



Leigh-on-Sea Town Council

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



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

Notice is hereby given that a meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday, 3rd January 2017** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.30pm**, when it is hoped to transact the following business.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE [MINUTES](#) OF THE EXTRAORDINARY MEETING OF 8th DECEMBER 2016 (Page 3)
5. MINUTES OF THE PERSONNEL SUB-COMMITTEE 22nd NOVEMBER 2016 ([Appendix 1](#)) (Page 4)
6. MINUTES OF THE PERSONNEL SUB-COMMITTEE 8th DECEMBER 2016 ([Appendix 2](#)) (Page 5)
7. PUBLIC REPRESENTATIONS

POLICY

8. REVIEW OF POLICY AND RESOURCES ACTION PLAN 2016/17 ([Appendix 3](#)) (Page 6)
9. LTC PROCUREMENT AND IMPLEMENTATION PROTOCOL – [REPORT 2628/PB \(Appendix 4\)](#) (Page 8) – **DECISION ITEM**

The Committee is **requested** to approve the protocol for use by staff.

RESOURCES

10. COMMITTEE AND COUNCIL BUDGETS – **FOR NOTING**
 - P&R Budget Reports as at 20th December 2016 ([Appendix 5](#)) (Page 13)
 - Leigh Town Council Main Budget Report as at 20th December 2016 ([Appendix 6](#)) (Page 15)
11. COUNCIL BUDGET 2017/18 LOCAL COUNCIL TAX SUPPORT GRANT (LCTSG)

SBC have informed us that the LCTSG will be reduced by 31% on the 2016/17 figure of £14,200 and have given projected figures as follows:

16/17 £14,200, **17/18 £9,800** 18/19 £6,860 19/20 £3,910

12. COUNCIL BUDGET 2016/17 & 2017/18 UPDATE DUE TO STAFF CHANGES

Report from Acting Town Clerk.

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

See [Report 2635/I&E \(Appendix 7\)](#) (Page 16) The Committee is asked to note the income and **RECOMMEND the expenditure to Council.**

14. THE CCLA AND FINANCIAL SERVICES COMPENSATION SCHEME – [REPORT 2632/PB – \(Appendix 8\)](#) (Page 21) **FOR NOTING**

15. BANK ACCOUNT BALANCES as at 20th December 2016

CCLA a/c	£423,488.74
HSBC BMM a/c	£ 27,490.75
HSBC Current a/c	£ 10,602.68
HSBC Payroll a/c	£ 20,698.91
HSBC Imprest a/c	£ 1,671.20



Paul Beckerson
Town Clerk
22nd December 2016

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



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MINUTES OF AN EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON THURSDAY 8th DECEMBER 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jane Ward (Chairman), Donald Fraser, Richard Herbert, Carole Mulroney, Declan Mulroney, Ron Owen and Caroline Parker

In Attendance: Cllr Karen Bowden, Jim Gray and Nikki Anderson HR SBC

The meeting opened at 6.45pm

16. MEETING CALLED UNDER STANDING ORDER 7

The Committee **RESOLVED** to agree the suspension of Standing Orders 3b and 3c.

17. APOLOGIES FOR ABSENCE

Cllrs Valerie Morgan and Helen Robertson

18. DECLARATION OF MEMBERS' INTERESTS

A member declared a non-pecuniary interest in Agenda item 6

19. APPROVAL OF THE MINUTES

The minutes of the Extra Ordinary meeting 29th November 2016 were **AGREED** and signed by the Chairman.

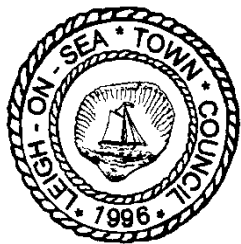
20. MOTION TO EXCLUDE PUBLIC – The public Bodies (Admission to Meetings) Act 1960
The Committee **RESOLVED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instruction withdraw (SOs 3(d) and 24(a) – staffing).

21. STAFFING ISSUES

The Committee received the report of the Personnel Sub-Committee, with Jim Gray advising on the current position re staffing issues.

The Committee **RESOLVED** the recommendations made by the Personnel Sub-Committee

The meeting closed at 7.25 pm



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MINUTES OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 22nd NOVEMBER 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Ron Owen (Chairman), Karen Bowden, Richard Herbert, Carole Mulroney, Caroline Parker and Jane Ward.

Also Present: Jim Gray, HR, Southend Borough Council

The meeting commenced at 6pm.

22. APOLOGIES FOR ABSENCE

Cllr Fr Clive Hillman

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

24. MINUTES OF PREVIOUS MEETING 19TH OCTOBER 2016

The minutes of the meeting of 19 October 2016 were signed by the Chairman

25. 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))

26. STAFF APPRAISALS

RESOLVED:

1. That the advice of HR SBC be accepted and they are requested to continue with the appraisal procedure and advise further.
2. That during this process no additional appraisals be undertaken.

The meeting ended at 7.15pm



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MINUTES OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON THURSDAY 8TH DECEMBER 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Ron Owen (Chairman), Karen Bowden, Richard Herbert, Carole Mulroney, Caroline Parker and Jane Ward.

