

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

Members are requested to attend a meeting of the
FINANCE & GOVERNANCE COMMITTEE of Leigh-on-Sea Town Council on
Tuesday, 10th September 2019 at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea
commencing at **7.30 p.m.**

Committee Membership

Cllrs: *Mark Bromfield (Chairman), Anita Forde, Jill Healey, Declan Mulrone, Carole Mulrone, Vivien Rosier and Emma Smith.*

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING [30TH APRIL 2019](#)
5. PUBLIC REPRESENTATIONS

Thank you letters have been received from the Royal British Legion, Leigh Art Trail, Lions Club of Leigh-on-Sea and the Southend Area Bus User Group for the Grant Aid Awards made to them.

6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4
7. REVIEW OF POLLING DISTRICTS AND POLLING PLACES/STATIONS ([Appendix 2](#)) page 5

As any representations are to be put in writing by Monday 16th September 2019, this Committee under Standing Order 30a has delegated power to respond. Clearer details are also available at www.southend.gov.uk/pollingreview

POLICY

8. RECOMMENDATION FROM COMMUNITY & CULTURE COMMITTEE ([Appendix 3](#)) page 9

At its meeting 20th August, the C&C Committee resolved the Allotments Dispute Procedure with recommendation to Council via F&G Committee.

In 2009, the Council introduced an Allotments Dispute Procedure, which linked to the Council's Complaints Procedure if the allotment holder was dissatisfied with the Council's decision. A complaint's procedure according to the National Association of Local Councils and the Local Government Association is for handling complaints that the Council might receive about their operations and services, not about a decision of Council. An allotment dispute is between parties at the allotment site and not against the Council. The Council could choose not to involve themselves in disputes between plot holders, but for the sake of neutrality, mediation and 'keeping the peace' at the allotments so plot holders can enjoy their allotment in quiet enjoyment, the Community & Culture Committee felt that an allotments dispute procedure seemed wise. The resolved that this should however be a 'stand-alone' timely procedure not creating too much of an administrative burden on Council, especially when it is not a complaint against the Council.

It is therefore **RECOMMENDED** that the new procedure as per Appendix 3 be resolved with recommendation to Council.

9. BUSINESS CONTINUITY STRATEGY ([Appendix 4](#)) - **DECISION ITEM** page 10

The Town Clerk has been working on a suitable strategy for the Town Council and has liaised with Southend Borough Council who have kindly offered a Recovery site.

It is **RECOMMENDED** that the Strategy be approved with **recommendation to Council**

10. BUSINESS CONTINUITY ACTION PLAN –([Appendix 5](#)) **DECISION ITEM** page 16

Appendix A, of the Plan is not included here as it contains personal details of staff but it is **RECOMMENDED** that the Plan be approved with **recommendation to Council**

RESOURCES

11. LTC MAGAZINE – REPORT FROM THE MARKETING & PROFILE OFFICER (MPO)

The M&PO and the magazine group are currently finalising the articles for Issue 10 of the magazine, which is due for release in mid-October. This issue will be no more than 32 pages long, and will feature details of the new councillors as well as information and progress evaluation of the Strategic Plan as well as a new infographic with bitesize facts about Council services and the costs involved. As there is a lot of Council information to put into this edition including information about Christmas events, and a centrefold spread dedicated to the Youth Forum the number of outside articles that will be featured has been limited.

The M&PO and Graphic Designer have looked into the costings of producing a smaller magazine quarterly. Although the printing costs were reasonable, the group decided that this would be too expensive to produce more regularly due to delivery and design costs.

The group agreed that the Newsflash articles featured in the Leigh Times in between each magazine are sufficient to keep residents informed about Council activities.

12. COMMUNITY SPECIAL CONSTABLES

Essex Police have been proactive in responding to concerns of Town & Parish Councils in Essex attracting successful recruits. The Marketing & Profile Officer will be attending a workshop hosted by Essex Police to look for solutions.

FINANCIAL

13. COMMITTEE AND COUNCIL BUDGETS 2019/20 ([Appendix 6](#)) page 23

14. ANNUAL BUDGETING PROCESS ([Appendix 7](#)) page 26 ([Appendix 8](#)) page 27

Due to the restructure of Committees, the revised Process may be found at Appendix 7 and the proposed budget for F&G Committee at Appendix 8.

By 23rd September 2020 Town and Parish Councils need to comply with the Public Sector Bodies Accessibility (Websites & Mobile Applications) (No.2) Regulations 2018. An additional amount has been allocated in the budget to cover the cost of this.

There has been a significant reduction in the insurance budget as the existing 3 year long term agreement expired this year and quotes were obtained from providers experienced in the Parish & Town Council sector. Zurich Insurance offered an improved policy £3,000 less than the Council paid in 2018/19 under the long term agreement renewed in 2016 and £3,250 less than the budget allocated for 2019/20. Whilst the Council's current insurers matched this eventually, by reducing their original quote by £2,000, one section of the policy could not be improved upon to match Zurich and therefore overall did not have the same level of protection cover. Cover has therefore been effected with Zurich Insurance under a Long Term agreement expiring in 2022 and has made a significant saving to Council.

It is **RECOMMENDED** that the Committee review and approve the Committee budget for 2020/21.

15. QUARTERLY FINANCE CHECK

Quarter 1 check will have been completed by Cllr Smith by 10th September 2019.

16. BANK RECONCILIATION CHECK

The first quarter checks have now been completed with no issues raised.

17. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 9](#)) page 28 - **DECISION ITEM**

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

18. BANK ACCOUNT BALANCES AS AT 30th August 2019

HSBC Current	£ 13,129.85
HSBC BMM	£ 32,393.25
HSBC Payroll	£ 8,317.84
HSBC Imprest	£ 775.15
CCLA (PSDF)	£519,137.95

Helen Symmons

Helen Symmons
Town Clerk
5th September 2019

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

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 05-09-17	31. Staff	RESOLVED to review Staff Handbook		Consultant instructed.	Review ongoing, TC in regular contact with consultant. Nearing completion and nothing untoward. Some recommendations will be forthcoming	TC
P&R 05-03-19	77. PSPO	RESOLVED to write to SBC expressing concern		Advised Deputy Chief Exec (Place) will respond direct	Reply awaited	TC
P&R 05-03-19	83. CIL Projects	RESOLVED £6,000 of CIL for Belton Hills nature boards		Town Clerk to work in partnership with SBC	SBC Officers advised of funding. Response awaited	TC
P&R 30-04-19	99. Terms of Reference	RESOLVED with recommendation to Council – Community & Culture Committee name change, Planning meetings every 3 weeks	09-05	On Council Agenda	NFA	
P&R 30-04-19	100 Review of Financial Regs	RESOLVED with recommendation to Council	09-05	On Council Agenda	NFA	
P&R 30-04-19	101 Review of Standing Orders	RESOLVED with recommendation to Council	09-05	On Council Agenda	NFA	
P&R 30-04-19	105 Volunteers	RESOLVED thank you event	07-06	Event held	NFA	
P&R 30-04-19	107 Adjustments to EMR	RESOLVED with recommendation to Council	09-05	On Council Agenda	NFA	
P&R 30-04-19	110 Approve Expenditure	RESOLVED with recommendation to Council	09-05	On Council Agenda	NFA	
P&R 30-04-19	113 Grant Aid Awards	RESOLVED all but SAFE	01-05	Applicants advised	NFA	

