



Leigh-on-Sea Town Council

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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, 12th November 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 10TH SEPTEMBER 2019
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

POLICY

7. CODE OF CONDUCT ([Appendix 2](#)) page 5 **DECISION ITEM**

Southend Borough Council have recently reviewed the Committee on Standards in Public Life Annual Report 2018/19 and Local Government Ethical Standards Review. As a result of this, some amendments to the Code of Conduct were recommended to full council at the Borough. To date Leigh Town Council has adopted the Borough Code of Conduct and therefore it is **RECOMMENDED** that the same amendments are made to Leigh Town Council's Members' Code of Conduct and **referred to Council for adoption.**

One of the Best Practice Recommendations to come out of the CSPL report was:

Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

Southend Borough Council have adopted this and Leigh Town Council should consider whether to introduce a rule addressing this Best Practice Recommendation. The Executive Director (Legal & Democratic Services) of the Borough Council suggests it will be sensible to give examples of what will be exceptional circumstances and in his guidance stated that it is always going to be difficult if a very senior Council Officer submits a formal complaint under the Code of Conduct against a councillor re conduct towards him/her: it can leave the officer feeling very isolated. If the Chair of the Town Council (or the Town Council as a whole) make the complaint about a councillor's conduct towards the Town Clerk, it should help to address the issue of isolation and demonstrate at least a degree of support for the Town Clerk. However, there will be occasions when the Town Clerk still needs to make the complaint themselves, for example if

he/she is being bullied by the Chair of the Town Council or there is some institutional bullying. Best Practice Recommendation 11 refers to exceptional circumstances, which in the Executive Director's view cover these types of situations.

It is **RECOMMENDED** that the Committee consider whether a rule addressing Best Practice Recommendation 11 be introduced in to the Protocol Member/Officer relations with examples of what would be exceptional circumstances. The Town Clerk has included suggested wording for the Council to consider.

RESOURCES

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

Leigh-on-Sea Town Council News Magazine Issue 10 - Report

Issue 10 of the magazine was the first issue under the newly formed Magazine group. The group met twice leading up to the magazine release. A group proof read was undertaken to allow more time for the editorial process. The Youth Forum members took over the centrefold of the magazine and came up with some interesting articles regarding inspiring youths world-wide. Unfortunately, there was an issue with the printing of the magazine, as the printers accidentally printed the first draft of the magazine and not the final proof. Despite a recall and reprint, regrettably the deadline for delivery was not met. Therefore, the release of the magazine was delayed by 2 weeks being sent out on the 29th October instead of the 15th October. The Town Clerk is negotiating with the printers regarding a reduction in price for this issue.

FINANCIAL

9. REPLACEMENT SERVER ([Appendix 3](#)) page 20 **DECISION ITEM**

10. RECOMMENDATION FROM COMMUNITY & CULTURE COMMITTEE **DECISION ITEM**

At its meeting 8th October, the C&C Committee resolved to set a budget of £9,000 for the upgrading of the Community Centre Fire Alarm system to an L2 system that is now a necessity due to being licenced premises. It was further resolved that the budget be vired from the LCC Community Centre EMR (currently £30k). Both resolutions are recommendations to Council via F&G Committee and it is **RECOMMENDED** that F&G Committee approve the expenditure for recommendation to Council.

11. COMMITTEE AND COUNCIL BUDGETS 2019/20 ([Appendix 4](#)) page 21

12. ANNUAL BUDGETING PROCESS ([Appendix 5](#)) page 24 **DECISION ITEM**

Resolved draft budgets from Committees are submitted for **approval and recommendation to Council**. Additionally, the draft Council budget and medium term financial plan are also submitted for **approval and recommendation to Council**. Until the Tax Base is known then the precept per Band D figure cannot be calculated. However the prediction is that with the budget presented at the meeting, it will be a nominal rise.

13. QUARTERLY FINANCE CHECK

Quarter 2 check has been completed by Cllr D Mulroney.

14. BANK RECONCILIATION CHECK

The second quarter checks have now been completed by Cllr M Bromfield with no issues raised.

15. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 6](#)) page 33 - **DECISION ITEM**

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

16. BANK ACCOUNT BALANCES AS AT 31st October 2019

HSBC Current	£ 31,251.77
HSBC BMM	£ 196,013.22
HSBC Payroll	£ 7,273.31
HSBC Imprest	£ 1,000.00
CCLA (PSDF)	£ 519,794.06

CONFIDENTIAL

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

RECOMMENDED that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO3 (d)

18. GRANT AID AWARDS (Confidential Papers – for Committee members only)

Grant request have been made as follows:

Southend Scout & Guide Gang Show	£191.40	LCC room hire
Beat-It Cancer Rehab	£500.00	LCC room hire
Leigh-on-Sea SEND Families	£181.44	LCC room hire
Leigh-on-Sea Endeavour Trust	£120.96	LCC room hire
The Phab Shop and The Phab Café	£500.00	Taking over Oasis cafe
Seaside Circus	£500.00	Seated circus skills project
Friends of Leigh Library Gardens	£500.00	Tools, equipment and planting
N-Act	£500.00	'Invisible' interactive theatre project
Yantlet Residents Garden Club	£500.00	Plants, raised bed, anti slip patio

The Grant Award budget for 2019/20 is £5,000 in total. Grant application awarded in May totalled £1,915.20. The amount of Grants requested in these applications totals £3,493.80. There is an Earmarked Reserve of £5,471.18. If the Committee approve all the Grants, then they will need to pass a motion to vire the residual balance from the Earmarked Reserve.

Helen Symmons

Helen Symmons
Town Clerk
7th November 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	30-09-19	Review on Staffing Committee Agenda 29-10-19	NFA under this minute	
P&R 05-03-19	77. PSPO	RESOLVED to write to SBC expressing concern		Advised Deputy Chief Exec (Place) will respond direct	Reply awaited. PSPO only just implemented	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
F&G 10-09-19	8. Recommendation from C&C	RESOLVED to amend document and refer back to C&C for approval with recommendation direct to Council	08-10-19	On C&C agenda	NFA	
F&G 10-09-19	9. Business Continuity Strategy	RESOLVED with recommendation to Council	17-09-19	On Council Agenda	NFA	
F&G 10-09-19	10. Business Continuity Action Plan	RESOLVED with recommendation to Council	17-09-19	On Council Agenda	NFA	
F&G 10-09-19	14. Annual Budgeting Process	RESOLVED F&G budget	12-10-19	On November Agenda	Recommend to Council	
F&G 10-09-19	17. Approve Expenditure	RESOLVED with recommendation to Council	17-09-19	On Council Agenda	NFA	

[Agenda](#)

Leigh-on-Sea Town Council



Councillor Code of Conduct

Localism Act 2011

Promoting and Maintaining High Standards of Conduct in Local Government

Principles

SELFLESSNESS: Holders of public office should act solely in terms of the public interest.

INTEGRITY: Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

OBJECTIVITY: Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

OPENNESS: Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

HONESTY: Holders of public office should be truthful.

LEADERSHIP: Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

PART 1 GENERAL PROVISIONS

Introduction and interpretation

As a Member you are a representative of Leigh-on-Sea Town Council (“**the Authority**”) and the public will view you as such. Therefore your actions impact on how the Authority as a whole is viewed and your actions can have both positive and negative impacts on the Authority.

This Code as a whole is consistent with “Nolan Principles” which are set out above and the provisions of S29(1) Localism Act 2011

In this Code:

“**meeting**” means any meeting of:

- (a) the Authority
- (b) any of the Authority's or its committees, sub-committees, joint committees, joint sub-committees or areas committees whether or not the press and public are excluded from the meeting in question by virtue of a resolution of Members
- (c) any briefings by officers and site visits organised by the Authority

“relevant period” means the period of 12 months ending with the day on which you give notification to the Authority's monitoring officer of any disclosable pecuniary interests you had at the time of the notification.