Also Present: Jim Gray and Nikki Anderson, HR, Southend Borough Council

The meeting commenced at 6pm.

27. APOLOGIES FOR ABSENCE

Cllr Fr Clive Hillman and Helen Robertson

28. DECLARATION OF MEMBERS' INTERESTS

A member declared a non-pecuniary interest in relation to the staff member.

29. MINUTES OF PREVIOUS MEETING 22ND NOVEMBER 2016

The minutes of the meeting of 22nd November 2016 were signed by the Chairman

30. 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)

31. STAFFING ISSUE

Jim Gray provided an update since the last meeting.

RESOLVED: To follow the recommendation of the HR advisors and to recommend the actions as per the confidential file note to P&R Committee.

The meeting ended at 6.45pm

Strategic Aim	Objective	Action	Timescale	Budget	Review
<p>Take part in an open dialogue with the community.</p>	<p>Leigh Town Council News Develop the magazine to invite participation/ dialogue on Council responsibilities etc.</p> <p>Volunteers Clarify roles and responsibilities for the volunteers, coordinator and office.</p> <p>Budget in place to pay coordinator to revise job specification and person specification and advertise and appoint a new coordinator.</p> <p>3 Year Action Plan Established and currently under trial period. The Strategic Aims should now be embedded within the individual objectives and clearly identified.</p>	<p>Build in comments/letters page. Encourage committees to involve and invite dialogue. Build in a method for Council Website for site visitors to leave messages. Meeting of Volunteer PDG</p> <p>Decision to be made on appointing a Volunteer Coordinator.</p> <p>Advertise and appoint</p> <p>Town Clerk to work closely with New Chairmen to ensure the Action Plan is completed with sufficient detail to be used as a framework for the work of each committee.</p> <p>Identify possible Training needs</p>	<p>By end of September</p> <p>By end of May</p> <p>By June</p> <p>End of May</p> <p>End of May</p>	<p>Increase budget to reflect increase in cost for delivery and production Websit4e development budget implications.</p> <p>Review pay and expenses for this role.</p> <p>Cost item from appropriate budget stream</p> <p>Potential impact on Training Budget</p>	

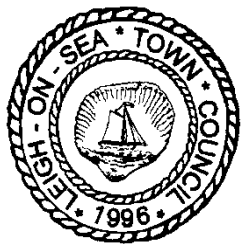
Strategic Aim	Objective	Action	Timescale	Budget	Review
		Ensure set dates for Review are met and reported on.	August, November February		
Provide high standard,value for money services	Build into the Review scrutiny of all service provision, inviting feedback from recipients/ public, noting production costs, and identify savings. Review/Revise Standing Orders	Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim In discussion with Town Clerk.	May /June Annually		
Assist and encourage other bodies to provide high standard value	Work with Contributors to magazine to submit on time quality items and images. Monitor Volunteer roles and responsibilities through informal dialogue. Develop Evaluation Pro-forma.	Review and revise Writing Guide and distribute online and at Reception. At the time of the various support either for Community Centre or Events use a Pro-forma evaluation. VC to design and produce this.	By September Ongoing June/ July	Photocopy cost Photocopy cost	
Promote the best needs of the town	Consider developing a Policy Document that proposes methods that involve the community participating in identifying what are the Needs of the Town.	If agreed, develop this Policy.	October		

Outline actions agreed May 2016.

Enhance Action Plan agreed August 2016.

Quarterly Reviews and feedback due November 2016 and February 2017.

Signed by Chair.....Date.....



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REPORT 2628/PB

LEIGH TOWN COUNCIL PROCUREMENT & IMPLEMENTATION PROTOCOL 8th November 2016

This protocol is designed to inform staff and members of the procedures that are to be followed when spending money from any revenue budget, the limits that Financial Regulation 4.1 sets on such expenditure; together with the provisions of Standing Order 20 (for expenditure in excess of £25,000) which sets out the requirements of the Public Contracts Regulations 2015 and the regulations in the Public Contracts Directive 2014/24/EU (for expenditure in excess of £164,176).

Under Financial Regulation 4.1 the following authorisation limits apply to any expenditure unless authorised by Council at start of financial year or a Committee decision relating to expenditure on a budget head e.g. such as a discrete event:

Below £250 (any one occurrence) spending incurred by officers and authorised by the Town Clerk. The purchasing officer will initial the invoice in the goods supplied box and the Town Clerk will authorise for payment.

Between £250 and £1,000 spending incurred by officers in consultation with the Chairman of Council or Chairman of the appropriate committee

Above £1,000 and under £5,000 must be authorised by the relevant Committee before any expenditure is incurred.

Above £5,000 must be authorised by Full Council before the expenditure is incurred.

Who can incur expenditure?

