



Leigh-on-Sea Town Council

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



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

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, 7th March 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 MEETING 3RD JANUARY 2017
5. PUBLIC REPRESENTATIONS

Tourettes Action Essex have sent their thanks and gratitude for the Grant Aid Award issued to them towards room hire at Leigh Community Centre. Since running the support group, they have given support to 7 families in the area who are struggling with the diagnosis of Tourettes. Only recently they received an email from a family of an 11 year old girl who had come to the support group and felt more positive about the future as their daughter had responded well to be able to connect with other children.

6. ACTING TOWN CLERK'S REPORT ([Appendix 2](#)) – page 7

POLICY

7. REVIEW OF POLICY AND RESOURCES ACTION PLAN 2016/17 ([Appendix 3](#)) – page 8
DECISION ITEM

It was noted at the PDG that the list of current contributions and contributors to the magazine is as follows:

Chairmen and Committee updates
Community Centre update and promotion of events and activities
Events and Projects
Business and enterprise
Community spaces, Environmental and Green Spaces
Clubs and organisations
SBC led activities impacting on Leigh
Artist in Residence, Art Wall and art & craft events
Primary Schools
Churches
Safety, litter and waste items

It is **RECOMMENDED** that the Committee approve the reviewed Action Plan with the next review in July.

8. REVIEW OF RISK REGISTER ([Appendix 4](#)) – page 12 **DECISION ITEM**

It is **RECOMMENDED** that the Committee undertake the annual approval of the Register. The Acting Town Clerk has no recommendations for amendments at this stage.

The Acting Town Clerk wishes to highlight to members that they are accountable for the Council finances and highly recommends that the Compliance checks are reported as advised to P&R Committee 5th July 2016. There is no record of the findings having been reported to P&R since 6th September 2016. Until this governance issue is addressed, we are unable to apply for Quality Council and the application must be submitted by September 2017.

9. REVIEW OF RISK MANAGEMENT STRATEGY

This strategy has not been reviewed since 2013. Our current document is 17 pages long and the assessment style in the document does not reflect the style adopted for the Risk Register. Review of other Town Councils has shown that a strategy need only be 6-7 pages long to be an effective document and work in unison with the Risk Register.

It is **RECOMMENDED** that the Acting Town Clerk re-writes the strategy to present at the P&R Committee 2nd May 2017.

10. REVIEW OF FINANCIAL REGULATIONS ([Appendix 5](#)) – page 19 **DECISION ITEM**

In accordance with Financial Regulation 17.1 it is the duty of the Council to review the Financial Regulations annually. Also in accordance with 17.1 the Acting Town Clerk wishes to suggest to Council the amendments to the Financial Regulations as per Appendix 5.

11. CORPORATE GOVERNANCE REPORT ([Appendix 6](#)) – page 20

It is **RECOMMENDED** that the Committee consider and adopt each of the 8 statements of assurance and **RECOMMEND to Council** that the annual governance statement together with each account statement be approved.

12. REVIEW OF INTERNAL AUDITOR 2016/17

The internal auditor is appointed to review the accounts and accounting arrangements of the Council and covers the following areas:

- Corporate Governance
- Purchasing and Payment Procedures
- Assessment and Management of Risk
- Budgetary Control and Reserves
- Review of Income
- Petty Cash Account
- Salaries and Wages
- Asset Registers
- Investment and Loans
- Statements of Accounts and Annual Return

Two visits a year are made with the Auditor working within the office to check that accounting records are being maintained accurately and that no anomalous entries appear in cashbooks or financial ledgers. The work carried out is to an acceptable level with good service.

RESOURCES

13. IT SERVER

The Committee will be aware of the I.T. issues the office experienced at the beginning of the year. It transpired that the server was still under warranty but this only covered the hardware. The majority of the cost incurred in correcting the issue and enabling the office to work again was down to an additional problem only highlighted once the server issue arose. Cllr D Mulroney and the Acting Town Clerk had a meeting with our IT supplier to discuss the problems

and process. The bill of £1462.50 was unavoidable in the repair of the system and it is **RECOMMENDED** that the Committee ratify the payment of this.

Going forward, we have negotiated a reduction in the contract rate by £20 per hour and highlighted areas that need attention in ensuring a high functioning system for the office.

