are reported to Council, the mover of the motion may ask that the matter be reconsidered and voted upon. For the sake of clarification, the minutes of the meeting which contain the failed motion shall constitute the written notice under SO 10(a) and the mover of the motion shall give prior notice to the Chairman of the relevant Standing Committee.
- f The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- g If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 5 clear days before the meeting.
- h If the wording or subject of a proposed motion is considered improper, the Proper Officer shall

consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- i Subject to standing order 10(h) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- j Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- k Motions rejected shall be recorded in a book for that purpose with the explanation by the Proper Officer for their rejection.

11. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to determine matters arising from the consideration of reports from officers, **Standing Committees** or Sub-Committees which are included in the agenda;
 - v. to refer a motion to a particular **Standing Committee** or Sub-Committee;
 - vi. to appoint a person to preside at a meeting;
 - vii. to change the order of business on the agenda;
 - viii. to proceed to the next business on the agenda;
 - ix. to require a written report;
 - x. to appoint a **Standing Committee** or Sub-Committee and their members;
 - xi. to extend the time limits for speaking;
 - xii. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xiii. to not hear further from a Councillor or a member of the public;
 - xiv. to exclude a Councillor or member of the public for disorderly conduct;
 - xv. to temporarily suspend the meeting;
 - xvi. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvii. to adjourn the meeting; or
 - xviii. to close a meeting.

12. Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.

- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

13. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
- c When a meeting is convened to discuss items under SO 24(a) all matters discussed shall be confidential to the members at the meeting and shall not be disclosed to any other Councillor, Staff Member or the public, any disclosure will constitute a breach of confidentiality.

14. Draft minutes

- a ~~The If the draft minutes of a preceding meeting will be placed on the Council's website immediately they are produced. Hard copies have been shall be served on Councillors with the Council agenda to attend the meeting at which they Council minutes are due to be approved for accuracy and the Standing Committees minutes due to be presented, and they and~~ shall be taken as having been read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes

or recordings of the meeting for which approved minutes exist shall be destroyed.

15. Code of conduct and dispensations

See also standing order 3(t) above.

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- f Subject to standing orders 15(d) and (e) above, dispensation requests shall be considered by the Chairman and Vice Chairman of Council before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- g **A dispensation may be granted in accordance with standing order 15(f) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

16. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13 above, report this to the Council.
- b Where the notification in standing order 16(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d) below].
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

17. Proper Officer

- a The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer of the Council is under a statutory duty to carry out all the functions required by law of a local authority's Proper Officer. The Proper Officer is totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out.

The Proper Officer is expected to advise the Council on, and assist in the formation of, overall policies to be followed and to implement constructively all decisions. The Proper Officer is accountable to the Council, not to any individual or group of Councillors, for the effective management of all its resources and will report to the Council as and when required or its **Standing Committees**.

- c The Proper Officer shall:
 - at least three clear days before a meeting of the Council, a **Standing Committee** and a Sub-Committee serve on Councillors a summons, by email or post on request to their residences, confirming the time, place and the agenda provided any such notice contains the signature (electronic or otherwise) and title of the Proper Officer.
 - See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3 (c) above for a meeting of a committee.*

- i. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a **Standing Committee** or a Sub-Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3(c) above for a meeting of a committee.
 - ii. subject to standing order 10 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. facilitate inspection of the minute book by local government electors;
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. retain acceptance of office forms from Councillors;
 - vii. retain a copy of every Councillor's register of interests;
 - viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same;
 - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
 - xi. arrange for legal deeds to be executed;
See also standing order 27 below.
 - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
 - xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xiv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the **Planning, Licensing and Highways** Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of **Planning, Licensing and Highways** Committee;
 - xv. manage access to information about the Council via the publication scheme; and
 - xvi. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
See also standing order 27 below.
 - xvii. Keep proper records required before and after meetings.
- d If the wording or subject of a proposed agenda item is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the item shall be included in the agenda or rejected.
- e the decision of the Proper Officer as to whether or not to include this item on the agenda

shall be final.

18. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

19. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor **at every Council meeting (but excluding extraordinary Council meetings)** ~~as soon as practicable after 30 June, 30 September and 31 December in each year~~ a statement to summarise:
 - i. the Council’s receipts and payments for **the period since the previous statement** ~~each quarter;~~
 - ii. the Council’s aggregate receipts and payments for the year to date;
 - iii. the balances **currently** held ~~at the end of the quarter being reported~~

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends. Similar statements to those above will be supplied **to Standing Committees at their meetings** ~~for all other months with the exception of August.~~

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council’s receipts and payments for the **period since the previous statement** ~~last quarter~~ and the year to date for information; and
 - ii. to the full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the Council (~~receipts and payments, or income and expenditure~~) for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

20. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 20(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 20(d) below and must satisfy the requirements of the Public Contracts Regulations 2015 which include use of 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.**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer; tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract exceeds thresholds in The Regulations set by the Public**

Contracts Directive 2014/24/EU (which may change from time to time)² 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 contract.

21. Estimates / Precepts

- a. **The Council shall approve written estimates and the precept for the coming financial year** at its meeting before the end of **February** ~~January~~
- b. Any **Standing** Committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

22. Canvassing of and recommendations by Councillors

- a. Canvassing Councillors or the members of a **Standing** Committee or Sub-Committee, directly or indirectly, for appointment by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b. A Councillor or a member of a **Standing** Committee or Sub-Committee shall not solicit a person for appointment by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

23. Inspection of Documents

- a. Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a **Standing** Committee or a Sub-Committee, and request a copy for the same purpose. The minutes of meetings of the Council, its **Standing** Committees or Sub-Committees shall be available for inspection by Councillors.

24. Handling staff matters

- a. A matter personal to a member of staff that is being considered by any meeting of Council is subject to standing order 13 above.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Personnel sub-committee or, if he is not available, the vice-Chairman of the Personnel sub-committee of absence occasioned by illness

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

or other reason and that person shall report such absence to the Personnel sub-committee at its next meeting.

- c The Chairman of the Personnel sub-committee or in his absence, the vice-Chairman together with the Chairman and Vice Chairman of Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk and RFO. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel sub-committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (~~or other employees~~) shall contact the Chairman of the Personnel sub-committee or in his absence, the vice-Chairman of the Personnel sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel sub-committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the Chairman or vice-Chairman of the Personnel sub-committee, this shall be communicated to another member of the Personnel sub-committee, which shall be reported back and progressed by resolution of the Personnel sub-committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 24(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 24(f) and (g) above shall be provided only to (post holder) and/or the Chairman of the Personnel sub-committee.

25. Requests for information

- a Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the ~~Finance and General Purposes~~ **Policy and Resources** Committee. The said Committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

26. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

27. Execution and sealing of legal deeds

See also standing orders 17(c)(xi) and (xvi) above.

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 27(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors who shall sign the deed as witnesses.**

28. Communicating with Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the Unitary Council (Principal Authority – PA) representing the area of the Council.
- b If the Council so orders, a copy of each letter sent to the PA shall be sent to the PA Councillor representing its electoral ward.
- c Any decision taken by the Council or a **Standing Committee** which requires contact with the PA shall be effected by the Town Clerk or his nominated officer.
- d Contact by Councillors with PA officers, unless authorised by the Council or a **Standing Committee**, shall be restricted to information and clarification only.

29. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or

- ii. issue orders, instructions or directions.