Scheme of Delegation agreed on 12th November 2014 and LCC 5th April 2016 - Expenditure is incurred by the following staff and within budgets defined below:

Facilities Manager:	LCC Building Maintenance and Repair Utility Contracts and Services relating to the LCC New contracts must have committee approval LCC Purchase, replacement or repair of equipment First Aid Post Maintenance Strand Wharf Maintenance Skate Park Maintenance Cinder Path Shelter Maintenance Other expenditure within LCC budget in conjunction with Town Clerk
Community Centre Administrator:	Placing routine adverts Web site maintenance Farmers Market Promotion & Advertising
Environment & Leisure Officer:	All Event expenditure in the Leigh Lights and General Events Budget Allotments; Waste Clearance, Maintenance, Keys and Grass cutting
Community Transport Officer:	Purchase of tickets relating to trips

Hire of Mini-Buses
Purchase of refreshments
Any necessary auxiliary costs, licences required

Finance Officers:

Stationary
Postage
Office equipment replacements (Toners etc.)
All Petty Cash Expenditure (Float of £200) FR 6.21a
needs updating to reflect this value

Town Clerk:

Elections
Renewals Budget (Rolling Capital)
Furniture & Equipment
Civic
Localism Act (Land Registry Fees)
Office Budget with the exception of subscriptions and
those budgets delegated to the Finance Officers
Debit Card expenditure up to one item of £1,000

Any expenditure from Ear Marked Reserves must be approved by Council under Financial Regulation 4.9

In cases of extreme risk expenditure may be incurred up to a limit of £500 whether budgeted for or not, Chairman to have such action reported to them as soon as practical.

Additionally the Town Clerk has delegated authority to authorise payments in the following circumstances under Financial Regulation 5.5

1. Payment of debts that may incur interest if not paid
2. Continuing contractual obligations
3. Fund transfers between bank accounts

The following regular payments and Direct Debits were authorised at the start of the administrative year 17th May 2016.

Subscriptions

Name/Reason	Frequency/Payment Type	Annual Spend
EALC & NALC - Local Council Review Subscription	Annually/Cheque	£17.00
EALC & NALC – Affiliation fee	Annually/Cheque	£1550.14
National Society of Allotments - Subscription	Annually/Cheque	£55.00
CTA (UK) – Subscription/membership	Annually/Cheque	£295.00
Parish on Line - Subscription	Annually/Cheque	£308.00
Rural Community Council – Annual membership	Annually/Cheque	£50.00
Thames Estuary Partnership	Annually/Cheque	£250.00
Essex Playing Field Association	Annually/Cheque	£30.00

Annual Contracts/Agreements

Name/Reason	Frequency/Payment Type	Annual Spend
Secom – Security Alarm CC	Annually/Cheque	£471.00
JK Fire Systems- Fire Alarm CC	Annually /Cheque	£460.00
Safelincs –Fire Extinguishers CC	Annually/Cheque	£259.27
Edge IT Systems – Facilities & Finance systems	Annually/Cheque	£1521.00

Auditing Solutions – Internal Audit	Twice Yearly/Cheque	£1640.00
Greenworks Washrooms – Washroom services	Annually/Cheque	£1761.84
ATS Services – Boiler service	Annually/Cheque	£1000.00
Miskos Ltd – Server Monitoring	Monthly/Cheque	£900.00
Neopost – Franking Machine service agreement	Annually/Cheque	£347.59
Acumen Wages Services – Payroll processing	Monthly/Cheque	£503.00
Global Payments – Card processing Fees	Monthly/Direct Debit	£312.00
BNP Paribas – Photocopier lease	Quarterly/Direct Debit	£1301.76

