

# Leigh-on-Sea Town Council

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Chairman: Cllr Jill Healey  
Vice Chairman: Cllr Vivien Rosier  
Town Clerk: Helen Symmons *PSLCC*

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, you are hereby summoned to a meeting of Leigh-on-Sea Town Council, to be held online on **Tuesday 11th August 2020** commencing at 7.30pm when it is hoped to transact the following business.

All participants are requested to enter the waiting room between 7.15 and 7.25 pm, ready for the meeting to commence at 7.30 pm. Members of the public are requested to email Council in advance of the meeting to give notice that they would like to attend and whether they would like to speak in the public participation section of the agenda.

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/2840165282?pwd=MVhpYnVNODBzSXk5U1hqUjFkZkZkZDZzO9>

or use the Zoom App on your device and input:

Meeting ID: 284 016 5282  
Password: 1996

Or you can phone dial into the meeting audio using one of the phone numbers:

One tap mobile  
+442034815237,,2840165282#,,,,0#,,1996# United Kingdom  
+442034815240,,2840165282#,,,,0#,,1996# United Kingdom

Dial by your location  
+44 203 481 5237 United Kingdom  
+44 203 481 5240 United Kingdom  
+44 131 460 1196 United Kingdom  
+44 203 051 2874 United Kingdom

Meeting ID: 284 016 5282  
Password: 1996

Members of Council and members of the public are reminded that the meeting may be recorded by the Town Clerk in both audio and video to assist with the recording of Council minutes.

## AGENDA

1. THE CHAIRMAN'S OPENING MEETING PROTOCOL ANNOUNCEMENT
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF COUNCIL MINUTES OF MEETING [30<sup>TH</sup> JUNE 2020](#)

5. PUBLIC REPRESENTATION

6. SOUTHEND BOROUGH COUNCIL

This is an agenda item inviting Southend Borough Councillors representing Leigh Town Council areas to report matters and issues relevant to the Town Council's area either in person or by correspondence to Leigh Town Council

7. QUESTIONS FROM COUNCILLORS (for which written notice has been received) ([Appendix 1](#)) page 5

8. TOWN CLERK'S REPORT ([Appendix 2](#)) page 16

<b>COMMITTEES</b>
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9. COMMITTEES

To receive the Minutes of Committees for 2019/20:

- a) Planning, Licensing & Highways Committee – To receive minutes of [14<sup>th</sup> July 2020](#) and [4<sup>th</sup> August 2020](#)

There were no recommendations

- b) Community & Culture Committee – To receive minutes of [7<sup>th</sup> July 2020](#)

There were no recommendations

<b>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN</b>
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10. ANNUAL GOVERNANCE STATEMENT 2019/20– **DECISION ITEM** ([Appendix 3](#)) page 18

The Council considered the Accounting Statements at the Council Meeting 17<sup>th</sup> March 2020. The 8 statements were read out individually and **RESOLVED** after each statement – **Minute 48**.

It is **RECOMMENDED** that Council having considered the findings of the review 17<sup>th</sup> March 2020 and resolved each Governance Statement individually, **APPROVE** Section 1 Annual Governance Statement, with the Chairman signing the document immediately after the resolution and the Town Clerk signing the document upon collection from the Chairman.

11. ANNUAL ACCOUNTS – **DECISION ITEM** ([Appendix 4](#)) page 19

To **APPROVE** Income and Expenditure Account, Balance Sheet and supporting notes to accounts

12. ACCOUNTING STATEMENTS 2019/20 – **DECISION ITEM** ([Appendix 5](#)) page 26

To **APPROVE** Section 2 Accounting Statements together with an explanation of variation of 15% and above and a statement of Income and Expenditure relating to Box 7 and 8 of the return. The Town Clerk as Responsible Financial Officer has certified the statements, with the Chairman to sign the document immediately after the resolutions.

**DECISION ITEM**

**13. COUNCIL RESOLUTION FOR QUALITY GOLD AWARD**

Leigh-on-Sea Town Council have achieved Foundation and Quality levels in the Local Council Award Scheme and are now able to apply for the Gold Award. As part of the application process, Council has to pass resolutions as follows and the Town Clerk along with the administration team will submit the evidence required to support the application.

It is **RECOMMENDED** that

The Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation and Quality Awards and also publishes on its website:

1. A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and its community;
2. An annual report, online material and at least four news bulletins a year with evidence of: a) engaging with diverse groups in the community using a variety of methods; b) community engagement leading to positive outcomes for the community; c) at least four positive outcomes achieved for the community in the last six months; and a broad range of Council activities including innovative projects; d) co-operating constructively with other organisations.

The Council also confirms by resolution at a full Council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it:

3. Ensures that the Council delivers value for money;
4. Meets its duties in relation to bio-diversity and crime & disorder;
5. Provides leadership in planning for the future of the community;
6. Manages the performance of the Council as a corporate body;
7. Manages the performance of each individual staff member to achieve its business plan.

The Council also confirms that it meets the criteria for Foundation and Quality:

For Foundation Level.

The council confirms by resolution at a full council meeting that it publishes online:

1. Its standing orders and financial regulations;
2. Its Code of Conduct and a link to councillors' registers of interests;
3. Its publication scheme;
4. Its last annual return;
5. Transparent information about Council payments;
6. A calendar of all meetings including the annual meeting of electors;
7. Minutes for at least one year of full Council meetings and (if relevant) all committee and sub-committee meetings;
8. Current agendas;
9. The budget and precept information for the current or next financial year;
10. Its complaints procedure;
11. Council contact details and councillor information in line with the Transparency Code;
12. Its action plan for the current year;
13. Evidence of consulting the community;
14. Publicity advertising Council activities;
15. Evidence of participating in town and country planning.

The Council also confirms by resolution at a full council meeting that it has:

16. A risk management policy;
17. A register of assets;
18. Contracts for all members of staff;
19. Up-to-date insurance policies that mitigate risks to public money;
20. Disciplinary and grievance procedures;
21. A policy for training new staff and councillors;
22. A record of all training undertaken by staff and councillors in the last year;
23. A clerk who has achieved 12 CPD points in the last year.