The Committee are asked to **NOTE** that the current server operating system expires July 2018 and therefore the Committee should budget £10,000 for a replacement in 2018/19. The Committee may wish to add this to the Action Plan in July.

14. NOTICE BOARDS

Two notice boards are now end of life due to their construction. The locations are Leigh Road and Rectory Grove. The Elms Ward London Road notice board was replaced previously and we have therefore obtained 3 quotes based on the same style which is a more cost effective option – aluminium and longer lasting than the previous wooden structures.

It is **RECOMMENDED** the Committee approve a budget of £1,600 for two replacements boards including the cost of installation and authorise expenditure by the Acting Town Clerk from the Renewals Fund.

15. COMMITTEE AND COUNCIL BUDGETS – FOR NOTING

- P&R Budget Reports as at 27th February 2017 ([Appendix 7](#)) – page 27
- Leigh Town Council Main Budget Report as at 27th February 2017 ([Appendix 8](#)) – page 29

16. TO CONSIDER ANY UNDERSPENDS IN 2016/17 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **DECISION ITEM**

Having reviewed the projected underspends, it is **RECOMMENDED** that the Committee approve movements to Earmarked Reserves at the year-end as follows:

P&R Committee	Proposed increase/creation	2016/17 Closing Balance
Renewals Fund	£1,500.00	£16,086.02
Grant Aid Awards	£2,500.00	£3,471.18
Volunteer Programme	£14,500.00	£19,504.40
Office Administration	£2,000.00	£2,000.00
Office Rent	used	£0

17. APPROVE EMR REQUESTS OF E&L AND CFC ([Appendix 9](#)) – page 30 **DECISION ITEM**

It is **RECOMMENDED** that the Committee approve the movements to Earmarked Reserves at the year-end.

18. FINANCE OF STAFFING

Annual appraisals have yet to be completed. The approval of annual staff incremental changes will be submitted in due course.

The National Joint Council staff pay rise will be applied 1st April. This was advised previously to Council and has been incorporated in the resolved 2017/18 budget.

Essex Pension Fund have now advised of the Employer contributions for the next 3 years. Unfortunately we did not know the rate when setting the budget and the actual figure is 1.5% higher than predicted. This results in a salary cost increase of £2,396 for the 2017/18 budget.

19. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 10](#)) – page 31 **DECISION ITEM**

The Committee is asked to **NOTE** the income and **RECOMMEND the expenditure to Council**.

20. CHANGE OF SIGNATORIES ON THE CCLA ACCOUNT

Paul Beckerson has been removed as a signatory with Cllrs Morgan and Rosier being added. The change of signatory form has been completed and countersigned by Cllrs C Mulroney and Fraser.

It is **RECOMMENDED** that the Committee authorise these changes.

21. TRANSFER OF FUNDS

In accordance with Financial Regulation 5.5 c the Committee are asked to **NOTE** that £50,000 has been transferred from the CCLA Public Sector Deposit Fund to HSBC Current account.

22. BANK ACCOUNT BALANCES as at 27th February 2017

CCLA a/c	£363,675.07
HSBC BMM a/c	£ 36,201.13
HSBC Current a/c	£ 11,593.07
HSBC Payroll a/c	£ 8,822.50
HSBC Imprest a/c	£ 906.26

CONFIDENTIAL

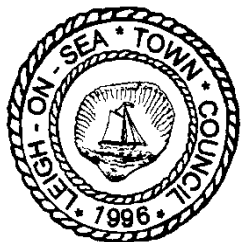
23. MINUTES OF THE PERSONNEL SUB-COMMITTEE 13TH JANUARY & 20TH FEBRUARY 2017 ([Appendix 1](#) and Confidential Appendix 1) – page 5 **DECISION ITEM**

Prior to the decision item in connection with minutes dated 20th February 2017 it is **RECOMMENDED** 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)



Helen Symmons
Acting Town Clerk
2nd March 2017

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



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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson (Helen Symmons – acting)

MINUTES OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON FRIDAY 13TH JANUARY 2017 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, Helen Robertson and Jane Ward.

Also Present: Helen Symmons (Town Clerk – acting)

The meeting commenced at 1.37pm.