[Agenda](#)

Southend-on-Sea Borough Council

Strategic Director (Legal & Democratic Services) :

John Williams

📍 Civic Centre, Victoria Avenue, Southend-on-Sea, Essex SS2 6ER

☎ 01702 215000

🌐 www.southend.gov.uk

Working to make
lives better
www.southend.gov.uk



Helen Symmons -Town Clerk
Leigh Town Council
67 Elm Road
Leigh-on-Sea
Essex
SS9 1SP



Our ref: CG/TR
Your ref:
Date: 9th August 2019
Telephone: 01702 215154
Email: colingamble@southend.gov.uk

Dear Helen

Review of Polling Districts and Polling Places/Stations

The Electoral Administration and Registration Act 2013 requires the Council to undertake a review of polling districts and polling places/stations. The last review was completed in 2014 and a new review will commence on 9th August 2019 with the publication of the Notice of Review.

Explanation of terms used in the review

A polling district is a geographical area created by the sub-division of a constituency or Ward into smaller parts.

For voting purposes, each parliamentary constituency and every local government ward is divided into one or more polling districts. Wherever possible the polling district for local government elections mirror those agreed for parliamentary elections.

Southend has 17 Borough Wards divided into polling districts, which vary in size and population.

A map has been produced showing the polling districts and can be viewed at the Civic Offices by contacting the Democratic Services Team (Tel: 01702 215154) or by visiting the Council's website: www.southend.gov.uk/pollingreview. The map should be viewed in conjunction with the list of polling stations.

(The boundaries of the parliamentary constituencies and the names and boundaries of the Borough Wards are not covered by the review).

A polling place is an area within a polling district in which a polling station is located. There is no legal definition of a polling place which could be as large as a polling district or as small as a particular building. It is accepted as good practice to define a polling place as the building in which a polling station is located.

A polling station is the actual room or part of a building where voting takes place. So for example, where voting takes place at a church hall, the polling station is the room in which the voting happens, the polling place is the building in which the room is situated and the polling district is the wider area within which the building is located.

.../cont'd.

When deciding which buildings to use as polling stations, the Council must make sure that they are located as conveniently as possible for the majority of electors and are accessible, particularly for anyone with a disability

A full list of the polling stations can be viewed on the following page on the Council's website:
www.southend.gov.uk/pollingreview

The review process

The Council will be consulting widely on the review and any elector in the local parliamentary constituencies may make a representation in relation to the size and boundaries of polling districts within the Borough of Southend-on-Sea and the location and suitability of polling places/polling stations. The Council will also be inviting representations from councillors, political parties and indeed any person or body with expertise in access for persons with a disability.

The consultation period will run from 9th August to 16th September 2019. After the deadline for representations the Returning Officer will prepare a report setting out her proposals, which will be published.

The Council's General Purposes Committee will decide on the final polling arrangements which will take effect from December 2019 when the Register of Electors is published.

If you would like to comment on the existing arrangements or wish to propose alternative arrangements, please do so by emailing pollingreview@southend.gov.uk or by putting your representations in writing to me by **Monday 16th September 2019**.

Please do not hesitate to contact me if you have any questions about the review.

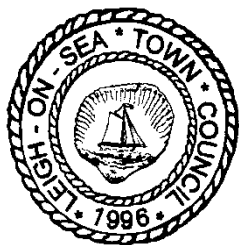
Yours sincerely



 Colin Gamble
Head of Democratic Services



Borough of Southend-on-Sea Review of Polling Districts and Polling Places/Polling Stations 2019



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ALLOTMENT DISPUTES PROCEDURE

The Town Clerk on receiving a complaint will attempt to resolve the matter informally.

If this is not possible because of the serious nature or complexity of the complaint, the matter will be considered by an Allotments Dispute Panel. The Town Clerk will send anyone who has a complaint made about them a copy of the letter(s), with the senders name removed (Data Protection Act), and has three weeks to respond to any allegations made.

The Allotments Dispute Panel will comprise of 3 members on the Community & Culture Committee. The Panel will consider the correspondence of all parties and meet with them individually including the Town Clerk. The parties in the complaint may bring with them a representative if they wish. There will be a separate Panel Officer who shall not be the Town Clerk.

The Allotments Dispute Panel will make a decision as follows:

1. No action because the response to the complaints was sufficient to justify what he/she did or said.
2. No action because the complaint was not sufficiently serious to warrant any action.
3. Warning as to future behaviour
4. Final warning as to future behaviour
5. Termination of tenancy.

After the Panel, the decision **MUST** be confirmed in writing within seven working days. The decision of the Allotments Dispute Panel will be final and will be reported to the next meeting of the Community & Culture Committee.

At all times the rules of natural justice will apply. In other words, all parties will be treated fairly and the process will be reasonable, accessible and transparent. The identity of a complainant and subject will only be made known to those who need to consider the issue.

No party in the matter will have the right of recourse through the Council's Complaint's Procedure as dissatisfaction of a decision of the Council is not deemed to be a complaint.

[Agenda](#)



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BUSINESS CONTINUITY STRATEGY

Strategy Statement

1. Introduction

1.1 The Business Continuity Strategy (BCS) is intended to provide an overall framework for managing the repercussions of a serious incident which identifies the resource requirements, list of contact names and addresses and actions that need to be considered and taken, in the event of a serious disruption to the business activities undertaken by the Council.

1.2 This Continuity Strategy aims to provide a structure plan to enable the Council to use a checklist in order to be able to respond to an incident in an appropriate logical way. It will ensure the Council can fulfil its obligations both as a provider of local services and as an employer and the Strategy is intended to support the Council through this process.

1.3 The objective of the Business Continuity Action Plan (BCAP) is to reduce the impact of an incident and to provide the Recovery Team with a pre-planned course of actions. Occurrences may arise which could not have been foreseen or may not have been considered. For these situations, the Recovery Team will use their experience and knowledge to adjust checklists or actions set in the Strategy accordingly.