For Quality level the Council confirms by resolution at a full Council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:

1. Draft minutes of all council and committee meetings within four weeks of the last meeting;
2. A Health and Safety policy;
3. Its policy on equality;
4. Councillor profiles;
5. A community engagement policy involving two-way communication between council and community;
6. A grant awarding policy;
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting;
8. An action plan and related budget responding to community engagement and setting out a timetable for action and review;
9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins;
10. Evidence of helping the community plan for its future.

The Council also confirms by resolution at a full Council meeting that it has:

11. A scheme of delegation (where relevant);
12. Addressed complaints received in the last year;
13. At least two-thirds of its councillors who stood for election;
14. A printed annual report that is distributed at locations across the community;
15. A qualified clerk;
16. A clerk employed according to nationally or locally agreed terms and conditions;
17. A formal appraisal process for all staff;
18. A training policy and record for all staff and councillors.

<b>FOR NOTING</b>
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#### 14. CORONAVIRUS EMERGENCY COMMUNITY GRANT

The following applications were received and reviewed by the Panel:

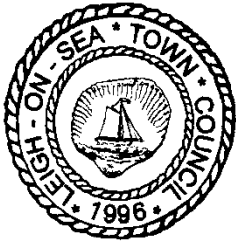
The Estuary Club	£1,000	application denied as did not meet the policy criteria
The Arts Ministry	£420	application approved on majority decision
Southend in Sight	£1,000	application denied as the benefit to Leigh residents was not commensurate with expenditure



Helen Symmons  
Town Clerk  
6th August 2019

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

**The date of the next meeting is Tuesday 18<sup>th</sup> August 2020 being the Annual Council Meeting**



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## REPORT 2745/HS

### QUESTIONS FROM CLLR GILSON

#### Questions raised 15<sup>th</sup> July 2020

Councillor Gilson asked the following questions of the F&G Committee on 15<sup>th</sup> July 2020 in relation to costs and expenditure at the Belvedere:

1. Total cost of works carried out.
2. Cost of materials and sight of the receipts.
3. Time spent on site.
4. How much did SBC contribute?
5. What was the final contribution of LTC to the project?
6. A question to SBC, what steps are being taken to protect the site?

The Town Clerk was on annual leave at this time and was unable to provide a response. Members of the F&G Committee had been copied in.

#### Questions raised 27<sup>th</sup> July 2020

Cllr Gilson then wrote to the Assistant Town Clerk on 27<sup>th</sup> July requesting under Standing Order 24 that she provide answers to a further list of questions as follows:

1. The survey of the site, that was apparently commissioned by SBC.
2. Total costs of works with copies of receipts for labour and materials.
3. Breakdown of contribution from LTC and amount contributed by SBC
4. Plans for the long term maintenance of the site and plans for its future and security.

All Councillors were copied in to this request and Cllr Gilson requested that the Assistant Town Clerk provide a response at the earliest convenience. The Assistant Town Clerk responded as follows:

In connection with the survey of the site, can I suggest you contact Southend Borough Council direct to obtain this information.

As you can see from the attached documents Leigh-on-Sea Town Council resolved to allocate £15,000 of CIL receipts to the project and work in partnership with Southend Borough Council to restore the viewing platform. As the project is being managed by Southend Borough Council we do not have access to any receipts for labour or materials.

With regards to the breakdown for the contribution by LTC is shown on the attached document - £15,000 is the total sum agreed by LTC. No further sum has been committed to this project by LTC. Any further funds would require a new resolution from the Council.

The plans for long term maintenance and security will remain the responsibility of Southend borough Council.

As Cllr Mulroneu has mentioned we would suggest that for information which comes within the remit of Southend Borough Council you should make your request through the Borough's Freedom of Information procedures.

#### Questions raised 30<sup>th</sup> July 2020

Cllr Gilson responded on 30<sup>th</sup> July as follows copying in all Councillors expect Cllr Mulroneu:

Thank you for your reply but it does not answer my questions. In the next week the Belvedere will be featured in the Leigh Times, Sir David Amess has made it known he thinks it is a waste of public money. I make no bones about it I do as well but we the councillors know nothing of costs of said site. If we are questioned by residents about it, we will look foolish, Leigh Town Council will look foolish. We the councillors will not be able to answer any questions as we do not know about the costs or arrangements.

It is all about accountability, what you have given me is only how we voted.  
We could be spending £15,000 or £8,500? Cllr Mulroneu says it could be less but what is it?

1. Who negotiated the level of payment?
2. Was it Leigh Town Council that proposed the refurbishment or SBC?
3. Was it a verbal or a written request?
4. When was or is our payment due and how much?
5. The march meeting gave us a list of works, I do not believe that they were all carried out. Has anyone checked from LTC on the works?
6. If someone slips on the plastic artificial path who is liable?

The survey of the site is less important at this time, officers at SBC were against spending money on the site 2 years ago and the Head of Parks apparently said to one of the local residents "over my dead body".

Perhaps F&G may have some knowledge of the expenditure? However, I am sure that the chairman of F&G would have replied if this had been the case.

If we have spent monies without any paper work it would leave us open to a police investigation. I have now spoken with Cllr Bromfield on what he knows, all he can offer is a conversation that said we could spend between £6,000 and £8,000, nothing more.

It is all about being accountable at the present time we are open to ridicule. We should not have to go to SBC to ask how much money we have spent. We should know.

Could it be that SBC has used our money on this project, after all it was a joint SBC/LTC councillor who has led on this scheme?

There has to be an audit trail, it is imperative that the councillors and residents know what has been spent and by whom.