“profit or gain” includes any payments or benefits in kind which are subject to Income Tax

“beneficial interest” means having an economic benefit as a legal owner or holding it on trust for the beneficial owner, having a right to the income from the land or securities or a share in it or the right to the proceeds of sale or share of part of the proceeds of sale

“Member” includes a co-opted member.

“Monitoring Officer” means the Monitoring Officer of Southend Borough Council.

“Bully(ing)” means offensive, intimidating, malicious or insulting behavior, an abuse or misuse of power through means that undermine, humiliate, or injure the person on the receiving end. This is not an exhaustive list.

“Harass(ment)” means an act falling within the definition of harassment in the Protection from Harassment Act 1997 (as amended) and any unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. It may be physical, verbal or non-verbal and is not always face to face. It may occur through written communications, visual images (for example pictures of sexual nature), email and phone calls. This is not an exhaustive list.

1. Who does the Code apply to?

- (1) This Code applies to all Members of the Authority including co-opted members.
- (2) It is your responsibility to comply with the provisions of this Code.

2. What does the Code apply to?

- (1) You must comply with this Code whenever you -
 - (a) conduct the business of the Authority, or
 - (b) you are acting as a representative of the Authority.
- (2) This Code has effect in relation to your conduct in your official capacity.
- (3) Where you act as a representative of the Authority-
 - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with the Authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. General obligations

- (1) You must treat others with respect.
- (2) You must uphold the law
- (3) You must comply with any formal investigation by the Monitoring Officer or his/her nominated representative into complaints alleging a breach of the Code
- (4) You must not-
 - (a) do anything which may cause the Authority to breach any of the equality enactments
 - (b) bully or harass any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be-
 - (i) a complainant;
 - (ii) a witness; or
 - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a Member (including yourself) has failed to comply with the Authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.
 - (e) make trivial or malicious allegations against another Councillor

4. Confidential Information

You must not-

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where-
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is-
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the Authority;
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5. Conferring an advantage or disadvantage

You must-

- (a) not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- (b) when using or authorising the use by others of the resources of the Authority-
 - (i) act in accordance with the Authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes);
- (c) have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

PART 2 MEMBERS INTERESTS

6. Disclosable Pecuniary Interests¹

6.1 You have a Disclosable Pecuniary Interest in any business of the Authority if it is of a description set out in 6.2 below and is either:

- (a) An interest of yours; or
- (b) An interest (of which you are aware) of a spouse, civil partner or a person you are living with as a spouse or civil partner (known as “Relevant Persons”).

6.2 A Disclosable Pecuniary Interest is an interest which relates to or is likely to affect:

- i. Any employment, office, trade, profession or vocation carried on by you or a Relevant Person for profit or gain;
- ii. Any payment or provision of any other financial benefit (other than from the Authority) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
- iii. Any contract for goods, services or works which has not been fully discharged between you or a Relevant Person and the Authority or a body in which you or they have a beneficial interest;
- iv. A beneficial interest in any land in the Authority’s area
- v. a licence of any land in the Authority’s area (alone or jointly with others) that you or a Relevant Person occupy for a month or longer
- vi. any tenancy where to your knowledge (a) the landlord is the Authority and (b) the tenant is a body in which you or a Relevant Person has a beneficial interest
- vii. Any beneficial interest in securities of a body where-
 - 1. that body (to your knowledge) has a place of business or land in the area of the Authority and
 - 2. either:
 - a. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - b. the beneficial interest exceeds one hundredth of the total issued share capital of the share capital of that body, if of more than one class, the total nominal value of the shares of any one class

7. Other Pecuniary Interests

You have an Other Pecuniary Interest in any business of the Authority where it relates to or is likely to affect:

- (i) any person or body who employs or has appointed you;
- (ii) any contract for goods, services or works made between the Authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specific in paragraph 6.2.(vii) which has been fully discharged within the last 12 months;

8. Non-Pecuniary Interests

You have a non-pecuniary interest in any business of the Authority where:

- i. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Authority;
- ii. it relates to or is likely to affect any body
 - 1. exercising functions of a public nature;
 - 2. directed to charitable purposes; or

¹ The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 set out the pecuniary interests specified for the purposes of Chapter 7 of Part 1 Section 30(3) of the Localism Act 2011

3. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);
of which you are a member or in a position of general control or management;
- iii. it relates to or is likely to affect the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; within the last 3 years
- iv. a decision in relation to that business which might reasonably be regarded as affecting your wellbeing or the wellbeing or financial position of a friend, relative or close associate to a greater extent than the majority of:-
 - (a) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (b) (in all other cases) other council tax payers, ratepayers or inhabitants of the Authority's area

Note: Only items (i) – (iii) are registerable non-pecuniary interests.

9. Disclosure of Interests (Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests)

- 9.1 Subject to sub-paragraphs 9.2 to 9.3, where you have a Disclosable Pecuniary Interest, Other Pecuniary Interest or Non-Pecuniary Interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification
- 9.2 Sub-paragraph 9.1 only applies where you are aware or ought reasonably to be aware of the existence of the Interest
- 9.3 Where you have an interest in any business of the Authority which would be disclosable by virtue of paragraph 9.1 but by virtue of paragraph 12 (Sensitive Information) details of the interest are not registered in the Authority's published Register of Members' Interests and the interest is a Disclosable Pecuniary Interest or Other Pecuniary Interest you need not disclose the nature of the interest to the meeting
- 9.4 Where you have a Pecuniary Interest in any business of the Authority which would be Disclosable by virtue of paragraph 9.1 and a function of the Authority may be discharged by you acting alone in relation to that business, you must ensure you notify the Authority's monitoring officer of the existence and nature of that interest within 28 days of becoming aware that you will be dealing with the matter even if more than 28 days before you will actually deal with the business
- 9.5 Where you have an interest in any business of the Authority which would be disclosable by virtue of paragraph 9.1 and you have made an executive decision in relation to that business you must ensure that any written statement of that decision records the existence and nature of that interest. In this paragraph "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000

10. Effect of Interests on participation

10.1 Disclosable Pecuniary Interests

- (a) If you are present at a meeting of the Authority or of any committee, sub-committee, joint committee or joint sub-committee of the Authority and you or a Relevant Person has a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting and you are aware of that Interest:
 - (i) You must not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting
 - (ii) You must withdraw from the room or chamber where the meeting considering the business is being held unless you have received a dispensation from the Standards Committee or the Authority's proper officer
- (b) If you have a Disclosable Pecuniary Interest in any business of the Authority you must not:
 - (i) exercise executive functions in relation to that business; or
 - (ii) seek improperly to influence a decision about that business
- (c) If a function of the Authority may be discharged by a Member acting alone and you have a Disclosable Pecuniary Interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enable the matter to be dealt with otherwise than by yourself)

10.2 Other Pecuniary Interests

If you have an Other Pecuniary Interest in any business of the Authority and you are present at a meeting of the Authority at which such business is to be considered or is being considered you must:

- (i) disclose the existence and nature of the interest in accordance with paragraph 9.1 (but subject to paragraph 9.3); and
- (ii) withdraw from the room or chamber where the meeting considering the business is being held

10.3 Non-Pecuniary Interests

After having declared an interest in accordance with paragraph 9.1 you may then participate and vote unless a member of the public with knowledge of the relevant facts would reasonably regard your interest as so significant that it is likely to prejudice your judgment of the public interest or your interest may give rise to a perception of conflict of interest or bias; in which case you must withdraw.

PART 3 REGISTER OF MEMBERS INTERESTS

11. Registration of Members' Interests

- (a) Subject to paragraph 12, you must, within 28 days of-
- (i) this Code being adopted by or applied to the Authority; or
 - (ii) your election, re-election or appointment or re-appointment to office (where that is later), or co-opted onto the Authority;
- register in the Authority's Register of Members' Interests (maintained by the Monitoring Officer under Section 29(1) of the Localism Act 2011) details of:
- i. Disclosable Pecuniary Interests as referred to in paragraph 6 that you, or a Relevant Person has in so far as you are aware of their interests at that time;
 - ii. Other Pecuniary Interests referred to in paragraph 7 that you have; and
 - iii. Non-pecuniary Interests referred to in paragraph 8 (sub-paragraphs i – iii) that you have.
- (b) You must keep your register of interests up to date by notifying the Monitoring Officer of any changes to your interests referred to in (a) above within 28 days of the change occurring or becoming aware of the change.