1.4 The BCS and BCAP will ideally be reviewed annually by the Council and amended and updated if necessary. If an incident occurs the management of the crisis must be reviewed to learn from mistakes and to improve procedures.

2. Objectives

2.1 The objectives of the BCS are:

- To help ensure the continuity of service provision in the event of a business disruption
- To save time and reduce any initial confusion
- To preserve the Council's image and reputation
- To minimise general disruption
- To ensure control is established by the Recovery Team at the critical early stages of a disaster situation
- To minimise the social, legal and financial consequences of the incident.

3. Services

3.1 The Council provides services to the residents of Leigh-on-Sea and raises funds for the provision of those services through the precept. The services include:

- Room hire and provision of events, fayres and markets at the Community Centre
- Information sited at the Community Centre
- Outside services – floral displays and Christmas lighting
- Strand Wharf open air space
- Allotments sites at Manchester Drive and Marshall Close
- First Aid post at Bell Wharf Beach
- Provision of Youth Facility at Leigh Marshes

- Provision of Council events
- Provision of Community Transport Trips scheme

3.2 The Council also provides administrative services including:

- Review of Planning applications
- Policy and Financial Management
- Public Relations / Information provision
- Civic and Democratic support
- Community Event organisation and support
- Business support

3.3 The residents and business of the Town are represented by 16 Councillors. There are Committees which meet on a scheduled calendar plus Full Council which meets bi-monthly. All meetings are held at the Community Centre.

4. Structure

4.1 The Council must identify and appoint a Recovery Team which will convene in the event of a disaster and will decide whether to invoke the necessary recovery plans.

The team will include at a minimum:

The Town Clerk
The Chairman of Council
The Chairmen of all Committees (Vice Chairman in their absence)
The Assistant Responsible Finance Officer (ARFO)
The Facilities Manager

5. Recovery Site

5.1 This is a designated area within Southend Borough Council Civic Centre as agreed with the Resilience Manager (Legal & Democratic Services) Southend Borough Council.

Up to 5 members of staff will relocate to the Civic Centre Campus to carry on delivering core services. A bank of 5 desks within the Civic Centre tower block that have ICT and phone capability will be allocated or if not possible, a committee room (although this will have limitations with regard to telephone points and a wireless network).

6. Priorities

6.1 The Recovery Team priorities will be:

- Staff safety and welfare
- Customer/User safety
- Recovery of essential services
- Legal compliance
- Minimisation of financial loss
- Recovery of all other activities

6.2 Where possible, the Council will continue to operate with minimum disruption from its own premises. It may be necessary to suspend temporarily the hiring of the Community Centre.

7. Documentation

7.1 The BCS will ideally be updated annually by the Council. A hard copy of the Strategy will be held by the Town Clerk, the chairman of Council and the ARFO

7.2 A copy of the BSC and BCAP will be filed within the Staff Policy folder held in the Town Clerk's office. These documents will also be filed in the emergency 'grab bag' situated in the

Reception area of the Community Centre which is used when an emergency evacuation of the Community Centre has to take place.

8. Disruption Scenarios

8.1 The approach to developing a BCS and BCAP is firstly to identify different disruption scenarios and then to plan how to deal with them as detailed in the Action Plan. A number of incidents can affect council operations, for example fire, flood, server failure, acts of terrorism, flu pandemic or prolonged loss of power. Each of these could result in a disruption. The disruptions have been grouped into three categories:

- Community Centre – denial of access to the building or loss of the building
- Failure of IT or telephone system
- Unavailability of key or sufficient staff

9. Community Centre

9.1 Following a business disruption or incident, the Community Centre could be inaccessible for two main reasons:

- Denial of access, meaning that though systems and services are unaffected, staff are unable to gain access to the building. This could happen following incidents such as a security threat, environmental contamination or a serious event nearby
- Fire, floor or structural damage could damage or destroy all or part of the building. This could also affect systems.

10. Failure of Critical IT Service or Telephone System

10.1 Some or all critical IT or the telephone system could be unavailable; for example a server failure, a cyber attack, a network problem or the cutting of a communications cable supplying the Community Centre.

11. Unavailability of Key or Sufficient Staff

11.1 Staff that support business critical activities could become unavailable. Examples are personal injuries to key members of staff or flu pandemic affecting a group of staff.

12. Definitions of Incidents

12.1 Three levels of incident have been defined, the most serious being a Level 3 incident: a major incident.

Level 1 Incident: Local Incident:

Defined as a local incident that is not an emergency and does not cause serious physical threat to people or property. Results are likely to be limited disruption to services.

Level 2 Incident: Minor Incident:

Defined as an incident that could pose an actual threat to people or property, but does not seriously affect the overall functioning of the Community Centre. This might include the isolation or evacuation of part of the Community Centre with the assistance of the Emergency Services.

Level 3 Incident: Major Incident:

Defined as an incident causing significant disruption to Community Centre and Town Council operations. It may affect the entire building and staff, with the potential to escalate and

involve external Emergency Service who would probably take operational control of the incident which would necessitate the invocation of the BCAP

13. Type of Incident 'Level' Benchmarks

Type of Incident	Level 1 (local)	Level 2 (minor)	Level 3 (major)
Natural emergencies causing building damage/collapse	Minor structural damage. No evacuation necessary	Minor structural damage. Evacuation and limited relocation necessary	Major structural damage. Evacuation and relocation necessary
Severe Weather Conditions e.g. excessive rain, snow, wind, ice, extreme heat or cold	No building damage. Some staff absence. Minor disruption to normal services	Minor building damage/serious disruption to normal services. Significant staff absence	Serious building damage. Serious disruption to critical services. Significant staff absence.
Fires	Minor damage to rooms, no relocation necessary. Little/no information loss. Room(s) out of use temporarily	Medium damage, loss of some accommodation – can reorganise to cover internally. Little loss of information	Major damage to the infrastructure. Significant information loss. Relocation necessary
Flooding	Minor damage to rooms. No loss of equipment or documents. Little or no disruption	Medium damage to rooms and equipment. Some damage to documents. Remedial work and relocation necessary	Major damage to rooms, equipment and information sources. Serious disruption to facilities.
Civil Disorder	Disruption to normal Authority services. Some staff absence	Serious disruption to normal services. Significant staff absence/inability to use facilities	Prolonged serious disruption to normal services and significant number of staff unable to use facilities
Water, Gas or Electricity Supply Failure Explosions	Affecting less than 5% of Community Centre. Little or no disruption. Small localised blast – can be isolated	Affecting 10-30% of Community Centre. Minor disruption. Small to medium blast, minor damage. No release of toxic/flammable substances	Affecting more than 30% of Community Centre. Serious disruption. Medium/major blast. Major damage and disruption.
Gas Leaks	Minor leak. No evacuation	Major leak. Evacuation.	Major leak. Evacuation