#### **Response**

The Town Clerk returned from annual leave 3<sup>rd</sup> August. As Council made the decision with regard to the allocation of CIL money for the project and it has been reported to Council thereafter the Town Clerk responds to Cllr Gilson under Standing Order 13. With many new Councillors now in the administration since May 2019, the Town Clerk has provided a full history of the project as follows:

The Belvedere Project has been documented throughout commencing with a decision made by P&R Committee in November 2018 to recommend to Council to allocate £15,000 of Community Infrastructure Levy receipts to the project and work in partnership with Southend Borough Council (SBC) to restore the viewing platform (aka the Belvedere). In this respect, the following report was submitted to Council:

## REPORT 2704B/HS

### **INTRODUCTION AND PURPOSE**

A P&R PDG meeting was held in June to discuss the results of the Community Infrastructure Levy (CIL) survey. From that meeting the group decided to research several ideas. Southend Borough Council have been contacted regarding all of them but despite chasing no definitive response has been received at this time. At the time of the meeting CIL receipts totalled £6,719.60.

Subsequent to the meeting the 2017/18 CIL receipt was received and totalled £19,591.90. There is therefore a total balance at present of £26,311.50 CIL receipts

### **USE OF CIL BY THE TOWN COUNCIL**

The way that the Town Council can use the CIL funds is set out in the regulations:

#### *Application of CIL by local councils*

**59C** *A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding –*

- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or*
- b) Anything else that is concerned with addressing the demands that development places on an area*

### **RECOVERY OF CIL BY SBC**

Funds which remain unspent or have been misused may be recovered by SBC.

**59E** *a) has not applied to support the development of its area within 5 years of receipt*

*b) has applied otherwise than in accordance with regulation 59C*

### **LEIGH TOWN COUNCIL STRATEGIC OBJECTIVES**

Recently the Council resolved three strategic objectives:

***To be proactive in creating effective partnership working between Southend Borough Council and Leigh Town Council to ensure a shared vision for Leigh-on-Sea;***

***To identify community facilities that would enhance the quality of life of local residents and to explore ways of securing the necessary resources with minimum impact on the precept;***

***To raise awareness of local environmental issues and to create opportunities for residents to engage with Leigh Town Council in finding and implementing solutions.***

The following request was submitted to P&R Committee for their consideration and they **RESOLVED with RECOMMENDATION to Council** to allocate £15,000 of CIL receipts to the following project, working in partnership with Southend Borough Council to restore the viewing platform (also known as the Belvedere)

## **DETAILS OF THE REQUEST SUBMITTED TO P&R 6<sup>TH</sup> NOVEMBER 2018**

Recently the Town Clerk has been approached by Southend Borough Council with regard to the demolished toilet and viewing platform on Cliff Gardens. The Borough, in demolishing the toilet area under the viewing platform which was deemed unsafe exposed the coping stones. Local historians had known about these for some time and were concerned that they be preserved because of the many areas of historic graffiti on them. Councillor Carole Mulroney approached the Borough Council when it was known the demolition was to take place and arranged for the stones to be carefully removed, kept in order and as part of the refurbishment of the platform at a lower level as a seating area, and replaced.

That is as far as existing funds which were allocated to the project by the Borough Council were able to proceed.

However, Borough Council officers recognise the historic significance of the stones and the potential of the reconstituted area as an amenity for residents and visitors together with their heritage, community and environmental enhancement of the cliff area and have contacted Leigh Town Council to ascertain whether it would be willing to become a partner in establishing a significant Leigh feature.







### Coping Stones

Although graffiti is generally deemed a negative pastime, the inscription often found on coping stones can tell us a lot about the people that have lived in an area and their personal experiences of a place or time. The inscribed dates, initials and symbols on these coping stones, the earliest of which appears to be 1911, gives an insight into the viewing platform as it was and the people who enjoyed it, possibly inscribing their names and a date and sometimes a motif to signify an important or sentimental moment. The stones are now there for everyone to enjoy.



## Project Plan



By further restoration this area could become a significant feature in Leigh life providing a community area for artistic, health and well-being and educational projects as well as a wonderful place just to sit and take in the magnificent views of the estuary they provide. The Borough believe they will be able to obtain some grant funding but to enable this a contribution from Leigh Town Council would provide better opportunities. By considering this as a CIL project, it is using the contribution from developments in the area rather than precept money.

The basic outline plan (which we would be able to contribute to) is to install a footpath, railings, planting and maybe create a mural feature on the surrounding wall facing out to sea, maybe with an historical connection with the armed forces on the basis that in the past the area was used as a look out point and some of the inscriptions may well be couples caught up in war time. This could also have the potential to be a community project.

An initial budget projection is £30,000. If £15,000 of CIL money is allocated to this project, it would still leave £11,311.50 for other projects and further CIL money will be received next year.

This would be a contribution towards the completion of the project only and would not carry any future maintenance requirements on the Town Council.

If members have time before the meeting they may like to go down and have a look at the area and the new seating.

Following submission of the above report, the minute is detailed as follows:

Concerns had been raised by a local Borough Councillor although it transpired that he was unaware that the project had been instigated by Southend Borough Council (SBC). One member raised concerns surrounding the stability of the site but it was highlighted to Council that the project was subject to a survey by SBC and the donation by Leigh Town Council to the project was not from any precept. Other members spoke of positive aspects to supporting the project.

**RESOLVED** to allocate £15,000 of CIL receipts to the project and work in partnership with Southend Borough Council to restore the viewing platform.

The Town Clerk reported to Council at every meeting in the Town Clerk's report the furtherment of the project and these can be viewed with every Council agenda as well as the questions and response Cllr Gilson received to his questions raised in January 2019 which are below:

### **Questions from Cllr Gilson**

#### Question 1

#### **What are we to do about the fact that we have voted for something that has no support from SBC and does not exist as a scheme?**

At the Council meeting 20th November, the vote was a democratic vote. Council were provided with a report from the Town Clerk, the project information being provided by Southend Borough Council (SBC) and prior to the vote discussion took place between members. Clearly there is a scheme, one which is subject to a professional survey. If the results of this survey show that further restoration of the viewing platform is not viable then it will be the decision of SBC not to proceed and Leigh Town Council (LTC) will retain the CIL money for other valid CIL projects. The partnership suggestion for restoration of a viewing platform came from Borough officers following demolition of the toilet block under the old viewing platform. This was work under the remit of the Estate Management department at the Borough Council. It is not for Leigh Town Council to know or comment on the internal workings of SBC. However support for the scheme from SBC is evident in that the Town Clerk sent an email 21st November to SBC advising of Council's decision and on 18th December the Town Clerk then received an email from a SBC Officer, at the request of the Director of Culture, Tourism and Property at the Borough for a copy of her report submitted to Leigh Town Council. The reason given by the Borough Officer was so that SBC could formulate their funding bid based on said report. The Town Clerk is aware that Cllr C Mulroney in her capacity as a Borough Councillor sent an email to Cllr Lesley Salter 27th November advising of the Council's decision. Cllr Salter acknowledged the email the same day. Cllr Salter is the Cabinet member at the Borough for Healthy Communities and Welfare.