12. Sensitive Information

- 12.1 Where you have a Disclosable Pecuniary Interest referred to in paragraph 6 or Other Pecuniary Interest referred to in paragraph 7 and the nature of the interest is such that you and the Authority's monitoring officer consider that disclosure of details of the interest could lead to you or a person connected with you being subject to violence or intimidation if the interest is entered in the Authority's Register then copies of the register available for inspection and any published version of the Register should not include details of the interest but may state that you have an interest details of which are withheld under s32(2) of the Localism Act 2011 and/or this paragraph.
- 12.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 12.1 is no longer sensitive information, notify the Authority's monitoring officer.

12.3 In this Code “sensitive information” means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subject to violence or intimidation².

13. Register of Gifts and Hospitality

13.1 You must within 28 days of receipt, notify the Authority’s monitoring officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the Authority.

13.2 The monitoring officer will place your notification on a public register of gifts and hospitality

13.3 This duty to notify the monitoring officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

2 A ‘sensitive interest’ is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the Monitoring Officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

Document reviewed: July 2017

Date to be reviewed: July 2020



Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons

Revised: July 2018
To be reviewed: July 2022

*Protocol on Member/Officer Relations

1. Background

- 1.1 This protocol is intended to assist Councillors and the Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 1.2 The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each other's roles.
- 1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy.
- 1.4 The Council's Harassment, Abuse, Bullying & Intimidation Policy within the Staff Handbook is an integral part of this Protocol.

2. Roles of Councillors and Employees

- 2.1 The respective roles of Councillors and employees can be summarised as follows:

Councillors and Officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. The Officers' job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the council and relevant committees.

2.2 Councillors

- 2.2.2 Councillors have four main areas of responsibility:
 - To determine Council policy and provide community leadership;
 - To monitor and review Council performance in delivering services;
 - To represent the Council externally; and
 - To act as advocates for their constituents.
- 2.2.3 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.
- 2.2.4 Councillors should not involve themselves in the day to day running of the Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

2.3 Chairmen and Vice-Chairmen of Committees

Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

2.4 Officers

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillor's or political group;
- a working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- training and development opportunities to help them carry out their role effectively;
- not to have personal issues raised with them by Officers outside the council's agreed procedures;
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- that Officers will at all times comply with the relevant Employee Code of Conduct within the Staff Handbook.

3.2 Officers can expect from Councillors:

- a working partnership;
- an understanding of, and support for, respective roles, workloads and pressures;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- that where Councillors are responsible for delivering a task that this should be expedited in a timely manner in order to meet any required deadlines;
- that Councillors will at all times comply with the Council's adopted Code of Conduct.

3.3 Some General Principles:

- Relationships between Councillors and Officers should always be on a professional basis and not influence their professional judgement as this can confuse their separate roles and get in the way of the proper conduct of Council business.
- Special or personal relationships with particular individuals or party political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.
- When Councillors and Officers are together, neither should make disrespectful remarks about Councillors or Officers.

4. Political Groups

- 4.1 The operation of political groups is becoming more of a feature within Parish and Town Councils, but it is worth repeating that it is NALC policy that party politics should have no place in Parish and Town councils. Parish and Town Councillors are there to serve their community as members of the community, and should not be side tracked by party political issues. Party politics within a Parish and Town council can pose particular difficulties in terms of the impartiality of the Clerk and other employees, and the relationship between Councillors and the staff generally.
- 4.2 Party political groups or groups of individual Councillors have no power to require the Clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the Council as a whole and should not take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the Council.
- 4.3 If your council has adopted party political groupings, the Clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Clerk's job to make recommendations to a political group.
- 4.4 If a report is prepared for one political group, the Clerk should advise all other political groups that the report has been prepared, or that advice was given.
- 4.5 Any Clerk needing advice or guidance on matters relating to party groups or how to operate within a political environment, should seek advice from their County Association of NALC, or from the Society of Local Council Clerks.

5. When things go wrong

- 5.1 From time to time the relationship between Councillors and the Clerk or other employees may break down or become strained. It is always preferable to resolve matters informally through conciliation. With regards to issues arising between the Clerk and Councillors, conciliation should initially be sought through the Staffing Committee; for issues arising between other members of staff and Councillors, the Clerk should act as conciliator in the first instance. The Chair of Council should not attempt to deal with grievances or work related performance or line management issues on their own. The Council have delegated this to the Staffing Committee under their Terms of Reference to deal with personnel matters.

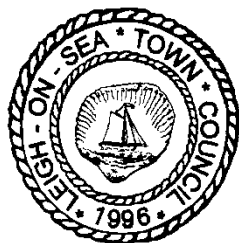
The Council's Monitoring Officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice, for example from the EALC or the Society of Local Council Clerks.

- 5.2 Should informal reconciliation prove unsuccessful in resolving the matter, then formal proceedings are to be followed.
- 5.3 If a formal complaint is raised by a member of staff against a councillor, the matter should be referred to the Staffing Committee who will decide whether the Council's Grievance Procedure can apply informally² or whether, the issue should be referred to the Council's Monitoring Officer as a Code of Conduct matter. Formal standards complaints about the conduct of a parish councillor towards a clerk/member of staff should be made by the Chairman or by Council as a whole, rather than the clerk/member of staff in all but exceptional circumstances. Examples of exceptional circumstances are:
 - When the standards complaint relates to the Chairman of Council;
 - When standards complaint relates to more than one Councillor;
 - When the standards complaint cannot wait until the next full Council meeting

² R(Harvey) v Ledbury Town Council 2018

5.4 If a formal complaint is raised by a Councillor against a member of staff, then the matter will be dealt with in accordance with the Council's Disciplinary Procedure.

*Governance Toolkit for Parish & Town Councils Version 3 2009



Leigh-on-Sea Town Council

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

Server Replacment

Report 2728/HS

In early 2017 the Office experienced major server issues. These were rectified but following a meeting with the I.T. provider at the time, Council were informed that the current server operating system expired in July 2018 and were recommended to budget £10,000 for a replacement in 2018/19 which Council did and this remains in an Earmarked Reserve (EMR).

Earlier this year IT service was provided by a new supplier who undertook an audit of the system and advised that in January 2020 the present system would become unsupported. Parts of the system are weakening which IT support are able to patch at present but any further issues and we will become non-compliant for some services. Compounded to this, all of the office computers are end of life. The most recent system having been purchased early 2017 under guidance of the old IT supplier and now not fit for the data it processes.

In addition to this, in dealing with issues that have arisen in setting up a new Councillor email system for GDPR purposes, it has become evident that the system in place is currently damaged and does not function as it could. This is not good for Council communication and security. A new system would upgrade the Council's whole network and speed everything up, bringing an outdated (in effect 2010) system into 2019. The new email system will provide web access as well as exchange connectivity for remote devices. All users could have access to the Council's own hosted email platform that would run in the exact same way as outlook.com. This would be built on the same software and users would have data continuity across all devices including global address books and groups.

For internal use and the amount of users on the premises using the system, it is the best answer for both security and speed. For all the users, onsite traffic is local and this is also still a standard way to work for many organisations. Once the hardware is paid for the Council will own the system and will not have to pay ongoing hosting fees.

The present server system was purchased in 2014 at a cost of £6,080 + VAT. When purchased there were 4 users attached to the system, which increased to include Councillors on an email system and a further 2 staff in 2015 and in 2017 increased to a total of 8 staff users. By then the Council email system was not working correctly so another email system was introduced in 2019 of which 12 Councillors are able to access the system but 4 are not able to.

Options for replacement now are:

Server replacement only	£5,606 + VAT
PC Replacement only (8 stations)	£3,192.20 + VAT
Complete replacement	£8,270.56 + VAT

Depending on the choice, these options will replace and update the server and email user system, replace all base units and recycle the existing monitors. To save on costs all new hardware will be provided with a 5 year return to base warranty or three year onsite warranty (next business day).