Bomb Threats	Suspicious parcels. Isolate and inform the police. Evacuation may be required	Evacuation. Following serious threats by known activities. Isolate and evacuate. Involves police. Serious disruption to normal services	Evacuation. Building closed
Medical Epidemics	Disruption to normal services	Serious disruption to normal services. Significant staff absence	Legionella, Pandemic Flu outbreaks
Adverse Public Interest	Interest by local press only	Significant local interest – press and other media	Extensive regional/national interest – press and other media

14. Recovery Procedures

14.1 The recovery procedures within the BCS will address each different type of disruption scenario. In any scenario, the Recovery Team will meet to decide whether to invoke the BCAP and will consider the level of the incident, the nature, extent, likely duration and prognosis of the disruption

14.2 Accommodation

If a Level 3 (Major) incident occurs, the Recovery Team and those staff required to perform priority activities will relocate to the designated area within Southend Borough Council Civic Centre

Some staff will not be relocated and may be expected to work from home.

14.3 People

Key people are those identified as being critical to the completion of key activities. This depends on people's key skills, knowledge and qualifications. The BCAP will include the list of staff members and how Council will continue to provide the function they carry out. The BCAP will also address a large scale absence scenario where insufficient staff are available to provide priority services.

14.4 ICT Systems and Services

The Council must be able to respond and recover from a disruption to its information and communications technology i.e. if relocation is required, additional IT and telephones may be required.

14.5 Equipment

Should relocation be required from the Community Centre, it would be necessary to identify those pieces of equipment and furniture which would be required to ensure the delivery of the Council's essential services; in essence, what standby facilities and equipment would be necessary and which suppliers could be used to provide emergency equipment on a temporary basis.

14.6 Suppliers

It may be necessary to make arrangement with third parties regarding the delivery of equipment and furniture at short notice by identifying alternative sources.

14.7 Technology

The Council must ensure that regular proper back-ups of IT software are undertaken and that this information can be restored with immediate effect if required. The daily back-up will be stored off site via IT support. It may be necessary to provide a new server at short notice which can be done by the Council's IT support company who offer a surrogate server system package in the event of the main file server suffering a catastrophic failure.

14.8 Communication

The Council must consider all forms of communication that it uses, including emails, telephony, hand-held radios and PA systems and how these will assist in delivering services during an emergency.

14.9 Insurance

The Town Clerk will be responsible for contacting the Council's insurance company to provide details regarding the incident and the level of the losses. The Assistant RFO will be responsible for completing all necessary forms and documentation to ensure the Business Interruption insurance cover becomes effective.

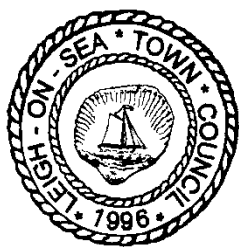
15. Testing and Exercising

15.1 To ensure that the Business Continuity arrangements are viable and that staff are rehearsed in the role which they may have to take at the time of a disruption, there should be an annual test. Whilst the overall objective is to prove the effectiveness of the arrangements, each test will have its own objectives:

- A desktop review of the BCS and BCAP with all staff and the Recovery Team to eliminate gaps and ensure clarity and understanding.
- To ensure the BCS and BCAP can be used to respond to a range of different disruption scenarios
- To provide the opportunity for the Recovery Team and staff to explore and practice their crisis management roles.
- A call-out cascade test confirming that simple messages can be related through the Council (which is usually conducted outside normal working hours).
- To ensure that a working environment can be established at the relocation accommodation for the members of the Recovery Team in the timescales required
- IT disaster recovery test proving the IT system can be restored in the timescales required at the relocation accommodation.
- IT telephony recovery test proving calls can be routed away from the Community Centre and answered at the relocation accommodation.

16. Conclusion

16.1 The BCS and BCAP are Council owned processes that establish a fit-for-purpose strategic and operational framework to follow should an emergency occur. It provides peace of mind that the Council can still provide services to residents following a major incident.



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BUSINESS CONTINUITY ACTION PLAN (BCAP)

1. General Statement

1.1 The Council has a Business Continuity Strategy (BCS) for responding to an unplanned disruption that affects the Community Centre which includes the provision of a recovery site. Following disruption, the Town Clerk will contact all members of the Recovery Team who will then take responsibility for the co-ordination for the Council's response. The Recovery Team throughout the disruption will:

- Provide direction and assistance to service areas with regard to the recovery of service activities
- Make decisions on the Council's priorities
- Co-ordinate resource requirements across the organisation

1.2 This BCAP will support the agreed recovery strategy as well as the recovery of business activities.

2. Initial Response

2.1 Once notification of a disaster or disruption has been received, it may be necessary to contact the emergency services and evacuate the Community Centre. The Town Clerk will notify the Recovery Team and will ensure the following procedures are undertaken.

Activity	Completed	By Whom	When
Call Emergency Services			
Evacuate the premises			
Direct everyone to the Assembly point (rear of public car park)			
Pick up 'Grab Bag'			
Roll Call			
Ensure all staff and visitor areas are safe. Restrict access to affected incident officers at the scene			
Liaise with emergency services			
Record details of any casualties			
Inform next of kin of any staff casualties			
Execute any relevant media communication			

2.2 The key actions immediately following a disruption are outlined in the following table. Against each objective are the actions to be followed to ensure the objective is met, together with a tick box to record when the action is completed.

2.3 IT Only Incident:

Objective	Action	Assigned to:	✓
Assess the situation	Assess the likely impact on Council. If minor , the Town Clerk will work with	Town Clerk	

	Council's IT provider to discuss & agree action. If major , assess whether need to relocate to the recovery site		
Invoke the BCAP	Confirm whether the server can be rebuilt. Confirm whether a new server is required Confirm whether a server back-up is required and for how long	Town Clerk	
Contact Recovery Team	Brief the Recovery Team	Town Clerk	
Notify staff	Inform Council staff of disruption & advise of current situation	Town Clerk	
Move to recovery stage	Decide whether the server is to be rebuilt and the time frame involved Decide whether a new server is to be purchased	Town Clerk	

2.4 Building Related Incident

Objective	Action	Assigned to:	✓
Notification during office hours	All staff will be notified of an incident and advised of any action required If instructed to do so, all staff should evacuate the building and report to the assembly point	Facilities Manager/Town Clerk	
Notification of incident outside office hours	The Town Clerk will decide what message should be given to staff Initiate a call cascade, contacting all staff using Appendix A2 Follow the contact procedures in Appendix B Tell staff what has happened and what they are required to do (e.g. make way to designated recovery site) Advise how and when future updates will be communicated. Log all calls using Appendix B2	Town Clerk	
The Recovery Team	Recovery Team will: Provide direction and guidance during the disruption Implement the Action Plan Agree how updates/progress will be reviewed and communicated to all staff and councillors Review critical activities and confirm recovery requirements listed in Appendix C2 (people workplace systems and other resources)	Recovery Team	
Move to Recovery Phase	If the Recovery Team decides to invoke business recovery arrangements, follow the Business Recover Actions in Section 3	Recovery Team	

3. Business Recovery

This section provides details of the actions required to recover the critical activities undertaken by Council staff. In the event of a disruption, the Recovery Team will relocate to a Recovery site. The BCS includes the provision of workspace accommodation for staff, new office furniture and equipment, IT equipment and server and telephony equipment.

