

# Leigh-on-Sea Town Council



71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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 1<sup>st</sup> November 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
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 6<sup>TH</sup> SEPTEMBER 2016
5. MINUTES OF THE PERSONNEL SUB-COMMITTEE 19<sup>TH</sup> OCTOBER 2016 (Appendix 1)
6. PUBLIC REPRESENTATIONS

## POLICY

7. TOWN CLERK'S ATTENDANCE AT THE SLCC NATIONAL CONFERENCE – REPORT 2623/PB (Appendix 2) – **FOR NOTING**

The Committee is requested to **note** the report.

8. LTC STATEMENT OF INTENT OF COMMUNITY ENGAGEMENT - REPORT 2620/PB (Appendix 3) – **DECISION ITEM**

The Committee is **REQUESTED** to agree the revised statement and to recommend it to Council for adoption.

## REFERENCES FROM P&R GROUPS AND OTHER COMMITTEES

9. POLICY AND RESOURCES PDG 26<sup>th</sup> SEPTEMBER 2016 (Appendix 4) – **DECISION ITEM**

The Committee is **REQUESTED** to note the minutes and consider issues discussed at the meeting.

## RESOURCES

10. GRANT AID APPLICATIONS (Appendix 5) – **DECISION ITEM**

The Committee are asked to consider the **APPLICATIONS** in Report 2624/PB

11. INTERNAL AUDITOR'S INTERIM REPORT 2016/17 (Appendix 6) – **FOR NOTING**

The Committee is **requested** to receive and note the report

12. EXTERNAL AUDITOR'S CERTIFICATE (Appendix 7) – **FOR NOTING**

The Committee is requested to note the contents and **RECOMMEND** it to Council

13. COMMITTEE AND COUNCIL BUDGETS – **FOR NOTING**

- P&R Budget Reports as at 25<sup>th</sup> October 2016 (Appendix 8)
- Leigh Town Council Main Budget Report as at 25<sup>th</sup> October 2016 (Appendix 9)

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

See report 2625/I&E (Appendix 10) The Committee is asked to note the income and **RECOMMEND the expenditure to Council.**

15. POLICY AND RESOURCES BUDGET 2017/18 (Appendix 11) – **DECISION ITEM**

The Committee is requested to consider and **RESOLVE** the Committee Budget for 2017/18 as set out in the appendix.

16. BANK ACCOUNT BALANCES as at 26<sup>th</sup> October 2016

CCLA a/c	£423,323.31
HSBC BMM a/c	£ 74,774.25
HSBC Current a/c	£ 14,714.71
HSBC Payroll a/c	£ 6,983.00
HSBC Imprest a/c	£ 1,402.47

**CONFIDENTIAL MATTERS**

17. MOTION TO EXCLUDE PUBLIC AND PRESS – The Public Bodies (Admission to Meetings) Act 1960

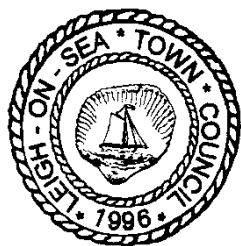
That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SO 3(d) – staffing)

18. STAFFING MATTERS (Minute 15 PSC Minutes)



Paul Beckerson  
Town Clerk  
27<sup>th</sup> October 2016

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



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

MINUTES OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON WEDNESDAY 19TH OCTOBER 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Ron Owen (Chairman), Helen Robertson, Richard Herbert and Carole Mulrone.

Also Present: Joanna Ruffle, Head of HR, Southend Borough Council

***The meeting commenced at 7pm.***

9. APOLOGIES FOR ABSENCE

Cllrs Karen Bowden, Father Clive Hillman and Caroline Parker

10. DECLARATION OF MEMBERS' INTERESTS - A member declared a non-pecuniary interest in relation to the staff member's appraisal which was under consideration.

11. MINUTES OF PREVIOUS MEETING 24<sup>TH</sup> AUGUST 2016

Subject to the inclusion of the following in Minute 4 (which was inadvertently omitted) the minutes of the meeting of 24 August were signed by the Chairman

'A member declared a non-pecuniary interest in relation to the staff member's appraisal which was under consideration.'

12. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

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

13. STAFF APPRAISALS

**RESOLVED:** That HR SBC be requested to continue with the appraisal procedure and advise further.

14. STAFF CODE OF CONDUCT COMPLAINT

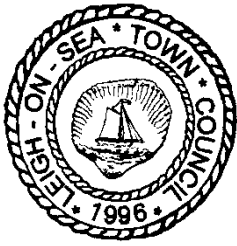
**RESOLVED:** That further assistance be sought as detailed in the Confidential Appendix to these minutes.

15. OTHER STAFF MATTERS

**RECOMMENDED** to Policy and Resources

1. That extensions to temporary contracts and related gradings as contained in Confidential Appendix 3 to the agenda be agreed.
2. That increases related to the Living Wage as contained in Confidential Appendix 3 to the agenda be agreed.
3. That the further salary adjustment as contained in the Confidential Appendix to these minutes be agreed.

***The meeting ended at 8.10pm***



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

REPORT 2623/PB

## REPORT ON SLCC CONFERENCE 13<sup>th</sup> October to 15<sup>th</sup> October 2016

This report gives a precis of all the sessions attended by the Town Clerk during the three days spent at Hinckley, Leicestershire from Thursday 13<sup>th</sup> October to Saturday 15<sup>th</sup> October 2016.

### Thursday 13<sup>th</sup> October 2016

#### 13.20 – 14.20 The Art of Being Brilliant – Andy Cope

Andy is a Research Fellow at Loughborough University as well as an author. The main tenor of the session was about being positive towards work and not dreading it, together with being happy with life. We work 4000 hours in our lifetime and he sees a lot of people while functioning appear to be lifeless. There is a need to be alive as happiness is not just a thing but comes from thoughts; if one has the same thinking one gets the same old results.

There are the Horsemen of Negativity:

1. Negativity
2. Tiredness
3. Drizzle
4. News
5. (Change)

Guy Browning described this as the Irritable Bastard Syndrome. There was an experiment where fleas were put in a jar and the lid closed, the fleas could only jump as high as the lid permitted them; when the lid was removed they had been conditioned to only jump that high and any offspring inherited the same trait. Start to think differently don't the weekends drag not let it become another week closer to death.

Happiness has to be earned and it can seem that it is always over there. One should start with happiness from which results then flow. Britishness although seen as reserved is also slightly negative. The audience was asked what made them happy; Appreciation; Pleasing customers who in effect is everybody; Councillors; dealing with change and laugh have a bit of fun. Take the same attitude as Bob the Builder – We can fix it. Lastly Life is a very special occasion.

#### 14.20 – 15.30 Cyber Liability – Your Questions answered – Vicky Jacomb (Came & Company) & Stuart Wilbur (Microshade)

The presentation covered the following Risk Management, Cyber Liability, Data Protection, Back Up and Cloud Computing.

Risk Management: Is the identification, assessment, and prioritisation of [risks](#) followed by co-ordinated and economical application of resources to minimise, monitor, and control the probability and/or impact of unfortunate events or to maximise the realisation of opportunities.

Risk management is core to the whole process the internet and data storage being high risk whereas web sites are low. Insurance cover for cyber and data risks may be required if:

- Hold sensitive customer data, such as names, addresses or banking information
- Are reliant on computer systems to conduct your business
- Have a website
- Are subject to a payment card industry (PCI) merchant services agreement

Card payments can be vulnerable to theft, especially if any information is stored.

#### Data Protection:

- Data Protection Law:  
Data Protection Act 1998:  
Councils must have a Data Protection Policy.  
Describes how Councils collect, handle and store personal information.  
Rules apply to Data stored either electronically or on Paper.
- Two Important Principles  
Be appropriately protected  
Not to be transferred outside European Economic Area (after Brexit it is not known what will apply)

All persons handling data are responsible for its safe keeping within the policy adopted by the council, the Data Protection Act applies to all, office staff, councillors and volunteers. The general guideline is that access should be given only to the people who need it, for example when emailing groups of people always blind copy the distribution list, so only the person sending has access not all recipients who do not.

Have a defined procedure for any change of bank details for a supplier to avoid any fraud, a payment once made to an incorrect account is not insurable.

#### Data Storage on Paper:

- When not required, papers should be kept in a locked drawer or filing cabinet
- Do not leave papers where unauthorised people can see them  
For example unattended on a printer
- Data printouts should be shredded and disposed of securely when no longer required

Paperwork therefore in a securely locked place and when central copying is used protection and accountability of documents can be at risk.

#### Data Storage kept electronically:

Data must be protected from, unauthorised access, accidental deletion and malicious hacking attempts:

- It should be protected by strong passwords that are changed regularly and never shared.
- If stored on removable media these should be locked away when not in use.
- Should only be uploaded to trusted cloud solutions.
- Servers should be sited in a secure location, away from the general office.
- Data must be backed up regularly and backups tested

All data held on individuals can be subject to an access request, additionally requests can come from 3<sup>rd</sup> parties such as the police but such requests must be in writing (emails do not suffice).

For Clerks working at home there can be additional risks such as joint use of computers, is the computer password protected and of course internet browsing by others can lead to the introduction of viruses. Phone lines if exclusive to the council should be password protected to avoid misuse.

#### Manual Back Up the key questions to ask are:

- How is it backed up?
- How Often?
- Is it secure?
- Where is information held?
- Will it restore the information?

#### Cloud Back Up the key questions to ask are:

- Is it being backed up?
- How long are the back-ups held?
- Is it Secure?

- Where is the data Stored?
- Will it restore?

Any cloud solution entered into by the council should be trusted by answering the questions above. The **Definition is:** ‘Access to computer resources, on demand, via a network’

Types of Cloud Computing:

- **Public Cloud** – The resources are provided to the general public.
- **Community Cloud** – A group of cloud customers access the same resources of the same cloud service. Customers will share requirements such as need for compliance or security. For example; Town And Parish Councils.
- **Private Cloud** – The cloud customer is the sole user of the resource. For example; Principal Authorities and Large Corporations

The main considerations when using the cloud is:

- Who is operating the Cloud – remember data protection obligations not transferred to the cloud provider- difficult to exercise control in the Public Cloud.
- What law are they working under (which country is it in)?
- What are their credentials?
- References

**14.20 – 15.30 Freedom of Information – The Basics for Parish Councils Dan Perry & Chris Kay, Lead Case Officers, Performance Improvement Team, Information Commissioners’ Office**