Licences

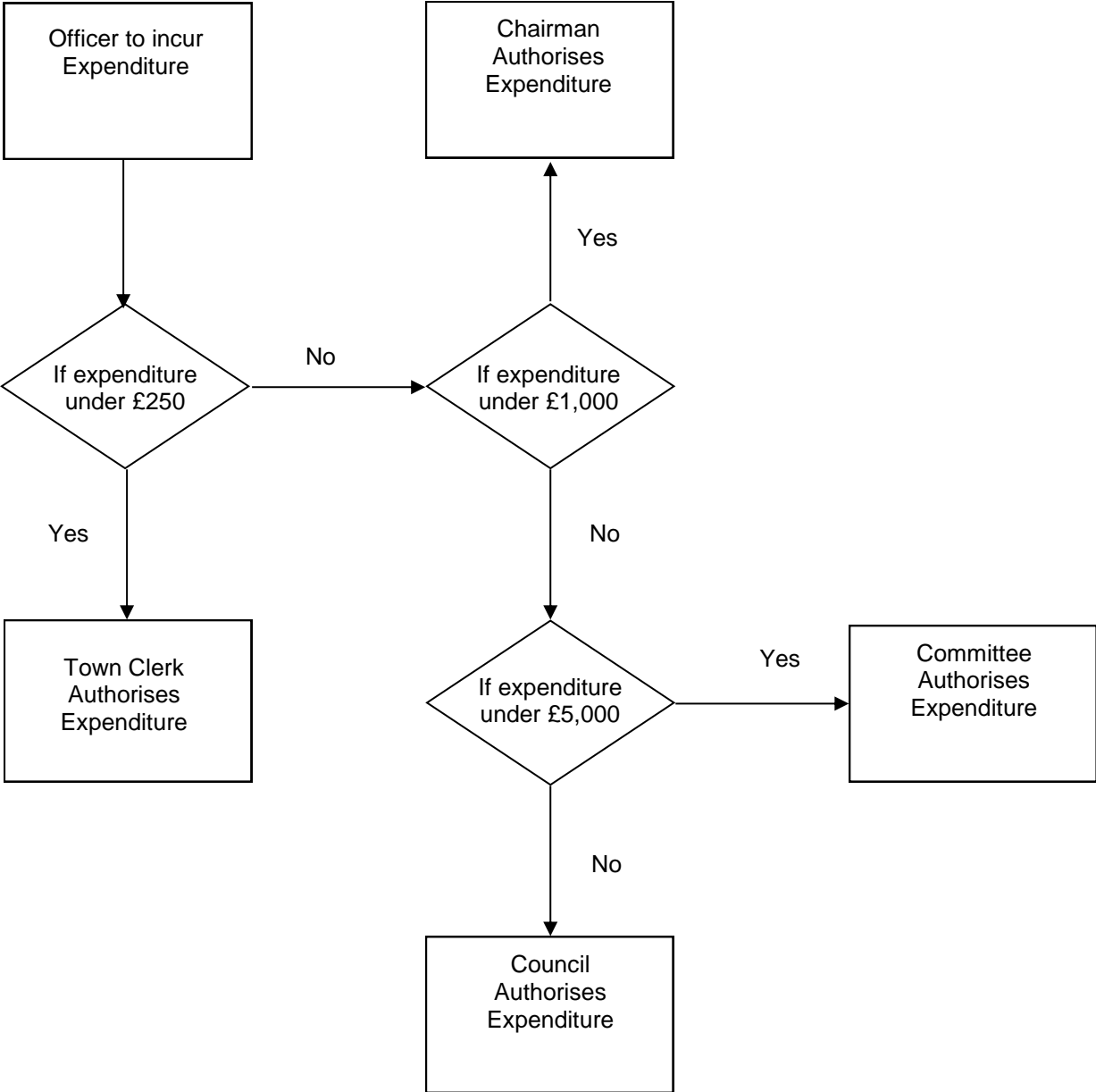
Name/Reason	Frequency/Payment Type	Annual Spend
PRS & PPL – Music licences	Annually/Cheque	£2870.00
Southend BC – Premises Licence	Annually/Cheque	£70.00
TV Licensing – TV Licence CC	Annually/Cheque	£145.50

Regular Direct Debits

Name	Reason	Average Annual Spend
Biffa Commercial	Waste/Bins CC & Skate Park	£2576.27
Southend BC	Business Rates	£7950.00
Anglian Water	Sewage fee Comm Centre	£844.79
BES Electricity	Electricity Comm Centre	£9032.00
BT	Line rental & call chgs	£2299.23
The Calls Warehouse	Call chgs LCC	£814.97
Essex & Suffolk Water	Water rates CC	£808.29
Heart Internet	Website domains for LCC & LTC	£315.00
SSE Gas	Gas CC Electricity Skate Park & Electricity Strand Wharf	£7257.78
Wessex Leasing	Hand Drier leasing	£630.32

The following payments will be added to the list in May 2017

External Audit	£1,300	
Garden Sacks	£1,200	
LTC Magazine	£10,000	
School Crossing Patrol	£4,500	
Flower Baskets	£6,600	
First Aid Post	£1,100	
Insurance	£6,300	
Leigh Lights Contract	£9,100	
Lights Security	£6,000	
Allotments Hedge Cutting	£1,000	
Marquees Maritime Festival	£1,500	
Column Test Leigh Lights	£3,500	Next due in 2019
ASA Agreement	£5,100	



DECISION AUTHORISATION FLOW CHART

FINANCIAL REGULATION 11 relating to the letting of contracts

11.1 (i)

Contracts less than £25,000 – Three quotations will be sought with priced descriptions of the proposed supply.

Contracts below £1,000 and above £100 LTC will strive to get three estimates, otherwise FR 10(3) shall apply in that the Officer and Members are responsible for obtaining value for money at all times.

EXPENDITURE IN EXCESS OF £25,000

For tenders above £25,000 a formal tender process shall be applied with a minimum of three tenders in sealed envelopes, not opened until the prescribed date for opening the tenders refer to Financial Regulation 11 (e).

The provisions of the Public Contracts Regulations 2015 articles 109 - 114 (detailed guidance is set out in Legal Topic Note 87) shall be applied to the process including the following:

- Advertise the contract on the 'Contract Finder' website
- Must be advertised on 'contract Finder' within 24 hours of it being advertised elsewhere
- If a tender list is used restricting applications this is not deemed to be advertising
- Information published on the site shall include; the time by which a response is required; how and to whom the potential contractor must respond; any other requirements for participating in the procurement.
- Where information is published on the Contracts Finder website; there must be public free access to the tender documents; the internet address to access the documents must be published on the Contract Finders website.
- Regulation 111 requires that there can be no pre-qualification stage although suitability questions can be applied to the process.
- Regulation 113 contains a provision that all undisputed invoices must be paid within 30 days.
- Regulation 112 states that when a contract is awarded it must publish on the Contract Finders website the following:
 - The name of the contractor
 - The date the contract was entered into
 - The value of the contract
 - Whether the contractor is an SME or VCSE

EXPENDITURE IN EXCESS OF € 209,000 (£164,176) – Public supply and public service contracts and Public Works Contracts of € 5,225,000 (£4,104,394)

The full requirements of the Public Contracts Regulations 2015, shall be followed in respect of tendering and award of a public supply contract, public service contract or public works contract.