3.1 Assessing the Impact

Objective	Action	Assigned to:	✓
Access the impact of the disruption	<p>Assess any impact the disruption will have on the Council's critical activities and any current issues to be considered.</p> <p>Develop a prioritised Action Plan, incorporating the objectives and actions outlined in 3.2 and 3.3 below.</p> <p>Any issues/concerns must be discussed by the Recovery Team</p>	Recovery Team	

3.2 Critical Activities

The Recovery Team will provide direction and guidance to assist the recovery of the Council's critical activities. The actions below must be followed and recorded when they have been completed or when services have been reinstated.

Objective	Action	Assigned to:	✓
Review Critical Activities	<p>Review responses necessary to carry out critical activities.</p> <p>Arrange for the retrieval of any vital records Appendix D</p>	Recovery Team	
Arrange for staff to relocate to the recovery site	<p>Staff to go to the recovery site</p> <p>Establish which staff will relocate to the Recovery site and when that will be</p> <p>Contact the appropriate staff members and brief them on:</p> <ul style="list-style-type: none"> • When they should go to the recovery site • Any special arrangements 	Recovery Team	
Establish VOIP connection with existing telephony equipment at recovery site	<p>Confirm if more telephone lines are required.</p> <p>Contact the Council's telephone system provider to provide emergency telephony and arrange for an engineer to visit the recovery site if necessary</p>	Recovery Team	
Build/Restore the Server	<p>The Server will be built and restored by the Council's IT provider. If applicable an emergency server will be provided or a new server will need to be purchased</p>	Recovery Team	
New IT Equipment	<p>New computers may need to be obtained if the ones at the Community Centre are rendered unusable. The Council's IT supplier will advise and will purchase new hardware accordingly.</p> <p>New software will also be purchased</p>	Recovery Team	
Establish IT capability	<p>Connect the server at the recovery site and test accordingly.</p> <p>Establish reconnection of Council's website over the internet</p>	Recovery Team	
Test Systems	<p>Once tests are complete, staff may use their computers at the recovery site</p>	Recovery Team	
Provide an ongoing IT support at the recovery site	<p>Confirm with IT provider that relocation is advised</p>	Recovery Team	
Review issues and priorities	<p>Reassess issues and priorities at regular intervals</p> <ul style="list-style-type: none"> • Status of Community Centre • Status of Critical activities • Resource issues • Insurance status • Media attention/reaction 	Recovery Team	

	Communicate relevant daily updates to staff and councillors		
Confirm work space requirements	Identify which area of SBC Civic Centre will be allocated as the recovery site Consider whether workspace away from the recovery site could be utilised Be aware of any other options required	Recovery Team	
Contact Council's Insurance Company	Contact Zurich to log the incident. Record what damage has occurred. Establish any disaster recover opportunities within current insurance policy.	Town Clerk/ARFO	

3.3 Maintaining Communication

Objective	Action	Assigned to:	✓
Maintain communication	Use the status report in Appendix E1 to record information on the current operational situation for: <ul style="list-style-type: none"> • Staff issues • Service issues • Other resource issues Confirm how any IT, HR, etc. issues should be dealt with Agree any messages to be cascaded to staff Agree any messages to be given to external organisations, other councils, as well as the media. Use Appendix E2 to keep a log of events	Recovery Team	
Update external organisations as necessary	Review external contacts in Appendix A5 Identify which external organisations should be contacted including the media Ensure all Recovery Team members are clear what message to be given to external organisations Establish contact points for each external organisation Contact and update external organisations including the media when necessary	Recovery Team	
Ensure effective ongoing communication with staff and councillors	Ensure the Recovery Team are clear about the message to be given to staff Review the contact procedures and contact all staff using the staff and councillors contact list in Appendices A2 and A4 and update them on the situation. If next of kin need to be contacted, Appendix 3 is to be used Be aware of any staff welfare issues that need to be discussed Communicate regularly with staff to provide reassurance and to keep them informed of what might be expected of them	Recovery Team	
Establish Timeline	Establish a timeline with regard to reoccupation of the Community Centre Discuss with SBC and Town Council's insurance company, the necessary cover and how this will be effective Reinstate standing orders, financial procedures and council protocols		

	Decide when future Council meetings will be held		
--	---	--	--

Appendix B: Communicating with Staff

B.1 Call Procedures

Use the following guidelines when notifying staff of an incident. Before making any calls, decide what you want to say and what you want the person you are calling to do. Update the Telephone Log (B.2) after each call to confirm whether or not contact has been made, with any relevant comments.

- Give a brief report of the current situation, speaking calmly and clearly
- Provide details of the location from where the recovery process will be co-ordinated, together with a contact telephone number then can call
- Check that the person you are calling is fit, able and available for work
- Ask the person to stand by and away further instructions, work from home or go to a specified recovery site as required (confirm arrangements and timescales)
- Tell staff not to discuss the situation with anyone external to the Council

Staff Unavailable

- If the phone is engaged or there is no reply, call again later or try another contact number
- If someone else answers or your reach an answering machine, leave a message asking the person to call you as soon as possible. Try another number

B.2 Telephone Log

This log should be updated for EACH telephone call made

Name	Telephone No.	Time of Call	Response /Comments

Appendix C:

C.2 Recovery Requirements

What	How soon needed	Current recovery estimate	Comments
Telephones + numbers			
IT Equipment			
New Server			

Furniture			
Payroll			
Insurance			

Appendix D: Vital Records

D.1

Copies of the document below are held by the following persons, or kept in the following locations:

Item	Medium	Person Responsible	Location	Retrieval Instructions
Personnel Files	Hard Copy	Town Clerk	Town Clerk's Office	
Payroll Details	Hard Copy	ARFO	ARFO files	
Financial Records	Hard Copy	ARFO	ARFO files	
Council Records	Hard copies	APO	Office/Fire safe	
Documents Fire Proof Safe	Hard copies	Town Clerk	Back corridor	

The website and server have IT versions of many of the documents. Additionally Edge IT used for the bookings and financial information is a cloudbased programme.