<p><b>What we will cover today...</b></p> <ul style="list-style-type: none"> <li>• We will be referring to two pieces of legislation:             <ul style="list-style-type: none"> <li>• Freedom of Information Act 2000 (FOIA)</li> <li>• Environmental Information Regulations 2004 (EIR)</li> </ul> </li> <li>• We will cover:             <ul style="list-style-type: none"> <li>• Publication Schemes – a requirement of the FOIA</li> <li>• Dealing with FOIA information requests</li> <li>• When you can refuse FOIA information requests</li> <li>• The EIR and similarities/differences with the FOIA</li> </ul> </li> </ul>	<p><b>Publication Schemes – What are they?</b></p> <ul style="list-style-type: none"> <li>• As well as responding to requests for information, you must publish information proactively. The FOIA requires every public authority to have a publication scheme in operation.</li> <li>• The scheme commits you to making certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.</li> </ul>
<p><b>Publication Schemes – How to implement</b></p> <ul style="list-style-type: none"> <li>• To help you do this, the ICO has developed a model publication scheme that all public authorities should apply.</li> <li>• We have also produced a template ‘guide to information’ that Parish Councils can use to advise the public what information is available from them under the scheme.</li> <li>• Most public authorities will promote their publication scheme on their website under ‘freedom of information’, ‘guide to information’ or ‘publication scheme’.</li> </ul>	<p><b>Publication Schemes – The benefits</b></p> <ul style="list-style-type: none"> <li>• If you are asked for any of this information, you should be able to make it available quickly &amp; easily.</li> <li>• You should make sure that everyone who needs to know is aware of the information available through your publication scheme.</li> <li>• If you are involved in implementing and maintaining the scheme, you can find all our guidance online.</li> </ul>

<p><b>Information requests under FOIA</b></p> <ul style="list-style-type: none"> <li>Section 8 of FOIA defines a request as one which is: <ul style="list-style-type: none"> <li>in writing (this can include email or fax);</li> <li>states the name of the applicant &amp; an address for correspondence (which can be an email address); and</li> <li>describes the information requested.</li> </ul> </li> <li>Note that requesters do not have to mention FOIA / EIR when making a request for information.</li> </ul>	<p><b>How to recognise different types of requests</b></p> <ul style="list-style-type: none"> <li>Some may not be clear &amp; may be in the form of a question.</li> <li>It is important to read the request objectively and, if it is in the form of a question, try to establish whether you hold any recorded information which would answer that question.</li> <li>Also, it may not always be immediately evident that a request is being made, especially if it is included in a piece of correspondence which includes other issues.</li> </ul>
<p><b>How to recognise different types of requests</b></p> <ul style="list-style-type: none"> <li>If any request is unclear then seek clarification, offering advice and assistance if appropriate (Section 16).</li> <li>Although, the time for responding fully to the request does not commence until you have received adequate clarification, the ICO recommends seeking clarification as early as possible.</li> </ul>	<p><b>Requester</b></p> <ul style="list-style-type: none"> <li>Requests under both FOIA &amp; EIR must be treated as both “applicant blind” and “purpose blind” – essentially, the identity of the person making the request, and their motives for doing so, are not relevant considerations.</li> <li>You cannot ask why someone has made a request, nor should you speculate as to motive. Releasing information to one person under FOIA or EIR is the same as releasing it to the whole world, so if one person can have it so can everyone.</li> <li>In limited circumstances, such as vexatious or repeated requests, it may be legitimate to consider the identity of the requester.</li> </ul>
<p><b>Requester</b></p> <ul style="list-style-type: none"> <li>Requests under both FOIA &amp; EIR must be treated as both “applicant blind” and “purpose blind” – essentially, the identity of the person making the request, and their motives for doing so, are not relevant considerations.</li> <li>You cannot ask why someone has made a request, nor should you speculate as to motive. Releasing information to one person under FOIA or EIR is the same as releasing it to the whole world, so if one person can have it so can everyone.</li> <li>In limited circumstances, such as vexatious or repeated requests, it may be legitimate to consider the identity of the requester.</li> </ul>	<p><b>Types of response</b></p> <ul style="list-style-type: none"> <li>Don’t understand what information is being requested? Response: Seek clarification from requester. <ul style="list-style-type: none"> <li>Don’t hold the information?</li> </ul> </li> <li>Inform requester. <ul style="list-style-type: none"> <li>Do hold the information?</li> </ul> </li> <li>Provide the information for free; or issue a fees notice under section 9. <ul style="list-style-type: none"> <li>Refusing to provide the information?</li> </ul> </li> <li>Issue a refusal notice under section 17.</li> </ul>
<p><b>Time for response</b></p> <ul style="list-style-type: none"> <li>You normally have 20 working days to respond to a request unless you need to: <ul style="list-style-type: none"> <li>Request clarification.</li> <li>Request a fee.</li> <li>Or consider the public interest test.</li> </ul> </li> <li>What if the requester is not satisfied with the response? <ul style="list-style-type: none"> <li>Provide an internal review.</li> </ul> </li> </ul>	<p><b>Grounds for refusing a request</b></p> <ul style="list-style-type: none"> <li>There are two reasons for why you might refuse a request: <ul style="list-style-type: none"> <li>The circumstances of the request means that one of the three ‘exclusions’ provided by the FOIA applies (section 12, 14(1), or 14(2)).</li> <li>The information itself is exempt from disclosure because one or more of the exemptions in Part II of FOIA (Sections 21-44) applies.</li> </ul> </li> </ul>

<p><b>Section 12 – Costly requests</b></p> <ul style="list-style-type: none"> <li>Section 12 of FOIA states that a public authority need not comply with a request if the cost of doing so would exceed the prescribed limit.</li> <li>The current limit is £450 for local government, based on 18 hours at £25 per hour.</li> </ul>	<p><b>Section 14(1) – Vexatious requests</b></p> <ul style="list-style-type: none"> <li>Section 14(1) of FOIA states that a public authority is not obliged to comply with a request if it is vexatious. It is important to note that it is the request itself which must be regarded as vexatious, not the person making the request.</li> <li>Essentially, the nature of the request must be such that it imposes an unreasonable burden on the public authority in terms of distraction or expense. See our ‘Dealing with vexatious requests’ guidance.</li> <li>Although if it is purely a matter of cost, it might be more appropriate to consider Section 12.</li> </ul>
<p><b>Section 14(2) – Repeated requests</b></p> <ul style="list-style-type: none"> <li>Section 14(2) of FOIA states that, where a public authority has previously complied with a request from any person, it is not obliged to comply with a subsequent identical, or substantially similar request from that person.</li> <li>Unless a reasonable interval has elapsed between compliance with the previous request and the receipt of the subsequent request.</li> </ul>	<p><b>The exemptions provided by the FOIA</b></p> <ul style="list-style-type: none"> <li>There are 24 exemptions in FOIA. The most common one is section 40 (personal data).</li> <li>Some exemptions are known as “absolute” exemptions which means there is no need to consider a public interest test.</li> <li>Others are known as “qualified” exemptions and you will need to do a public interest balancing test; this is to determine whether the factors in favour of disclosure outweigh those in favour of withholding.</li> </ul>
<p><b>Issuing a refusal notice</b></p> <ul style="list-style-type: none"> <li>A refusal notice should:             <ul style="list-style-type: none"> <li>state the grounds on which the request is being refused (for FOIA section 12, 14 or one or more exemptions);</li> <li>state why these grounds apply and the public interest reasoning;</li> <li>provide details of your complaint/review procedure (or state if you do not have such procedures under the FOIA); and</li> <li>advise the requester of their right to complain to the Information Commissioner.</li> </ul> </li> </ul>	<p><b>EIR requests</b></p> <ul style="list-style-type: none"> <li>Requests under EIR can be verbal as well as written, and applicants are not required to give their real names or, in fact, even a name at all.</li> <li>If you do receive a verbal EIR request, it is recommended that you make a written record of what was requested, when and by whom.</li> </ul>
<p><b>Differences for responses under the EIR</b></p> <ul style="list-style-type: none"> <li>Under EIR, there are “exceptions” instead of “exemptions”</li> <li>All EIR exceptions are subject to the public interest test, apart from the exception for third party personal data.</li> <li>Where the requester is unhappy with any response given, they can ask you to conduct an internal review.</li> <li>Whilst FOIA does not require a public authority to have an internal review procedure, this is a requirement of EIR.</li> </ul>	<p><b>Grounds for refusing a request – EIR</b></p> <ul style="list-style-type: none"> <li>Refusing a request under the EIR is broadly similar to refusing a request under the FOIA.</li> <li>Although many of the exceptions are comparable to the exemptions in FOIA, some of the exceptions have no direct equivalent.             <ul style="list-style-type: none"> <li>For example - Section 12 (cost of compliance) or Section 14 (vexatious or repeated requests) of the FOIA.</li> <li>The nearest equivalent to these is the exception at Regulation 12(4)(b) – manifestly unreasonable.</li> </ul> </li> </ul>



<p><b>Refusal notice – EIR</b></p> <ul style="list-style-type: none"> <li>• A refusal notice should: <ul style="list-style-type: none"> <li>• state the grounds on which the request is being refused;</li> <li>• state why these grounds apply;</li> <li>• include the public interest test considerations;</li> <li>• provide details of internal review procedure;</li> <li>• advise the requester of their right to complain to the Information Commissioner.</li> </ul> </li> </ul>	<p><b>Time for response – EIR</b></p> <ul style="list-style-type: none"> <li>• You normally have 20 working days to respond to a request unless you need to: <ul style="list-style-type: none"> <li>• Request clarification.</li> <li>• Request a fee.</li> <li>• Large and complex requests.</li> </ul> </li> <li>• Timescale for completing an internal review.</li> </ul>
<p><b>Decision Notice</b></p> <ul style="list-style-type: none"> <li>• For complaints under FOIA and EIR, we can issue a Decision Notice which is a legally binding document stating whether or not a public authority has complied properly with a request and, if not, what steps the public authority must take to ensure compliance.</li> <li>• A Decision Notice can be appealed (by either the requester or the public authority) to the First Tier Tribunal (Information Rights). However, we usually aim to resolve matters informally first rather than go straight to a Decision Notice.</li> </ul>	<p><b>Conclusion</b></p> <ul style="list-style-type: none"> <li>• Following the correct procedure for dealing with information requests should have some practical benefits, such as: <ul style="list-style-type: none"> <li>• Increased understanding of, and improved compliance with, the authorities’ legal obligations;</li> <li>• Reduced correspondence;</li> <li>• Fewer complaints about request handling;</li> <li>• Dealing with requests properly first time may mean fewer follow up requests;</li> <li>• Use of Section 14 of FOIA (repeated or vexatious requests) can only be justified if it is clear that previous requests were dealt with properly.</li> <li>• See our guidance!</li> </ul> </li> </ul>

**16.00 – 17.00 2018 Boundary Review – Tim Bowden (Head of Reviews)**

What is the Boundary Commission for England (BCE)?

- Independent statutory body constituted by the Parliamentary Constituencies Act 1986
  - Chair: Speaker of the House of Commons;
  - Deputy Chair: Mrs Justice (Frances) Patterson;
  - Two other commissioners: David Elvin QC, Neil Pringle
- Responsible for keeping under review the boundaries of Parliamentary constituencies in the U.K. since 1944
- Supported by a small secretariat provided by Cabinet Office

The BCE is charged every five years with reviewing the parliamentary boundaries, taking into account size, equality and local ties within the following context:

- 2011 Parliamentary Voting System and Constituencies Act:
  - Change of rules – reduce and equalise, every five years
  - Also have regard to local government boundaries and existing constituencies
  - Local ties
  - Use electorate data from December 2015
- 2013 Review stopped by amendment in Electoral Administration and Registration Act 2013
- Statutorily – nothing has changed as we start the 2018 review

The 2018 has to reduce the constituencies in England from 533 to 501 this is in order to equalise the number of electors in each constituency to 74,769 and must be no less than 71,031 and no more than 78,507, the only exception being the Isle of Wight. Initial proposals were published on 13<sup>th</sup> September 2016, consultation and comments to be received by Spring 2017, revised proposals late 2017 or early 2018, with final recommendations by September 2018.