30. Complaints Procedure

- a The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Standing Committee, as appropriate, for consideration.
- b This procedure does not cover complaints about the conduct of a Councillor (refer Standing Order 16).
- c If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Proper Officer of the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
- d The complainant will be asked to put the complaint in writing to the Proper Officer of the Council at 71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP. The complaint will be dealt with within 35 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
- e If the complainant prefers not to put the complaint to the Proper Officer of the Council (because the matter relates to the Proper Officer, for example,) he should be advised to write to the Chairman.
- f
 - (a) On receipt of a written complaint, the Proper Officer of the Council (except where the complainant is about his own actions) or Chairman (if the complaint relates to the Proper Officer), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
 - (b) Where the Proper Officer of the Council or a Councillor receives a written complaint about the Proper Officer's actions, he or she shall refer the complaint to the Chairman. The Proper Officer of the Council will be formally advised of the matter and given an opportunity to comment.
- g The Proper Officer of the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.

- h The Proper Officer of the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Proper Officer will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.
- i Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures (refer Standing Order 24).
- j The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
- k The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
- l As soon as possible after the decision has been made (and in any event not later than 10 clear working days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
- m The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.
- n The Council will set up a complaints register.

31. Delegation

- a. Where the next scheduled meeting of the Council is after the date when the Council is requested to either reply to a consultation document, or to nominate a representative to an outside body, the power to act shall be delegated to the appropriate **Standing Committee**. Where a decision is required before the committee can be convened then the power to act shall be delegated to the Proper Officer in consultation with either the Chairman or Vice-Chairman of Council and either the Chairman or Vice-Chairman of the appropriate **Standing Committee**.
- b. Power shall be delegated to the Proper Officer in consultation with the Chairman and Vice-Chairman of Planning, **Licensing and Highways Committee** and ~~Licensing~~ to negotiate with licensing applicants and/or their agents, and to rescind or amend the decision of the Planning, **Licensing and Highways** and ~~Licensing~~ Committee in the light of new information, satisfactory reassurances, undertakings or explanations in writing. All such decisions are to be reported to the next meeting of ~~F&GPC~~ **P&RC**
- c. In the event that a **Standing Committee** or Sub-Committee meeting is not quorate, power shall be delegated to the Proper Officer to respond to any consultations, and take decisions, up to the limit of the power of that **Standing Committee** or Sub-Committee, including responding to planning applications, in consultation with those **Standing Committee** or Sub-Committee members present. The Proper Officer to report any such decisions or actions to the next ordinary meeting of the committee or sub-committee.
- d. When carrying out their duties under delegated authority granted to them by the Council officers will act within the parameters set by the Council's standing orders and financial regulations.

32. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 3 Councillors to be given to the Proper Officer in accordance with standing order 10 above.

- c A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.
- d The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after he has delivered his acceptance of office form.
- e The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

These Standing Orders were adopted by Council on the ~~17th May 2016~~ **19th July 2016**

LEIGH-ON-SEA TOWN COUNCIL

APPENDIX A –TERMS OF REFERENCE

TR1 MATTERS TO BE DEALT WITH SOLELY BY THE COUNCIL

- (a) Raising loans and setting the precept.
- (b) Setting policy and controlling all decisions except where delegated by Council resolution.
- (c) Incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being.
- (d) Appointing, or co-opting, to a Standing Committee or Sub-Committee, a person who is not a Member of the Council or the Committee.
- (e) Appointing Members to Committees
- (f) Appointing the Chairman of Personnel Sub-Committee
- (g) Standing Orders, Financial Regulations and the functions, establishment and constitution of Standing Committees and Sub-Committees.
- (h) Dates of meetings of the Council.
- (i) Appointing or nominating Councillors and Officers at the annual meeting of the Council to fill positions on outside bodies and in the event of any vacancies arising during the Council year.
- (j) Filling of vacancies at a meeting other than the annual meeting occurring on any Standing Committee of the Council during the Council year.
- (k) Authorising the taking of legal action by the Council.
- (l) The setting of rents and tenancy agreements relating to Council property.
- (m) The appointment and dismissal of the Town Clerk.

TR2 POWERS AND DUTIES OF STANDING COMMITTEES

Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.

The acts and proceedings of a Committee shall:

- (a) where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
- (b) as regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council; and
- (c) in all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.

The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.

TR3 POLICY AND RESOURCES COMMITTEE (P&RC) (7 MEMBERS, Chairmen of Community Facilities, Environment & Leisure and Planning, Highways and Licensing Committee plus 4 others)

Note: In the event that any Committee Chairmen are ex-officio members of P&RC, or the same person is Chairman of more than one Committee, the Committee will be made up to 7 members by election of extra Councillor(s).

P&RC is the senior Committee of the Council. P&RC shall consider all matters that affect the finances of the Council and will make a report to the Council. The terms of reference of P&RC are as follows:

1. To formulate the annual budget for the Council and submit its recommendations on this no later than January in the year preceding the relevant Council year. Its Chairman shall present the draft budget to the Committee after consultation with the RFO and after receipt of draft budget submissions from other Committees. In the absence of such draft budgets, the Chairman of P&RC may submit draft proposals for such Committees.
2. To monitor the progress of the budget during the Council year and consider any requests from other Committees for supplementary expenditure above that agreed for the year, and to make any recommendations arising to the Council.
3. To deal, under delegated powers, with staff terms and conditions of service, levels, duties, remuneration, appointments, grievance and discipline; and may delegate consideration of these issues to the Personnel Sub-committee and receive any recommendations from such Sub-Committee.
4. To formulate new policy and review existing policy concerning the Council's work for consideration by the Council.
5. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council:
 - a. Marketing, economic development and regeneration.
 - b. Grants Awards
 - c. Crime and disorder issues.
 - d. Consider correspondence appropriate to its Terms of Reference.
 - e. Matters which, in the opinion of the Town Clerk, must have consideration and action on the Council's behalf where to do otherwise would place the Council at risk of a breach of legal obligations or statutes and where an emergency meeting of the full Council cannot be arranged.
 - f. Management of the major projects fund and any programmes falling within the Committee's remit.
 - g. Formulation, publication and distribution of the Council Magazine or such other publication of a like nature and other promotional and publicity activities.
 - h. Staff and Councillor training.

- i. Emergencies - environmental in consultation with E&LC, public or disaster
 - j. To formulate and revise the Council's Strategy and frameworks for the delivery of the objectives.
 - Formulation in consultation with all Councillors the strategic objectives for the Council (the "Council Strategy") and seek Council adoption of these
 - Implementation of a framework for delivery of the Council Strategy including:
 - Inauguration of targeted Task & Finish Groups related to its remit
 - Review of Council priorities
 - Carrying out consultations with residents, Southend Borough Council and others
 - Evaluation of feedback from consultations
 - Formulation of a Town Plan for Council adoption.
 - Determination of opportunities for Council activity.
6. To prepare an annual proposed budget and a report of any over or under spends from the current year's budget not later than the end of November. The RFO shall draft the Budget for presentation to the Committee and may liaise with the Committee Chairman in its preparation.
 7. Where there is a dispute between itself and another Committee, the decisions of P&RC shall have precedence.
 8. Where there is a dispute between two other Committees, P&RC shall arbitrate and its decision shall be final.
 9. To review from time to time Standing Orders and Financial Regulations and to make recommendations for changes to Council.
 10. To review the Terms of Reference of Committees from time to time, taking into account any proposals or recommendations from other Committees; and make recommendations to the Council.
 11. To receive reports from any Council appointed representatives to other bodies, where not relevant to other Committees.
 12. Where acting under delegated authority, to decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer a matter for decision to Council and make recommendations as appropriate.
 13. To appoint and receive reports and recommendations from its Project Development Group (PDG) and to refer matters of policy for discussion to the PDG. (The Chairman of the parent Committee shall act as chairman of the PDG).