Appendix E: Forms

E.1. Community Centre Status Report

Date/Time:

Issues	Comments
Overall situation	
Staff (include health & safety, welfare and communication issues)	
Activities/Services	
IT & Telecoms	

Building & Facilities	
Additional Resources Required	
External Organisation	

Appendix E: Forms
E.2. Log of Events

Name:

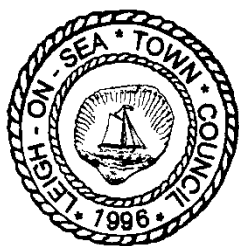
Date/Time	Occurrence	Action Taken – Comments

[Agenda](#)

POLICY & RESOURCES DETAILED BUDGET					2019/20					
INCOME	Budget 2019/20	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2019/20	Expenditure	Balance	% Spent
Precept	£ 421,625.00	£ 210,812.50	£ 210,812.50	50.00%	Grant Award Fund	£ 5,471.18	£ 5,000.00	£ 1,902.20	£ 3,097.80	18.17%
Council Tax Support Grant	£ 3,910.00	£ 1,955.00	£ 1,955.00	50.00%	Furniture & Equipment	£ 3,500.00	£ 2,500.00	£ 1,882.00	£ 618.00	31.37%
Bank Interest	£ 800.00	£ 1,173.57	-£ 373.57	146.70%	Elections	£ 19,344.77	£ 8,000.00	£ -	£ 8,000.00	0.00%
Other Income	£ 1,300.00	£ 684.25	£ 615.75	52.63%	Legal Costs	£ 4,975.00	£ 2,500.00	£ -	£ 2,500.00	0.00%
					Annual Town Meeting		£ 750.00	£ -	£ 750.00	0.00%
					Community Engagement		£ 11,000.00	£ 314.35	£ 10,685.65	2.86%
					Volunteer Programme	£ 20,504.40	£ 4,500.00	£ 1,805.19	£ 2,694.81	7.22%
					LTC Website		£ 500.00	£ 135.98	£ 364.02	27.20%
					Civic		£ 250.00	£ -	£ 250.00	0.00%
					Renewals Fund	£ 21,086.02	£ 3,000.00	£ -	£ 3,000.00	0.00%
					Other Expenditure		£ 1,200.00	£ 729.17	£ 470.83	60.76%
					Localism Act		£ 150.00	£ 71.55	£ 78.45	47.70%
TOTAL INCOME	£ 427,635.00	£ 214,625.32	£ 213,009.68	50.19%	TOTAL EXPENDITURE		£ 39,350.00	£ 6,840.44	£ 32,509.56	17.38%
CIL Receipt		£ 11,079.98			Capital Fund		£ -		£ -	
					CIL Expenditure		£ 21,000.00			

OFFICE ADMIN DETAILED BUDGET				2019/20
EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 3,750.00	£ -	£ 3,750.00	0.00%
LCC Premises Use Grant	£ 27,000.00	£ 6,750.00	£ 20,250.00	25.00%
	£ 30,750.00	£ 6,750.00	£ 24,000.00	21.95%
EMR - Office Admin £4750, IT £10,000				
Stationery	£ 1,500.00	£ 261.11	£ 1,238.89	17.41%
Insurance	£ 6,700.00	£ 3,447.91	£ 3,252.09	51.46%
Library	£ 300.00	£ -	£ 300.00	0.00%
Communication	£ 1,300.00	£ 756.16	£ 543.84	58.17%
Photocopying	£ 3,250.00	£ 1,082.30	£ 2,167.70	33.30%
Subscriptions	£ 2,200.00	£ 1,949.80	£ 250.20	88.63%
Postage	£ 1,300.00	£ 360.00	£ 940.00	27.69%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 250.00	£ -	£ 250.00	0.00%
Bank Charges	£ 1,300.00	£ 325.10	£ 974.90	25.01%
Miscellaneous	£ 250.00	£ 100.00	£ 150.00	40.00%
Professional Advice	£ 1,000.00	£ -	£ 1,000.00	0.00%
Audit	£ 3,000.00	£ 430.00	£ 2,570.00	14.33%
IT	£ 6,000.00	£ 1,593.68	£ 4,406.32	26.56%
Training EMR £2000				
Training - Staff	£ 2,000.00	£ 275.00	£ 1,725.00	13.75%
Expenses/Travel Costs - Cllrs	£ 1,000.00	£ 64.60	£ 935.40	6.46%
Training - Cllrs	£ 2,500.00	£ -	£ 2,500.00	0.00%
Mileage & Expenses - Staff	£ 900.00	£ 573.63	£ 326.37	63.74%
	£ 35,000.00	£ 11,219.29	£ 23,780.71	32.06%
	£ 65,750.00	£ 17,969.29	£ 47,780.71	27.33%