There are nine regional reports which are currently out for consultation which closes on 5<sup>th</sup> December 2016. Thirty six public hearings are planned from 11<sup>th</sup> October to 18<sup>th</sup> November. The proposals are on [www.bce2018.org.uk](http://www.bce2018.org.uk)

Factors that are valid when responding to the consultation are:

- Practical examples:
  - Schools
  - Surgeries
  - Libraries
  - Local facilities/amenities
- Historical connections
- Put forward an alternative
- Consider consequential changes
- Provide rationale

But consultees must bear in mind the following:

- Independent recommendations based on statutory factors
- BCE has no discretion to waive reduction or equalisation of constituencies
- Nor discretion to use more recent electorate data
- People can give their say direct to Assistant Commissioners
- Or in writing through our website [www.bce2018.org.uk](http://www.bce2018.org.uk)
- Local views really do count

## **Friday 14<sup>th</sup> October 2016**

### **09.15 – 10.30 Keynote Address Ken Livingstone**

Ken Livingstone started his career as a Cancer Research Assistant and later became interested in American politics. He joined the Labour Party in 1969 becoming Vice-Chairman of Housing in the London Borough of Lambeth in 1971. At that time Local Government could do anything not proscribed by law. Concessionary Fares were introduced along with free contraception.

The Council felt each ward should have a Neighbourhood Council one was even Maoist in complexion. Camden was proud of the fact that when a resident reached the top of the housing waiting list they were offered a council home within six hours and created 2000 new homes a year. At that time councillors did not receive any attendance allowances it was a Conservative Government that introduced the allowance system for councils.

Policy changed and housing provision decreased as new towns outside the London area were built to take the overspill. By 1990 the population had reduced down to 5 million. Only two elections in the post war era were life changers those of 1945 and 1979, all other elections only created relatively little change. Over this period there were reductions in public sector investment due to limitations imposed by government.

Gordon Brown during his chancellorship lifted growth to 3.5% of invested GDP. He believed that local authorities should be given the freedom to invest and given the current interest rates borrow for infrastructure projects. The Olympics were a catalyst with 20 years of further investment to come. There would be nothing better than to give local authorities the power to invest. In the UK 95% of taxes are collected locally.

He was not in favour of elected mayors favouring councils and collective decision making and that there should be openness of debate in cabinets. With climate change there is an investment programme needed to insulate homes.

### **11.00 – 12.00 John Connell DCLG – Referendum Principles – Question Session**

He emphasised that the proposals were Minister led and did not emanate from within the department.

The imposition of a £5 cap encourages councils to increase by that amount, together with an incentive to increase the precept now. Exemptions applied regarding transfer of services from principal authorities for which a cost must be agreed and must take the council over the 2% or £5 limit.

There was to be an Autumn Statement in mid-November which will give the government's response to the consultation. The proposals would apply to both a £75.46 Band D Tax or a £500,000 precept. The Brexit Team we relooking at the increased costs that would affect local councils after leaving the EU.

There were potentially problems with longer term devolution deals where the costs were not even over the years. Some of the increases could be as a result of the withdrawal of the Local Council Tax Support Grant, the DCLG will be publishing the amounts that should be passed on by individual authorities. Perhaps a solution would be for the costs of devolved services should be assessed by the External Auditor.

When responding to the consultation the % of precept should be quoted that it would cost to hold a referendum together with the precept ration to tax base. Principal Authorities should be required to publish Council Tax Base figures prior to setting the budget or precept.

**13.40 – 14.40 BIMBY – An introduction to Beauty-In-My-Back-Yard, putting the power into your hands to influence new buildings in your area. Ben Bolgar, Policy Leader Prince's Foundation**

He has worked for the Prince's Foundation for 25 years. The world will contain 6.5 Billion people by the year 2050. The Foundation has 25 people in 3 teams:

- Education Programme - Provide training facilities in Swansea and Trinity –
- Building Team – 120 developments worldwide one in Gabon containing 250,000 dwellings
- Pioneering – Publications 'Developing what People want'
  
- Educating People - giving people the skills they need to create sustainable and beautiful places
- Engaging People – Bringing the right people together to create long-term practical solutions
- Empowering People – Helping people make change in their community

They have produced an on-line tool kit which was initiated by the BIMBY Report, enquiries by design. The creation of sustainable urban extensions includes; Basildon (Pioneer Project); Lincoln City Centre a forty year plan; East of Newquay a new settlement Nansledan, Cornwall consisting of 4,000 homes; Ponbury 1,500 built so far; Sherford, Devon, extension to Plymouth with 5,500 to the east of the town.

The BIMBY Process Consists of:

Housing Toolkit – 3 Community Workshops to work out what you want as a community  
Housing Manual – The outcome of the Housing Toolkit is a professional, succinct housing document  
Get your manual put into practice – We guide you through the many ways in which your BIMBY Housing Manual can be put to use

The basics of the system consist of working to a design code, a kit of parts, by having a small kit of parts standardises production but gives infinite variation within the narrow range.

This can be adapted to local character and scale and achieved through participation not consultation. Access to the Tool Kit is achieved by logging in on the website.

1 evening workshop to establish place and community  
2 day sessions to agree placement  
3 popular housing – best building by design place  
Identify community skillsets  
Natural – Social – Financial – Built  
Map the quality of place – natural features – rivers – important buildings  
Walkable catchment analysis  
Possible development areas

Principles of Good Placemaking  
PLACE – Design that respects the complex character of a place and takes into consideration its history, geology, transportation links, and its natural landscape  
ENCOURAGES: Individual character and a sense of belonging to place  
DISCOURAGES: Soulless, anonymous development

**PUBLIC SPACE** – A recognition that the design of public areas including ‘street furniture’, signage, and lighting, is as important as the design of private spaces, and should be designed as part of an harmonious whole.

**ENCOURAGES:** Harmonious and legible public areas

**DISCOURAGES:** Visual intrusion and clutter

There are 5 to 6 building types but the finishes and detail are infinitely variable.

The Foundation has assisted with several Neighbourhood Plans in Essex

## Saturday 15<sup>th</sup> October 2016

### 09.15 – 10.15 Dealing with Difficult Relationships Lis Moore and Richard Walden

What is the problem?

- **Bullying** *may be characterised as a pattern of offensive, intimidating, malicious, insulting or humiliating behaviour; an abuse of this use of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress.*
- **Harassment** is *“unwanted conduct that violates a person’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.” This usually covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.*

Harassment (ACAS Definition) could be bombardment by email – cyber harassment – a course of conduct with at least two incidents within 3 months

Who bullies who?

- Councillors vs Councillors
- Councillors vs Officers
- Officers vs Councillors
- Members of the Public?

What isn't Bullying?

- Performance Management
- Robust Management
- Differences of Opinion
- Complaints about the Council

Scenario 1: Chairman continually contacts Clerk with questions without regard to the hours of contracted work.

Have regular scheduled meetings to discuss issues

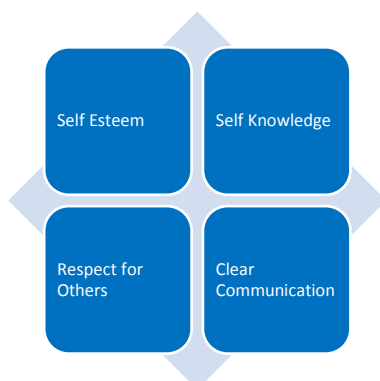
Restrict phone contact to specific hours

Don't allow bully to feel they are in a position of power

Do you frequently criticise yourself?

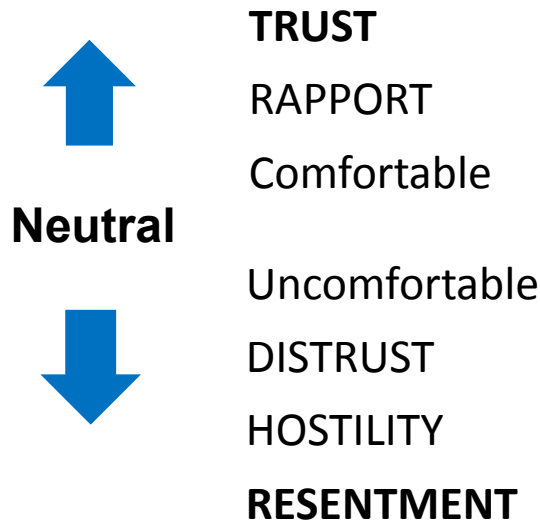
Do you think about what you know about yourself?

Assertiveness



- Why don't we speak up?
- Fear of consequences; Lack of confidence and self-doubt;
- Why should we speak up?
- Because we matter; One should build even if it is from a low position of trust

Getting it right



<p>Benefits of speaking up</p> <ul style="list-style-type: none"> <li>• Better physically and mentally</li> <li>• Manage time and stress levels</li> <li>• Increased ability to influence people</li> <li>• Deal with problems earlier</li> <li>• Rational solutions not emotional reactions</li> <li>• Inspires confidence</li> <li>• Taking responsibility</li> <li>• Behaviour breeds behaviour</li> </ul>	<p>Aggressive or Assertive?</p> <ul style="list-style-type: none"> <li>• Aggressive – taking a stand, lack of respect, saying your piece</li> <li>• Passive – not taking a stand, not saying your piece, respecting others</li> <li>• Assertiveness – taking a stand, saying your piece BUT respecting others and YOURSELF</li> </ul>
<p>How?</p> <ul style="list-style-type: none"> <li>• Use “I” statements</li> <li>• Remember you are as important as the next person</li> <li>• Beware of visual symbols – body language and facial expressions</li> <li>• Say yes to the person but no to the task</li> <li>• It is OK to say NO</li> </ul>	<p>Difficult Situations</p> <ul style="list-style-type: none"> <li>• How do I stay in “I’m OK You’re OK”?</li> <li>• Separate the person and the problem</li> <li>• People are not their behaviour</li> <li>• “He who angers me controls me”</li> <li>• Avoid generalisations</li> <li>• Broken Record</li> <li>• Don’t attribute blame</li> </ul>

**10.20 – 11.30 Background is no Impediment – Aim High and Never Stop Steve Davies MBE**

Steve Davies has had a long military career and left school with two CSE's. Born in 1959 was brought up in Blackburn Lancashire and attended a secondary modern school in Crosston having no aspirations or ambition. He joined the army at 16 and at 18 went to Sandhurst with a commission and was in the Queens Lancashire Regiment.

In March 1980 he was an Orderly Officer in Cyprus being sent to a bomb incident on the 25<sup>th</sup> anniversary of EOKA. He was of the belief that if you issued orders you must convey that as though it was you who originated it, i.e. take ownership and having made a decision never back down.

So what did this teach me?

### **The Key Ingredients:**

A Product or Service to be proud of

A clear and efficient organisational structure to promote and sell the product

Brilliant, inspirational leadership of the organisation

Effective, motivated teams which respond to that leadership

And above all else ..... the harmonious integration of all the above ingredients

### **Creating the Team**

Gather around a clear, inspirational and *achievable* mission

Give the organisation character and identity

If those working at the coal face don't understand the structure then it's too complicated

What is Leadership?