TR4 ENVIRONMENT AND LEISURE COMMITTEE (E&LC) (7 MEMBERS)

E&LC is responsible for consideration of all leisure, foreshore and environmental matters relating to the Council's business. The Terms of Reference of E&LC are as follows:-

1. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council:
 - a. Running of any Council event or activity coming under leisure, foreshore and environment headings. The Committee may delegate consideration of these issues to the ~~Events Officer Sub-Committee T&FG~~ **PDG** and receive any recommendations from ~~the Events Officer such Sub-Committee T&FG~~ **PDG**
 - b. Maintaining the Christmas Lights infrastructure
 - c. Waste and Refuse
 - d. Liaison, joint programmes, partnerships etc. relating to matters of a leisure, foreshore or environmental nature with other local authorities and bodies
 - e. To support the Community Transport Officer in the arrangement and organisation of events under delegated powers and within budgets set by E&LC, for elderly and disabled members of the community.
 - f. To consider correspondence relevant to its Terms of Reference.
 - g. To oversee the administration, management and maintenance of the allotments by the Allotments Officer under delegated powers and the Allotment Societies under their service agreements, in line with Council policy and within budget.
 - h. To recommend rental levels and tenancy arrangements to Council
 - i. Formulate policy or strategy in relation to the discharge of the allotments function
 - ~~Allotments Officer and may delegate consideration of these issues to the Allotments Sub-Committee T&FG and receive any recommendations from such Sub-Committee T&FG~~
 - j. To formulate proposals for major projects for consideration by P&RC.
2. To submit an annual proposed budget and a report of any over or underspends from the current year's budget to P&RC not later than the end of November. The RFO shall draft the Budget for presentation to the Committee and may liaise with the Committee Chairman in its preparation.
3. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to P&RC for arbitration and P&RC's decision on the matter shall be final.
4. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
5. Refer any proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to P&RC which shall make recommendations to the Council on the matter.
6. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to P&RC for consideration of the financial implications of such a change.

7. Where acting under delegated authority the Committee may decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer the matter for decision to Council and shall make recommendations as appropriate.
8. To receive reports from any Council appointed representatives to other bodies relevant to the Committee.
9. To appoint and receive reports and recommendations from its Project Development Group (PDG) and to refer matters of policy for discussion to the PDG. (The Chairman of the parent Committee shall act as chairman of the PDG).

TR5 PLANNING, HIGHWAYS AND LICENSING COMMITTEE (PH&LC) (6 MEMBERS)

The Terms of Reference of PH&LC are as follows:

1. To consider all planning applications the Council is consulted upon by the local planning authority; the Town Clerk being authorised to submit the observations, recommendations or objections of the PH&LC on all such applications including representations received from the public. Where a meeting of the PH&LC is not quorate, Councillors who are members of the PH&LC may consider such applications and a note of their views shall be made available to the Town Clerk who shall inform the local planning authority accordingly under delegated powers.
2. PH&LC is responsible for all issues referred from, or being discussed by the Highway Authority and responds to matters relating to:
 - a. Highways
 - b. Public Footpaths except orders
 - c. Parking
 - d. Public Transport
3. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council
 - a. All matters affecting planning e.g. statutory and local plans.
 - b. Town development
 - c. Public Footpath Orders
 - d. Consultations from the Highway Authority
 - e. Enforcement matters
 - f. Planning legislation
 - g. To consider correspondence relevant to its Terms of Reference.
 - h. To consider Traffic Regulation Orders.
 - i. School Crossing Patrols and Safer Journeys to Schools

- j. To respond, under delegated powers, to all licensing applications.
 - k. To consider all policy documents relating to licensing policy and make recommendations to P&RC.
 - l. To formulate proposals for major projects for consideration by P&RC.
-
- 4. To submit an annual proposed budget and a report of any over or under spends from the current year's budget to P&RC not later than the end of November. The RFO shall draft the Budget for presentation to the Committee and may liaise with the Committee Chairman in its preparation.
 - 5. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to P&RC for arbitration and P&RC's decision on the matter shall be final.
 - 6. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
 - 7. Refer any proposals which would incur non-budgeted expenditure or would reduce by more than £500 budgeted income to P&RC which shall make recommendations to the Council on the matter.
 - 8. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to P&RC for consideration of the financial implications of such a change.
 - 9. To appoint and receive reports and recommendations from its Project Development Group (PDG) and to refer matters of policy for discussion to the PDG. (The Chairman of the parent Committee shall act as chairman of the PDG).

TR6 COMMUNITY FACILITIES COMMITTEE (CFC) (7 MEMBERS)

CFC is responsible for all Council Premises and Assets and in supporting the operation of the Leigh Community Centre (LCC). The Terms of Reference of CFC are as follows:-

- 1. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council:
 - a. To set policy and tariff levels relating to the general use of the LCC.
 - b. To receive reports from the Community Centre Administrator and Facilities Manager who have delegated authority **under the Town Clerk** in managing the LCC and all operational matters relating to hirers and staffing.
 - c. To receive via the Community Centre Administrator matters raised by the ~~user groups~~ **service users**.
 - d. Running of any Council facilities, including the Youth Facility **and Strand Wharf**
 - e. Assets of the Council, including premises.
 - f. ~~Bus Shelters~~

- g. Street Furniture
 - h. To formulate proposals for major projects for consideration by P&RC.
 - i. To consider correspondence relevant to its Terms of Reference.
2. To submit an annual proposed budget and a report of any over or under spends from the current year's budget to P&RC not later than the end of November. The RFO shall draft the Budget for presentation to the Committee and may liaise with the Committee Chairman in its preparation.
 3. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to P&RC for arbitration and P&RC's decision on the matter shall be final.
 4. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
 5. Refer any proposals which would incur non-budgeted expenditure, or would reduce by more than £1000 budgeted income, to P&RC which shall make recommendations to the Council on the matter.
 6. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to P&RC for consideration of the financial implications of such a change.
 7. Where acting under delegated authority the Committee may decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer the matter for decision to Council and shall make recommendations as appropriate.
 8. To receive reports from any Council appointed representatives to other bodies relevant to the Committee.
 9. To appoint and receive reports and recommendations from its Project Development Group (PDG) and to refer matters of policy for discussion to the PDG. (The Chairman of the parent Committee shall act as chairman of the PDG).
- TR7 PERSONNEL SUB-COMMITTEE (PSC) (Chairman and Vice Chairman of Council, Chairman and Vice Chairman P&RC plus 4 others)**

The Terms of Reference of PSC are as follows:

1. **To deal with matters delegated under TR3 (3)**
2. To deal, under delegated powers, with the recruitment and appointment of staff unless delegated to a Line Manager and to deal with all unresolved staff grievances and disciplinary matters in line with Council policy. Council shall make the final decisions where the issue cannot be resolved by the PSC or P&RC.
3. When the PSC or appointed panel meet to discuss items under 1; that only those members appointed to the PSC or Panel shall be entitled to be present at such a meeting.
4. To advise P&RC on staffing levels, duties, remuneration and the conditions of service of Council employees.