23. APOLOGIES FOR ABSENCE

Cllr Fr Clive Hillman

24. DECLARATION OF MEMBERS' INTERESTS

None

25. MINUTES OF PREVIOUS MEETING 8TH DECEMBER 2016

The minutes of the meeting of 8th December were signed by the Chairman

26. 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))

27. STAFF RECRUITMENT

Item 1 – The Committee **RESOLVED** that an Administrative/Bookings Assistant role be created on a six month fixed term contract to assist with maternity cover and pending a staffing restructure of Community Centre administration roles.

Item 2 – The Committee **RESOLVED** that an Events and Projects Officer role be created with a 6 month probation period and a review of the role at any staff restructuring.

Item 3 – The Committee **NOTED** the recruitment time frame and **RESOLVED** that Cllr Owen, Mulroney and Ward take on the organisation of the recruitment process and that they seek EALC guidance.

The meeting ended at 2.10pm



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MINUTES OF A MEETING OF PERSONNEL SUB-COMMITTEE
HELD ON FRIDAY 20TH FEBRUARY 2017
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

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

Also Present: Helen Symmons (Town Clerk – acting)

The meeting commenced at 6.30pm.

28. APOLOGIES FOR ABSENCE

Cllr Caroline Parker

29. DECLARATION OF MEMBERS' INTERESTS

None

30. MINUTES OF PREVIOUS MEETING 13TH JANUARY 2017

The minutes of the meeting of 13th January were signed by the Chairman

31. 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))

Helen Symmons Acting Town Clerk left the room

Cllr Mulroney was appointed to clerk the meeting

32. STAFFING

The Committee **RESOLVED** a confidential recommendation to P&R Committee.

The meeting ended at 6.57pm

[Agenda](#)

**ACTING TOWN CLERK'S REPORT
COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2016/17**

Committee	Minute No. and Subject	Completion Status	RO	Completion Date	Outcome
P&R 03-01	74. Review of Action Plan	P&R PDG 31-01-17	CLLRS	31-01-17	AGENDA ITEM 07-03-17
P&R 03-01	75. Procurement & Implementation Protocol	Staff advised – copy displayed. Review date implemented and Financial Regulations to be reviewed	ATC	20-02-17	Financial Regulations amendments AGENDA ITEM 07-03-17
P&R 03-01	79. To Note Income & Approve expenditure	Added to Council Agenda	ATC	12-01-17	No further action
P&R 03-01	80. CCLA deposit scheme	Finance team notified of continuing investment	ATC	05-01-17	No further action

[Agenda](#)

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020**POLICY & RESOURCES COMMITTEE****Strategic Aim** TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
Leigh Town Council News Develop the magazine to invite participation/dialogue on Council responsibilities etc	Build in comments/letters page. Encourage committees to involve and invite dialogue Build in method for Council website for site visitors to leave messages	By end of September End of May	Increase budget to reflect increase in cost for delivery and production. Website development budget implications	Still in consideration Budget increased for 2017/18 Contributors have increased enormously New website in production to accommodate. Staffing issues have delayed process	Develop editorial board (5 members) with distinct roles for Cllrs in provision of articles from Council and community Cllr DM will aid office re website design
Volunteers Clarify roles and responsibilities for the volunteers, co-ordinator and office. Budget in place to pay co-ordinator. Revise job description and specification. Advertise and appoint a new co-ordinator	Meeting of Volunteer PDG Decision to be made on appointing a Volunteer Co-ordinator Advertise and appoint	By end of June	Review Pay and expenses for this role Cost item from appropriate budget stream	PDG decided not to re-appoint. Decision made to refer the need and activity to a specific Office staff member with responsibility for developing and involving volunteers to help and support Council activity and events as required	Role will be incorporated into the remit of Events & Projects Officer. Recruitment in place and Officer will liaise with Volunteer PDG
3 Year Action Plan Established and currently under trial period. The Strategic Aims should now be embedded within the individual objectives	Town Clerk to work closely with new Chairmen to ensure the Action Plan is completed with sufficient detail to be used as a	End of May	Potential impact on Training Budget	Completed although staffing issues have arisen so review not undertaken as promptly as intended.	Closer working relationship with Committee Chairmen to ensure review timetable met.