POLICY & RESOURCES DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Precept	£ 391,550.00	£ 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	£ 2,033.00	£ 3,938.18	34.05%
Bank Interest		£ 779.87	-£ 779.87		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*		£ 1,357.40	-£ 1,357.40		Legal Costs		£ 1,500.00	-£ 60.00	£ 1,560.00	
VAT Refund*		£ -	£ -		Annual Town Meeting		£ 500.00	£ -	£ 500.00	0.00%
CIL Income		£ 885.06	-£ 885.06		Community Engagement		£ 10,000.00	£ 5,475.29	£ 4,524.71	54.75%
					Volunteer Programme	£ 5,004.40	£ 15,000.00	£ 177.06	£ 19,827.34	0.89%
					Website		£ -		£ -	
					Civic		£ 200.00	£ 172.25	£ 27.75	86.13%
					Renewals Fund	£ 14,586.02	£ 3,000.00	£ 1,017.00	£ 16,569.02	5.78%
					Localism Act		£ 300.00	£ -	£ 300.00	0.00%
					Intern		£ 4,000.00	£ -	£ 4,000.00	0.00%
					P&R Janitorial		£ 3,050.00	£ -	£ 3,050.00	0.00%
TOTAL INCOME	£ 405,770.00	£ 408,837.63	-£ 3,067.63	100.76%	TOTAL EXPENDITURE	£ 42,827.19	£ 43,050.00	£ 8,814.60	£ 77,062.59	10.26%
* Other Income in Main Budget Sheet										
					Capital Fund	£ 75,486.67	£ 50,000.00	£ -	£ 125,486.67	0.00%

OFFICE ADMIN DETAILED BUDGET					2016/17
EXPENDITURE	B/F from 2015/16	Budget 2016/17	Expenditure	Balance	% Spent
Premises					
Office Rental	£ 3,500.00	£ 3,500.00	£ 7,000.00	£ -	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%
Administration					
Stationery		£ 1,600.00	£ 619.15	£ 980.85	38.70%
Insurance		£ 6,100.00	£ 6,189.48	-£ 89.48	101.47%
Library		£ 300.00	£ 169.46	£ 130.54	56.49%
Communication		£ 1,500.00	£ 1,515.45	-£ 15.45	101.03%
Photocopying		£ 3,000.00	£ 2,211.17	£ 788.83	73.71%
Subscriptions		£ 2,300.00	£ 2,042.49	£ 257.51	88.80%
Postage		£ 1,700.00	£ 685.24	£ 1,014.76	40.31%
Entertaining		£ 250.00	£ -	£ 250.00	0.00%
Licences		£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges		£ 1,200.00	£ 758.36	£ 441.64	63.20%
Miscellaneous		£ 500.00	£ -	£ 500.00	0.00%
Professional Advice			£ 1,112.25	-£ 1,112.25	
Audit		£ 2,500.00	£ 2,550.00	-£ 50.00	102.00%
IT		£ 2,000.00	£ 3,471.36	-£ 1,471.36	173.57%
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	£ 792.00	£ 1,208.00	39.60%
Mileage & Expenses - Staff		£ 600.00	£ 411.22	£ 188.78	68.54%
	£ -	£ 30,800.00	£ 24,214.60	£ 6,585.40	78.62%
	£ 3,500.00	£ 59,300.00	£ 43,714.60	£ 19,085.40	73.72%

Policy and Resources Committee 3rd January 2017 – P&R Budget 2016/17 - Appendix 6