### **Leadership v Management**

Leadership is about getting someone to do what they don't want to do, willingly  
(President Harry F Truman)

Leadership is the capacity and the will to rally men and women to a common purpose, and the character which inspires confidence (Field Marshal Montgomery)

### **Personal Attributes:**

Honesty

Integrity

Reliability

Practical Intelligence

Trustworthiness

Team Spirited

Others before Self

Clear Communicator

### **The Leaders' Code and Team Dynamics**

- *Gain the Confidence of your staff and each other*
- *Get to know your staff and each other*
- *You are always an ambassador for the organisation – even in the pub!*
- *Mutual respect is essential and costs nothing*
- *Demonstrate moral courage*
- *Make the right decision not the popular one*
- *Remain calm under stress*
- *Delegate, Delegate, Delegate!*
- *Discuss, Decide, Get on with it*
- *Pass on instructions as if they were your own*
- *Communication is key – don't keep great ideas to yourself!*
- *Be a brilliant networker*
- *Make time to think*
- *In the final analysis loyalty is upwards*
- *Remember – teams do not respond to miserable buggers!*

### **Shaping Events to Suit You**

- *Don't sit back and accept your fate*
- *Be Enemy (competition!) focussed*
- *Good leaders and teams will aim to be several steps ahead of the problems through good planning*
- *Good teams constantly horizon scan*

- *Nurture and promote those who are quick to spot emerging opportunities*
- *Use imagination – don't be constrained by business norms*

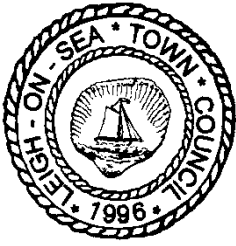
### **Change Management**

- *Management team to set the direction of travel – avoid blank-page thinking*
- *Overcome scepticism, worry, lethargy and resistance*
- *Assemble your brightest thinkers into a multi-discipline team*
- *Avoid committee-led outputs*
- *Determine what works and what does not*
- *Don't bluff about the reasons for change*
- *Constant review of the emerging proposals*
- *Set a timetable and stick to it*
- *Tight control of communications*
- *Moral fibre and leadership is critical*

### **Personal and Organisational Resilience**

- *Easy to be a leader when all is going well*
- *Leadership is properly tested when it all goes wrong*
- *Personal resilience starts with selecting the right people to lead*
- *Corporate structural resilience optimised through long term planning*
- *Management team resilience optimised through regular 'war gaming' of emerging options*
- *Workforce resilience enhanced with constant communication and confidence building*
- *Know when to take risks and to what extent*

<b>OTHER OPTIONS</b>	<b>N/A</b>
<b>REASON FOR RECOMMENDATION</b>	<b>To note the report</b>
<b>CORPORATE IMPLICATIONS</b> Contribution to Council's Aims and Objectives as set out in Leigh-on-Sea Town Council's Core Strategy	<b>Continuous Professional Development and enhancing staff skills</b>
<b>FINANCIAL IMPLICATIONS</b> <b>FUNDING SOURCE</b>	<b>Staff Training Budget £275 and £70.90 travel</b>
<b>TIMESCALE</b>	<b>3 Days</b>
<b>PEOPLE IMPLICATIONS</b>	<b>Town Clerk out of Office for 2 days</b>
<b>DELEGATION ARRANGEMENTS</b>	<b>Assistant Town Clerk responsible in absence</b>
<b>RISK ASSESSMENT</b>	<b>Low</b>



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

Report 2620/PB

## STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

### MAIN STATEMENT OF INTENT {Reference to Power of Well Being removed}

#### 1. Aims and Objectives {This section has been expanded to include Strategic Aims and Objectives with outcomes}

##### Strategic Aims

**“To promote the wellbeing and quality of life of the community of Leigh-on-Sea”**

To achieve this we aim to:

- take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the Town Council;
- provide high standard, value for money services to help meet the needs and wishes of the community;
- assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents; and
- promote the best interests of the town for the benefit of the local community

##### Strategic Objectives

The Town Council’s strategic objectives are based on the Council’s overall vision. The objectives are:

1. To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of the community and visitors.
2. To encourage and support the economic and commercial vitality of the town.
3. To preserve the unique character and heritage, protect its conservation areas and maintain and enhance its maritime environment.
4. To seek a balance between developing commercial and residential requirements and existing amenities.
5. To work in partnership with other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meet with local needs.
6. To protect and enhance the natural environment, its open spaces and public gardens.
7. To seek to improve sustainable transport infrastructure across the town.
8. To seek to create a socially inclusive and caring community.

##### The outcomes the Council hopes to achieve are:



- Improved communication with the local community
- A better understanding within the community of the role of the Town Council and its Councillors
- Local people actively contributing to decision making
- Improved satisfaction with local public services

## 2. **Defining the Community {This has been split and expanded}**

The Council considers the community of Leigh-on-Sea to consist of:

- All residents of the town
- All users of the Town Council's services
- All those who work within the town
- All young people who live and/or go to school within the town
- All local voluntary organisations, clubs and societies
- Any group or organisation that represents some or any of the members of the above sections of the community.

Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in Leigh-on-Sea and aims to maintain excellent working relationships with these bodies, including the Police, and other tiers of local government.

## 3. **Provision of Information to the Community and Opportunities for Community Involvement {This section updated and expanded including for example reference to the magazine and Community Centre Website}**

Leigh-on-Sea Town Council has many avenues through which it communicates with its community.

These include:

- The Town Council offices are situated in the Leigh Community Centre and are open from 9am to 5pm Monday to Thursday and 9am to 4.30pm Friday, this provides a wide range of information both on Council services and other Leigh-on-Sea activities.
- The Town Council's website [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk) provides comprehensive information both on the work of the Town Council and on other services, local events, local groups and organisations. The public can contact the Town Council through the website and public consultations are sometimes carried out through the website.
- There is a specific website relating to the Leigh Community Centre [www.leighcommunitycentre.com](http://www.leighcommunitycentre.com) giving full information about hiring and services provided, there are in addition leaflets on weddings and regular classes and events held at the Centre.
- The Town Council provides six noticeboards around the town which are used to display agendas for Council meetings and contact details for local councillors as well as information of interest to the local community. Additionally at the Leigh Community Centre the Council provides a community noticeboard which can be used by local events organisers or groups.
- The Town Council's Magazine is published twice a year, delivered to all households is in addition available from the Town Council offices, on the website and from the local library.

- The Annual Report is produced in April of each year and is available from the Town Council Offices, on the website and from the local library, as well as being presented at the Annual Town Electors' Meeting.
- All meetings of the Town Council and its committees and sub-committees are open to the public and a period is set aside at the beginning of each meeting for public questions relating to items on the agenda. Public questions may also be asked on matters which are not on the agenda, provided that notice has been given to the Clerk at least three working days before the date of the meeting.
- Public meetings are called to gauge public opinion about important issues affecting the town such as major planning applications.
- Questionnaires are sometimes used to ask local people's opinions about specific matters and these are distributed to local residents, for example through stands at supermarkets or at public meetings, or downloadable from the Council website.

{Opportunities for Community Involvement removed now covered by other categories}

#### **4. Opportunities for Formal Representations to the Council {Petitions added}**

- Formal representations to the Council may be made at any time in writing to the Town Clerk.
- A period for the receipt of petitions is set aside at the beginning of each Council meeting.
- Issues received in writing, providing they are received before the deadline for closure of the agenda, are considered for inclusion as a stated item on the next agenda.
- It is a target that correspondence received from a member of the public is at least acknowledged, wherever possible, within two working days and actioned within 10 working days.

#### **5. Involvement in Partnerships {Expanded to list all partnerships the Council is involved in}**

Leigh-on-Sea Town Council has representation on various partnerships, and committees. Representatives are elected at the Annual Council Meeting. The Town Council encourages and supports public meetings organised by the Police, Health Authority, and Southend-on-Sea Borough Council where they feel information should be made available to the residents of Leigh-on-Sea.

The Town Council has representatives on the following outside bodies:

- Public and Passenger Transport Group
- Thames Estuary Partnership
- Leigh Port Partnership
- Southend Airport Consultative Committee
- Leigh Crime Prevention Panel
- EALC Larger Local Councils Forum / AGM
- EALC Executive Committee
- Southend Finance Business Briefing
- Southend Business Partnership
- Southend Standards Committee

- Southend Bio Diversity Committee
- SAVS

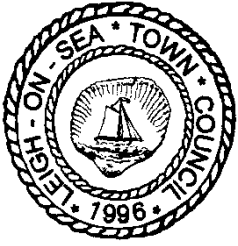
**6. Role of Council Members and Officers {The role of councillors and officers split over two paragraphs, with a commitment to display contact details on notice boards}**

Council Members (Councillors) are the elected decision makers of the Town Council. Their contact details are available from the Town Council offices, on Town Council noticeboards and on the Town Council website. Members of the public are welcome to contact Councillors to raise any issues.

The Council's officers are staff who are employed to carry out the day to day functions of the Council and make sure that its services are provided for the local community. The Town Clerk is the Proper Officer for the Council which means he has overall responsibility for the provision of Council services.

**7. Specific Areas for Community Involvement {No change}**

Where there is a specific issue, or a new project, that the Town Council wish to consider, it is of value to the Town Council to seek the views of the community who will be most affected. The residents of the Town can have confidence that their "voice" will be heard, and that the Council will work with the community to reach a common goal.



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

## **Policy and Resources Policy Development Group Meeting 26<sup>th</sup> September 2016**

Present: Cllrs Jane Ward (Chairman), Karen Bowden, Donald Fraser, Valerie Morgan, Carole Mulronee, Declan Mulronee, Helen Robertson and Vivien Rosier

Apologies: Helen Symmons (Acting Town Clerk)

### ***The meeting opened at 7pm***

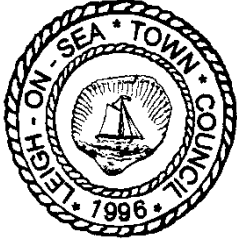
#### **1. VOLUNTEER PROGRAM**

Following discussion on the current situation it was decided to recommend to parent committee that no new coordinator be appointed. Cllr Helen Robertson suggested that Emily Middlemast based in Southend could be contacted for Volunteers if needed and that there is a national website to recruit Volunteers the Council could advertise on. The Acting Town Clerk to contact Cllr Helen Robertson for links. Any money currently in the budget could be used to pay for leaflet distribution and any volunteer expenses, advertising as required. This is likely to be of most benefit to the Centre Manager's role and in supporting events.

#### **2. LTC NEWS**

It was decided to focus on some clarification of LTC Cllrs and SBC Cllrs with a Ward map. It will try to direct residents towards developing Neighbourhood Watch groups and sign up to ECM for news and support on burglaries and scams and fraud activity as a priority. Many other ideas were proposed. It was emphasised that the Writing Guide should be read and shared so that its contents is adhered to. Cllr Jane Ward to distribute to members present.

### ***The meeting closed at 8.30pm***



# Leigh-on-Sea Town Council



71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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

REPORT 2624/PB

## GRANT AID APPLICATIONS OCTOBER 2016

Three applications have been received by the deadline of 30<sup>th</sup> September 2016 and comply with the Council's Grant Aid Policy.