It is **RECOMMENDED** that the complete replacement option be the chosen option. [Agenda](#)

FINANCE & GOVERNANCE 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	£ 421,625.00	£ -	100.00%	Grant Award Fund	£ 5,471.18	£ 5,000.00	£ 2,197.10	£ 2,802.90	20.98%
Council Tax Support Grant	£ 3,910.00	£ 3,910.00	£ -	100.00%	Furniture & Equipment	£ 3,500.00	£ 2,500.00	£ 1,882.00	£ 618.00	31.37%
Bank Interest	£ 800.00	£ 1,852.62	-£ 1,052.62	231.58%	Elections	£ 19,344.77	£ 8,000.00	£ -	£ 8,000.00	0.00%
Other Income	£ 1,300.00	£ 1,040.75	£ 259.25	80.06%	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	£ 2,338.32	£ 2,161.68	9.35%
					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	£ 1,020.84	£ 179.16	85.07%
					Localism Act		£ 150.00	£ 71.55	£ 78.45	47.70%
TOTAL INCOME	£ 427,635.00	£ 428,428.37	-£ 793.37	100.19%	TOTAL EXPENDITURE		£ 39,350.00	£ 7,960.14	£ 31,389.86	20.23%
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	£ 424.50	£ 1,075.50	28.30%
Insurance	£ 6,700.00	£ 3,447.91	£ 3,252.09	51.46%
Library	£ 300.00	£ 47.50	£ 252.50	15.83%
Communication	£ 1,300.00	£ 1,249.46	£ 50.54	96.11%
Photocopying	£ 3,250.00	£ 1,205.45	£ 2,044.55	37.09%
Subscriptions	£ 2,200.00	£ 1,949.80	£ 250.20	88.63%
Postage	£ 1,300.00	£ 640.00	£ 660.00	49.23%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 250.00	£ 35.00	£ 215.00	14.00%
Bank Charges	£ 1,300.00	£ 455.88	£ 844.12	35.07%
Miscellaneous	£ 250.00	£ 100.00	£ 150.00	40.00%
Professional Advice	£ 1,000.00	£ -	£ 1,000.00	0.00%
Audit	£ 3,000.00	£ 1,730.00	£ 1,270.00	57.67%
IT	£ 6,000.00	£ 3,187.68	£ 2,812.32	53.13%
Training EMR £2000				
Training - Staff	£ 2,000.00	£ 910.00	£ 1,090.00	45.50%
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	£ 1,092.03	-£ 192.03	121.34%
	£ 35,000.00	£ 16,539.81	£ 18,460.19	47.26%
	£ 65,750.00	£ 23,289.81	£ 42,460.19	35.42%

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	£ 421,625.00	£ -	100.00%	Policy & Council Resources	£ 39,350.00	£ 7,960.14	£ 31,389.86	20.23%
Grants	£ 3,910.00	£ 3,910.00	£ -	100.00%	Office & Council Administration	£ 65,750.00	£ 30,039.81	£ 35,710.19	45.69%
Interest	£ 800.00	£ 1,852.62	-£ 1,052.62	231.58%	General Capital Expenditure	£ -		£ -	
CIL Income		£ 11,079.98			CIL Expenditure	£ 21,000.00		£ 21,000.00	0.00%
Other Committee Income	£ 1,300.00	£ 1,040.75	£ 259.25	80.06%		£ 126,100.00		£ 88,100.05	0.00%
	£427,635.00	£ 439,508.35	-£ 793.37	102.78%					
					Staffing Committee				
					Council Staffing	£ 105,308.00	£ 58,335.76	£ 46,972.24	55.40%
Community & Culture Committee					Community & Culture Committee				
Leigh Community Centre	£131,500.00	£ 70,027.29	£ 61,472.71	53.25%	Leigh Community Centre	£ 53,850.00	£ 16,248.29	£ 37,601.71	30.17%
LTC Use of LCC	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	Community Centre Staffing	£ 128,464.00	£ 66,220.71	£ 62,243.29	51.55%
Allotments	£ 14,540.00	£ 4,172.80	£ 10,367.20	28.70%	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	£ 6,028.52	£ 10,121.48	37.33%	Health & Wellbeing Programme	£ 43,357.00	£ 8,868.53	£ 34,488.47	20.45%
Environment Facilities & Services	£ -	£ 624.99	-£ 624.99		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	£ 94,538.93	£ 94,701.07	49.96%	Friends of LCC		£ 355.89		
						£ 310,065.00	£121,732.80	£188,332.20	39.26%
Planning, Highways & Licensing					Planning, Highways & Licensing	£ 12,145.00	7190.94	£ 4,954.06	59.21%
Total Income	£616,875.00	£ 534,047.28	£ 93,907.70	86.57%					
	YR end 18/19		YR end 19/20		Resolved Capital Projects				
Capital Reserves	£185,139.16				LCC Refurbishment	£ 70,000.00	£ 6,517.15	£ 63,482.85	9.31%
Earmarked Reserves	£177,901.67				LCC Remodel	£ 25,000.00	£ 11,105.90	£ 13,894.10	44.42%
CIL Reserve	£ 26,311.50		£ 16,391.48		Skate Park Improvements	£ 30,000.00		£ 30,000.00	0.00%
3rd Party monies	£ 12,068.73					£ 125,000.00		£107,376.95	0.00%
					Total Expenditure	£ 678,618.00	£187,259.50	£435,735.50	
					Current General Reserves		£436,814.12		
					Est. General Reserve @ yr end		£ 95,000.00		

Leigh-on-Sea Town Council

Budget 2020/21

For Recommendation to
Council via F&G Committee

Leigh Town Council 2020/21 Budget Document											
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Finance & Governance						Finance & Governance					
Interest	£ 1,090.11	£ 3,309.24	£ 800.00	£ 1,750.00	£ 800.00	Policy & Council Resources	£ 25,885.59	£ 27,565.51	£ 39,350.00	£ 38,850.00	£ 35,450.00
Other Income	£ 1,555.99	£ 2,248.44	£ 1,300.00	£ 1,300.00	£ 1,300.00	Office & Council Administration	£ 61,132.74	£ 58,127.68	£ 65,750.00	£ 58,782.91	£ 57,650.00
	£ 2,646.10	£ 5,557.68	£ 2,100.00	£ 3,050.00	£ 2,100.00	Strategic Objectives Fund			£ -	£ -	£ 25,000.00
							£ 87,018.33	£ 85,693.19	£ 105,100.00	£ 97,632.91	£ 118,100.00
						Staffing Committee					
						Council Staffing	£ 98,403.62	£ 99,213.50	£ 105,308.00	£ 105,319.00	£ 111,900.00
Community Facilities						Community & Culture					
Leigh Community Centre	£ 124,333.29	£ 127,862.81	£ 131,000.00	£ 130,000.00	£ 132,000.00	Leigh Community Centre	£ 47,263.00	£ 38,458.22	£ 53,850.00	£ 46,125.00	£ 56,700.00
LTC Use of LCC	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 20,000.00	Community Centre Staffing	£ 138,926.26	£ 136,626.66	£ 128,464.00	£ 120,000.00	£ 134,500.00
Allotments Income	£ 12,803.84	£ 13,538.10	£ 14,540.00	£ 15,610.00	£ 19,000.00	Allotments	£ 21,216.65	£ 25,072.75	£ 26,737.00	£ 26,870.00	£ 31,850.00
Community Facilities	£ 340.00	£ 40.00	£ 50.00	£ 21.00	£ -	Community Facilities	£ 7,598.29	£ 7,282.59	£ 11,331.00	£ 11,192.00	£ 14,200.00
Health & Wellbeing Programme	£ 14,071.60	£ 16,839.87	£ 13,150.00	£ 13,000.00	£ 13,000.00	Health & Wellbeing	£ 30,644.73	£ 36,711.05	£ 42,857.00	£ 42,021.00	£ 45,600.00
Environment Facilities & Services	£ -	£ -	£ -	£ 1,500.00	£ 2,000.00	Community Services Funding	£ 5,151.75	£ 5,393.34	£ 5,400.00	£ 5,240.00	£ 5,500.00
						Community Partnership Progs.	£ -	£ 676.00	£ 4,000.00	£ 2,800.00	£ 5,000.00
						Environment Facilities & Services	£ 24,209.73	£ 27,783.54	£ 24,050.00	£ 27,242.00	£ 21,050.00
						Committee Staffing	£ 14,917.27	£ 10,079.97	£ 13,376.00	£ 9,103.00	£ 11,500.00
	£ 178,548.73	£ 185,280.78	£ 185,740.00	£ 187,131.00	£ 186,000.00		£ 289,927.68	£ 288,084.12	£ 310,065.00	£ 290,593.00	£ 325,900.00
						Planning & Licensing					
Planning & Licensing						Staffing	£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
							£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
		£ -		£ -	£ -	Resolved Capital Projects					
						LCC Refurbishment	£ -	£ 164,845.47	£ 70,000.00	£ 70,000.00	£ 25,000.00
Total Income	£ 181,194.83	£ 190,838.46	£ 187,840.00	£ 190,181.00	£ 188,100.00	LCC Remodel	£ -	£ -	£ 25,000.00	£ 25,000.00	£ 25,000.00
Capital Reserves 31/03/19	£ 30,000.00			£ -				£ 164,845.47	£ 95,000.00	£ 95,000.00	£ 50,000.00
Earmarked Reserves 31/03/19	£ 216,281.90			£ 200,000.00			£ 489,626.38	£ 648,289.98	£ 627,618.00	£ 600,818.91	£ 615,100.00
General Reserves 31/03/19	£ 90,026.34			£ 90,000.00		Total Expenditure					
LCC Project EMR	£ 155,139.16			£ 140,000.00		Budget Net Totals per Committee	F & G				£ 118,100.00
							C&C				£ 325,900.00
							Staffing				£ 111,900.00
							Planning, Highways & Licensing				£ 9,200.00
							LCC Repair/Remodel				£ 50,000.00