#### Question 2

#### **Why or how did it get this far without some kind of scrutiny of the scheme?**

The matter was first reported to P&R. This Committee resolved it as a viable project for CIL expenditure and recommended it to Council. Both agenda items were accompanied by a full report from the Town Clerk. SBC demolished the toilet area under the viewing platform which was deemed unsafe. In undertaking this work, it exposed the coping stones. In her capacity as a Southend Borough Cllr, Cllr Carole Mulroney approached the Borough Council to highlight their historic significance.

The demolition of the toilets and making good the area following was a decision by SBC and a budget already existed under Estate Management at the Borough. Estate Management decided to keep and replace the stones effecting a viewing platform at a lower level as a seating area. However at that point the funding for the works ran out and an approach was made to Leigh Town Council by SBC officers to work in partnership to restore the area. The Town Clerk presented it to P&R Committee as it met the criteria for Community Infrastructure Levy receipts. No funding would be from Leigh Town Council precept. The remainder of the budget would be from grant funding which SBC would source. No funding would be from SBC council tax either. Two site visits were undertaken between SBC & LTC officers with agreement that the whole project was subject to a professional survey. Only the results of the survey would establish whether the project was viable.

#### Question 3

#### **Where is the money now?**

If Cllr Gilson is referring to the £15,000 that Leigh Town Council has resolved to provide towards the project from CIL receipts, then this remains in the bank account of Leigh Town Council. As the project is subject to a professional survey to ascertain viability and to SBC obtaining grant funding,

the money will remain in this Council's bank account until confirmed by Borough Officers that the project is moving forward.

The project did not proceed in 2019 despite the Town Clerk chasing for updates on a regular basis. Again, any response or news was reported to Council in the Town Clerk's reports attached to agendas.

In March 2020 Cllr Gilson proposed a motion, seconded by Cllr Cracknell as follows:

1. COUNCILLOR MOTION – PROPOSED CLLR GILSON, SECONDED CLLR CRACKNELL

The motion is to reverse the decision of Leigh Town Council to provide £15,000 of funds toward the renovation of the Belvedere (viewing platform) and surrounding paths. The fund to be returned to the general funds of Leigh Town Council to be used on other projects.

Cllr Gilson reasons for the motion are that this project is far from certain and appears to lack local support as the site is being used for drug dealing and general anti-social behaviour. The proposed regeneration would actually make it easier for these anti-social youths to operate. The money has been available for over a year and there is no sign of this position improving.

The Town Clerk provides the following information – the decision by Council was to allocate CIL funds for this project. Any funding not used must be returned to the CIL fund and not to Council's general reserves. The Town Clerk has received the following update 9<sup>th</sup> March from Southend Borough Council:

**Belvedere progress (£15k CIL money committed to it)** – Geotechnical survey has been completed. Site survey by contractor to undertake works to the structure to allow future use for an art installation undertaken. Cost for the additional works to the structure expected this week.

At the meeting 17<sup>th</sup> March, the Chairman read out an email from the Head of Parks and Open Spaces as follows:

Further to my emails concerning the section of the old toilet block that LTC would like to improve and decorate with art, the following additional works are proposed to enable this project to continue.

- \*\* Supply and install concrete blocks to act as coping stone to top of concrete wall.
- \*\* Supply materials to repair cracks and fill deep areas of uneven Concrete wall.
- \*\* supply and install materials to repair damaged concrete floor item.
- \*\* supply and paint inner concrete walls with white masonry paint with textured finish.
- \*\* Supply and paint stain blocker paint to cover graffiti on concrete walls item.
- \*\* Supply and install pointing to seating blocks where the pointing is missing.
- \*\* Supply Grassprotecta including fixing U (This is not a path but will protect the slope that people may wish to walk on)
- \*\* Supply and paint concrete floor
- \*\* Shutter and concrete to top of slope to repair damaged area

These works will be fully managed and include all necessary site facilities, e.g. temporary fencing during works.

To complete the project we would be looking for a contribution of £8,722.80 ex VAT.

Our contractor has some capacity at present to undertake these works so I would be grateful if you could confirm if you would like us to continue with the works.

Once the works are complete, if you want to work with the Leigh art trail to decorate the wall again we would be happy to work with you on this'.

Cllr Gilson then moved his motion adding he believed the site would be wrecked after completion as the Town Council cannot protect it. It was confirmed that the Town Council would

not be responsible for maintenance, just a contributor towards its restoration. A full discussion took place with all Councillors able to contribute to the debate.

**THE MOTION TO REVERSE THE DECISION TO PROVIDE FUNDS TOWARD THE RENOVATION OF THE BELVEDERE (VIEWING PLATFORM) WAS DEFEATED.**

The Town Clerk following the meeting advised the Head of Parks that the Council were able to contribute £8,722.80 ex VAT to the project and a purchase order was raised and sent to Southend Borough Council on 23<sup>rd</sup> March 2020. The country then went in to lockdown due to COVID-19. At the beginning of July 2020 the Town Clerk received a telephone call from the Head of Parks that the contractor was able to commence work on the Belvedere from 6<sup>th</sup> July. The Town Clerk went on annual leave 10<sup>th</sup> July returning 3<sup>rd</sup> August.