5. To consider correspondence relevant to its Terms of Reference.

TR8 ALLOTMENTS (APDG) Moved to E&L

7

~~The Terms of Reference of Allotments PDG are as follows:~~

- ~~1. To oversee the administration, management and maintenance of the allotments by the Allotments Officer under delegated powers and the Allotment Societies under their service agreements, in line with Council policy and within budget.~~
- ~~2. To recommend rental levels and tenancy arrangements to E&LC and Council.~~
- ~~3. To make recommendations to E&LC on the formulation of any policy or strategy in relation to the discharge of the allotments function~~
- ~~4. To promote the responsible use and advancement of the allotments in Leigh~~
- ~~5. To promote the use of allotments by young people~~
- ~~6. To consider correspondence relevant to its Terms of Reference.~~

TR9 EVENTS POLICY TFG

The Terms of reference of EPDG are as follows:

- ~~1. To support the Events Officer in the arrangement and organisation of events under delegated powers within budgets set by E&LC.~~
- ~~2. To recommend to E&LC an events programme for the year and appropriate budgets for same.~~
- ~~3. To consider correspondence relevant to its Terms of Reference.~~

TR10 COMMUNITY TRANSPORT TASK & FINISH GROUP (CTT&FG)

The Terms of Reference of CTT&FG are as follows:

- ~~1. To support the Community Transport Officer in the arrangement and organisation of events under delegated powers and within budgets set by E&LC, for elderly and disabled members of the community.~~
- ~~2. To consider correspondence relevant to its Terms of Reference.~~

TR8 PROJECT DEVELOPMENT GROUPS & TASK & FINISH GROUPS (PDGs & T&FGs)

1. PDGs and T&FGs will be chaired by the Chairman of the parent **standing** Committee and will discuss and **make** **recommendations** policy to the parent **that** Committee as appropriate. ~~Where any urgent action is required the delegated Officer can take any measures deemed essential, where there is no consensus the proposed action must be referred to the parent Committee for resolution.~~
2. The membership of the PDG is the membership of the parent **relevant standing** committee **and in additions** **STO 5(g).**

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020

Policy and Resources Committee

| Strategic Aim | Objective | Action | Timescale | Budget | Review |
|--|--|---|-------------------------------|---|--------|
| Take part in an open dialogue with the community.... | Leigh Town Council News Develop the magazine to invite participation/dialogue on Council responsibilities etc | Build in comments/letters page. Encourage committees to involve and invite dialogue. Building method for Council Website for site visitors to leave messages. | By end of September | Increase budget to reflect increase in cost for delivery and production. Website development budget implications. | |
| | Volunteers Clarify roles and responsibilities for the volunteers, co-ordinator and office. Budget in place to pay co-ordinator revise job specification and person spec. and advertise and appoint a new co-ordinator. | Meeting of Volunteer PDG Decision to be made on appointing a Volunteer Co-ordinator Advertise and appoint | End of May By June | Review pay and expenses for this role Cost item from appropriate budget stream | |
| | 3 Year Action Plan Established and currently under trial period. The Strategic Aims should now be embedded within the individual objectives and clearly identified. | Town Clerk to work closely with new Chairmen to ensure the Action Plan is completed with sufficient detail to be used as a framework for the work of each committee | End of May | | |
| | | Identify possible training needs | Ditto | Potential impact on Training Budget | |
| | | Ensures set dates for Review are met and reported on | August/November/February | | |
| | | | | | |

| Strategic Aim | Objective | Action | Timescale | Budget | Review |
|--|--|---|--|---|--------|
| Provide high standard, value for money services... | Build into the Review scrutiny of all service provision, inviting feedback from recipients/public, noting production costs, and indentify savings Review revise standing orders | Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim In discussion with Town Clerk | May/June Annually | Aim to reduce budget, make savings where possible | |
| Assist and encourage other bodies to provide high standard value.... | Work with contributors to magazine to submit on time quality items and images. Monitor volunteer roles and responsibilities through informal dialogue. Develop evaluation proforma | Review and revise Writing Guide and distribute online and at reception. At the time of the various support either for Community Centre or Events use a proforma evaluation VC to design and produce this. | By September Ongoing June/July | Photocopy cost Photocopy cost | |
| Promote the best needs of the Town | Consider developing a Policy Document that proposes methods that involve the community participating in identifying what are the needs of the Town | If agreed, develop the Policy | October | | |

Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

Signed by Chair.....

Date.....



Leigh-on-Sea Town Council

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

CO-OPTION PROCEDURES AT A COUNCIL MEETING

Created June 2016
For review 2018

Introduction

If no request for an election is received by Southend Borough Council by the date on the Notice of Vacancy, the Town Council will be advised that it may co-opt to the vacancy. Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a Council meeting. Co-opted members are subject to the same eligibility process as elected Councillors.

The Town Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below.

Procedure

1. Leigh-on-Sea Town Council invites/advertises interested candidates to write to the Clerk by a specified date, including a CV if so desired. The correspondence once received is then circulated to all Councillors with the Agenda ahead of the meeting at which a Town Councillor is to be co-opted.
2. At the meeting, candidates are invited to speak about themselves for a maximum of 5 minutes and Councillors have the opportunity to ask questions of them.
3. The Chairman will request the Councillors present to nominate any of the candidates. This may be done 'en bloc'. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a Councillor may only nominate or second one candidate. One candidate needs to receive an absolute majority of votes.
4. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.
5. A successful candidate must receive an absolute majority of those present and voting. At this stage, the successful candidate will be declared co-opted, asked to sign a Declaration of Acceptance of Office and to join the meeting.
6. If there are more than two candidates for one vacancy, members will be invited to vote using a 'supplementary voting system'. This means that on the ballot paper, members will be able to vote for a first and second choice candidate. All the first choices are then counted and if a candidate has an absolute majority, they are elected. If no candidate receives an absolute majority, the top two candidates continue to a second round and all other candidates are eliminated. The second-choice votes of everyone whose first choice has been eliminated are then counted. Any votes for the remaining candidates are then added to their first-round totals. Whichever candidate has the most votes after these second-preferences have been allocated is declared elected.

7. If the situation occurs where there are three candidates, none with a majority after the first vote count and the other two both have the least number of votes, the second-preference votes of the top candidate will be used to determine which of the other candidates goes through to become the other top candidate.
8. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.

| POLICY & RESOURCES DETAILED BUDGET | | | | | | 2016/17 | | | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------|--------------------------|-----------------------|--------------------|-------------------|--------------------|--------------|
| INCOME | Budget 2016/17 | Income Received | Balance | % Received | EXPENDITURE | Earmarked Reserves | Budget 2016/17 | Expenditure | Balance | % Spent |
| Precept | £ 391,550.00 | £ 195,775.00 | £ 195,775.00 | 50.00% | Crime Prevention | | £ - | £ - | £ - | |
| Council Tax Support Grant | £ 14,220.00 | £ 7,110.00 | £ 7,110.00 | 50.00% | Grant Award Fund | £ 971.18 | £ 5,000.00 | £ 533.00 | £ 5,438.18 | 8.93% |
| Bank Interest | | £ - | £ - | | Furniture & Equipment | | £ 500.00 | £ - | £ 500.00 | 0.00% |
| Other Income* | | £ 45.30 | -£ 45.30 | | Elections | £ 22,265.59 | £ - | £ - | £ 22,265.59 | |
| Sale of Waste Sacks* | | £ 477.40 | -£ 477.40 | | Legal Costs | | £ 1,500.00 | £ - | £ 1,500.00 | |
| VAT Refund* | | £ - | £ - | | Annual Town Meeting | | £ 500.00 | £ - | £ 500.00 | 0.00% |
| | | | | | Community Engagement | | £ 10,000.00 | £ 5,018.56 | £ 4,981.44 | 50.19% |
| | | | | | Volunteer Programme | £ 5,004.40 | £ 15,000.00 | £ 151.53 | £ 19,852.87 | 0.76% |
| | | | | | Website | | £ - | | £ - | |
| | | | | | Civic | | £ 200.00 | £ 34.25 | £ 165.75 | 17.13% |
| | | | | | Renewals Fund | £ 14,586.02 | £ 3,000.00 | £ 1,017.00 | £ 16,569.02 | 5.78% |
| | | | | | | | | | | |
| | | | | | Localism Act | | £ 300.00 | £ - | £ 300.00 | 0.00% |
| | | | | | Intern | | £ 4,000.00 | £ - | £ 4,000.00 | 0.00% |
| | | | | | P&R Janitorial | | £ 3,050.00 | £ - | £ 3,050.00 | 0.00% |
| | | | | | | | | | | |
| TOTAL INCOME | £ 405,770.00 | £ 203,407.70 | £ 202,362.30 | 50.13% | TOTAL EXPENDITURE | £ 42,827.19 | £ 43,050.00 | £ 6,754.34 | £ 79,122.85 | 7.87% |