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Leigh Town Council 2020/21 Medium Term Financial Plan									
INCOME	2020/21	2021/22	2022/23	2023/24	EXPENDITURE	2020/21	2021/22	2022/23	2023/24
Policy & Resources					Policy & Resources				
Interest	£ 800.00	£ 700.00	£ 600.00	£ 500.00	P & R Expenditure	£ 35,450.00	£ 37,000.00	£ 40,000.00	£ 48,000.00
Other Income	£ 1,300.00	£ 1,300.00	£ 1,300.00	£ 1,300.00	Office & Admin	£ 57,650.00	£ 60,000.00	£ 63,500.00	£ 67,000.00
					Strategic Objectives Fund	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ 15,000.00
	£ 2,100.00	£ 2,000.00	£ 1,900.00	£ 1,800.00		£ 118,100.00	£ 122,000.00	£ 128,500.00	£ 130,000.00
					Staffing Committee				
					Council Staffing	£ 111,900.00	£ 113,500.00	£ 117,000.00	£ 120,500.00
Community Facilities					Community Facilities				
LCC Hire Income	£ 132,000.00	£138,000.00	£ 143,000.00	£150,000.00	Leigh Community Centre	£ 56,700.00	£ 60,000.00	£ 62,500.00	£ 66,000.00
LTC Use of LCC	£ 20,000.00	£ 20,000.00	£ 20,000.00	£ 20,000.00	Community Centre Staffing	£ 134,500.00	£ 138,500.00	£ 142,500.00	£ 147,000.00
Allotments Income	£ 19,000.00	£ 20,000.00	£ 20,500.00	£ 21,000.00	Allotments	£ 31,850.00	£ 27,000.00	£ 28,000.00	£ 34,500.00
Community Facilities		£ 75.00	£ 100.00	£ 125.00	Community Facilities	£ 14,200.00	£ 15,000.00	£ 15,000.00	£ 16,000.00
Health & Wellbeing Programmes	£ 13,000.00	£ 14,000.00	£ 15,000.00	£ 16,000.00	Health & Wellbeing	£ 45,600.00	£ 48,000.00	£ 50,000.00	£ 52,500.00
Environment Facilities & Services	£ 2,000.00	£ 2,200.00	£ 2,500.00	£ 2,700.00	Community Services Funding	£ 5,500.00	£ 8,000.00	£ 8,000.00	£ 8,500.00
					Community Partnership Progs.	£ 5,000.00	£ 5,250.00	£ 5,500.00	£ 5,750.00
					Environment Facilities & Services	£ 21,050.00	£ 22,000.00	£ 23,000.00	£ 24,500.00
					Committee Staffing	£ 11,500.00	£ 13,000.00	£ 13,000.00	£ 13,250.00
	£ 186,000.00	£194,275.00	£ 201,100.00	£209,825.00		£ 325,900.00	£ 336,750.00	£ 347,500.00	£ 368,000.00
Planning & Licensing					Planning & Licensing				
					Staffing	£ 9,200.00	£ 9,500.00	£ 9,700.00	£ 10,000.00
						£ 9,200.00	£ 9,500.00	£ 9,700.00	£ 10,000.00
					Resolved Capital Projects				
					LCC Refurbishment/Dilapidations	£ 25,000.00	£ 50,000.00	£ 50,000.00	£ 40,000.00
					LCC Remodel	£ 25,000.00			
						£ 50,000.00	£ 50,000.00	£ 50,000.00	£ 40,000.00
Total Income	£ 188,100.00	£196,275.00	£ 203,000.00	£211,625.00	Total Expenditure	£ 615,100.00	£ 631,750.00	£ 652,700.00	£ 668,500.00