**Therefore, in answer to Cllr Gilson's questions raised (responses in red):**

**15<sup>th</sup> July 2020**

- Total cost of works carried out.  
Unknown. Cllr Gilson will have to submit a Freedom of Information request to SBC as Leigh Town Council were only asked to make a contribution to the project of £8,722.80.
- Cost of materials and sight of the receipts.  
Unknown. Cllr Gilson will have to submit a Freedom of Information request to SBC as Leigh Town Council were only asked to make a contribution to the project of £8,722.80.
- Time spent on site.  
Unknown. Cllr Gilson will have to submit a Freedom of Information request to SBC as Leigh Town Council were only asked to make a contribution to the project of £8,722.80.
- How much did SBC contribute?  
Unknown. Cllr Gilson will have to submit a Freedom of Information request to SBC as Leigh Town Council were only asked to make a contribution to the project of £8,722.80.
- What was the final contribution of LTC to the project?  
SBC advised that to complete the project they would be looking for a contribution of £8,722.80 ex VAT. Leigh Town Council had resolved to allocate £15,000 to the project.  
Leigh Town Council have raised a purchase order for £8,722.80 ex VAT
- A question to SBC, what steps are being taken to protect the site?  
No individual Councillor may give instructions to an Officer of the Council. If Council wishes the Town Clerk to ask this question of SBC then Council must give the instruction. Alternatively, Cllr Gilson can ask SBC directly in a personal capacity.

**27<sup>th</sup> July 2020**

- The survey of the site, that was apparently commissioned by SBC.  
The Assistant Town Clerk has answered this. No individual Councillor may give instructions to an Officer of the Council. If Council wishes the Town Clerk to ask this question of SBC then Council must give the instruction. Alternatively, Cllr Gilson can submit a Freedom of Information request to SBC.
- Total costs of works with copies of receipts for labour and materials.  
Unknown. Cllr Gilson will have to submit a Freedom of Information request to SBC as Leigh Town Council were only asked to make a contribution to the project of £8,722.80.
- Breakdown of contribution from LTC and amount contributed by SBC  
SBC advised that to complete the project they would be looking for a contribution of £8,722.80 ex VAT. Leigh Town Council had resolved to allocate £15,000 to the project.  
Leigh Town Council have raised a purchase order for £8,722.80 ex VAT  
The amount contributed by SBC is unknown. Cllr Gilson will have to submit a Freedom of Information request to SBC as Leigh Town Council were only asked to make a contribution to the project of £8,722.80.
- Plans for the long term maintenance of the site and plans for its future and security.  
No individual Councillor may give instructions to an Officer of the Council. If Council wishes the Town Clerk to ask this question of SBC then Council must give the instruction. Alternatively, Cllr Gilson can ask SBC directly in a personal capacity.

30<sup>th</sup> July 2020

- Who negotiated the level of payment?  
SBC advised of the amount of contribution they needed to complete the project by letter that was reported in March 2020. This was within the £15,000 set by Leigh Town Council to use from CIL receipts.
- Was it Leigh Town Council that proposed the refurbishment or SBC?  
The Town Clerk received an invite in September 2018 from the Compliance Department at SBC to attend an onsite meeting at the viewing platform to discuss a project they had already commenced. All was reported to P&R and then Council following the meeting attended.
- Was it a verbal or a written request?  
The invite came following a brief telephone call with an officer at SBC and receiving the following from Compliance.

'The area has now been cleared of rubbish and damaged fencing, photos of before and after attached.

A meeting was held yesterday to discuss the best options of funding revenue available and aspirations for the completion of the viewing platform.

During the course of our meeting and the historical interest with the graffiti on the coping stones and consideration it is within Leigh it is proposed that to take this forward it would be beneficial for all concerned that Leigh Council with their knowledge of the area to be involved in further consultation and decision making process involved with the viewing platform.'

This initial meeting had been attended by Compliance and Head of Parks along with SBC funding officers. As Proper Officer for the Council I was invited to a meeting held 2<sup>nd</sup> October and following the meeting, the officer outlined in writing the project ideas. My report to Council was based on this and again the Head of Parks had been copied in as he was at the meeting along with funding officers.

'Dear Helen

As discussed for your information and assistance in formulating a report, please find attached documentation in relation to establishing the viewing platform at Leigh.

The attached mural is not for publication and is intended to give you some idea of what can be placed on the back wall.

We must also bear in mind before we commit any funding is to carry out appropriate survey/s for the stability of the area where the viewing platform is situated.

At present and until we have a full understanding of the standard of work we intend to undertake I would suggest an initial budget provision in the region £30k.'

- When was or is our payment due and how much?  
SBC advised that to complete the project they would be looking for a contribution of £8,722.80 ex VAT. (advised to Council in March 2020). Leigh Town Council had resolved to allocate £15,000 to the project which had not been withdrawn. Leigh Town Council have raised a purchase order for £8,722.80 ex VAT which was sent to SBC 23<sup>rd</sup> March. Payment will be due when SBC sent an invoice to us to match the PO submitted.
- The March meeting gave us a list of works, I do not believe that they were all carried out. Has anyone checked from LTC on the works?  
Works were due to commence 6<sup>th</sup> July. The Town Clerk went on annual leave 10<sup>th</sup> July only returning 3<sup>rd</sup> August. The works are not the responsibility of Leigh Town Council. SBC contracted the works. Only a financial contribution was requested not to project manage.

- If someone slips on the plastic artificial path who is liable?  
Leigh Town Council would not be liable. It is not a Council asset and we are not responsible for the project. SBC only sought a financial contribution from Leigh Town Council to complete the project.