Leigh Town Council Main Budget Report					as at 20th December 2016		2016/17		
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
Balances B/F		£ 355,127.00			NB E&L & Allotments Staffing Costs include £15,291.00 funded from Reserves				
Policy & Resources					Policy & Resources				
Precept	£ 391,550.00	£ 391,550.00	£ -	100.00%	P & R Expenditure	£ 40,000.00	£ 8,814.60	£ 31,185.40	22.04%
Local Council Tax Support Grant	£ 14,220.00	£ 14,220.00	£ -	100.00%	Office & Admin	£ 59,300.00	£ 43,714.60	£ 15,585.40	73.72%
Interest	£ -	£ 779.87	-£ 779.87		Staffing	£ 83,069.00	£ 50,730.41	£ 32,338.59	61.07%
Other Income		£ 1,402.70	-£ 1,402.70		Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL Income		£ 885.06	-£ 885.06			£ 232,369.00	£ 103,259.61	£ 129,109.39	44.44%
	£ 405,770.00	£ 407,952.57	-£ 2,182.57	100.54%					
Community Facilities					Community Facilities				
LCC Hire Income	£ 105,000.00	£ 78,420.69	£ 26,579.31	74.69%	LCC Expenditure	£ 71,770.00	£ 40,283.20	£ 31,486.80	56.13%
LTC Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing	£ 134,476.00	£ 73,523.34	£ 60,952.66	54.67%
Strand Wharf	£ 1,000.00	£ 3,500.00	-£ 2,500.00	350.00%	Highways Expenditure	£ 8,000.00	£ 4,630.25	£ 3,369.75	57.88%
Other Income	£ 1,080.84	£ 3,019.57	-£ 1,938.73	279.37%	Strand Wharf Expenditure	£ 2,450.00	£ 1,273.71	£ 1,176.29	51.99%
LCC Fund-Raising		£ 163.81	-£ 163.81		Skate Park Expenditure	£ 4,550.00	£ 1,577.91	£ 2,972.09	34.68%
					Skate Park Staffing	£ 3,921.00	£ 2,421.33	£ 1,499.67	61.75%
					Paddling Pool (Ring Fenced)	£ -	£ -	£ -	
					Strand Wharf Capital Expenditure	£ -	£ 73,412.32	-£ 73,412.32	
	£ 132,080.84	£ 97,604.07	£ 34,476.77	73.90%		£ 225,167.00	£ 197,122.06	£ 28,044.94	87.54%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 11,713.00	£ 11,600.81	£ 112.19	99.04%	Allotments Expenditure	£ 12,660.00	£ 7,429.69	£ 5,230.31	58.69%
Community Transport Fees	£ 3,200.00	£ 2,595.70	£ 604.30	81.12%	Allotments Staffing	£ 4,877.00	£ 5,599.09	-£ 722.09	114.81%
Farmers' Market Fees	£ 2,002.00	£ 1,600.00	£ 402.00	79.92%	Community Transport Expenditure	£ 3,930.00	£ 3,168.44	£ 761.56	80.62%
Leigh Lights Income	£ 2,000.00	£ 2,320.00	-£ 320.00	116.00%	Community Transport Staffing	£ 4,377.00	£ 2,860.37	£ 1,516.63	65.35%
Other Events Income	£ 450.00	£ 801.03	-£ 351.03	178.01%	Farmers' Market Expenditure	£ 1,550.00	£ 1,186.80	£ 363.20	76.57%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 30,455.00	£ 20,800.10	£ 9,654.90	68.30%
	£ 19,365.00	£ 18,917.54	£ 447.46	97.69%	Events & Other Expenditure	£ 18,000.00	£ 13,152.00	£ 4,848.00	73.07%
					E&L Staffing	£ 14,193.00	£ 13,617.75	£ 575.25	95.95%
						£ 90,042.00	£ 67,814.24	£ 22,227.76	75.31%
Planning, Highways & Licensing					Planning Highways & Licensing				
		£ -	£ -		Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 14,818.00	£ 6,503.95	£ 8,314.05	43.89%
	£ -	£ -	£ -			£ 15,318.00	£ 6,503.95	£ 8,814.05	42.46%
Total Income	£ 557,215.84	£ 524,474.18	£ 32,741.66	94.12%	Total Expenditure	£ 562,896.00	£ 374,699.86	£ 188,196.14	66.57%
Capital Reserves 31/03/16	£ 152,210.04	Accruals	£ 10,500.00		Balances Remaining C/F		£ 528,137.72		
Earmarked Reserves 31/03/16	£ 90,475.95	3rd Party	£ 5,381.00		Est. General Reserves @ 31st March 2017		£ 114,116.25		
VAT REFUND DUE		£ 23,236.40							



Leigh-on-Sea Town Council

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 Vice Chairman: Cllr Helen Robertson
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Income and Expenditure 21st Oct 2016 – 19th Dec 2016 Report 2635/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101904	£43.27	SSE	Skate Park electricity
101905	£30.00	Julia Rowland-Taylor	Story Telling Children's Event
101906	£45.00	Miskos Ltd	Email issue & recover files
101907	£52.07	Viking Direct	Stationery
101908	£54.60	Acumen Wages Service	Payroll processing costs
101909	£226.93	DOTS	Photocopying costs
101910	£66.00	The National Allotment Society	Annual membership
101911	£369.60	Parish Online	Annual subscription
101912	£133.28	Essex Supplies (UK) Ltd	Cleaning supplies
101913	£150.00	EALC	Training courses Valerie Morgan Vivien Rosier
101914	£30.00	Abbeystar	Councillor & staff photoboard
101915	£200.00	Neopost Ltd	Top up franking machine
101916	£126.00	Miskos Ltd	Server monitoring and spam filtering
101917	£70.00	Southend BC	Annual premises licence re Leigh Lights
101918	£60.00	The Salvation Army	Community transport minibus hire
101919	£360.00	BT Payphones	Red Telephone Box
101920	£36.75	Helen Symmons	Travel expenses
101921	£96.60	Allen Bros Electrical (Factors) Ltd	Bulbs & light fittings
101922	£153.50	Essex Supplies (UK) Ltd	Cleaning materials
101923	£85.00	Pam Caton	Forward payment taken in error for artwork
101924	£72.00	DOTS	Staples in photocopier
101925	£43.60	Roxanne Upton	Skate park cleaning cover