| OFFICE ADMIN DETAILED BUDGET | | | | 2016/17 | |
|-------------------------------|---------------------|-------------------|-------------|-------------|---------|
| EXPENDITURE | B/F from 2015/16 | Budget 2016/17 | Expenditure | Balance | % Spent |
| Premises | | | | | |
| Office Rental | £ 3,500.00 | £ 3,500.00 | £ - | £ 7,000.00 | 0.00% |
| LCC Premises Use Grant | | £ 25,000.00 | £ 6,250.00 | £ 18,750.00 | 25.00% |
| | £ 3,500.00 | £ 28,500.00 | £ 6,250.00 | £ 25,750.00 | 21.93% |
| Administration | | | | | |
| Stationery | | £ 1,600.00 | £ 55.17 | £ 1,544.83 | 3.45% |
| Insurance | | £ 6,100.00 | £ - | £ 6,100.00 | 0.00% |
| Library | | £ 300.00 | £ 15.00 | £ 285.00 | 5.00% |
| Communication | | £ 1,500.00 | £ 254.45 | £ 1,245.55 | 16.96% |
| Photocopying | | £ 3,000.00 | £ 567.88 | £ 2,432.12 | 18.93% |
| Subscriptions | | £ 2,300.00 | £ 1,734.49 | £ 565.51 | 75.41% |
| Postage | | £ 1,700.00 | £ 150.52 | £ 1,549.48 | 8.85% |
| Entertaining | | £ 250.00 | £ - | £ 250.00 | 0.00% |
| Licences | | £ 500.00 | £ - | £ 500.00 | 0.00% |
| Bank Charges | | £ 1,200.00 | £ 274.65 | £ 925.35 | 22.89% |
| Miscellaneous | | £ 500.00 | £ - | £ 500.00 | 0.00% |
| Professional Advice | | | £ - | £ - | |
| Audit | | £ 2,500.00 | £ 410.00 | £ 2,090.00 | 16.40% |
| IT | | £ 2,000.00 | £ 565.02 | £ 1,434.98 | 28.25% |
| Waste Sacks | | £ 1,200.00 | £ - | £ 1,200.00 | 0.00% |
| Training - Staff | | £ 3,000.00 | £ 170.00 | £ 2,830.00 | 5.67% |
| Expenses/Travel Costs - Cllrs | | £ 550.00 | £ - | £ 550.00 | 0.00% |
| Training - Cllrs | | £ 2,000.00 | £ - | £ 2,000.00 | 0.00% |
| Mileage & Expenses - Staff | | £ 600.00 | £ 75.50 | £ 524.50 | 12.58% |
| | £ - | £ 30,800.00 | £ 4,272.68 | £ 26,527.32 | 13.87% |
| | £ 3,500.00 | £ 59,300.00 | £ 10,522.68 | £ 52,277.32 | 17.74% |

| Leigh Town Council Main Budget Report | | | | | 2016/17 | | | | |
|---|---------------------|---------------------|---------------------|---------------|--|---------------------|---------------------|---------------------|--------------|
| INCOME | Budget 2016/17 | Income Received | Balance | % Received | EXPENDITURE | Budget 2016/17 | Expenditure | Balance | % Spent |
| Balances B/F | | £ 355,127.00 | | | | | | | |
| Policy & Resources | | | | | Policy & Resources | | | | |
| Precept | £ 391,550.00 | £ 195,775.00 | £ 195,775.00 | 50.00% | P & R Expenditure | £ 40,000.00 | £ 6,754.34 | £ 33,245.66 | 16.89% |
| Local Council Tax Support Grant | £ 14,220.00 | £ 7,110.00 | £ 7,110.00 | 50.00% | Office & Admin | £ 59,300.00 | £ 10,522.68 | £ 48,777.32 | 17.74% |
| Interest | £ - | £ - | £ - | | Staffing | £ 83,069.00 | £ 7,117.71 | £ 75,951.29 | 8.57% |
| Other Income | | £ 522.70 | -£ 522.70 | | Capital Projects | £ 50,000.00 | £ - | £ 50,000.00 | 0.00% |
| | £ 405,770.00 | £ 203,407.70 | £ 202,362.30 | 50.13% | | £ 232,369.00 | £ 24,394.73 | £ 207,974.27 | 10.50% |
| Community Facilities | | | | | Community Facilities | | | | |
| LCC Hire Income | £ 105,000.00 | £ 22,925.63 | £ 82,074.37 | 21.83% | LCC Expenditure | £ 71,770.00 | £ 11,099.94 | £ 60,670.06 | 15.47% |
| LTC Contribution | £ 25,000.00 | £ 6,250.00 | £ 18,750.00 | 25.00% | LCC Staffing | £ 134,476.00 | £ 9,567.55 | £ 124,908.45 | 7.11% |
| Strand Wharf | £ 1,000.00 | | £ 1,000.00 | 0.00% | Highways Expenditure | £ 8,000.00 | £ 38.50 | £ 7,961.50 | 0.48% |
| Other Income | £ 773.48 | £ 1,040.64 | -£ 267.16 | 134.54% | Strand Wharf Expenditure | £ 2,450.00 | £ 45.30 | £ 2,404.70 | 1.85% |
| LCC Fund-Raising | | £ 654.00 | -£ 654.00 | | Skate Park Expenditure | £ 4,550.00 | £ 333.57 | £ 4,216.43 | 7.33% |
| | £ 131,773.48 | £ 30,870.27 | £ 100,903.21 | 23.43% | Skate Park Staffing | £ 3,921.00 | £ 300.04 | £ 3,620.96 | 7.65% |
| | | | | | Strand Wharf Capital Expenditure | £ - | £ 427.04 | -£ 427.04 | |
| | | | | | | £ 225,167.00 | £ 21,811.94 | £ 203,355.06 | 9.69% |
| Environment & Leisure | | | | | Environment & Leisure | | | | |
| Allotments Income | £ 11,713.00 | £ 150.50 | £ 11,562.50 | 1.28% | Allotments Expenditure | £ 12,660.00 | £ 2,359.65 | £ 10,300.35 | 18.64% |
| | | | | | Allotments Staffing | £ 4,877.00 | £ 739.31 | £ 4,137.69 | 15.16% |
| Community Transport Fees | £ 3,200.00 | £ 72.00 | £ 3,128.00 | 2.25% | Community Transport Expenditure | £ 3,930.00 | £ 299.00 | £ 3,631.00 | 7.61% |
| | | | | | Community Transport Staffing | £ 4,377.00 | £ 354.22 | £ 4,022.78 | 8.09% |
| Farmers' Market Fees | £ 2,002.00 | £ 487.00 | £ 1,515.00 | 24.33% | Farmers' Market Expenditure | £ 1,550.00 | £ 216.00 | £ 1,334.00 | 13.94% |
| Leigh Lights Income | £ 2,000.00 | £ 20.00 | £ 1,980.00 | 1.00% | Leigh Lights Expenditure | £ 30,455.00 | £ 432.52 | £ 30,022.48 | 1.42% |
| Other Events Income | £ 450.00 | £ 60.00 | £ 390.00 | 13.33% | Events & Other Expenditure | £ 18,000.00 | £ 1,197.83 | £ 16,802.17 | 6.65% |
| Other E&L Income | | | £ - | | E&L Staffing | £ 14,193.00 | £ 1,853.59 | £ 12,339.41 | 13.06% |
| | £ 19,365.00 | £ 789.50 | £ 18,575.50 | 4.08% | | £ 90,042.00 | £ 7,452.12 | £ 82,589.88 | 8.28% |
| Planning, Highways & Licensing | | | | | Planning Highways & Licensing | | | | |
| | | | | | Planning Expenditure | £ 500.00 | £ - | £ 500.00 | 0.00% |
| | | | | | Staffing | £ 14,818.00 | £ 892.45 | £ 13,925.55 | 6.02% |
| | £ - | £ - | £ - | | | £ 15,318.00 | £ 892.45 | £ 14,425.55 | 5.83% |
| Total Income | £ 556,908.48 | £ 235,067.47 | £ 321,841.01 | 42.21% | Total Expenditure | £ 562,896.00 | £ 54,551.24 | £ 508,344.76 | 9.69% |
| Capital Reserves 31/03/16 | £ 152,210.04 | | | | Balances Remaining C/F | | £ 535,643.23 | | |
| Earmarked Reserves 31/03/16 | £ 90,475.95 | | | | | | | | |
| VAT REFUND DUE | | | | | Est. General Reserves @ 31st March 2017 | | £ 106,453.49 | | |