The Town Clerk will only make the following comments to Cllr Gilson's email of 30<sup>th</sup> July 2020 which are in red:

Thank you for your reply but it does not answer my questions. In the next week the Belvedere will be featured in the Leigh Times (the Town Clerk could only find a letter from Cllr Wilkins in the Leigh Times expressing his personal views), Sir David Amess has made it known he thinks it is a waste of public money. I make no bones about it I do as well but we the councillors know nothing of costs of said site (Council are fully aware of the amount of CIL receipt money that has been set aside and what has been asked to be contributed towards the project). If we are questioned by residents about it we will look foolish, Leigh Town Council will look foolish. We the councillors will not be able to answer any questions as we do not know about the costs or arrangements. (The CIL receipt money that has been allocated by Council to the project has been published since November 2018. The amount of financial contribution requested by SBC to complete the project has been published since March 2020 along with what this contribution is paying for. Freedom of Information requests can be submitted by residents to SBC regarding any other arrangement of the project).

It is all about accountability, what you have given me is only how we voted. (Resolutions of Council denote the decisions made. A resolution is passed if there is a majority vote)  
We could be spending £15,000 or £8,500? Cllr Mulroney says it could be less but what is it? (Leigh Town Council voted to allocate £15,000 of CIL money for the project in November 2018. SBC asked for a financial contribution in March 2020 of £8,722.80 ex VAT.)

The survey of the site is less important at this time, officers at SBC were against spending money on the site 2 years ago and the Head of Parks apparently said to one of the local residents "over my dead body".

Perhaps F&G may have some knowledge of the expenditure? However, I am sure that the chairman of F&G would have replied if this had been the case. (Details of the contribution requested by SBC and details of what P&R and Council resolved to allocated to the project from CIL receipts has been documented in public.)

If we have spent monies without any paper work it would leave us open to a police investigation. (Leigh Town Council NEVER spends money without paperwork. Financial regulations which Council adopt are followed by Officers and our income and expenditure is subject to interim and final internal audits along with an annual external audit)

I have now spoken with Cllr Bromfield on what he knows, all he can offer is a conversation that said we could spend between £6,000 and £8,000, nothing more. (Council's decisions are fully documented on the project and are in the public domain).

It is all about being accountable at the present time we are open to ridicule, we should not have to go to SBC to ask how much money we have spent. We should know. (Leigh Town Council has been asked for a contribution of £8,722.80 and a purchase order has been sent to SBC)

Could it be that SBC has used our money on this project, after all it was a joint SBC/LTC councillor who has led on this scheme?

There has to be an audit trail, it is imperative that the councillors and residents know what has been spent and by whom. (There is ALWAYS an audit trail with regard to CIL monies as the Town Clerk has to submit an annual return to SBC which is published. Additionally, it is included in all the Council's financial reporting as is ALL Council money which is published in the public domain).

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2019/20**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is in progress. Maker has had surgery and recuperating		TC
COUNCIL 17-09-19	77. Defibrillator	RESOLVED to accept offer from Leigh Lions		Defibrillator box is now fitted on Strand Wharf. Awaiting appropriate signage prior to full installation	Launch date to be set with press in attendance	E&PO
COUNCIL 17-09-19	78. Execution of Legal Deed	RESOLVED		Still to be executed. TC chases solicitors frequently		TC
COUNCIL 19-11-19	92. Committees	RESOLVED new partnership working proposal with SBC subject to proposal cost terms being agreed		Meeting held with SBC. Site visit awaited and further details from SBC so a business case can be submitted	TC has chased several times on this but nothing further heard from SBC	TC
COUNCIL 19-11-19	94. CIL PDG	RESOLVED in principle subject to research		No planting included in project at present. Revisit once structure rebuilt		
COUNCIL 17-03-20	134. Social Isolation Projects	RESOLVED Social isolation projects budget £5,000 from 1 <sup>st</sup> April from Volunteer EMR		PDG arranged for 10 <sup>th</sup> August 2020	NFA under this minute	TC
COUNCIL 17-03-20	133. Councillor motion	Wished PDG to be held for Council position on airport formulated to represent the community		PDG meeting arranged for 25 <sup>th</sup> August 2020	NFA under this minute	
COUNCIL 17-03-20	135. Spatial Plan PDG	RESOLVED further PDGs for each vision project to be held			PDG delayed due to COVID-19 lockdown	
COUNCIL 30-06-20	145 & 146 Virtual Meetings	RESOLVED Policy and Standing orders appendix adopted	30-06-20	Implemented	NFA	
COUNCIL 30-06-20	152 Annual Council Meeting	RESOLVED to hold meeting	30-06-20	Meeting to be held 18 <sup>th</sup> August	NFA	



<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
COUNCIL 30-06-20	153. Approve expenditure	RESOLVED	30-06-20		NFA	
COUNCIL 30-06-20	154. Co-option of Cllr	RESOLVED	30-06-20	David Bowry was co-opted and to sign the Declaration of Acceptance of Office at a later date	Declaration of Acceptance of Office now signed. NFA	

[Agenda](#)

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves 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 this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

\_\_\_\_\_

and recorded as minute reference:

\_\_\_\_\_

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman \_\_\_\_\_  
SIGNATURE REQUIRED