101926	£75.00	Royal British Legion	Wreaths & donation
101927	£80.00	EALC	Local council award scheme
101928	£540.00	Southend BC	Grass cutting at Skate Park
101929	£678.97	The Salvation Army	Minibus recovery & inspection
101930	£72.64	Viking	Stationery
101931	£90.96	SLCC Enterprises	Book for library
101932	£10.07	Recognition Express Essex	Replacement badge
101933	£18.12	SSE	Electricity Strand Wharf
101934	£120.00	Leigh Times Series Ltd	Advert for road closures Leigh Lights
101935	£16.50	Barbara Redman	Refund CT Christmas lunch
101936	£64.14	Viking	Tapes for label printer (Art Wall)
101937	£90.00	Miskos Ltd	Resolve issue on office computer
101938	£50.00	Mike Hewitt	The Grinch at Leigh Lights
101939	£190.80	St John Ambulance	First Aid cover at Leigh Lights
101940	£38.00	Potherbs	Christmas tree
101941	£800.00	ATS Services	Boiler service CC
101942	£85.00	Miskos Ltd	Norton security to office computer
101943	£35.00	Lady McAdden Brest Screening Trust	Refund room hire
101944	£54.60	Acumen Wages Service	Payroll processing Nov
101945	£422.64	Veolia	Leigh Lights waste collection
101946	£33.50	Vivien Choppen	Expenses re Community Transport
101947	£4341.75	Southend BC	Crossing patrol & hanging baskets (2015)
101948	£70.00	M Willis	Return of remaining damage deposit
101949	£13851.00	Aylesford Electrical Contractors Ltd	Install, maintain & store lights Year 1 of 3. New light columns
101950	£135.60	Edge IT Systems Ltd	Income band increase
101951	£277.15	Neopost Ltd	Franking machine service agreement
101952	£214.91	DOTS	Photocopying costs
101953	£126.00	Miskos Ltd	Server monitoring & spam filtering
101954	£250.00	3 rd Chalkwell Bay Sea Scouts	Grant aid
101955	£80.00	Southend Association of Voluntary Services	First Aid for Older People training course 21 Feb 2017
101956	£90.00	Taxi Drivers Charity Fund for Children	Minibus hire CT
101957	£38.00	Pot Herbs	Christmas tree for Comm Centre

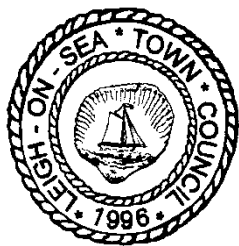
101958	£40.00	Wyvern Community Transport	Minibus hire CT
101959	£275.00	Southend Carnival Association	Donation re Leigh Lights
101960	£30.00	Westcliff United Reform Church	Donation re Leigh Lights
101961	£271.86	Thursday Club	Donation re Chairman's Charity
101962	£271.86	Southend Junior Phab	Donation re Chairman's Charity
101963	£82.00	EALC	Good Councillor Guide & Being a Good Employer
101964	£48.00	NALC	Award Scheme registration
101965	£480.00	Leigh Times Series Ltd	LTC magazine distribution
101966	£180.00	Urban Design & Print	Leigh Lights banners
101967	£177.65	Essex Supplies (UK) Ltd	Cleaning materials CC
101968	£3870.00	RenTeg Highways Ltd	Traffic management Leigh Lights
101969	£67.50	Miskos Ltd	Various IT issues
101970	£369.96	Recognition Express Essex	Jute bags for Farmer's Market
101971	£35.00	Simon Gummer	Refund allotment deposit
101972	£150.00	Bloodwise	Prize for Leigh Lights Parade
101973	£50.00	Kid's First Charity	Prize for Leigh Lights Parade
101974	£50.00	Southend RNLI	Prize for Leigh Lights Parade
101975	£100.00	Cash	Petty cash top up
101976	£225.83	Kids First Charity	Donation from collection at Leigh Lights
101977	£162.03	Southend Hospital Charity	Donation from collection at Leigh Lights
101978	£27.96	Cancer Research UK	Donation from collection at Leigh Lights
101979	£14.60	Alzheimer's Society	Donation from collection at Leigh Lights
101980	£84.04	Bloodwise	Donation from collection at Leigh Lights
101981	£79.49	The Lions Club of Leigh On Sea	Donation from collection at Leigh Lights
101982	£98.28	Theodora Children's Charity	Donation from collection at Leigh Lights
101983	£18.71	Cancer Research UK	Donation from collection at Leigh Lights
101984	£143.17	Southend Mencap	Donation from collection at Leigh Lights
101985	£96.78	St John Ambulance	Donation from collection at Leigh Lights
101986	£16.39	Southend Mencap	Donation from collection at Leigh Lights