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 Richard Herbert
 Vice Chairman: Cllr Carole Mulroney
 Town Clerk: Paul Beckerson

Income and Expenditure 23rd April 2016 – 21st June 2016 Report 2601/I&E Expenditure incurred under the General Power of Competence

| Cheque | Expenditure | Payee | Purpose |
|--------|-------------|---------------------------------|--|
| | | Expenditure - Cheques | |
| 101723 | £140.00 | LODS | Tickets for Community Transport |
| 101724 | £119.61 | Essex Supplies (UK) Ltd | Cleaning materials Comm Centre |
| 101725 | £47.22 | Acumen Wages Service | Payroll processing April |
| 101726 | £30.00 | Phoenix Water Coolers | Cup dispenser |
| 101727 | £14.38 | Essex Supplies (UK) Ltd | Cleaning materials Comm Centre |
| 101728 | £19.78 | Graham Davison | Reimburse for phono cables |
| 101729 | £180.00 | Phoenix Water Coolers Ltd | Service agreement drinking water machine Comm Centre |
| 101730 | £90.00 | Miskos Ltd | Server monitoring |
| 101731 | £125.57 | DOTS | Photocopying costs |
| 101732 | £70.00 | EALC | Staff Training |
| 101733 | £304.85 | LCA Electrical Ltd | Lighting repairs at Comm Centre |
| 101734 | £500.00 | Leigh Folk Festival Association | Grant from P&R |
| 101735 | £32.36 | Helen Symmons | Travel expenses EALC course |
| 101736 | £122.45 | Axess 4 All Ltd | Door closer for CC lift |
| 101737 | £43.13 | Joy Watson | Reimburse items for First Aid Post |
| 101738 | £29.24 | Viking | Stationery |
| 101739 | £36.00 | Urban Design & Print | Wedding Fayre banner |
| 101740 | £90.50 | Essex Supplies (UK) Ltd | Cleaning materials Comm Centre |
| 101741 | £18.12 | SSE | Electricity Strand Wharf |
| 101742 | £25.00 | Wyvern Community Transport | Minibus hire CT Made in Dagenham |
| 101743 | £278.45 | Baines Surveying Services | Contractor Admin payment |
| 101744 | £10.07 | Recognition Express Essex | Badge |

| | | | |
|--------|----------|----------------------------|--|
| 101745 | £247.20 | Tormax United Kingdom Ltd | Repairs to automatic door Comm Centre |
| 101746 | £197.50 | JK Fire Systems | Fire alarm repairs |
| 101747 | £100.00 | Petty Cash | Top up petty cash |
| 101748 | £2746.49 | Southend BC | Community Centre insurance |
| 101749 | £44.64 | Acumen Wages Service | May payroll processing |
| 101750 | £17.00 | Recognition Express Essex | Name badge |
| 101751 | £37.50 | Emma Bearman | Storytelling event |
| 101752 | £90.00 | Miskos Ltd | Server monitoring |
| 101753 | £177.36 | DOTS | Photocopying costs |
| 101754 | £56.25 | Mrs K Thomas | Refund room hire |
| 101755 | £504.00 | Leigh Times Series Ltd | Distribution of LTC magazine |
| 101756 | £1279.40 | Miskos Ltd | Harddrive & new computer for reception |
| 101757 | £50.63 | Theo Park | Partial room hire refund – moved to a smaller room |
| 101758 | £70.00 | Miskos Ltd | Backup & reload |
| 101759 | £4541.00 | Icicle Graphic Design | Production of LTC newsletter |
| 101760 | £50.00 | EALC | Course Helen Symmons |
| 101761 | £55.25 | V Herron | Entertainer fee Comm Centre half term event |
| 101762 | £156.00 | The Peacock Corporation | Lift repairs Comm Centre |
| 101763 | £438.00 | RCH Heating & Plumbing Ltd | Wireless thermostat Comm Centre |
| 101764 | £80.00 | Period Home Stores | Cakes for 90 for 90 event |
| 101765 | £492.00 | Auditing Solutions Ltd | Final internal audit visit 2015/2016 |
| 101766 | £13.05 | Sheena Walker | Expenses re notice boards |
| 101767 | £162.89 | Axess 4 All Ltd | Chain pulley for lift |
| 101768 | £774.23 | Tormax United Kingdom Ltd | Repairs to automatic door Comm Centre |
| 101769 | £45.00 | Miskos Ltd | Setting up for Karen Bowden |
| 101770 | £40.00 | Wyvern Community Transport | Minibus hire CT |
| 101771 | £15.00 | EALC | Good Councillor Guides 2016 |
| 101772 | £36.96 | Viking Direct | Stationery |
| 101773 | £70.29 | Essex Supplies (UK) Ltd | Cleaning materials CC |
| 101774 | £96.00 | Theo Park | Room hire refund |
| 101775 | £32.36 | Helen Symmons | Travel expenses |
| 101776 | £18.12 | SSE | Electricity Strand Wharf |
| 101777 | £50.00 | EALC | Lone working course G Davison |