and clearly identified.	<p>framework for the work of each committee</p> <p>Identify possible training needs</p> <p>Ensures set dates for Review are met and reported on</p>	August/November/February		Training need identified in defining actions and reviewing	
Neighbourhood Plan Development	<p>Review and Revise core strategy, Vision for Leigh, CCT & SBC plans</p> <p>Plan & implement series of workshops to develop outline proposal and actions to engage with community groups and individuals representing specific focus</p> <p>Establish Chairman's meetings calendar to co-ordinate activity</p> <p>Town Clerk to ensure set dates and review period are held and reported on.</p> <p>Training support needs for Cllrs introduced</p>	<p>To resolve ACM 2017</p> <p>End of November 2017</p> <p>For ACM 2017</p> <p>Ongoing as project develops</p> <p>Ongoing as project develops</p>			

Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
Build into the Review scrutiny of all service provision, inviting feedback from recipients/public, noting production costs, and identify savings	Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim	May/June	Aim to reduce budget, make savings where possible	Should be on future Agendas and acted upon	Annual March review
Review and revise standing orders	In discussion with Town Clerk	Annually		Calendar for this item	

Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
Work with contributors to magazine to submit on time quality items and images.	Review and revise writing guide and distribute online and at receptions	By September	Photocopy cost	Writing guide reviewed and modified with each issue.	Office to produce short and simple feedback form for all LCC users/visitors and on events with regular reports to Council
Monitor volunteer roles and responsibilities through informal dialogue	At the time of the various support either for LCC or events use a proforma evaluation.	Ongoing		Volunteer roles no longer need inclusion on action plan.	
Develop evaluation proforma	VC to design and produce this	June/July	Photocopy cost	Confusion re reference to VC	

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
Consider developing a Policy Document with proposed methods that involve the community participating in identifying what are the needs of the Town	If agreed develop the policy	October Annually	Aim to reduce budget, make savings where possible	This is likely to be covered by NHP.	Consideration for consultations, resident, business & visitor feedback. Look at ways forward for effective methodologies.

Reviews due July 2017 and January 2018

Signed by Chair.....

Date.....

REVIEW COMPLETED MARCH 2017

[Agenda](#)

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

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

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

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

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

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

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

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

[Agenda](#)



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Chairman: Cllr Carole Mulroney
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Report 2643/HS

AMENDMENTS TO FINANCIAL REGULATIONS

The Acting Town Clerk recommends that Council consider the following amendments which are in bold:

BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1

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

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

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

4.5

In cases of extreme risk to the delivery of Council services, the Town Clerk **in consultation with all Committee Chairmen (a quorum being acceptable to make a decision)** may authorise revenue expenditure on behalf of the Council which in his/her judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£500~~ **£2,500**. The Clerk shall report such action to the **appropriate Standing Committee Chairman** as soon as possible and to the Council as soon as practicable thereafter.

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.21

The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

The RFO shall maintain a petty cash float of ~~£140~~ **£200** for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment

(This amendment is as a result of the Procurement Policy adopted – additionally Register Item B.2 Petty cash drawings limited figure will need amending should this be resolved).

[Agenda](#)

CORPORATE GOVERNANCE REPORT FOR THE POLICY AND RESOURCES COMMITTEE

To be Reviewed and Resolved at Council 21st March 2017

Introduction

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

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

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

Responsibility for Financial Management

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

Governance and Accountability

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

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

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

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

The Annual Return

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

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

Annual Governance Statement and Financial Risk Register

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

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

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

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

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

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

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

3. The Council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

See legal risks as above.

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

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

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

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

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

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

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

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

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

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

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

The internal audit

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

Conclusion

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

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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	£ 2,190.50	£ 3,780.68	36.68%
Bank Interest		£ 974.08	-£ 974.08		Furniture & Equipment		£ 500.00	£ -	£ 500.00	0.00%
Other Income*		£ 45.30	-£ 45.30		Elections	£ 22,265.59	£ -	£ -	£ 22,265.59	
Sale of Garden Waste Sacks*		£ 1,382.20	-£ 1,382.20		Legal Costs		£ 1,500.00	-£ 60.00	£ 1,560.00	
VAT Refund*		£ -	£ -		Annual Town Meeting		£ 500.00	£ -	£ 500.00	0.00%
CIL Income - FOR NOTING		£ 885.06	-£ 885.06		Community Engagement		£ 10,000.00	£ 9,906.50	£ 93.50	99.07%
					Volunteer Programme	£ 5,004.40	£ 15,000.00	£ 212.73	£ 19,791.67	1.06%
					Website		£ -		£ -	
					Civic		£ 200.00	£ 226.50	-£ 26.50	113.25%
					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%
TOTAL INCOME	£ 405,770.00	£ 409,056.64	-£ 3,286.64	100.81%	TOTAL EXPENDITURE	£ 42,827.19	£ 40,000.00	£ 13,493.23	£ 69,333.96	16.29%
* Other Income in Main Budget Sheet										