Leigh Town Council Main Budget Report					2019/20				
INCOME	Budget 2019/20	Income Received	Balance	% Received	EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
General Reserve B/F		£ 90,026.34							
Finance & Governance Committee					Finance & Governance Committee				
Precept	£421,625.00	£ 210,812.50	£ 210,812.50	50.00%	Policy & Council Resources	£ 39,350.00	£ 6,840.44	£ 32,509.56	17.38%
Grants	£ 3,910.00	£ 1,955.00	£ 1,955.00	50.00%	Office & Council Administration	£ 65,750.00	£ 17,969.29	£ 47,780.71	27.33%
Interest	£ 800.00	£ 1,173.57	-£ 373.57	146.70%	General Capital Expenditure	£ -	£ -	£ -	
CIL Income		£ 11,079.98			CIL Expenditure	£ 21,000.00		£ 21,000.00	0.00%
Other Committee Income	£ 1,300.00	£ 684.25	£ 615.75	52.63%		£ 126,100.00		£ 101,290.27	0.00%
	£427,635.00	£ 225,705.30	£ 213,009.68	52.78%					
					Staffing Committee				
					Council Staffing	£ 105,308.00	£ 40,588.20	£ 64,719.80	38.54%
Community & Culture Committee					Community & Culture Committee				
Leigh Community Centre	£131,500.00	£ 38,640.43	£ 92,859.57	29.38%	Leigh Community Centre	£ 53,850.00	£ 16,248.29	£ 37,601.71	30.17%
LTC Use of LCC	£ 27,000.00	£ 4,500.00	£ 22,500.00	16.67%	Community Centre Staffing	£ 128,464.00	£ 37,996.10	£ 90,467.90	29.58%
Allotments	£ 14,540.00	£ 929.00	£ 13,611.00	6.39%	Allotments	£ 26,737.00	£ 10,846.15	£ 15,890.85	40.57%
Community Facilities	£ 50.00	£ 20.83	£ 29.17	41.66%	Community Facilities	£ 10,831.00	£ 2,610.60	£ 8,220.40	24.10%
Health & Wellbeing Programme	£ 16,150.00	£ 4,155.17	£ 11,994.83	25.73%	Health & Wellbeing Programme	£ 43,357.00	£ 8,868.53	£ 34,488.47	20.45%
Environment Facilities & Services	£ -	£ 749.98	-£ 749.98		Community Services Funding	£ 5,400.00		£ 5,400.00	0.00%
Friends of LCC	£ -	£ 164.50	-£ 164.50		Community Partnership Programmes	£ 4,000.00	£ 573.50	£ 3,426.50	14.34%
					Environment Facilities & Services	£ 24,050.00	£ 12,391.90	£ 11,658.10	51.53%
					Committee Staffing	£ 13,376.00	£ 3,617.23	£ 9,758.77	27.04%
	£189,240.00	£ 49,159.91	£ 140,080.09	25.98%	Friends of LCC		£ 355.89		
						£ 310,065.00	£ 93,508.19	£ 216,556.81	30.16%
Planning, Highways & Licensing					Planning, Highways & Licensing	£ 12,145.00	5270.22	£ 6,874.78	43.39%
Total Income	£616,875.00	£ 274,865.21	£ 353,089.77	44.56%					
					Resolved Capital Projects				
	YR end 18/19		YR end 19/20		LCC Refurbishment	£ 70,000.00	£ 6,517.15	£ 63,482.85	9.31%
Capital Reserves	£185,139.16				LCC Remodel	£ 25,000.00	£ 9,770.00	£ 15,230.00	39.08%
Earmarked Reserves	£177,901.67				Skate Park Improvements	£ 30,000.00		£ 30,000.00	0.00%
CIL Reserve	£ 26,311.50		£ 16,391.48			£ 125,000.00		£ 108,712.85	0.00%
3rd Party monies	£ 12,068.73								
					Total Expenditure	£ 678,618.00	£139,366.61	£ 498,154.51	
					Current General Reserves		£225,524.94		
					Est. General Reserve @ yr end		£ 95,000.00		



Leigh-on-Sea Town Council

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

ANNUAL BUDGETING PROCESS

1. The Town Clerk with consideration of the Council Action Plan (Appendix to the Strategic Plan) prepares Committee budget for the following financial year as follows:

- **September Meetings**

Finance & Governance Committee (F&G)

- **October Meetings**

Community & Culture Committee (C&C)
Planning, Highways & Licensing Committee (P,H,L)
Staffing Committee

Each Committee (other than F&G) reviews its budget to be resolved with recommendation to F&G in November.

2. F&G at its November meeting reviews the Council budget having regard to Committee budgets and if acceptable resolves all budgets with recommendation to Council.
3. A draft Council budget along with a 3-yr budget forecast is submitted to Council at the November meeting.
4. If any Committee budget is not approved then alterations required are returned to Committees for consideration at December meetings and then re-submitted to F&G in January along with a full Council revised draft budget.
5. If the Tax Base and Local Govt. Grant Support figures are confirmed by Southend Borough Council prior to the January Council meeting then the budget and precept can be resolved at that meeting. If not then an Extra Ordinary meeting of Council will be required in early February to resolve the Town Council budget and set the precept for the forthcoming financial year once these figures are confirmed.

[Agenda](#)

Committee - Finance & Governance						
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	Budget Difference
Policy & Resources						
Interest	£ 1,090.11	£ 3,309.24	£ 800.00	£ 1,750.00	£ 800.00	➔ 0.00
Other Income	£ 1,555.99	£ 2,248.44	£ 1,300.00	£ 1,300.00	£ 1,300.00	➔ 0.00
	£ 2,646.10	£ 5,557.68	£ 2,100.00	£ 3,050.00	£ 2,100.00	➔ 0.00
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	Budget Difference
Policy & Resources						
Grant Award Fund	£ 4,412.80	£ 3,198.37	£ 5,000.00	£ 5,000.00	£ 5,000.00	➔ 0.00
Furniture & Equipment	£ 351.74	£ 2,144.16	£ 2,500.00	£ 2,500.00	£ 2,500.00	➔ 0.00
Elections	£ 2,920.82	£ 2,405.80	£ 8,000.00	£ 8,000.00	£ 3,000.00	⬇ -5000.00
Legal Costs	£ 25.00	£ 1,805.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	➔ 0.00
Annual Town Meeting	£ 464.38	£ 441.64	£ 750.00	£ 750.00	£ 750.00	➔ 0.00
Community Engagement	£ 10,242.96	£ 11,564.10	£ 11,000.00	£ 11,000.00	£ 12,000.00	⬆ 1000.00
Volunteer Programme	£ 4,714.24	£ 4,293.67	£ 4,500.00	£ 4,000.00	£ 4,500.00	➔ 0.00
LTC Website	£ 210.00	£ 270.00	£ 500.00	£ 500.00	£ 1,000.00	⬆ 500.00
Civic	£ 129.77	£ 221.00	£ 250.00	£ 250.00	£ 250.00	➔ 0.00
Renewals Fund	£ 1,173.94	£ -	£ 3,000.00	£ 3,000.00	£ 2,500.00	⬇ -500.00
Localism Act	£ 150.00	£ 7.49	£ 150.00	£ 150.00	£ 150.00	➔ 0.00
Other Expenditure	£ 1,089.94	£ 1,213.98	£ 1,200.00	£ 1,200.00	£ 1,300.00	⬆ 100.00
	£ 25,885.59	£ 27,565.21	£ 39,350.00	£ 38,850.00	£ 35,450.00	⬇ -3900.00
Capital Fund/Projects	£ -	£ -	£ -	£ -	£ -	
Town Council Office						
<i>Premises</i>						
Office Rental	£ 3,500.00	£ 3,500.00	£ 3,750.00	£ 3,750.00	£ 5,150.00	⬆ 1400.00
LCC Premises Use Grant	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 20,000.00	⬇ -7000.00
<i>Administration</i>						
Stationery	£ 832.85	£ 922.98	£ 1,500.00	£ 1,000.00	£ 1,250.00	⬇ -250.00
Insurance	£ 6,453.16	£ 6,563.85	£ 6,700.00	£ 3,447.91	£ 3,650.00	⬇ -3050.00
Library	£ 69.94	£ 129.95	£ 300.00	£ 150.00	£ 200.00	⬇ -100.00
Communication	£ 1,852.90	£ 1,841.73	£ 1,300.00	£ 1,500.00	£ 1,750.00	⬆ 450.00
Photocopying	£ 2,885.47	£ 2,214.15	£ 3,250.00	£ 2,200.00	£ 2,500.00	⬇ -750.00
Subscriptions	£ 1,843.16	£ 2,106.45	£ 2,200.00	£ 2,200.00	£ 2,300.00	⬆ 100.00
Postage	£ 1,436.76	£ 1,501.15	£ 1,300.00	£ 1,200.00	£ 1,300.00	➔ 0.00
Entertaining	£ 120.00	£ -	£ 250.00	£ 250.00	£ 250.00	➔ 0.00
Licences	£ 35.00	£ 35.00	£ 250.00	£ 35.00	£ 100.00	⬇ -150.00
Bank Charges	£ 1,168.00	£ 896.67	£ 1,300.00	£ 1,300.00	£ 1,400.00	⬆ 100.00
Miscellaneous	£ 89.57	£ 283.56	£ 250.00	£ 250.00	£ 300.00	⬆ 50.00
Professional Advice	£ 3,603.00	£ 330.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	➔ 0.00
Audit	£ 2,560.00	£ 2,580.00	£ 3,000.00	£ 2,750.00	£ 3,000.00	➔ 0.00
IT	£ 4,038.87	£ 4,166.84	£ 6,000.00	£ 6,000.00	£ 6,500.00	⬆ 500.00
<i>Training & Expenses</i>						
Training - Staff	£ 1,202.40	£ 1,930.00	£ 2,000.00	£ 2,000.00	£ 2,500.00	⬆ 500.00
Expenses/Travel Costs - Cllrs	£ 339.77	£ 33.95	£ 1,000.00	£ 500.00	£ 750.00	⬇ -250.00
Training - Cllrs	£ 1,362.52	£ 1,000.00	£ 2,500.00	£ 2,250.00	£ 2,500.00	➔ 0.00
Mileage & Expenses - Staff	£ 739.37	£ 1,091.40	£ 900.00		£ 1,250.00	⬆ 350.00
	£ 61,132.74	£ 58,127.68	£ 65,750.00	£ 58,782.91	£ 57,650.00	⬇ -8100.00