| | | | |
|--|----------|------------------------------------|---|
| | | | |
| | | Expenditure – Imprest Items | |
| | £19.10 | B & Q | Toilet seat /keys |
| | £40.80 | Solopress | Invitations 90 for 90 |
| | £25.00 | Disclosure Scotland | Background check new staff member |
| | £263.00 | Solopress | Wedding brochure Community Centre |
| | £238.06 | LIV Supplies Ltd | Polycarbon sheets CC |
| | £34.25 | Enchanted Florist | Flowers Rev Julia Monaghan |
| | £195.00 | Southend BC | Revised planning application Strand Wharf |
| | £15.24 | Adobe Software Inc | Adobe converter subscription |
| | £4.00 | B&Q | Door bolt |
| | £24.99 | Gumtree | Recruitment advert Caretaker |
| | £58.79 | Go Daddy | Secure server renewal |
| | £204.11 | Makro | Food for 90 for 90 event |
| | £90.00 | Southend BC | Tickets Red Priest Community Transport |
| | £42.48 | B&Q | Materials to repairs Gents Toilets CC |
| | £9.00 | Southend BC | Extra ticket Red Priest Community Transport |
| | £139.91 | Evengreener | Water butts at allotments |
| | | | |
| | | Expenditure – Direct Debits | |
| | £262.67 | British Telecom | Line rental Comm Centre |
| | £87.31 | British Telecom | Line rental 716287 |
| | £75.22 | The Calls Warehouse | Calls 477248 |
| | £1195.18 | BES Electricity | Comm Centre Electricity |
| | £258.18 | Cory Commercial | Skate park bin collection |
| | £19.55 | Cory Commercial | Skate park bin collection |
| | £149.75 | Cory Commercial | Comm Centre bin collection |
| | £799.00 | Southend BC | Business rates CC |

| | | | |
|--|----------|--------------------------------|---|
| | £2552.73 | SSE | Gas Community Centre |
| | £54.90 | GO CARDLESS (Verde Coffee Ltd) | Coffee order Lorna & Lottie's cost recovered by LTC |
| | £59.30 | Global Payments | Card processing fees Apr 16 |
| | £71.16 | The Calls Warehouse | Call charges 477247 |
| | £145.02 | Cory Commercial | Bin collection CC |
| | £1005.49 | BES Electricity | Electricity Comm Centre |
| | £172.44 | British Telecom | Internet Service CC |
| | £545.68 | Essex & Suffolk Water | Water usage Leigh Site |
| | £538.97 | Essex & Suffolk Water | Water usage Manchester Drive |
| | £799.00 | Southend BC | Business rates CC |
| | £378.53 | BNP Paribas Lease Group | Photocopier lease |
| | £63.68 | GO CARDLESS (Verde Coffee Ltd) | Coffee order Lorna & Lottie's cost recovered by LTC |
| | £59.96 | Global Payments | Card processing fees May 16 |
| | £378.99 | Essex & Suffolk Water | Water charges Comm Centre |

Income

| | |
|--|------------------|
| Policy & Resources Committee | £471.20 |
| Community Facilities Committee | £20541.26 |
| Environment & Leisure Committee | £513.50 |
| Planning, Highways & Licensing Committee | 0 |
| Total | £21525.96 |

Leigh-On-Sea Town Council

Internal Audit Report 2015-16 (Final)

Prepared by Nigel Archer

For and on behalf of
Auditing Solutions Limited

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied accordingly, in terms of independence from the Council decision making process, appointing a local practice to provide the service for the Council. However, subsequent to the retirement of the previous Clerk and the recruitment of the present incumbent we, at Auditing Solutions Limited, were appointed for 2010-11 and beyond.

This report sets out those areas examined during the course of our recent final visit to the Council, which took place on 20th May 2016 and supplements the interim work undertaken on 23rd and 24th November 2015.

Internal Audit Approach

In concluding our review for 2015-16, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, employing a range of selective sampling techniques (or 100% substantive testing if appropriate) across a range of the Council's activities in accord with our previously circulated Programme of Work.

Overall Conclusion

We are pleased to report that no significant issues have been identified in our review for the year to warrant formal recommendation: any minor matters arising having been discussed and agreed with the Clerk and officers during the course of our visits: consequently, no appended Action Plan is considered necessary.

We have duly "signed off" the Internal Audit Certificate within the Annual Return, assigning positive assurances in all relevant categories and leaving the original documentation with the Acting Clerk for submission to members for approval prior to onward transmission to the external auditors.

This report has been prepared for the sole use of Leigh-on-Sea Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Detailed Report

Review of Accounts and Accounting Arrangements

Our objective has been to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have therefore: -

- Ensured that an appropriate nominal ledger coding structure remains in place, noting that this has again been further updated in accord with current Committee structures to further assist the budget monitoring and reporting process;
- Checked and agreed transactions on the Current, Payroll and Imprest bank accounts, as recorded on the Edge accounting system software, with the entries on the relevant HSBC bank statements for three sample months (May & October 2015 and March 2016);
- Similarly, checked and agreed transactions on the other two HSBC Reserve and CCLA Public Sector deposit accounts for the quarter ended 30th September 2015 and also March 2016; and
- Verified that regular, monthly bank reconciliations continue to be undertaken on all accounts, noting that appropriate hard copies are retained on file: we have checked and agreed those as at 31st October 2015 and at 31st March 2016 on all accounts.

Conclusions

No issues requiring formal recommendation have arisen in this area with no long-standing, unrepresented items of any note.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Examined the minutes of meetings of the Full Council and its Standing Committees (except Planning) held throughout the current financial year to March 2016 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred. No such issues were identified and we note the conclusion of the exercise to re-organise the Council's Committee structures and responsibilities with a streamlined approach to periodic meetings in place for 2015-16 and beyond;

- We have previously noted that the Council properly adopted the General Power of Competence at the Full Council meeting in May 2013: subsequently, we note that this was formally re-adopted in May 2015, as required by extant legislation, following the new Council elections;
- We also previously noted that both Standing Orders and Financial Regulations had been reviewed during 2014-15, both documents being revised in part for legislative changes such as the introduction of filming / recording of meetings and in part for updated NALC recommendations: we now note that both documents were re-affirmed in May 2015, subject to minor typographical revisions to reflect the current Committee / Task & Finish Group structures, and also that FRs were revised and re-adopted in March 2016; and
- Formal tender limits have been established at £30,000, which we previously considered to be sound for a Council of this size. However, there has recently been revisions to Regulations in relation to contracting and tendering, including the need to formally advertise contractual works in excess of £25,000 on the Government's "Contract Finder" website and we are advised that the Clerk is aware of the development and will present appropriate revisions to the Council's extant documentation at such time as the next model Financial Regulations have been issued by NALC. As noted above, this exercise was duly completed at the March 2016 meeting.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Review of Purchasing and Payment Procedures

We have selected a sample of supplier payments made during the financial year to 31st March 2016, examining all those individually in excess of £1,500 together with a more random sample of every 25th payment, irrespective of value. Our test sample comprises approximately 70 items in all, totalling £135,700 and representing 56% of all non-pay related expenditure for the year. Our testing strategy aims to ensure compliance with the following criteria to ensure that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation;
- Supported by an official order, where appropriate;
- Supported by proper quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations;
- Posted accurately to the Edge software nominal ledger expenditure headings;
- Authorised as seen by members during the course of the cheque approval process and subsequently summarised for adoption by Full Council; and
- That the calculation and recording of VAT to the VAT control account for subsequent recovery has been actioned appropriately.

We are pleased to note that all the above criteria were met in the sample examined.

In relation to VAT, we note that periodic, “on-line” recovery claims continue to be submitted and have checked and agreed that for the six months ending September 2015 to the underlying Scribe detail and subsequent repayment (in November 2015). The March 2016 claim had, due to current staffing levels and annual leave, not yet been finalised at the time of this final visit.