101987	£1262.80	Southend BC	Traffic management at Leigh Lights
101988	£85.00	EALC	V Morgan training
101989	£25.00	Wyvern Community Transport	Minibus hire CT trip to Odeon
101990	£18.12	SSE	Electricity Strand Wharf
101991	£420.00	Vicarage Marquees Ltd	Marquee Carols on Strand Wharf
Bk Trs	£100000.00	PSDF	Transferred to Public Sector Deposit Fund
Bk Trs	£20000.00	Payroll	October payroll
Bk Trs	£20.00	Wyvern Community Transport	Deposit x2 minibus hire CT
		Expenditure – Imprest Items	
	£8.72	B&Q	Items for repairs Comm Centre
	£63.85	Glowsticks UK	Glowsticks for Leigh Lights
	£107.06	Cabletiesuk	Cable ties for Leigh Lights
	£62.99	McAfee	Security renewal laptop
	£89.99	McAfee	Security renewal laptop
	£62.00	Solopress	Leaflets Farmers Mkt & nCarols on Strand Wharf
	£24.06	Cabletiesuk	Cable ties for Leigh Lights
	£8.57	B&Q	Glue for Memorial Plaques & decorating at CC
	£89.97	Screwfix Direct	Pest control anti-bird spikes at CC
	£39.99	Amazon (One Safe Source)	Lighting extension cable
	£2.13	Amazon	Cable glands. Lights Strand Wharf
	£64.06	Amazon	Connectors & plugs. Lights Strand Wharf
	£56.96	Amazon	Weatherproof outdoor socket. Lights Strand Wharf.
	£102.00	Solopress	Farmer's Market Leaflets
	£19.90	B&Q	Sockets & water heater parts CC
	£180.43	Nisbets	Cups & saucers CC
	£368.87	Sarah Moore	Community Transport Christmas meal
		Expenditure – Direct Debits	
	£230.93	British Telecom	716287 line rental
	£65.99	The Calls Warehouse	Call charges 477248

	£19.79	Biffa Environmental	Bin collection
	£48.12	Biffa Environmental	Bin collection
	£799.00	Southend BC	Business rates CC
	£276.12	British Telecom	CC line rental & broadband 477248 & 714063
	£695.17	BES	Electricity CC
	£62.14	Global Payments	Card processing fees
	£818.81	BES	Electricity CC
	£72.71	GO CARDLESS (Verde Coffee Ltd)	Coffee order by Lottie & Lorna's. Cost recovered by LTC.
	£177.24	British Telecom	Council broadband charges
	£365.59	Essex & Suffolk Water	Water rates Leigh Site
	£345.12	Essex & Suffolk Water	Water rates Manchester Drive
	£426.53	BNP Paribas	Photocopier lease
	£799.00	Southend BC	Business rates CC
	£76.40	Global Payments	Card processing charges Nov 16
	£95.92	GO CARDLESS (Verde Coffee Ltd)	Coffee order Lorna & Lottie's (cost recovered by LTC)
	£405.37	Essex & Suffolk Water	Water rates Community Centre

Income

Policy & Resources Committee	£195.99
Community Facilities Committee	£19529.06
Environment & Leisure Committee	£13418.62
Planning, Highways & Licensing Committee	£0.00
Total	£33143.67



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REPORT 2632/PB

Report on the CCLA and the Financial Services Compensation Scheme

At the Council meeting of the 25th October 2016 a report on the Council's investments including possible risk and the possibility of accessing the Financial Services Compensation Scheme to protect the Council's funds was requested.

The Financial Services Compensation Scheme (FSCS)

In June 2015 the Bank of England's Prudential Regulation Authority announced that the FSCS would be extended to cover the deposits of Small Local Authorities (Small Local Authorities are defined as having a budget below €500,000 (£360,000)). Presently the UK FSCS covers the first £75,000 of eligible deposits. The deposits must be in separate accounts.

Because the current budget in 2016/17 is £391,000 Leigh-on-Sea Town Council is not eligible to participate in the FSCS.

The CCLA – Public Sector Deposit Fund (PSDF)

The PSDF is not covered by the FSCS as it is not a High Street Bank even if the Council were eligible under the scheme. The PSDF had its AAmmf¹ rating affirmed on the 19th February 2016 by the credit rating agency, Fitch Ratings. The rating reflects the Fund's extremely strong capacity to achieve the investment objectives of preserving principal and providing shareholder liquidity through limiting credit, market and liquidity risk. The main drivers of the AAmmf rating are the high credit quality of the portfolio, the limited range of invested security types and the Fund's highly conservative guidelines.

In the six months to 30th September 2016 the Fund achieved a total return before management expenses of 0.25%; this was higher than the Fund's benchmark, the London Inter-Bank Sterling 7-Day Bid rate (7-day £ LIBID), which averaged 0.15%. There was a net inflow of £115.3 million over the period and the number of shares in issue as at 30 September 2016 was 292.5 million.

Conclusion

As the FSCS does not apply to LTC and the return from a top credit rated institution the CCLA and the PSDF gives the Council excellent return 0.1% above the benchmark at a very low risk it is **RECOMMENDED** that the Council continue to invest with the CCLA.

OTHER OPTIONS	Not to invest in the CCLA and reinvest with the High Street Bank accepting a lower return
REASON FOR RECOMMENDATION	To maximise return at a low risk

¹ AAA A financial institution rated AAA has a superior capacity to meet its financial obligations. This is the highest long term Financial Institution.

<p>CORPORATE IMPLICATIONS Contribution to Council's Aims and Objectives as set out in Leigh-on-Sea Town Council's Core Strategy</p>	<p>Provide a sound financial base for the Council's activities and services</p>
<p>FINANCIAL IMPLICATIONS FUNDING SOURCE</p>	<p>None</p>
<p>TIMESCALE</p>	<p>Now</p>
<p>PEOPLE IMPLICATIONS</p>	<p>None</p>
<p>DELEGATION ARRANGEMENTS</p>	<p>Financial Team</p>
<p>RISK ASSESSMENT</p>	<p>Low</p>