Leigh Town Council 2020/21 Budget Document						Committee - Community & Culture					
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Leigh Community Centre						Leigh Community Centre					
Room Hire	£ 124,333.29	£ 127,862.81	£ 131,000.00	£ 130,000.00	£ 132,000.00	Insurance	£ 2,827.00	£ 2,570.17	£ 2,800.00	£ 2,650.00	£ 3,000.00
LTC Building Contribution	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 20,000.00	Business Rates	£ 7,689.00	£ 7,920.00	£ 8,300.00	£ 8,100.00	£ 8,500.00
Other Income	£ 618.95	£ 1,055.32	£ 500.00	£ -	£ -	Gas	£ 3,859.00	£ 3,416.14	£ 5,000.00	£ 4,000.00	£ 5,500.00
	£ 151,952.24	£ 155,918.13	£ 158,500.00	£ 157,000.00	£ 152,000.00	Electricity	£ 7,129.00	£ 6,180.31	£ 7,000.00	£ 6,300.00	£ 7,000.00
Community Facilities						Water	£ 1,605.00	£ 1,670.42	£ 1,750.00	£ 1,750.00	£ 2,000.00
SW Memorial Plaques		£ -	£ -	£ -	£ -	Catering	£ -	£ 896.89	£ 500.00	£ 150.00	£ 500.00
Loaned Equipment	£ 40.00	£ 40.00	£ 50.00	£ 21.00	£ -	Communications	£ 1,750.00	£ 1,583.21	£ 1,700.00	£ 1,700.00	£ 1,800.00
Red Phone Box	£ 300.00		£ -		£ -	Cleaning & Waste / H&S	£ 6,460.00	£ 5,341.32	£ 6,800.00	£ 4,500.00	£ 7,000.00
	£ 340.00	£ 40.00	£ 50.00	£ 21.00	£ -	Advertising	£ -	£ -	£ 1,000.00	£ 500.00	£ 1,000.00
Environment Fac & Services						Security & Alarms	£ 1,007.00	£ 1,113.39	£ 750.00	£ 1,200.00	£ 1,500.00
Christmas Lighting Sponsorship				£ 750.00	£ 1,000.00	Miscellaneous	£ 382.00	£ 148.05	£ 750.00	£ 250.00	£ 750.00
Hanging Basket Sponsorship				£ 750.00	£ 1,000.00	Licences	£ 1,649.00	£ 2,219.42	£ 2,000.00	£ 2,000.00	£ 2,400.00
	£ -	£ -	£ -	£ 1,500.00	£ 2,000.00	IT & Website	£ 545.00	£ 889.20	£ 1,000.00	£ 750.00	£ 1,500.00
						Janitorial Costs (Uniforms Etc)	£ 483.00	£ 78.00	£ 500.00	£ 300.00	£ 500.00
						Contingencies	£ -	£ -	£ 2,000.00	£ 500.00	£ 2,000.00
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	Postage	£ -	£ -		£ 500.00	£ 500.00
Community Facilities						Professional Fees	£ 5,735.00	£ 247.67	£ 1,000.00	£ 275.00	£ 500.00
Strand Wharf						Card Processing charges	£ 826.00	£ 689.01	£ 1,000.00	£ 700.00	£ 750.00
Maintenance	£ 779.35	£ 91.86	£ 500.00	£ 250.00	£ 500.00	Internal Maintenance	£ 5,058.00	£ 3,495.02	£ 5,000.00	£ 5,000.00	£ 5,000.00
Electricity	£ 192.08	£ 214.69	£ 230.00	£ 230.00	£ 250.00	External Maintenance	£ 259.00	£ -	£ 5,000.00	£ 5,000.00	£ 5,000.00
Planters	£ 593.05	£ 44.20	£ -	£ -	£ 100.00		£ 47,263.00	£ 38,458.22	£ 53,850.00	£ 46,125.00	£ 56,700.00
	£ 1,564.48	£ 350.75	£ 730.00	£ 480.00	£ 850.00						
Events Equipment	£ 89.12	£ 172.84	£ 500.00	£ 500.00	£ 500.00	Community Centre Staffing	£ 138,926.26	£ 136,626.66	£ 128,464.00	£ 120,000.00	£ 134,500.00
Red Phone Box	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00						
	£ 389.12	£ 472.84	£ 800.00	£ 800.00	£ 800.00						
Skate Park						Repair Programme		£ 164,845.47	£ 70,000.00	£ 70,000.00	£ 25,000.00
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	Remodel			£ 25,000.00	£ 25,000.00	£ 25,000.00
Cleaning	£ 830.02	£ 767.90	£ 1,100.00	£ 900.00	£ 1,000.00						
Electricity	£ 174.53	£ 188.33	£ 250.00	£ 250.00	£ 250.00	EMR as at 31/03/19					
Miscellaneous	£ 143.15	£ 100.00	£ 300.00	£ 150.00	£ 250.00	Strand Wharf Memorial Planters	£ 3,041.67				
Grass Cutting	£ 450.00	£ 450.00	£ 500.00	£ 450.00	£ 500.00	Skate Park	£ 5,902.25				
Maintenance	£ 200.00	£ -	£ 1,000.00	£ 500.00	£ 2,500.00	CFC Other	£ 1,831.03				
Staffing Costs	£ 3,796.99	£ 4,902.77	£ 6,601.00	£ 7,612.00	£ 8,000.00	Community Centre - general	£ 30,594.88				
	£ 5,644.69	£ 6,459.00	£ 9,801.00	£ 9,912.00	£ 12,550.00	Paddling Pool	£ 2,659.70				
Totals	£ 7,598.29	£ 7,282.59	£ 11,331.00	£ 11,192.00	£ 14,200.00						

Leigh Town Council 2020/21 Budget Document					
Committee - Community & Culture continued					
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Allotments					
Manchester Drive Rent	£ 7,369.94	£ 7,665.00	£ 8,000.00	£ 8,000.00	£ 8,300.00
Leigh Site Rent	£ 3,289.50	£ 3,314.60	£ 3,500.00	£ 3,500.00	£ 3,600.00
Marshall Close Rent	£ 449.40	£ 484.50	£ 500.00	£ 500.00	£ 500.00
Non Resident Allotment levy					£ 3,000.00
Manchester Drive Water	£ 1,183.00	£ 1,427.00	£ 1,750.00	£ 2,300.00	£ 2,300.00
Leigh Water	£ 452.50	£ 563.50	£ 700.00	£ 1,200.00	£ 1,200.00
Marshall Close Water	£ 59.50	£ 83.50	£ 90.00	£ 110.00	£ 100.00
	£ 12,803.84	£ 13,538.10	£ 14,540.00	£ 15,610.00	£ 19,000.00
Health & Wellbeing					
Leigh Lights					
Traders donations	£ 2,250.00	£ 1,531.69	£ 2,000.00	£ 1,500.00	£ 1,500.00
Other income	£ 790.00	£ 671.64	£ 750.00	£ 1,500.00	£ 1,000.00
	£ 3,040.00	£ 2,203.33	£ 2,750.00	£ 3,000.00	£ 2,500.00
Community Transport					
Social Club					£ 500.00
Trip Sales	£ 1,267.00	£ 1,982.29	£ 2,500.00	£ 1,500.00	£ 2,500.00
	£ 1,267.00	£ 1,982.29	£ 2,500.00	£ 1,500.00	£ 3,000.00
Farmers' Market Fees					
Pitch income	£ 3,364.00	£ 2,747.00	£ 3,500.00	£ 2,500.00	£ 2,500.00
	£ 3,364.00	£ 2,747.00	£ 3,500.00	£ 2,500.00	£ 2,500.00
General Events					
Events at LCC	£ 6,400.60	£ 7,733.39	£ 3,500.00	£ 6,000.00	£ 5,000.00
Town Events	£ -	£ 2,173.86	£ 900.00	£ -	£ -
	£ 6,400.60	£ 9,907.25	£ 4,400.00	£ 6,000.00	£ 5,000.00
H&W TOTAL	£ 14,071.60	£ 16,839.87	£ 13,150.00	£ 13,000.00	£ 13,000.00
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Allotments					
Maintenance Costs	£ 2,858.21	£ 922.48	£ 2,500.00	£ 500.00	£ 2,500.00
Waste Clearance/Tree Work	£ 135.50	£ 5,853.00	£ 1,000.00	£ 1,600.00	£ 5,000.00
ASA Leigh Site	£ 1,600.00	£ 883.64	£ 1,600.00	£ 1,600.00	£ 1,600.00
ASA Manchester Drive	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00
ASA Marshall Close	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Capital Expenditure	£ 1,590.00	£ 1,243.45	£ 1,000.00	£ 500.00	£ 1,000.00
Affiliations	£ 55.00	£ 55.00	£ 65.00	£ 65.00	£ 100.00
Water Rates	£ 2,635.13	£ 2,903.11	£ 3,000.00	£ 3,500.00	£ 3,500.00
MDAS commission	£ 828.62	£ 943.80	£ 875.00	£ 875.00	£ 900.00
Staff Costs	£ 8,014.19	£ 8,768.27	£ 13,197.00	£ 14,730.00	£ 13,750.00
	£ 21,216.65	£ 25,072.75	£ 26,737.00	£ 26,870.00	£ 31,850.00
EMR as at 31-03-19					
Community Specials	£ 5,000.00				
Allotments General	£ 3,620.19				
Allotments Infrastructure	£ 1,160.28				
E&L General Services	£ 5,900.00				
E&L General Events	£ 6,086.30				
Leigh Lights	£ 10,159.90				
Community Transport	£ 800.00				