Additionally, we have previously noted that external contract accountants (DCK Beavers Ltd) have undertaken an exercise to confirm the Council’s partial exemption position with regard to VAT recoverable on Community Centre expenditure and payments arising in relation to 2015-16 have accordingly been adjusted within Edge to ensure that previous over-recovery levels will not be repeated.

Finally in this area, we have updated our year-on-year analytical review of expenditure incurred across the range of Council activities with no significant, un-identified variances arising to warrant further enquiry or explanation by officers.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have:

-

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council’s activities was undertaken and that a formal “strategy” was adopted by the Full Council at its meeting in March 2013;
- Subsequently noted, as part of last year’s final review, that the risk registers were re-adopted by the previous Finance & General Purposes Committee and, by approval of minutes, Full Council in March 2015;
- Noted at this final visit that the Registers were reviewed and re-adopted by Full Council at their meeting in March 2016; and
- Examined the current year’s insurance policy schedules (to August 2016), cover continuing to be provided by Aviva, noting that both Employer’s and Public Liability remain at £10 million; that Fidelity Guarantee cover has been increased to £450,000 and that Loss of Revenue cover has been increased to £240,000.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the local Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. To meet this objective:

- We note that early deliberations have been undertaken in relation to Revenue budgets for 2016-17, with any formal conclusions deferred until January 2016, by which time it is expected that Southend BC will have determined their approach to the “support grant”. Subsequently, at this final visit, we note the conclusion of these deliberations at the Extra Council meeting in February 2016 with the Precept formally adopted and recorded at £391,550, excluding the support grant of £14,220;
- We are pleased to record that members continue to be provided with sound, periodic and comprehensive management accounting information in order to provide an appropriate means for monitoring budgetary performance during the current year; and
- We noted in the Statement of Accounts for 2014-15 that several specific Earmarked Reserves were established with subsequent minutes indicating occasional virement. At this final visit, we note that Total Reserves as at 31st March 2016 stood at £355,000 and comprised Capital Receipts (£152,000), specific Earmarked items (£90,000) and the residual General Fund (£113,000): the latter represents three months expenditure at current levels and is considered adequate to meet the needs of the Council at present.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Review of Income

In this area of our review work, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale: also ensuring that it is banked promptly in accordance with the Council’s Financial Regulations. In addition to the precept, the Council’s principal source of income is clearly the Community Centre, supplemented by allotment rentals, monthly farmers’ market pitch fees, community transport ticket sales and ad-hoc activities such as Xmas Lights and other events. Consequently:-

- We note that the schedules of Council’s fees and charges continue to be reviewed and adopted annually, those for the Allotments and Centre for 2015-16 having been formally considered by the re-vamped Community Facilities Committee at their meeting in February 2015;

- We have, as noted earlier in this report, verified all receipt transactions from Edge ledgers to relevant bank statements for three sample months;
- We note that the bookings and receipting processes for the Community Centre, utilising bespoke Edge software for this purpose, remain largely unchanged compared with the detail previously tested and agreed during 2013-14. We are also pleased to note the levels of segregation in place despite the limited numbers of administrative personnel;
- We have again tested examples of the Finance Officer's banking control sheets to cashbook postings and bank statement entries, noting the timely and accurate manner (at least twice weekly) in which funds are deposited with the bank;
- We have tested a sample of sales ledger invoices for Community Centre bookings by reference to a sample of the bookings diary (1st to 8th September 2015) to ensure that every entry had been invoiced, that the fees charged were in accord with the times of day and length of each activity and that payments had been received in a timely manner;
- We note that the annual allotment rental renewals took place in October 2015 and examination of current year's minutes confirmed that no matters arose with regard to non-payments and no waiting is in place at present due to a number of vacant plots; and
- We note that a review of long-standing aged debtors has resulted in some formal write offs being approved by members but, at less than £200, these are not considered material.

Finally in this area, we have updated our year-on-year analytical review of income arising across the range of Council activities with no significant, un-identified variances arising to warrant further enquiry or explanation by officers.

Conclusions

No issues requiring formal recommendation have arisen in this area currently.

Petty Cash Account and Debit Card Usage

A relatively limited petty cash account is operated in the Council's office on a straightforward "top-up as required" basis: at the time of this interim visit just 4 reimbursement cheques of £100 each had been required.

Payment transactions are entered into the Edge Expenditure reports in the same manner as other supplier cheque and direct debit payments with full details of the payee and goods with VAT separately recorded for periodic recovery where applicable.

We have tested a sample of payment transactions (September 2015) with all properly supported by till receipts / supplier invoices and correctly entered in the ledgers.

In addition, an HSBC Imprest bank account is in use with a debit card available for urgent goods / services and internet purchases to obtain best value pricing. Again this is utilised in a very limited manner (just 8 transactions totalling £232 in the sample month tested of October 2015) with all payments appropriately supported by supplier invoices and correctly entered in the ledgers.

Conclusions

There are no issues arising in this area to warrant any formal recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1st April 2015 as regards employee contribution bandings. To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually;
- Noted previously that a payroll bureau provider (Acumen) was engaged to provide the service and this remains the case in 2015-16;
- Agreed the amounts paid to employees by reference to the approved pay scale on the NJC annual schedule of rates payable, or those approved "in house" where applicable, examining a sample of all those salary payments made in October 2015;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NI Table;
- Checked that the correct superannuation percentage deductions, as amended from 1st April 2015, are being applied where applicable;
- Checked and agreed the net payments to staff from copy payslips to the Bacs summary reports and resultant cashbook entries; and
- Similarly checked and agreed the payment over of deductions to HMRC and Essex County Council from copy payroll reports to cashbooks and have, as part of the supplier payments testing noted earlier, summarised the month by month total payments with explanations obtained for any variances arising therein.

Conclusions

We are pleased to report that no errors or omissions of significance to warrant formal recommendation have been identified in this area of our review process.

Asset Registers

The Accounts and Audit Regulations 1996 (as amended from time to time) require that all Councils establish and maintain inventories/asset registers of buildings, land, plant and equipment, etc. owned by them.

We have noted previously that an appropriate register is maintained, the Clerk having updated detail to reflect acquisitions and disposals in 2014-15, and this continued to be the case for 2015-16.

We have checked and agreed the values recorded in the registers, correctly at cost with acquisitions / disposals in the year only without any “insurance inflation” in accord with current regulations, to the overall balances disclosed at Box 9, Section 2 of the Annual Return.

Conclusions

There are no issues arising in this area to warrant any formal recommendation.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

As noted earlier in this report, the Council holds no specific “investments”, any savings funds being held in HSBC and Public Sector instant access bank accounts detail of which we have checked and agreed as detailed earlier in this report.

The Council has, in the previous financial year, made a small loan (£1,700) to the Community Interest Company formed to manage the Centre’s Café and we are pleased to note this had been repaid in full prior to the recent changes in the management of the Company.

Conclusions

There are no issues arising in this area to warrant any formal recommendation.

Statement of Accounts and Annual Return

We have verified the accuracy of detail in the Annual Statement of Accounts, as produced initially by the Edge accounting software, but also supplemented by more formal supporting Income & Expenditure and Balance Sheet statements prepared by the Clerk and Finance Officer, to the underlying records and other documentation

provided. Additionally we have verified the transfer of the summarised results, and prior year's comparators, to the Annual Return at Section 2.

Conclusions

We are pleased to note that no further issues have been identified in our review and, on the basis of the work completed on the Council's Accounts and other relevant supporting documentation for the year, we have duly "signed off" the Internal Audit Certificate within the Annual Return assigning positive assurances in each relevant category.