The Committee is **requested** to consider the applications and decide on whether to award a grant and what amount in each case. The Grant Aid Budget stood at £4,252.68 on 18<sup>th</sup> October 2016.

<b>OTHER OPTIONS</b>	<b>None recommended</b>
<b>REASON FOR RECOMMENDATION</b>	<b>To dispense Grant Aid monies in accordance with the Council's Grant Aid Policy.</b>
<b>CORPORATE IMPLICATIONS</b> Contribution to Council's Aims and Objectives as set out in Leigh-on-Sea Town Council's Core Strategy	To work in partnership with other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs.
<b>FINANCIAL IMPLICATIONS</b> <b>FUNDING SOURCE</b>	<b>Payments can be made up to funds available in the budget, but consideration should be given to applications received in March 2017</b>
<b>TIMESCALE</b>	<b>1 Month</b>
<b>PEOPLE IMPLICATIONS</b>	<b>None part of normal administration</b>
<b>DELEGATION ARRANGEMENTS</b>	<b>Town Clerk to inform applicants and Financial Officers to make payments</b>
<b>RISK ASSESSMENT</b>	<b>Low</b>

**Application 1 - Tourettes Action**

# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

<b>APPLICATION FORM FOR GRANT AWARD FROM LEIGH-ON-SEA TOWN COUNCIL</b>			
Name of Organisation and Lead Contact:	Tourettes Action Samantha Rolfe	Address:	Meads Business Centre, 19 Kingsmead, Farnborough GU14 7SR
Position in Organisation:	Essex Co-ordinator		
Contact Number:	07768 364729	Email Address:	tourettesactionessex@gmail.com
Please provide a Brief Overview of the Project your Organisation are planning, including Aims & Objectives:	Monthly support group for sufferers of Tourettes Syndrome and their families. Tourettes Action has a database of 1000 people in Essex alone and up until now there has been no support group in action. Tourettes Syndrome is a debilitating and embarrassing neurological condition which is why this support group is very important.		
How will the Project benefit the Local Community? :	Provide support to sufferers of Tourettes Syndrome and their families.	Please state Target Demographics:	Sufferers of Tourettes Syndrome and their families.
Amount of Grant Requested:	£ 324.00	Date Funding Required from:	6/10/16
Please list the uses/items that the Grant Award Funding will be allocated to:	Hiring of room in Leigh Community Centre including one hot water for tea & Coffee	Estimated Total Cost of the Project:	£ 324.00
What impact will the Grant Award Funding have on your Project?:	Tourettes Action is a very small charity with little funding so the support group is vital and is paid for by the volunteer that runs it. This funding will enable this support group to continue and help people with the condition.		

**Application 1 - Tourettes Action**

<p>Has funding been sought elsewhere? If so when? :</p> <p>Please list companies/ organisations approached for funding:</p> <p>Were other applications successful?:</p>	<p>No</p>		
<p>Will any of the Grant Award be allocated to Room Hire at Leigh Community Centre for Meetings/Events?</p>	<p>Yes</p>	<p>If yes, please provide details of hire:</p> <p>(Such as dates, times, room size, event)</p>	<p>£ 27 for 2 hours Room 3 Meeting currently held every 6 weeks for the next 6 months but likely to move to 4 weekly after that.</p>
<p>Confirmation that the Project complies with Equality Obligations: Please Tick:</p>		<input checked="" type="checkbox"/>	
<p>Confirmation that the Applicant has read &amp; understood the Grant Awarding Policy Conditions: Please Tick:</p>		<input checked="" type="checkbox"/>	
<p>Copy of Audited/Inspected Accounts OR A Budget Forecast for the Project Enclosed: Please Tick:</p>		<input type="checkbox"/>	
<p>Any other Comments in support of the Application:</p> <p>Please attach additional Supporting Documents if required</p>			
<p>How did you hear about the Grant Award Scheme?</p>	<p>Leigh Community Centre staff suggested that we apply</p>		
<p>Signature:</p> <p>Print name:</p> <p>Date:</p>	<p><i>S. Rolfe</i></p> <p>SAMANTHA ROLFE</p> <p>6.10.16</p>		

**Application 2 - The Art Ministry**

## 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

APPLICATION FORM FOR GRANT AWARD FROM LEIGH-ON-SEA TOWN COUNCIL			
Name of Organisation and Lead Contact:	The Art Ministry Allan Webb	Address:	1 Church Road Hadleigh Essex, SS7 2DQ
Position in Organisation:	Trustee Treasurer		
Contact Number:	07582 025163	Email Address:	allanwebb@theartministry.org.uk
Please provide a Brief Overview of the Project your Organisation are planning, including Aims & Objectives:	As part of our Charity's outreach work into the local community we are looking to continue our "The Art Ministry On Tour" initiative whereby we provide affordable arts and crafts activities at local community events and venues. Our aims are to encourage people, particularly families, to participate in arts and crafts activities so that they might experience its beneficial effect, which may in turn lead to their longer term participation in such activities. Such participation may lead to longer term health benefits; enabling parents and children to play together; joining The Art Ministry as a service user or volunteer, or referring such to us; generating donations or gifts to The Art Ministry.		
How will the Project benefit the Local Community? :	Participation in the activities will create opportunities for parents and children to socialise with each other and with other parents and children,	Please state Target Demographics:	Parents/carers with young children
Amount of Grant Requested:	£468	Date Funding Required from:	1 <sup>st</sup> January 2017, or in time for October half term or Leigh Lights.
Please list the uses/items that the Grant Award Funding will be allocated to:	Session leader fees, £340 LTC Rent, £128	Estimated Total Cost of the Project:	£1148



**Application 2 – The Art Ministry**

<p>What impact will the Grant Award Funding have on your Project?:</p>	<p>The Art Ministry has been running sessions at Leigh Community Centre at the request of LTC for a number of years, but this has done on a shoestring with an over reliance on volunteers and a rent free rooms. This is not sustainable. So the Grant Award Funding would put us on a more economically viable for 12 months and remove some of the financial risk that the Charity faces if it had to pay for a session leader and rent without some certainty about how many children would attend. The Art Ministry would only need to make sure that it charged enough per child to cover the cost of materials used, to which there is virtually no financial risk attached. It would allow us to build a sound financial case to continue the activities in future years supported by more formal funding streams and/or our own fundraising efforts.</p>		
<p>Has funding been sought elsewhere? If so when? :</p> <p>Please list companies/ organisations approached for funding:</p> <p>Were other applications successful?:</p>	<p>No.</p>		
<p>Will any of the Grant Award be allocated to Room Hire at Leigh Community Centre for Meetings/Events?</p>	<p>Yes</p>	<p>If yes, please provide details of hire:  (Such as dates, times, room size, event)</p>	<p>Our aim is to run a series of family friendly arts and crafts sessions in Leigh Community Centre during schools holidays, and at the Easter/Spring Event and Leigh Lights.  This would consist of three half term events, two Summer holiday events, and two special events (Spring and Leigh Lights) See budget forecast for details To date we have been given free venue hire.</p>
<p>Confirmation that the Project complies with Equality Obligations: <i>Please Tick:</i></p>	<p>Yes <input type="checkbox"/></p>		
<p>Confirmation that the Applicant has read &amp; understood the Grant Awarding Policy Conditions: <i>Please Tick:</i></p>	<p><input type="checkbox"/> Yes</p>		
<p>Copy of Audited/Inspected Accounts OR A Budget Forecast for the Project Enclosed: <i>Please Tick:</i></p>	<p><input type="checkbox"/> Yes – Budget forecast</p>		

**Application 2 – The Art Ministry**



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

Any other Comments in support of the Application:  Please attach additional Supporting Documents if required	The Art Ministry has an excellent track record of providing arts and crafts activities in Leigh and in particular at Leigh Community Centre. We have provided pre-Parade activities and Easter/Spring activities for the last two years and since last October have delivered half term and Summer holiday activities. These are well supported by the local community, and we get families coming back to our sessions and recommending us to friends. We also provide arts and crafts activities at Leigh Maritime Festival and Leigh Regatta. Many of our volunteers, including me, live in Leigh on Sea and so are especially proud of what The Art Ministry has been able to contribute to the local community. One of our volunteers progressed to becoming a paid session leader, and then had the confidence to set up her own after school arts and crafts club. She runs the Leigh Independent Art Club which meets twice a week at the Leigh Community Centre.
How did you hear about the Grant Award Scheme?	Received notification from a LTC employee.
Signature:  Print name:  Date:	<p style="text-align: center;"><i>Allan Webb</i></p> Allan Webb  28/09/16

The Art Ministry@ Leigh Community Centre											
	No. of Leaders	Hours, incl prep and clean	Hourly Rate	Total Fees	Session Duration	LTC Rent	Children Attending	Materials	Total Cost	Net cost after Grant	
Spring half term	1	4	£10	£40	2	£15	40	£80	£148	£92	
Easter/Spring Event	1	5	£10	£50	4	£32	60	£120	£226	£134	
Whitsun half term	1	4	£10	£40	2	£16	40	£80	£148	£92	
Summer Session 1	1	4	£10	£40	2	£16	40	£80	£148	£92	
Summer Session 2	1	4	£10	£40	2	£16	40	£80	£148	£92	
October half term	1	4	£10	£40	2	£16	40	£80	£148	£92	
Leigh Lights	2	4	£10	£80	2	£16	80	£160	£268	£172	
				£340		£128		£680	£1,148	£680	

**Application 3 – 3<sup>rd</sup> Chalkwell Bay Sea Scouts**



Leigh Town Council  
Clerk to the Council  
71-73 Elm Road  
Leigh On Sea  
Essex SS9 1SP

20<sup>th</sup> September 2016

Dear Paul,

RE: Grant Funding for 3<sup>rd</sup> Chalkwell Bay Sea Scouts

Please find enclosed the application form and relevant supporting documentation to be considered for Grant Awards from Leigh Town Council.

3<sup>rd</sup> Chalkwell Bay Sea Scout Group involves over 200 young people aged between 5-18 years old who participate in a number of activities including Sailing.

Unfortunately our small fleet of boats are ageing, some in need of costly repair and are not really suitable to teach youngsters to sail so we are seeking funding to replace them to a more user friendly lighter and up to date boat. With these new boats we hope to be able to offer more youngsters to not only participate in the Royal Yachting Association Scheme but also the Duke of Edinburgh Award Scheme which gives youngsters the opportunity to learn many life skills for their adulthood.

We hope to be able to raise enough funds for four boats costing a total of £20k, the Scouts are raising money by packing bags, running stalls etc. and we have also written to other Grant providers.

We would really appreciate if Leigh Town Council can support us and help us in reaching our goal.