[Agenda](#)

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	£ 10,500.00	-£ 3,500.00	300.00%
LCC Premises Use Grant		£ 25,000.00	£ 25,000.00	£ -	100.00%
	£ 3,500.00	£ 28,500.00	£ 35,500.00	-£ 3,500.00	124.56%
Administration					
Stationery		£ 1,600.00	£ 1,006.97	£ 593.03	62.94%
Insurance		£ 6,100.00	£ 6,136.38	-£ 36.38	100.60%
Library		£ 300.00	£ 169.46	£ 130.54	56.49%
Communication		£ 1,500.00	£ 1,797.28	-£ 297.28	119.82%
Photocopying		£ 3,000.00	£ 2,424.01	£ 575.99	80.80%
Subscriptions		£ 2,300.00	£ 2,042.49	£ 257.51	88.80%
Postage		£ 1,700.00	£ 774.54	£ 925.46	45.56%
Entertaining		£ 250.00	£ -	£ 250.00	0.00%
Licences		£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges		£ 1,200.00	£ 1,047.38	£ 152.62	87.28%
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	£ 5,251.36	-£ 3,251.36	262.57%
Waste Sacks		£ 1,200.00	£ 919.77	£ 280.23	76.65%
Training - Staff		£ 3,000.00	£ 1,069.00	£ 1,931.00	35.63%
Expenses/Travel Costs - Cllrs		£ 550.00	£ 43.20	£ 506.80	7.85%
Training - Cllrs		£ 2,000.00	£ 837.00	£ 1,163.00	41.85%
Mileage & Expenses - Staff		£ 600.00	£ 481.28	£ 118.72	80.21%
	£ -	£ 30,800.00	£ 27,697.37	£ 3,102.63	89.93%
	£ 3,500.00	£ 59,300.00	£ 63,197.37	-£ 397.37	106.57%
Timing of Office Rental not in sync with how LTC budgeted re lease start hence this year over budget					
Communication - complete review will be undertaken for LTC and LCC. Budget for 2017/18 is £2450					
Insurance low claims rebate received					
IT includes Edge contract costs, server monitoring, spam filtering and server issue plus any other issues - budget for 2017/18 £4500					