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 Town Clerk: Helen Symmons PSLCC

Payments List 6th July 2019 – 30th August 2019 Report 2723/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102863	£714.00	Evac + Chair International	Training and maintenance
102864	£280.00	Entertainer	Children's events
102865	£32.30	Staff member	Travel expenses
102866	£180.00	Entertainer	Children's events
102867	£500.00	Entertainer	Children's events
102868	£200.00	Marko Sparko	Children's events
102869	£150.00	Entertainer	Children's events
102870	£100.00	Entertainer	Children's events
102871	£95.00	Entertainer	Children's events
102872	£273.03	Essex Supplies (UK) Ltd	Cleaning materials
102873	£3890.00	Altex Glazing Systems Ltd	Supply and fit windows Community Centre
102874	£60.00	Entertainer	Children's events
102875	£200.00	Entertainer	Children's events
102876	£32.30	Councillor	Travel expenses re training
102877	£100.00	K Holland	Appeals Panel clerking
102878	£195.00	N Clark	Fire Marshalling training
102879	£58.80	Fulton Paper	Paper
102880	£350.00	Veolia	Garden waste sacks
102881	£960.00	Kadec Asbestos Management	Asbestos removal – Leigh Allotments
102882	£250.00	Cash	Cash
102883	£422.64	Veolia ES (UK) Ltd	Waste collection and toilets at Leigh Lights 2018
102884	£95.00	M. Frost & Associates Ltd	Display Energy Certificate renewal
102885	£197.29	Essex Supplies (UK) Ltd	Cleaning materials
102886	£100.00	Entertainer	Children's events

102887	£180.00	Southend BC	Premises Licence
102888	£15.00	Plot holder	Deposit refund
102889	£192.00	Entertainer	Children's events
BK TRS	£921.60	The Stage Bus	Camper stage for Leigh Lights
BK TRS	£3447.91	Zurich Insurance plc	Council insurance renewal
BK TRS	£24000.00	Payroll	August payroll
BK TRS	£750.00	Manchester Drive Allotment Society	ASA Agreement
BK TRS	£125.00	Marshall Close Allotments	ASA Agreement
BK TRS	£800.00	LOSALGA	ASA Agreement
BK TRS	£140.29	Steve's Self Drive	Van hire Youth Market
BK TRS	£1508.40	Vicarage Marquees Ltd	Youth market marquee
BK TRS	£23000.00	Payroll	July payroll
		Expenditure – Imprest Items	
	£38.36	Heart Internet	Domain renewals
	£50.00	Crohn's & Colitis UK	Donation re Youth Market
	£150.00	Newsquest	Advertisements
	£190.00	Clearaway	Allotments skip
	£51.55	Dulux Decorator Centre	Paint for Leigh-on-Sea sign
	£190.00	Clearaway	Allotments skip
	£121.00	Solopress	Spatial plan brochures
	£89.35	Solopress	Flyers Youth Groups and Christmas in Leigh
	£130.00	Clearaway	Allotments skip
		Expenditure – Direct Debits	
	£12.00	British Telecom	Mobile broadband
	£810.00	Southend BC	Business rates Community Centre
	£12.00	Retail Funding Ltd	Card machine fees
	£305.98	DOTS	IT Support and photocopying
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£6.00	Paynetworx	Virtual terminal fee

	£16.00	Global Payments	Card payment processing fees
	£32.09	Global Payments	Card payment processing fees
	£1420.52	SSE	Gas Community Centre
	£20.63	SSE	Strand Wharf electricity
	£62.77	SSE	Skate Park electricity
	£736.34	SSE	Community Centre electricity
	£992.18	British Telecom	Phones and broadband fees
	£316.80	CF Corporate Finance	Software lease
	£442.80	CF Corporate Finance	Photocopier lease
	£183.66	Biffa Environmental	Waste collection Community Centre
	£100.07	Biffa Environmental	Waste collection Skate Park
	£12.00	British Telecom	Mobile broadband
	£810.00	Southend BC	Business rates Community Centre
	£12.00	Retail Funding Ltd	Card machine fees
	£381.09	HMRC	VAT
	£315.36	DOTS	IT Support and photocopying
	£351.41	Wave	Water Community Centre
	£6.00	Paynetworx	Virtual terminal fee
	£23.29	SSE	Electricity Skate Park
	£691.84	SSE	Electricity Community Centre
	£200.00	FP Mailing	Postage

[Agenda](#)