Yours sincerely



Anne-Marie Bates  
Group Exec Member



3<sup>rd</sup> Chalkwell Bay Sea Scout Group  
Sea Scout Leader: Ian Johnson 45 Henry Drive Leigh-on-Sea Essex SS9 3QF Tel 01702 559018 Email iaj.home@btinternet.com  
Headquarters The Den Victoria Wharf High Street Leigh-on-Sea Essex SS9 2EP Tel (01702) 478990 www.3rdCB.org.uk  
President Mr Les Davis Founder Pete Dews Group Scout Leader Mrs. Carol Tinsington  
Royal Navy Group 73 RYA Recognised Teaching Establishment Registered Charity No 302075

Application 3 – 3<sup>rd</sup> Chalkwell Bay Sea Scouts



# 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

APPLICATION FORM FOR GRANT AWARD FROM LEIGH-ON-SEA TOWN COUNCIL			
Name of Organisation and Lead Contact:  Position in Organisation:	3rd Chalkwell Bay <sup>SEA</sup> Scout Group ANNE MARIE BATES Secretary of Excc	Address:	49 Falbroe Crescent Hadleigh Essex SS7 2SE
Contact Number:	07990970636	Email Address:	amandber@batesleon.co.uk
Please provide a Brief Overview of the Project your Organisation are planning, including Aims & Objectives:	Raine finds for four new sailing boats to allow the young people to learn a new skill and sail also to participate in the Duke of Edinburgh's Award scheme + RYA scheme.		
How will the Project benefit the Local Community? :	Allow more children to learn to sail on modern boats	Please state Target Demographics:	Leigh-on-sea Small number from Canby Park
Amount of Grant Requested:	£500	Date Funding Required from:	AS SOON AS POSSIBLE
Please list the uses/items that the Grant Award Funding will be allocated to:	Topper AR90 AND/OR RS Quest Boats.	Estimated Total Cost of the Project:	£10K. = 2 boats or £2.5K = 4 boats
What impact will the Grant Award Funding have on your Project? :	it will go towards us being able to purchase at least one boat. but hopefully more if funding is granted by those whom we have applied too		
Has funding been sought elsewhere? If so when? :	Yes: 2016 ① Ford British Trust ② Essex Foundation ③ £2k self funding ④ National Express ⑤ Awards for All ⑥ Leslie Selfis Fund - Awards £500		

**Application 3 – 3<sup>rd</sup> Chalkwell Bay Sea Scouts**

<p>Please list companies/ organisations approached for funding:  Were other applications successful?:</p>	<p>So far, Leslie Sells Trust Awarded £500 National Excess - Turned Down. Others Being processed.</p>		
<p>Will any of the Grant Award be allocated to Room Hire at Leigh Community Centre for Meetings/Events?</p>	<p>NA</p>	<p>If yes, please provide details of hire:  (Such as dates, times, room size, event)</p>	<p>—</p>
<p>Confirmation that the Project complies with Equality Obligations: Please Tick:</p>		<p><input checked="" type="checkbox"/></p>	
<p>Confirmation that the Applicant has read &amp; understood the Grant Awarding Policy Conditions: Please Tick:</p>		<p><input checked="" type="checkbox"/></p>	
<p>Copy of Audited/Inspected Accounts OR A Budget Forecast for the Project Enclosed: Please Tick:</p>		<p><input checked="" type="checkbox"/></p>	
<p>Any other Comments in support of the Application:  Please attach additional Supporting Documents if required</p>	<p>Other Investment £46k the Group was left this money but it is held in Trust and we are unable to use it for boats/facilities</p>		
<p>How did you hear about the Grant Award Scheme?</p>	<p>I work for another Local Authority Advertisement</p>		
<p>Signature:  Print name:  Date:</p>	<p>AM Bates Anne-Mare Bates 8/8/2016</p>		

---

# **Leigh-On-Sea Town Council**

*Internal Audit Report 2016-17 (Interim)*

---

*Prepared by Nigel Archer*

***For and on behalf of  
Auditing Solutions Limited***

## **Background and Scope**

The Accounts and Audit Regulations introduced from 1<sup>st</sup> 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 interim visit to the Council, which took place on 10<sup>th</sup> and 11<sup>th</sup> October 2016, and will be further updated following the final visit to the Council on a date yet to be arranged subsequent to the conclusion of the year-end “close-down” exercise for the year in May / June 2017.

## **Internal Audit Approach**

In commencing our review for 2016-17, 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 date that warrant formal recommendation: any minor matters arising having been discussed and agreed with the Clerk and officers during the course of our visit. Consequently, no appended Action Plan is considered necessary.

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 to date: -

- 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 the sample months of April and September 2016;

- Similarly, checked and agreed transactions on the other two HSBC Reserve and CCLA Public Sector deposit accounts from cashbooks to statements for the full six months (April to September 2016) due to the limited volumes arising; and
- Verified that regular, monthly bank reconciliations continue to be undertaken on all accounts, noting that appropriate hard copies are retained on file and that members are regularly provided with same. We have checked and agreed those as at 30<sup>th</sup> September 2016 on all five accounts (noting the recent closure of the previously dormant business account) with no matters arising.

### **Conclusions**

***No issues requiring formal recommendation have arisen in this area with no long-standing, unrepresented items of any note. We shall test a further sample of cashbook transactions at our final visit, also ensuring the accurate disclosure of year-end balances in the Accounts and Annual Return.***

## **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 date (end September 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;
- We have previously noted that the Council properly adopted the General Power of Competence at the Full Council meeting in May 2015: subsequently, we note that re-adoption was not required in May 2016 in the absence of Council elections this year; and
- We also previously noted that both Standing Orders and Financial Regulations had been reviewed during 2015-16, 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: subsequently, we note that both documents were re-affirmed in July 2016 having been subject to appropriate revisions to reflect revised contract regulations and the introduction of a national tender limit of £25,000.

### **Conclusions**

***No issues requiring formal recommendation have arisen in this area to date.***



## Review of Purchasing and Payment Procedures

We have selected a sample of supplier payments made during the financial year to 30<sup>th</sup> September 2016, examining all those individually in excess of £1,500 together with a more random sample of every 25<sup>th</sup> payment, irrespective of value. Our test sample comprises 30 payments, totalling just over £129,400 (distorted somewhat by the Strand Wharf project cost of £86,000) and representing 76% of all non-pay related items processed to that date. 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.

### Conclusions

***We are pleased to report that no issues have been identified among our test sample with all the above criteria duly met.***

## 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" and detailed risk register was re-adopted by the Full Council at its meeting in March 2016 and have not considered this aspect again at present; and
- Examined the current year's insurance policy schedules (to August 2017), cover continuing to be provided by Aviva, noting that both Employer's and Public Liability remain at £10 million; that Fidelity Guarantee cover remains at £450,000 and that Loss of Revenue cover remains at £240,000.

### Conclusions

***No issues have been identified warranting formal comment or recommendation in this area at present: we shall further consider the risk assessment process at our final visit, also ensuring compliance with the now mandatory requirement for annual***

***review and formal adoption of risk registers, as detailed in the Governance and Accountability Manual.***

## **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 2017-18, with any formal conclusions deferred until January 2017, by which time it is expected that Southend BC will have determined their approach to the “support grant”;
- 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 2015-16 that several (approximately 20) specific Earmarked Reserves were now established, with subsequent minutes indicating occasional virement, and we will consider the extent of any adjustments to those balances in 2016-17 as part of our final audit review in due course.

### ***Conclusions***

***No matters arise currently to warrant formal comment in this area of the audit process.***

## **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 Centre and allotments for 2016-17 having been formally considered (with no changes arising) by the relevant committee and full Council during the last municipal year;
- We have, as noted earlier in this report, verified all receipt transactions from Edge ledgers to relevant bank statements for two 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 in September 2016 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; and
- We have tested a sample of sales ledger invoices for Community Centre bookings by reference to a sample of the bookings diary (1<sup>st</sup> to 8<sup>th</sup> September 2016) 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.

### **Conclusions**

***No issues have arisen from work completed in this area to date to warrant formal recommendation: we shall undertake further testing as considered necessary for the purposes of the Annual Return verification at the final visit.***

## **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 3 reimbursement cheques totalling £350 had been required to end September 2016.

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 2016) 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 5 transactions totalling £494 in the sample month tested of September 2016) 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 previously amended with effect

from 1<sup>st</sup> 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 and has duly implemented the NJC award for 2016-17;
- Noted previously that a payroll bureau provider (Acumen) was engaged to provide the service and this remains the case in 2016-17;
- Agreed the amounts paid to employees by reference to the approved pay scales on the NJC annual schedules, or those approved “in house” where applicable, examining a sample of all those salary payments made in September 2016;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table, particularly checking the latter to ensure revisions have been made to reflect the governmental withdrawal of lower contribution rates for members of employers’ occupational schemes with effect from April 2016;
- Checked that the correct superannuation percentage deductions, as amended from 1<sup>st</sup> 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**

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

## **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.

### **Conclusions**

***We have noted previously that an appropriate register is maintained, the Clerk having updated detail to reflect acquisitions and disposals in 2015-16, and no further testing work has been undertaken in this area to date.***

## **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.

## **Conclusions**

***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 recorded earlier in this report.***

### Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

LEIGH-ON-SEA TOWN COUNCIL

#### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

#### External auditor report (ACEX0145)

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

Section 2, Box 9: Information received from the smaller authority indicates that an asset leased during the year has been included in Box 9. Please note that proper practice, as specified in the Practitioners' Guide, only requires that assets are recorded at their original cost and no adjustment is required until disposal. Box 9 should read £489,774. Please ensure that the amendment is corrected in the prior year comparatives when submitting next year's Annual Return.

External auditor signature *PKF Littlejohn LLP*

External auditor name PKF Littlejohn LLP

Date 15/9/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

<b>POLICY &amp; RESOURCES DETAILED BUDGET</b>					<b>2016/17</b>					
<b>INCOME</b>	Budget 2016/17	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Precept	£ 391,550.00	£ 391,550.00	£ -	100.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 14,220.00	£ 14,220.00	£ -	100.00%	Grant Award Fund	£ 971.18	£ 5,000.00	£ 1,718.50	£ 4,252.68	28.78%
Bank Interest		£ 614.44	-£ 614.44		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*		£ 1,245.80	-£ 1,245.80		Legal Costs		£ 1,500.00	-£ 60.00	£ 1,560.00	
VAT Refund*		£ -	£ -		Annual Town Meeting		£ 500.00	£ -	£ 500.00	0.00%
					Community Engagement		£ 10,000.00	£ 5,066.90	£ 4,933.10	50.67%
					Volunteer Programme	£ 5,004.40	£ 15,000.00	£ 177.06	£ 19,827.34	0.89%
					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%
<b>TOTAL INCOME</b>	<b>£ 405,770.00</b>	<b>£ 407,675.54</b>	<b>-£ 1,905.54</b>	<b>100.47%</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 42,827.19</b>	<b>£ 43,050.00</b>	<b>£ 7,953.71</b>	<b>£ 77,923.48</b>	<b>9.26%</b>
* Other Income in Main Budget Sheet										
					Capital Fund	£ 75,486.67	£ 50,000.00	£ -	£ 125,486.67	0.00%