Leigh Town Council Main Budget Report					2016/17				
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
Balances B/F		£ 355,127.00							
Policy & Resources					Policy & Resources				
Precept	£ 391,550.00	£ 391,550.00	£ -	100.00%	P & R Expenditure	£ 40,000.00	£ 13,493.23	£ 26,506.77	33.73%
Local Council Tax Support Grant	£ 14,220.00	£ 14,220.00	£ -	100.00%	Office & Admin	£ 59,300.00	£ 63,197.37	-£ 3,897.37	106.57%
Interest	£ -	£ 974.08	-£ 974.08		Staffing	£ 83,069.00	£ 67,312.21	£ 15,756.79	81.03%
Other Income		£ 1,427.50	-£ 1,427.50		Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL Income		£ 885.06	-£ 885.06			£ 232,369.00	£ 144,002.81	£ 88,366.19	61.97%
	£ 405,770.00	£ 408,171.58	-£ 2,401.58	100.59%	Community Facilities				
Community Facilities					LCC Expenditure	£ 71,770.00	£ 44,613.71	£ 27,156.29	62.16%
LCC Hire Income	£ 105,000.00	£ 95,758.29	£ 9,241.71	91.20%	LCC Staffing	£ 134,476.00	£ 97,117.95	£ 37,358.05	72.22%
LTC Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	Highways Expenditure	£ 8,000.00	£ 4,630.25	£ 3,369.75	57.88%
Strand Wharf	£ 1,000.00	£ 3,500.00	-£ 2,500.00	350.00%	Strand Wharf Expenditure	£ 2,450.00	£ 1,339.16	£ 1,110.84	54.66%
Other Income	£ 1,080.84	£ 3,683.09	-£ 2,602.25	340.76%	Skate Park Expenditure	£ 4,550.00	£ 1,624.87	£ 2,925.13	35.71%
LCC Fund-Raising		£ 185.71	-£ 185.71		Skate Park Staffing	£ 3,921.00	£ 3,279.45	£ 641.55	83.64%
					Paddling Pool (Ring Fenced)	£ -	£ -	£ -	
					Strand Wharf Capital Expenditure	£ -	£ 75,081.27	-£ 75,081.27	
	£ 132,080.84	£ 128,127.09	£ 3,953.75	97.01%		£ 225,167.00	£ 227,686.66	-£ 2,519.66	101.12%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 11,713.00	£ 11,779.81	-£ 66.81	100.57%	Allotments Expenditure	£ 12,660.00	£ 9,899.02	£ 2,760.98	78.19%
					Allotments Staffing	£ 4,877.00	£ 7,593.94	-£ 2,716.94	155.71%
Community Transport Fees	£ 3,200.00	£ 2,595.70	£ 604.30	81.12%	Community Transport Expenditure	£ 3,930.00	£ 3,832.05	£ 97.95	97.51%
					Community Transport Staffing	£ 4,377.00	£ 3,787.92	£ 589.08	86.54%
Farmers' Market Fees	£ 2,002.00	£ 1,600.00	£ 402.00	79.92%	Farmers' Market Expenditure	£ 1,550.00	£ 1,371.80	£ 178.20	88.50%
Leigh Lights Income	£ 2,000.00	£ 2,320.00	-£ 320.00	116.00%	Leigh Lights Expenditure	£ 30,455.00	£ 28,828.90	£ 1,626.10	94.66%
Other Events Income	£ 450.00	£ 748.67	-£ 298.67	166.37%	Events & Other Expenditure	£ 18,000.00	£ 10,270.00	£ 7,730.00	57.06%
Other E&L Income			£ -		E&L Staffing	£ 14,193.00	£ 18,673.46	-£ 4,480.46	131.57%
	£ 19,365.00	£ 19,044.18	£ 320.82	98.34%		£ 90,042.00	£ 84,257.09	£ 5,784.91	93.58%
Planning, Highways & Licensing					Planning Highways & Licensing				
		£ -	£ -		Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 14,818.00	£ 6,198.28	£ 8,619.72	41.83%
	£ -	£ -	£ -			£ 15,318.00	£ 6,198.28	£ 9,119.72	40.46%
Total Income	£ 557,215.84	£ 555,342.85	£ 1,872.99	99.66%	Total Expenditure	£ 562,896.00	£ 462,144.84	£ 100,751.16	82.10%
Capital Reserves 31/03/16	£ 152,210.04	YR END EST	£ 127,128.77		Balances Remaining C/F		£ 448,325.01		
Earmarked Reserves 31/03/16	£ 90,475.95	YR END EST	£ 139,506.67						
3rd Party monies	4550.21				Est. General Reserves @ 31st March 2017		£ 143,689.57		

E&L Committee 21-02-17**Minute 71:**

The Committee **RESOLVED** the proposed changes to the Earmarked Reserves which will be **RECOMMENDED to P&R Committee.**

E&L Committee	Proposed increase/creation	2016/17 Closing Balance
Allotments Infrastructure	£1,130.00	£5,006.73
E&L Allotments	£1,766.00	£2,886.19
General Services	£3,000.00	£4,000.00
General Events	£3,000.00	£4728.30
Leigh Lights	£1,200.00	£5,859.00

CFC Committee 07-02-17**Minute 83:**

The Committee **RESOLVED** the Earmarked Reserves as per the Acting Town Clerk's recommendations.

CF Committee	Proposed increase/creation	2016/17 Closing Balance
Skate Park	£2,000.00	£4,402.25
Highways Infrastructure	£1,000.00	£1,331.03
LCC	£5,800.00	£14,094.88
LCC refurb & equipment	£10,500.00	£22,076.68
LCC feasibility study		£5,000.00
Strand Wharf Planters	£3,134.72	£3,134.72

[Agenda](#)



Leigh-on-Sea Town Council

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



Chairman: Cllr Carole Mulroney

Town Clerk: Paul Beckerson

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

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

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

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

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

Income

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

[Agenda](#)