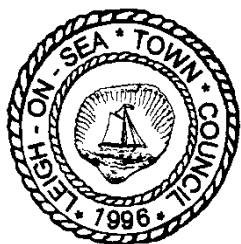
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Health & Wellbeing					
Leigh Lights					
Security	£ 6,174.88	£ 6,241.86	£ 6,400.00	£ 6,400.00	£ 6,750.00
Entertainment/Outside Assistance	£ 425.00	£ 1,648.20	£ 2,500.00	£ 2,500.00	£ 2,500.00
Road Closures & Licences	£ 5,242.40	£ 5,631.32	£ 5,500.00	£ 5,650.00	£ 6,000.00
First Aid, Cleansing & promotion	£ 1,341.70	£ 902.39	£ 1,250.00	£ 1,250.00	£ 1,500.00
Sub-total	£ 13,183.98	£ 14,423.77	£ 15,650.00	£ 15,800.00	£ 16,750.00
Community Transport					
Ticket Purchases	£ 588.65	£ 1,225.91	£ 1,500.00	£ 1,500.00	£ 1,500.00
Social Club					£ 700.00
Travel Costs	£ 386.14	£ 466.50	£ 750.00	£ 1,000.00	£ 750.00
Driver Costs	£ 361.00	£ -	£ 300.00	£ -	£ 100.00
Refreshments	£ 535.54	£ 505.51	£ 700.00	£ 500.00	£ 700.00
CTA Membership	£ 254.17	£ -	£ 280.00	£ -	£ -
Miscellaneous	£ 20.99	£ 71.60	£ 100.00	£ 100.00	£ 100.00
Staff Costs	£ 3,471.94	£ 3,092.37	£ 5,434.00	£ 5,474.00	£ 4,750.00
Sub-total	£ 5,618.43	£ 5,361.89	£ 9,064.00	£ 7,074.00	£ 6,400.00
Farmers Market					
Hall Hire	£ 700.00	£ 748.00	£ 900.00	£ 900.00	£ 900.00
Leaflets/Publicity	£ 200.00	£ -	£ 500.00	£ 50.00	£ 250.00
Banners	£ 191.00	£ -	£ 200.00	£ 200.00	£ 200.00
Miscellaneous	£ 36.46	£ 36.07	£ 100.00	£ 100.00	£ 100.00
Staff Costs	£ 1,053.37	£ 3,269.05	£ 6,443.00	£ 6,397.00	£ 7,500.00
Sub-total	£ 2,180.83	£ 4,053.12	£ 8,143.00	£ 7,647.00	£ 8,950.00
General Events					
Events at LCC	£ 4,898.80	£ 8,032.55	£ 5,000.00	£ 7,500.00	£ 7,500.00
Town Events	£ 4,762.69	£ 4,839.72	£ 5,000.00	£ 4,000.00	£ 6,000.00
Sub-total	£ 9,661.49	£ 12,872.27	£ 10,000.00	£ 11,500.00	£ 13,500.00
H&W TOTAL	£ 30,644.73	£ 36,711.05	£ 42,857.00	£ 42,021.00	£ 45,600.00

EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Environment Facilities & Services					
Hanging Baskets	£ 5,650.20	£ 5,649.90	£ 5,750.00	£ 5,716.00	£ 6,000.00
Good for Leigh		£ 429.39	£ 500.00	£ 500.00	£ 500.00
Christmas Lighting					
Column Testing 1/3	£ -	£ 1,750.00	£ 1,750.00	£ 3,800.00	£ 2,000.00
Installation Removal & Storage	£ 9,150.00	£ 9,550.00	£ 9,600.00	£ 9,600.00	£ 9,600.00
Electricity	£ 397.53	£ -	£ 450.00	£ 450.00	£ 450.00
Repairs & Renewals	£ -	£ -	£ 1,000.00	£ 500.00	£ 2,500.00
Capital Renewals	£ 9,012.00	£ 10,404.25	£ 5,000.00	£ 6,676.00	£ -
	£ 24,209.73	£ 27,783.54	£ 24,050.00	£ 27,242.00	£ 21,050.00
Community Partnership Programmes					
Community Specials	£ -	£ -	£ 2,500.00	£ -	£ -
Youth Group	£ -	£ 676.00	£ 1,500.00	£ 2,800.00	£ 5,000.00
	£ -	£ 676.00	£ 4,000.00	£ 2,800.00	£ 5,000.00
Community Services Funding					
First Aid Post	£ 860.00	£ 996.67	£ 1,000.00	£ 840.00	£ 1,000.00
School Crossing Patrol	£ 4,291.75	£ 4,396.67	£ 4,400.00	£ 4,400.00	£ 4,500.00
	£ 5,151.75	£ 5,393.34	£ 5,400.00	£ 5,240.00	£ 5,500.00
E&L Staffing Costs	£ 14,917.27	£ 10,079.97	£ 13,376.00	£ 9,103.00	£ 11,500.00

Leigh Town Council 2020/21 Budget Document					
Committee - Finance & Governance					
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Policy & Resources					
Interest	£ 1,090.11	£ 3,309.24	£ 800.00	£ 1,750.00	£ 800.00
Other Income	£ 1,555.99	£ 2,248.44	£ 1,300.00	£ 1,300.00	£ 1,300.00
	£ 2,646.10	£ 5,557.68	£ 2,100.00	£ 3,050.00	£ 2,100.00
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Policy & Resources					
Grant Award Fund	£ 4,412.80	£ 3,198.37	£ 5,000.00	£ 5,000.00	£ 5,000.00
Furniture & Equipment	£ 351.74	£ 2,144.16	£ 2,500.00	£ 2,500.00	£ 2,500.00
Elections	£ 2,920.82	£ 2,405.80	£ 8,000.00	£ 8,000.00	£ 3,000.00
Legal Costs	£ 25.00	£ 1,805.00	£ 2,500.00	£ 2,500.00	£ 2,500.00
Annual Town Meeting	£ 464.38	£ 441.64	£ 750.00	£ 750.00	£ 750.00
Community Engagement	£ 10,242.96	£ 11,564.10	£ 11,000.00	£ 11,000.00	£ 12,000.00
Volunteer Programme	£ 4,714.24	£ 4,293.67	£ 4,500.00	£ 4,000.00	£ 4,500.00
LTC Website	£ 210.00	£ 270.00	£ 500.00	£ 500.00	£ 1,000.00
Civic	£ 129.77	£ 221.00	£ 250.00	£ 250.00	£ 250.00
Renewals Fund	£ 1,173.94	£ -	£ 3,000.00	£ 3,000.00	£ 2,500.00
Localism Act	£ 150.00	£ 7.49	£ 150.00	£ 150.00	£ 150.00
Other Expenditure	£ 1,089.94	£ 1,213.98	£ 1,200.00	£ 1,200.00	£ 1,300.00
	£ 25,885.59	£ 27,565.21	£ 39,350.00	£ 38,850.00	£ 35,450.00
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
LCC Premises Use Grant	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 20,000.00
<i>Administration</i>					
Stationery	£ 832.85	£ 922.98	£ 1,500.00	£ 1,000.00	£ 1,250.00
Insurance	£ 6,453.16	£ 6,563.85	£ 6,700.00	£ 3,447.91	£ 3,650.00
Library	£ 69.94	£ 129.95	£ 300.00	£ 150.00	£ 200.00
Communication	£ 1,852.90	£ 1,841.73	£ 1,300.00	£ 1,500.00	£ 1,750.00
Photocopying	£ 2,885.47	£ 2,214.15	£ 3,250.00	£ 2,200.00	£ 2,500.00
Subscriptions	£ 1,843.16	£ 2,106.45	£ 2,200.00	£ 2,200.00	£ 2,300.00
Postage	£ 1,436.76	£ 1,501.15	£ 1,300.00	£ 1,200.00	£ 1,300.00
Entertaining	£ 120.00	£ -	£ 250.00	£ 250.00	£ 250.00
Licences	£ 35.00	£ 35.00	£ 250.00	£ 35.00	£ 100.00
Bank Charges	£ 1,168.00	£ 896.67	£ 1,300.00	£ 1,300.00	£ 1,400.00
Miscellaneous	£ 89.57	£ 283.56	£ 250.00	£ 250.00	£ 300.00
Professional Advice	£ 3,603.00	£ 330.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Audit	£ 2,560.00	£ 2,580.00	£ 3,000.00	£ 2,750.00	£ 3,000.00
IT	£ 4,038.87	£ 4,166.84	£ 6,000.00	£ 6,000.00	£ 6,500.00
<i>Training & Expenses</i>					
Training - Staff	£ 1,202.40	£ 1,930.00	£ 2,000.00	£ 2,000.00	£ 2,500.00
Expenses/Travel Costs - Cllrs	£ 339.77	£ 33.95	£ 1,000.00	£ 500.00	£ 750.00
Training - Cllrs	£ 1,362.52	£ 1,000.00	£ 2,500.00	£ 2,250.00	£ 2,500.00
Mileage & Expenses - Staff	£ 739.37	£ 1,091.40	£ 900.00		£ 1,250.00
	£ 61,132.74	£ 58,127.68	£ 65,750.00	£ 58,782.91	£ 57,650.00
EMR as at 31-03-19					
Elections	£ 19,344.77				
Renewals Fund	£ 21,086.02				
Grant Aid Awards	£ 5,471.18				
Volunteer Programme	£ 20,504.40	£2,500 vired to Youth Group			
Office Admin	£ 4,750.00				
Training	£ 2,000.00				
Legal Costs	£ 4,971.00				
IT	£ 10,000.00				