Clerk \_\_\_\_\_

**Other information required by the Transparency Codes** (not part of Annual Governance Statement)

Authority web address

*www.leighonseatowncouncil.gov.uk*

31/03/2019	<b>INCOME</b>	31/03/2020
£		£
411,692.00	BC - Precept	421,625.00
21,674.75	BC - Grants	3,910.00
15,303.10	C&C - Allotments	15,747.80
0.00	C&C - Environmental Facilities & Services	1,541.63
9,715.68	C&C - Health & Wellbeing Programme	12,824.92
1,055.32	C&C - LCC Friends	1,211.92
0.00	C&C - Community Facilities	20.83
154,862.81	C&C - LCC Room Hire	150,547.13
19,591.90	F&G - CiL Grant	11,079.98
3,309.24	F&G - Interest on Investments	3,836.51
11,811.85	F&G - Other	5,269.32
<b>£649,016.65</b>	<b>INCOME TOTAL</b>	<b>627,615.04</b>
<b>EXPENDITURE</b>		
25,636.75	C&C - Allotments	29,855.70
0.00	C&C - Community Services Funding	5,394.60
1,709.81	C&C - LCC Friends	2,451.27
161,472.95	C&C - LCC Premises & Administration	54,453.16
136,626.66	C&C - LCC Staff	123,529.56
8,068.85	C&C - Community Facilities	5,337.12
0.00	C&C - Community Partnership Programme	4,226.75
55,171.99	C&C - Environment & Services	5,758.86
5,334.19	C&C - Health & Wellbeing	33,630.90
350.75	C&C - Leigh Lights Event & Facilities	30,606.13
14,501.17	C&C - Refurbishment Projects	72,491.24
45,773.96	Capital Equipment	12,083.99
0.00	F&G - Leigh Partnership	13.90
56,602.92	F&G - Office & Council Administration	64,871.03
50,723.68	F&G - Policy & Council Expenditure	22,214.02
33.95	F&G - Reimbursement of Councillors	229.70
99,213.50	F&G - Staff	99,752.97
10,453.70	Planning	10,857.92
0.00	Section 137 Payments	0.00
<b>£671,674.83</b>	<b>EXPENDITURE TOTAL</b>	<b>577,758.82</b>
109,139.23	Balance from Previous Year	90,026.34
649,016.65	Add Total Income	627,615.04
758,155.88		717,641.38
671,674.83	Deduct Total Expenditure	577,758.82
86,481.05		139,882.56
3,545.29	Transfer from/ to Earmarked Reserves	-59,643.47
<b>£90,026.34</b>	Balance as at 31st March	<b>80,239.09</b>

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



31/03/2019			31/03/2020
£			£
	<b>Current assets</b>		
474,113.25	Investments		525,688.59
6,353.92	VAT Recoverable		8,827.56
16,333.48	Other Debtors		29,864.96
9,071.10	Payments in Advance		2,637.75
<u>-791.70</u>	Cash in Hand and at Bank		<u>14,221.17</u>
<u>505,080.05</u>	<b>TOTAL CURRENT ASSETS</b>		<u>581,240.03</u>
9,414.26	Creditors		39,528.91
<u>4,218.39</u>	Receipts in Advance		<u>407.50</u>
<u><b>13,632.65</b></u>	<b>TOTAL CURRENT LIABILITIES</b>		<u>39,936.41</u>
<hr/>			
<u><b>£491,447.40</b></u>	<b>NET CURRENT ASSETS</b>		<u><b>£541,303.62</b></u>
90,026.34	Represented by General Fund	80,239.09	80,239.09
	Earmarked Reserves		
	F&G	129,146.37	
	C&C	72,480.30	
	Other	46,579.94	
216,281.90		248,206.61	248,206.61
	Capital Reserves		
185,139.16	Capital Projects	212,857.92	212,857.92
<hr/>			
<u><b>£</b></u>			
<u><b>491,447.40</b></u>			<u><b>£541,303.62</b></u>

**Supporting Notes to Accounts 2019/2020****1. Assets**

During the year, the following assets were purchased at the following cost:

Computers & server	£ 8,420.56
Christmas Lights	£ 6,676.00
Bins	£ 1,796.00
CCTV & hearing loop	£ 2,351.21
Portable PA system	£ 182.50
Hoover, fans & mats	£ 657.55
Telephones	£ 1,882.00

During the year, the following assets were disposed of at an asset value of:  
£27495.83

Phone system \*  
Franking machine \*\*  
Computers and server \*  
Allotment shed \*\*\*

\* Replaced  
\*\* Now leased  
\*\*\* Removed

At 31<sup>st</sup> March 2020 the following assets were held:

Computers	£ 10,820.56*
Notice Boards	£ 4512.11*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 43,563.47*
Infrastructure on allotments	£ 20,314.82*
Seats	£ 1,932.00*
Bins	£ 1,778.00*
Bollards	£ 7,017.63*
Skate Park Lighting	£ 7,866.65*
Leigh Sign	£ 2,220.00*
Lift in Community Centre	£ 32,887.00*
Allotments -	
Marshall Close	£ 1.00***
Manchester Drive	£ 1.00***
Leigh	£ 1.00***
Youth Facility	£280,000.00****
Strand Wharf	£130,000.00*****

\* The basis of valuation of these assets is purchase value.

\*\* Insignia at Insurance value.

\*\*\* Nominal value, not purchased, transferred from Southend B.C.

\*\*\*\* Insurance Value

\*\*\*\*\* Valued at cost of landscaping

Value of other assets not required to be individually identified £59,307.18

## 2. Leases

During the year the following leases were held:

Landlord	Property	Rent Paid £	Repairing/ Not Repairing
Southend Borough Council	The Community Centre	0.00	Repairing
Southend Borough Council	Skate Park Leigh Marsh	50.00	Repairing
Southend Borough Council	Strand Wharf	0.00	Repairing

The basic rent payable for the Community Centre Rent is £35,000.00 per annum. Rent becomes payable at 40% of the net profit arising from the operation of the premises up to a maximum of £35,000.00.

The Council maintains a 5 year lease for the photocopier. Payments in 2018/19 amounted to £1516.00.

The Council also leases a franking machine at a cost of £355.00 per annum.

## 3. Borrowings

The Council had no loans outstanding as at 31<sup>st</sup> March 2020.

## 4. Short Term Investments

Short Term Investments comprise:

HSBC Business Savings Account	£	104039.42
Public Sector Deposit Fund	£	421649.17
<b>Total</b>	<b>£</b>	<b>525688.59</b>

## 5. Bank and Cash in Hand

Balances as at 31<sup>st</sup> March 2020 were as follow:

Current Account & Community Centre	£	11819.65
Payroll Account	£	1197.75
Imprest Account	£	1000.00
Petty Cash	£	203.77
<b>Total</b>	<b>£</b>	<b>14221.17</b>

## 6. Debts Outstanding

The Council had the following debtors as at 31<sup>st</sup> March 2020:

Payee	Purpose	£
HMRC	Vat Recoverable	£8827.56
Hirers	Room Bookings inc LTC premises use	£29085.36
Cards for Good Causes	Grant	£779.60
<b>Total</b>		<b>£38092.52</b>

## 7. Pensions

Employees participate in the Local Government Pension Scheme administered by Essex County Council. For the year of account the Council's contributions equal 21.7% of the employees' pensionable pay compared to 20.8% in 2018/19.