<b>OFFICE ADMIN DETAILED BUDGET</b>					<b>2016/17</b>
<b>EXPENDITURE</b>	B/F from 2015/16	Budget 2016/17	Expenditure	Balance	% Spent
<b>Premises</b>					
Office Rental	£ 3,500.00	£ 3,500.00	£ 7,000.00	£ -	200.00%
LCC Premises Use Grant		£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%
	£ 3,500.00	£ 28,500.00	£ 19,500.00	£ 12,500.00	68.42%
<b>Administration</b>					
Stationery		£ 1,600.00	£ 501.99	£ 1,098.01	31.37%
Insurance		£ 6,100.00	£ 6,189.48	-£ 89.48	101.47%
Library		£ 300.00	£ 78.50	£ 221.50	26.17%
Communication		£ 1,500.00	£ 1,290.49	£ 209.51	86.03%
Photocopying		£ 3,000.00	£ 1,427.53	£ 1,572.47	47.58%
Subscriptions		£ 2,300.00	£ 1,734.49	£ 565.51	75.41%
Postage		£ 1,700.00	£ 254.28	£ 1,445.72	14.96%
Entertaining		£ 250.00	£ -	£ 250.00	0.00%
Licences		£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges		£ 1,200.00	£ 639.12	£ 560.88	53.26%
Miscellaneous		£ 500.00	£ -	£ 500.00	0.00%
Professional Advice			£ 992.25	-£ 992.25	
Audit		£ 2,500.00	£ 2,550.00	-£ 50.00	102.00%
IT		£ 2,000.00	£ 2,753.26	-£ 753.26	137.66%
Waste Sacks		£ 1,200.00	£ 919.77	£ 280.23	76.65%
Training - Staff		£ 3,000.00	£ 689.00	£ 2,311.00	22.97%
Expenses/Travel Costs - Cllrs		£ 550.00	£ 43.20	£ 506.80	7.85%
Training - Cllrs		£ 2,000.00	£ 475.00	£ 1,525.00	23.75%
Mileage & Expenses - Staff		£ 600.00	£ 368.57	£ 231.43	61.43%
	£ -	£ 30,800.00	£ 20,941.93	£ 9,858.07	67.99%
	£ 3,500.00	£ 59,300.00	£ 40,441.93	£ 22,358.07	68.20%



Policy and Resources 1<sup>st</sup> November 2016 – Appendix 9 – LTC Main Budget Report as at 25<sup>th</sup> October 2016

Leigh Town Council Main Budget Report					2016/17				
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
<b>Balances B/F</b>		<b>£ 355,127.00</b>							
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Precept	£ 391,550.00	£ 391,550.00	£ -	100.00%	P & R Expenditure	£ 40,000.00	£ 7,953.71	£ 32,046.29	19.88%
Local Council Tax Support Grant	£ 14,220.00	£ 14,220.00	£ -	100.00%	Office & Admin	£ 59,300.00	£ 40,441.93	£ 18,858.07	68.20%
Interest	£ -	£ 614.44	-£ 614.44		Staffing	£ 83,069.00	£ 42,958.23	£ 40,110.77	51.71%
Other Income		£ 1,291.10	-£ 1,291.10		Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
	<b>£ 405,770.00</b>	<b>£ 407,675.54</b>	<b>-£ 1,905.54</b>	<b>100.47%</b>		<b>£ 232,369.00</b>	<b>£ 91,353.87</b>	<b>£ 141,015.13</b>	<b>39.31%</b>
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC Hire Income	£ 105,000.00	£ 61,455.61	£ 43,544.39	58.53%	LCC Expenditure	£ 71,770.00	£ 33,621.35	£ 38,148.65	46.85%
LTC Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing	£ 134,476.00	£ 62,569.15	£ 71,906.85	46.53%
Strand Wharf	£ 1,000.00	£ 3,000.00	-£ 2,000.00	300.00%	Highways Expenditure	£ 8,000.00	£ 38.50	£ 7,961.50	0.48%
Other Income	£ 912.61	£ 2,265.18	-£ 1,352.57	248.21%	Strand Wharf Expenditure	£ 2,450.00	£ 1,238.08	£ 1,211.92	50.53%
LCC Fund-Raising		£ 130.11	-£ 130.11		Skate Park Expenditure	£ 4,550.00	£ 986.09	£ 3,563.91	21.67%
	<b>£ 131,912.61</b>	<b>£ 79,350.90</b>	<b>£ 52,561.71</b>	<b>60.15%</b>	Skate Park Staffing	£ 3,921.00	£ 2,074.24	£ 1,846.76	52.90%
					Strand Wharf Capital Expenditure	£ -	£ 73,412.32	-£ 73,412.32	
						<b>£ 225,167.00</b>	<b>£ 173,939.73</b>	<b>£ 51,227.27</b>	<b>77.25%</b>
<b>Environment &amp; Leisure</b>					<b>Environment &amp; Leisure</b>				
Allotments Income	£ 11,713.00	£ 3,187.44	£ 8,525.56	27.21%	Allotments Expenditure	£ 12,660.00	£ 6,623.98	£ 6,036.02	52.32%
Community Transport Fees	£ 3,200.00	£ 1,572.00	£ 1,628.00	49.13%	Allotments Staffing	£ 4,877.00	£ 4,807.88	£ 69.12	98.58%
Farmers' Market Fees	£ 2,002.00	£ 1,179.00	£ 823.00	58.89%	Community Transport Expenditure	£ 3,930.00	£ 1,813.63	£ 2,116.37	46.15%
Leigh Lights Income	£ 2,000.00	£ 530.00	£ 1,470.00	26.50%	Community Transport Staffing	£ 4,377.00	£ 2,360.01	£ 2,016.99	53.92%
Other Events Income	£ 450.00	£ 568.26	-£ 118.26	126.28%	Farmers' Market Expenditure	£ 1,550.00	£ 596.05	£ 953.95	38.45%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 30,455.00	£ 3,549.33	£ 26,905.67	11.65%
	<b>£ 19,365.00</b>	<b>£ 7,036.70</b>	<b>£ 12,328.30</b>	<b>36.34%</b>	Events & Other Expenditure	£ 18,000.00	£ 4,628.79	£ 13,371.21	25.72%
					E&L Staffing	£ 14,193.00	£ 11,984.32	£ 2,208.68	84.44%
						<b>£ 90,042.00</b>	<b>£ 36,363.99</b>	<b>£ 53,678.01</b>	<b>40.39%</b>
<b>Planning, Highways &amp; Licensing</b>					<b>Planning Highways &amp; Licensing</b>				
CIL Income		£ 885.06	-£ 885.06		Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
	<b>£ -</b>	<b>£ 885.06</b>	<b>-£ 885.06</b>		Staffing	£ 14,818.00	£ 5,146.15	£ 9,671.85	34.73%
						<b>£ 15,318.00</b>	<b>£ 5,146.15</b>	<b>£ 10,171.85</b>	<b>33.60%</b>
<b>Total Income</b>	<b>£ 557,047.61</b>	<b>£ 494,948.20</b>	<b>£ 62,099.41</b>	<b>88.85%</b>	<b>Total Expenditure</b>	<b>£ 562,896.00</b>	<b>£ 306,803.74</b>	<b>£ 256,092.26</b>	<b>54.50%</b>
<b>Capital Reserves 31/03/16</b>	<b>£ 152,210.04</b>				<b>Balances Remaining C/F</b>		<b>£ 562,377.58</b>		
<b>Earmarked Reserves 31/03/16</b>	<b>£ 90,475.95</b>				<b>Est. General Reserves @ 31st March 2017</b>		<b>£ 125,698.74</b>		
<b>VAT REFUND DUE</b>		<b>£ 19,106.12</b>							



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

## Income and Expenditure 27<sup>th</sup> Aug 2016 – 20<sup>th</sup> Oct 2016 Report 2625/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
101848	£962.57	VIP Security Services	Security Services at Maritime Festival
101849	£230.00	Valerie Herron	Entertainer fees for Children's Events & Donation for help at Maritime Festival
101850	£0.00	Cancelled not issued	Cancelled not issued
101851	£60.00	Phoenix Water Coolers Ltd	Cups for Water Dispenser
101852	£54.60	Acumen Wages Services	Payroll Processing Aug 16
101853	£126.00	Miskos Ltd	Server monitoring and spam filtering service
101854	£144.76	DOTS	Photocopying costs Aug 16
101855	£44.13	RNLI	Distribution of Maritime Festival collection
101856	£44.13	Fisherman's Mission	Distribution of Maritime Festival collection
101857	£250.00	EALC	Councillor Training Days
101858	£982.34	Baines Surveying Services	Quantity Surveying Strand Wharf
101859	£60.00	Vivien Choppen	Reimbursement for payment to Piano Tuner
101860	£86,482.99	Valley Provincial Group LLP	Strand Wharf contractor payment
101861	£72.41	Viking Direct	Stationery Order
101862	£15.00	Nigel Warwick-Brown	Refund Plot Deposit
101863	£100.00	Southend BC	Traffic Management at The Maritime Festival
101864	£1,613.40	Edge IT Systems Ltd	Hosted Services (Facilities & Finance) 4 <sup>th</sup> year of contract
101865	£18.12	SSE	Electricity Strand Wharf

101866	£52.00	David Skeels	Travel Expenses - College Attendance
101867	£118.80	SLCC Enterprises Ltd	ILCA Online Training Course Abbie Cotterell
101868	£77.00	Mrs N Holmes	Refund Room Hire
101869	£54.60	Acumen Wages Service	September Payroll Processing
101870	£312.00	SLCC Enterprises Ltd	National Conference attendance by Town Clerk
101871	£87.20	Roxanne Upton	Skate Park cleaning cover
101872	£34.45	Paul Beckerson	Mileage EALC AGM
101873	£141.00	Fulton Paper	A4 Paper
101874	£1,190.70	Southend BC	HR Support
101875	£1,560.00	PKF Littlejohn LLP	External Audit Fee
101876	£126.00	Miskos Ltd	Server monitoring & spam filter
101877	£167.98	Viking Direct	Stationery
101878	£10.00	Blooming Bumps	Refund room hire
101879	£10.07	Recognition Express Essex	Name badge
101880	£180.00	Miskos Ltd	Access point & email issues
101881	£57.60	Allen Bros Electrical (Factors) Ltd	Light Fittings
101882	£5.00	Mark Bromfield	Refund of Allotment Key Deposit
101883	£25.53	Hilary Le Marie	Reimbursement of expenses to volunteer re Notice Boards
101884	£25.00	John Metcalfe	Refund Allotment Deposit
101885	£311.18	Veolia Environmental	Garden waste sacks
101886	£175.00	M Frost & Associates Ltd	Display Energy Certificate & report
101887	£45.00	Miskos Ltd	Install security certificate
101888	£36.85	Abbie Cotterell	Travel expenses re Social Media Training
101889	£30.00	David Stanley	Refund Plot Deposit MDAS
101890	£200.00	EALC	Social Media course - A Cotterell Employment overview course – H Symmons & Cllr C Mulroney
101891	£124.03	DOTS	Photocopying costs
101892	£25.00	Melissa Glenister	Allotment Deposit Refund
101893	£120.00	The Play Inspection Company Ltd	Annual Inspection Skate Park
101894	£150.00	Cash	Petty cash top up