Leigh Town Council 2020/21 Budget Document					
Committee - Planning, Highways & Licensing					
EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Planning					
Other Expenditure			£ -		
	£ -	£ -	£ -	£ -	£ -
Salaries					
Other staffing (proportionate)	£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
	£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00

LTC Staffing 2020/21				
Allocations			Budget 2019/20	Projected
Council Staffing	£108,200.00		£ 105,308.00	£ 103,645.00
LCC	£134,500.00		£ 128,464.00	£ 116,656.00
Skatepark	£8,000.00		£ 6,601.00	£ 7,612.00
Allotments	£13,750.00		£ 13,197.00	£ 14,962.00
Com Transp	£4,750.00		£ 5,434.00	£ 5,474.00
Farmers Market	£7,500.00		£ 6,443.00	£ 6,687.00
E&L	£11,500.00		£ 13,376.00	£ 9,103.00
Planning	£9,200.00		£ 12,145.00	£ 10,379.00
Volunteer	£2,500.00		£ 3,888.00	£ 2,471.00
	£299,900.00		£ 294,856.00	£ 276,989.00
Gradings 2020/21 predic	Gross Wage		Full Time	Part Time
Apprentice				1
SCP1	£17,364.00			1
SCP4	£18,426.00			1
SCP5	£18,795.00		1	1
SCP6	£19,171.00			1
SCP11	£21,166.00			1
SCP12	£21,589.00			1
SCP13	£22,021.00		1	
SCP14	£22,462.00		1	
SCP22	£26,317.00		1	1
SCP40	£42,683.00		1	
Total on costs	£63,098.35		58019 (19/20)	



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

Payments List 31st August 2019 – 31Oct 2019 Report 2729/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102890	£52.80	Essex Supplies (UK) Ltd	Cleaning materials
102891	£85.40	Viking	Stationery
102892	£95.00	Entertainer	Children's events
102893	£113.50	Staff member	Reimburse expenses
102894	£75.00	Entertainer	Children's events
102895	£120.00	The Play Inspection Company	Skate Park inspection
102896	£102.00	SLCC Enterprises Ltd	Staff training
102897	£72.00	Eclipse Scarves Ltd	Flag
102898	£217.47	Essex Supplies (UK) Ltd	Cleaning materials
102899	£1560.00	PKF Littlejohn LLP	External audit fee
102900	£59.00	Staff member	Reimburse expenses
102901	£1911.24	Edge IT Systems Ltd	Facilities & Finance systems annual contract
102902	£330.00	Crucis Designs Ltd	Structural inspection fire escape
102903	£1172.64	St John Ambulance	First Aid cover
102904	£37.16	Viking	Stationery
102905	£1465.78	PPL PRS Ltd	PPL & PRS licenses
102906	£93.38	Steve's Self Drive	Van hire events
102907	£140.00	Cash	Top up petty cash
102908	£420.00	Crucis Designs	Structural design LCC refurb
102909	£156.00	Vine HR Ltd	HR advice
102910	£350.00	Veolia Environmental Services (UK) Plc	Garden waste sacks
102911	£60.00	Entertainer	Community Transport entertainment
102912	£73.50	Fulton Paper	Paper
102913	£0.00	Cancelled cheque	Cancelled cheque

102914	£98.40	Edge IT Systems Ltd	Email setup for Facilities
102915	£190.00	Entertainer	Children's events
102916	£120.00	Entertainer	Children's events
102917	£21.60	Essex County Council	DBS check
102918	£360.00	BT Payphones	Red telephone box sponsorship
102919	£30.00	Plot-holder	Return of plot deposit
102920	£69.00	The Mayflower Leigh-on-Sea	Community Transport meal
102921	£60.00	Bricks 4 Kidz	Entertainment at Leigh Lights
102922	£339.66	James Todd & Co Ltd	Payroll processing
102923	£175.00	ACAS	Staff training
102924	£173.40	Staff member	Reimburse expenses
102925	£25.00	Plotholder	Refund deposit
102926	£75.00	Age Concern	Transport with driver
102927	£621.00	SLCC Enterprises Ltd	Conference attendance
102928	£1458.00	Greenworks Solutions Ltd	Washroom services
102929	£10.00	Plotholder	Key refund
102930	£37.80	Staff member	Travel expenses training
102931	£1603.08	Johnson Gillies	Contract administration re LCC remodel
102932	£47.50	SLCC Enterprises Ltd	Book for library
102933	£70.00	Southend BC	Premises licence
BK TRS	£40.80	B&Q	Paint internal decoration Community Centre
BK TRS	£21000.00	Payroll	October payroll
BK TRS	£180.00	Newsquest Media	Christmas events advertisement
BK TRS	£125.00	Marshall Close	ASA agreement
BK TRS	£750.00	MDAS	ASA agreement
BK TRS	£400.00	LOSALGA	ASA agreement
BK TRS	£170.00	MDAS	Retained deposits
BK TRS	£25.00	LOSALGA	Retained deposits
BK TRS	£990.00	Giles Wilson Solicitors	Skate Park lease
BK TRS	£23000.00	Payroll	Payroll September
BK TRS	£4560.00	Rocht NDT Services	Column testing re Christmas lighting
		Expenditure – Imprest Items	
	£28.78	Vistaprint	Signage at allotments

	£41.47	Solopress	Farmer's Market leaflets
	£21.00	Southend BC	Temporary event notice
		Expenditure – Direct Debits	
	£100.07	Biffa Environmental Services	Skate Park bins
	£130.43	Biffa Environmental Services	Bins
	£111.59	Biffa Environmental Services	Recycling bins
	£200.00	Francotyp Postalia Ltd	Postage
	£12.00	British Telecom	Mobile broadband
	£96.00	FP Teleset	Franking machine lease
	£810.00	Southend BC	Business rates Community Centre
	£12.00	Retail Funding Ltd	Card machine charges
	£199.92	British Telecom	Broadband charges
	£222.19	Wave	Sewerage charge Community Centre
	£305.47	DOTS	Photocopying and IT support
	£6.00	Paynetworx	Virtual terminal charge
	£31.42	Global Payments	Card processing fees
	£18.97	Global Payments	Card processing fees
	£625.59	SSE	Electricity Community Centre
	£16.53	SSE	Strand Wharf electricity
	£100.07	Biffa Environmental	Bins Skate Park
	£90.68	Biffa Environmental	Recycling Community Centre
	£105.76	Biffa Environmental	Bins Community Centre
	£12.00	British Telecom	Mobile broadband
	£810.00	Southend BC	Business rates Community Centre
	£12.00	Retail Funding Ltd	Card machine charges

	£6.00	Paynetworx	Virtual terminal charge
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£322.31	DOTS	Photocopying and IT support
	£22.54	Global Payments	Card processing fees
	£27.95	Global Payments	Card processing fees
	£62.77	SSE	Skate park electricity
	£670.34	SSE	Community Centre electricity
	£992.14	British Telecom	Telephone & broadband Council and Community Centre

[Agenda](#)