## 8. Capital Reserves 2019-2020

As at 31<sup>st</sup> March 2020, the Council had Capital Reserves of £212,857.92

Movements on the Capital Reserves

### Opening Balance

**£185,139.16**

Comprising

CC Refurbishment project	£73,139.16
Community Centre remodel works project	£82,000.00
Skate Park Project	£30,000.00

New Capital Projects

£102,500.00

Less

Amount Used to Finance Capital Expenditure

£74,781.24

**Balance at year end**

**£212,857.92**

Balance comprises

Skate Park Project	£ 27,710.00
Community Centre remodel works project	£ 51,745.75
CC Refurbishment project	£133,402.17
<b>TOTAL</b>	<b>£212,857.92</b>

## 9. Earmarked Reserves

### Finance & Governance

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Elections	£19344.77	£8000.00	£27,344.77
Renewals Fund	£21086.02	£3000.00	£24086.02
Grant Aid	£5471.18	-	£5471.18
Volunteer Programme	£20504.40	-£1500	£19004.40
Legal costs	£4975.00	£2500.00	£7475.00
Office Admin	£4750.00	£5000.00	£9750.00
IT	£10000.00	-£8500.00	£1500.00
Training	£2000.00	£2500.00	£4500.00
Salaries	£13015.00	£17000.00	£30015.00

**Community & Culture**

<b>Purpose of Reserve</b>	<b>Opening Balance</b>	<b>Movement</b>	<b>Closing Balance</b>
Allotments Infrastructure	£1160.28	£1000.00	£2160.28
Allotments	£3620.19	-	£3620.19
H&W General Services	£5900.00	-	£5900.00
H&W General Events	£6086.30	£1000.00	£7086.30
Leigh Lights	£10159.00	£-2300.00	£7859.00
Community Transport	£800.00		£800.00
Skate Park	£5902.25	£1000.00	£6902.25
CFC other	£1831.03	-	£1831.03
Community Centre	£30594.88	£-7475.00	£23119.88
Paddling Pool	£2659.70	-	£2659.70
Strand Wharf Planters	£3041.67	-	£3041.67
Community Specials	£5000.00	£2500.00	£7500.00

**Others**

<b>Purpose of Reserve</b>	<b>Opening Balance</b>	<b>Movement</b>	<b>Closing Balance</b>
CiL	£26311.50	£9283.98	£35595.48
Leigh Partnership Group	£9028.37	£-13.90	£9014.47
CC Friends	£3040.36	£-2018.95	£1021.41
Chairman's Charity	-	£948.58	£948.58

<b>Totals</b>	<b>Opening Balance</b>	<b>Movement</b>	<b>Closing Balance</b>
	<b>£216281.90</b>	<b>£31924.71</b>	<b>£248206.61</b>

**10. List of Creditors / Accruals 2019-20**

<b>Payee</b>	<b>Purpose</b>	<b>Amount £</b>
DOTS	Photocopying & IT Support	£444.60
Allotment Plot Holders	Tenancy Deposits Held	£6634.50
British Telecom	Mobile broadband charge	£10.00
Biffa Environmental	Waste Bin Rental and collection	£268.25
Mark One Hire	Acrow prop hire	£49.82



Global Payments	Card processing fees	£45.12
SBC	School crossing patrol	£4484.60
St John Ambulance	Collection at Leigh Lights	£135.26
Leigh Fire Station	Collection at Leigh Lights	£456.76
Leigh Community Centre	Premises use	£27000.00
<b>Total</b>		<b>£39528.91</b>

### **11. Contingent Liabilities**

There are no contingent liabilities which have not been included in the Council's accounts for 2019/2020.

### **12. Commitments**

The Council has not entered into any new financial commitments during 2019 - 2020.

**Section 2 – Accounting Statements 2019/20 for**

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	514,105	491,447	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	411,692	421,625	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	237,324	205,990	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	271,566	277,362	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	400,108	300,397	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	491,447	541,303	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	473,321	539,909	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	608,904	603,772	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.  
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED  
Date

I confirm that these Accounting Statements were approved by this authority on this date:

SIGNATURE REQUIRED

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**Explanation of variances – pro forma**

Name of smaller authority: [Redacted]  
 County area (local councils and parish meetings only): [Redacted]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	514,105	491,447				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	411,692	421,625	9,933	2.41%	NO		
3 Total Other Receipts	237,324	205,990	-31,334	13.20%	NO		
4 Staff Costs	271,566	277,362	5,796	2.13%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	400,108	300,397	-99,711	24.92%	YES		Reduced £99711. Reduced expenditure (-£107019) on CC as large part of refurbishment project completed last year. Capital exp (-£26395). Lift purchase last year but new server purchased this year. Council Policy exp reduced (-£19753). Spatial plan costs last year and CC staff costs reduced (-£8756). Increased expenditure £4219. Allotments waste clearance and increased water rates. Remodel project at LCC £57990.
7 Balances Carried Forward	491,447	541,303			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	473,321	539,909				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	606,904	603,772	-5,132	0.84%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Leigh-on-Sea Town Council

County area (local councils and parish meetings)

Essex

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
<b>Box 7: Balances carried forward</b>		<b>541,303.00</b>
Deduct: Debtors (enter these as negative numbers)		
Cards for Good Causes	(779.60)	
Room Hirers	(29,085.36)	
Inland Revenue	(8,827.56)	
	(38,692.52)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1	(2,637.75)	
2		
	(2,637.75)	
<b>Total deductions</b>	(41,330.27)	
Add: Creditors (must not include community infrastructure levy (CIL) receipts)		
1	39,528.91	
2		
	39,528.91	
Add: Receipts in advance (must not include deferred grants/loans received)		
1	407.50	
2		
	407.50	
<b>Total additions</b>		39,936.41
<b>Box 8: Total cash and short term investments</b>		<b>539,909.14</b>