101895	£1,008.00	Auditing Solutions Ltd	Internal audit fee first biannual visit 16/17
101896	£1,800.00	Greenworks Solutions Ltd	Annual fee washroom services
101897	£1,243.63	PRS Ltd	PRS Licence renewal
101898	£16.38	SSE	Electricity Strand Wharf
101899	£30.00	Mrs Reader	Refund of Allotment Plot Deposit
101900	£34.89	Jane Ward	Expenses re training course
101901	£70.90	Paul Beckerson	Expenses re SLCC conference
101902	£80.40	Quantum Services	Call out & repair to lift
101903	£250.00	J & C's Party Pets	Children's event entertainer fee
Bk Trs	£36.00	Urban Design & Print Ltd	Banner for Leigh Community Centre
Bk Trs	£20,000.00	Payroll	September payroll
Bk Trs	£750.00	MDAS	ASA Agreement
Bk Trs	£400.00	LOSALGA	ASA Agreement
Bk Trs	£125.00	Marshall Close	ASA Agreement
		<b>Expenditure – Imprest Items</b>	
	£117.96	B&Q	Various items re decorating at Comm Centre
	£118.08	Brunel Engraving	Memorial Plaques at Strand Wharf
	£153.99	Gear4Music	Portable PA system Comm Centre
	£97.50	Southend BC	Planning fee Strand Wharf Heritage Board
	£6.75	HSBC	Bank Charges
	£46.50	Odeon	Nutcracker tickets Community Transport
	£5.04	Amazon	Ethernet socket
	£123.41	Howdens Joinery Co	Sink & plumbing in Attic
	£106.98	Brunel Engraving	Memorial Plaques at Strand Wharf
	£120.54	UK Point of Sale Group Ltd	Leaflet holders
	£33.18	B&Q	External plumbing & Attic plumbing
	£11.20	UK Point of Sale Group Ltd	Leaflet holders
	£96.00	Heart Internet	Domain renewal LTC
	£42.35	B & Q	Parts for repairs etc at CC & lock for Skate Park meter

		<b>Expenditure – Direct Debits</b>	
	£149.75	Biffa Environmental	Bin Collection at Comm Centre
	£799.00	Southend BC	Business Rates for Comm Centre
	£620.86	SSE	Gas Community Centre
	£378.53	BNP Paribas	Photocopier rental
	£177.24	British Telecom	Council Broadband
	£35.00	Information Commissioner	Renew registration with Information Commissioner
	£59.61	Global Payments	Card processing charges Comm Centre
	£95.82	The Calls Warehouse	Phone Calls Tel: 477248
	£377.87	BES	Electricity Community Centre
	£799.00	Southend BC	Business Rates for Comm Centre
	£1,233.46	Essex & Suffolk Water	Manchester Drive Allotments water charges
	£61.75	Global Payments	Card processing charges Comm Centre
	£189.42	Biffa Environmental	Bin Collection at Skate Park
	£63.68	GO CARDLESS (Verde Coffee Ltd)	Coffee order costs recovered by LTC

### Income

Policy & Resources Committee	£203,235.80
Community Facilities Committee	£20,038.70
Environment & Leisure Committee	£3400.94
Planning, Highways & Licensing Committee	£0.00
<b>Total</b>	<b>£226,675.44</b>

Sheet 6							
Policy & Resources							
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18
<b>INCOME</b>							
Precept	£ 361,694.00		£ 391,550.00	£ 391,550.00	£ -		
Council Tax Support Grant	£ 19,750.00		£ 14,220.00	£ 14,220.00	£ -		
Bank Interest	£ 1,374.90		£ 1,050.00	£ 489.42	£ 560.58	£ 800.00	£ 1,000.00
Other Income	£ 42.84			£ 45.30	-£ 45.30	£ 45.30	
Sale of Garden Sacks	£ 1,485.80		£ 1,200.00	£ 1,165.20	£ 34.80	£ 1,500.00	£ 1,200.00
<b>Totals</b>	<b>£ 384,347.54</b>	<b>£ -</b>	<b>£ 408,020.00</b>	<b>£ 407,469.92</b>	<b>£ 550.08</b>	<b>£ 2,345.30</b>	<b>£ 2,200.00</b>
<b>EXPENDITURE</b>							
Grant Award Fund*	£ 294.18	£ 971.18	£ 5,000.00	£ 1,718.50	£ 4,252.68	£ 5,000.00	£ 5,000.00
Furniture / Equipment	£ 16.66		£ 500.00		£ 500.00	£ 250.00	£ 500.00
Elections		£ 22,265.59	£ -		£ 22,265.59	£ -	
Legal Costs ***	£ 510.00		£ 1,500.00	-£ 60.00	£ 1,560.00	£ 1,500.00	£ 3,500.00
Annual Town Meeting	£ 357.72		£ 500.00		£ 500.00	£ 400.00	£ 500.00
Community Engagement	£ 10,204.54		£ 10,000.00	£ 5,066.90	£ 4,933.10	£ 10,100.00	£ 11,000.00
Volunteer Programme	£ 2,495.60	£ 5,004.40	£ 15,000.00	£ 177.06	£ 19,827.34	£ 20,000.00	£ 15,000.00
Council Website	£ 750.00				£ -		
Civic	£ 145.00		£ 200.00	£ 34.25	£ 165.75	£ 200.00	£ 200.00
Renewals Fund**	£ 1,251.67	£ 14,586.02	£ 3,000.00	£ 1,017.00	£ 16,569.02	£ 3,000.00	£ 2,000.00
Capital Fund		£ 75,486.67	£ 50,000.00		£ 125,486.67	£ -	£ 50,000.00
Localism Act	£ 6.00		£ 300.00		£ 300.00	£ 150.00	£ 300.00
Intern	£ 2,400.50		£ 4,000.00		£ 4,000.00	£ 4,000.00	£ 4,000.00
GP Janitorial			£ 3,050.00		£ 3,050.00	£ 3,032.00	£ 3,200.00
Garden Sacks	£ 1,217.20		£ 1,200.00	£ 919.77	£ 280.23	£ 1,200.00	£ 1,200.00
					£ -		
<b>Totals</b>	<b>£ 19,649.07</b>	<b>£ 118,313.86</b>	<b>£ 94,250.00</b>	<b>£ 8,873.48</b>	<b>£ 203,690.38</b>	<b>£ 48,832.00</b>	<b>£ 96,400.00</b>
* Grant Aid Budget subject to advertising and application							
** Rolling Renewals Programme							
*** Increased to cover Strand Wharf Lease costs							

Policy and Resources 1<sup>st</sup> November 2016 – Appendix 11 – P&R Budget 2017/18

Sheet 7									For information			
Office Budget									Office budget and expenditure			
Budget	Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18		Budget	Expenditure	% spent
2015/16									1997/8	14,515	13,122	90
									1998/9	17,260	14,401	83
<b>EXPENDITURE</b>												
<b>Premises</b>									1999/2000	14,075	10,850	77
£ 3,500.00	Office Rental		£ 3,500.00	£ 3,500.00	£ 7,000.00	£ -	£ 7,000.00	£ 3,500.00	2000/1	12,505	11,467	92
£ 25,000.00	LCC Premises Use Grant	£ 25,000.00		£ 25,000.00	£ 12,500.00	£ 12,500.00	£ 25,000.00	£ 27,000.00	2001/2	12,865	11,130	87
<b>£ 28,500.00</b>		<b>£ 25,000.00</b>	<b>£ 3,500.00</b>	<b>£ 28,500.00</b>	<b>£ 19,500.00</b>	<b>£ 12,500.00</b>	<b>£ 32,000.00</b>	<b>£ 30,500.00</b>	2002/3	14,690	12,229	83
<b>Administration</b>									2003/4	13,925	15,560	112
£ 1,400.00	Stationery	£ 1,901.09		£ 1,600.00	£ 501.99	£ 1,098.01	£ 1,600.00	£ 2,000.00	2004/5	16,000	15,418	96
£ 5,500.00	Insurance	£ 6,026.52		£ 6,100.00	£ 6,189.48	-£ 89.48	£ 6,189.48	£ 6,300.00	2005/6	21,000	20,766	99
£ 300.00	Library	£ 49.99		£ 300.00	£ 78.50	£ 221.50	£ 150.00	£ 300.00	2006/7	29,110	29,003	100
£ 2,000.00	Communication	£ 1,636.72		£ 1,500.00	£ 1,203.07	£ 296.93	£ 2,406.00	£ 2,450.00	2007/8	28,360	29,164	103
£ 2,700.00	Photocopying	£ 2,750.54		£ 3,000.00	£ 1,427.53	£ 1,572.47	£ 3,178.00	£ 3,500.00	2008/9	32,060	31,867	99
£ 2,300.00	Subscriptions	£ 2,205.14		£ 2,300.00	£ 1,734.49	£ 565.51	£ 2,300.00	£ 2,300.00	2009/10	33,570	32,998	98
£ 1,700.00	Postage	£ 1,384.39		£ 1,700.00	£ 254.28	£ 1,445.72	£ 1,700.00	£ 1,700.00	2010/11	36,460	36,606	100
£ 250.00	Entertaining			£ 250.00	£ -	£ 250.00	£ -	£ 250.00	2011/12	40,020	44,807	112
£ 500.00	Licences	£ 285.00		£ 500.00	£ 35.00	£ 465.00	£ 500.00	£ 500.00	2012/13	42,950	43,395	101
£ 600.00	Expenses/Travel Costs - Cllrs*	£ 42.76		£ 600.00	£ 8.31	£ 591.69	£ 600.00	£ 600.00	2013/14	44,760	46,187	103
£ 1,200.00	Bank Charges	£ 1,139.75		£ 1,200.00	£ 554.62	£ 645.38	£ 1,100.00	£ 1,200.00	2014/15	47,960	48,447	101
£ 500.00	Miscellaneous			£ 500.00		£ 500.00	£ 500.00	£ 500.00	2015/16	57,000	54,527	96
£ 2,000.00	Audit	£ 2,640.00		£ 2,500.00	£ 1,710.00	£ 790.00	£ 2,600.00	£ 2,700.00	2016/17			
£ 2,000.00	IT**	£ 3,229.91		£ 2,000.00	£ 2,753.26	-£ 753.26	£ 3,920.00	£ 4,500.00				
	Professional Advice	£ 1,030.00			£ 992.25	-£ 992.25	£ 1,000.00	£ 1,000.00				
£ 2,000.00	Training - Staff	£ 3,528.00		£ 3,000.00	£ 689.00	£ 2,311.00	£ 3,000.00	£ 3,000.00				
£ 2,000.00	Training - Cllrs	£ 1,056.80		£ 2,000.00	£ 475.00	£ 1,525.00	£ 2,000.00	£ 2,000.00				
£ 550.00	Mileage & Expenses - Staff	£ 620.87		£ 550.00	£ 297.67	£ 252.33	£ 620.00	£ 650.00				
<b>£ 27,500.00</b>		<b>£ 29,527.48</b>	<b>£ -</b>	<b>£ 29,600.00</b>	<b>£ 18,904.45</b>	<b>£ 10,695.55</b>	<b>£ 33,363.48</b>	<b>£ 35,450.00</b>				
<b>£ 56,000</b>	<b>Total</b>	<b>£ 54,527.48</b>	<b>£ 3,500.00</b>	<b>£ 58,100.00</b>	<b>£ 38,404.45</b>	<b>£ 23,195.55</b>	<b>£ 65,363.48</b>	<b>£ 65,950.00</b>				
* Now including LTC area												
**Renewals element included in Renewals Fund P&R Budget, Server Monitoring at £900 per annum and Edge Licences £1344												