

# 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, 3<sup>rd</sup> March 2020** 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 12<sup>TH</sup> NOVEMBER 2019
5. PUBLIC REPRESENTATIONS

Thanks have been received for the Grant Aid Awards given in November as follows:

N-Act Theatre – 'What a pleasant surprise. Thanks and best wishes.'

Yantlet Residents Garden Club – 'Thank you on behalf of Yantlet for your huge donation. This really will help with the garden for now and future plans'

Southend Scout & Guide Gang Show 'It was a great evening – many thanks to the Town Council'

6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5

Attention is drawn to the highlighted element regarding Public Spaces Protection Order.

## POLICY

7. INVESTMENT STRATEGY ([Appendix 2](#)) page 6

It is **RECOMMENDED** that the strategy be reviewed with **recommendation to Council**. Recommended amendments are shown in red on the appendix document.

8. RISK MANAGEMENT STRATEGY ([Appendix 3](#)) page 8

It is **RECOMMENDED** that the strategy be reviewed with **recommendation to Council**. Recommended amendments are shown in red on the appendix document.

9. REVIEW OF RISK REGISTER ([Appendix 4](#)) page 13

It is **RECOMMENDED** that the Committee undertake the annual review and approval of the Register with **recommendation to Council**. Recommended amendments are shown in red on the appendix document.

10. GOVERNANCE STATEMENTS ([Appendix 5](#)) page 21

To comply with the year-end audit requirements, it is **RECOMMENDED** that the Committee consider each of the 8 statements of assurance and that the annual governance statement, together with each accounting statement be **recommended to Council for adoption**.

<b>RESOURCES</b>
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11. LTC MAGAZINE – REPORT FROM THE MARKETING & PROFILE OFFICER (MPO)

Issue 11 of Leigh-on-Sea Town Council News Magazine is almost completed and has been sent to Icicle Design to be laid out. We are expecting proofs early March, for a release to the public on Tuesday 31<sup>st</sup> March. The magazine group met in early January to discuss the content of the magazine in detail which proved very successful and has given the M&PO a clear direction when writing and requesting articles for the magazine.

<b>FINANCIAL</b>
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12. INTERNAL AUDIT REPORT (INTERIM UPDATE) ([Appendix 6](#)) page 29

A recommendation is made to Council under the Review of Income section that the collection of income in respect of the allotment site currently administered by the Manchester Drive Allotment Society revert to the control of the Council as from 1<sup>st</sup> October 2020. As this recommendation is made by the Council's internal auditor, then the Town Clerk would advise that this **RECOMMENDATION** be adopted.

13. REVIEW OF INTERNAL AUDITOR 2019/20

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

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

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

14. RECOMMENDATION FROM STAFFING COMMITTEE **DECISION ITEM**

Minute 7 – SALARY EARMARKED RESERVE

**RECOMMENDED** that £17,000 be vired to the Salaries Earmarked Reserve from salary underspends in 2019/20

Minute 11 – TOWN CLERK APPRAISAL – MID TERM REVIEW

**RECOMMENDED** that following an evaluation of the Town Clerk's Scale Point to 44 (final approval by Council) £5,057 be vired 1<sup>st</sup> April 2020 from the Salaries Earmarked Reserve to the 2020/21 Salaries budget.

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

Minute 136 – TO CONSIDER UNDERSPENDS IN 2019/20 BUDGET TO EARMARK AS A RESERVE

**RECOMMENDED** as follows:

EMR	Proposed movement/creation	2019/20 Closing EMR
Allotments Infrastructure (£1,160.28)	£1,000	£2,160.28
Allotments General (£3,620.19)	no change	£3,620.19
General C&C Services (£5,900)	no change	£5,900.00
H&W Events (£6,086.30)	£1,000	£7,086.30
Leigh Lights (£10,159)	-£3,500 (agreed April 19)	
	£1,200	£7,859.00
Community Transport (£800)	no change	£800.00
Skate Park (£5,902.25)	£1,000	£6,902.25
Other Community Facilities (£1,831.03)	no change	£1,831.03
Community Centre (£30,594.88)	-£9,000 (agreed Oct 19)	
	-£4,425 (fire doors)	
	£5,950	£23,119.88
Paddling Pool (£2,659.70)	no change	£2,659.70
Stand Wharf Planters (£3,041.67)	no change	£3,041.67
Special Constables (£5,000)	£2,500	£7,500

16. COMMITTEE AND COUNCIL BUDGETS 2019/20 ([Appendix 7](#)) page 41

## 17. TO CONSIDER ANY UNDERSPENDS IN 2019/20 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE

It is **RECOMMENDED** that the Committee **recommend to Council** the following movement to Earmarked Reserves at the year-end:

EMR	Proposed increase/creation	2019/20 Closing EMR
Elections (£19,344.77)	£8,000	£27,344.77
Renewals Fund (£21,086.02)	£3,000	£24,086.02
Grant Aid (£5,471.18)	-	£5,471.18
Furniture & Equipment (£3,500)	-	£3,500.00
Volunteer Programme (£20,504.40)	-£2,500	
	£1,000	£19,004.40
Legal Costs (£4,975.00)	£2,500	£7,475.00
Office Admin (£4,750.00)	£5,000	£9,750.00
I.T. (£10,000)	-£10,000	
	£1,500	£1,500.00
Training (£2,000.00)	£2,500	£4,500.00

18. INVESTMENT PRODUCT – CCLA LOCAL AUTHORITIES PROPERTY FUND **DECISION ITEM**

The Town Council has approximately £520,000.00 deposited in the Public Sector Deposit Fund, managed by CCLA. The Fund is a suitable investment for all public sector short-term investments where the requirement is for a high level of capital security and a competitive rate of interest. We are able to withdraw and deposit funds with no real notice period. Instructions simply need to be given before 11.30am on the day of withdrawal.

The current yield for this fund is 0.7267%. This gives an average of £3,500.00 in dividend payments a year.

Over the past 5 years the Public Sector Deposit Fund has consistently outperformed the 7 Day Sterling London Interbank Bid Rate. However, as rates are low in general, the Town Clerk has

been investigating whether the Council would be better served by placing a portion of these funds into a longer-term fund with a higher level of income and long-term capital appreciation.

The Local Authorities' Property Fund, also managed by CCLA, is open to the long-term funds of any local authority. It is an actively managed, diversified portfolio of UK commercial property. Currently 104 Parish and Town Councils have invested in the fund and the latest yield is 4.35%. Investors should be looking to invest for 5 years or more and appreciate that the value of their investment and any derived income may fall as well as rise. Redemptions of units can be made on any valuation date (the last business day of each month) without penalty.

If the Council were to invest £100,000 in this fund, it could expect a return of approximately £4,300 per annum. £100,000 left in the Public Sector Deposit Fund would earn approximately £720 across the year.

The Council sets its Earmarked Reserves once a year and there is a core element which tends not to change. In the past year the Public Sector Deposit Fund balance has remained almost static, with one withdrawal and one deposit to assist cashflow. All Council expenditure has been met from the precept and the Savings Account held at HSBC, on which very minimal interest is paid.

It is **RECOMMENDED** that the Council consider investing £100,000.00 or a larger sum in The Local Authorities' Property Fund, taking the funds from its current investment in The Public Sector Deposit Fund.

19. QUARTERLY FINANCE CHECK

3rd Quarter check to be completed by Cllr E Smith.

20. BANK RECONCILIATION CHECK

The third quarter checks have now been completed by Cllr M Bromfield and Cllr D Mulroney with no issues raised.

21. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 8](#)) page 44 - **DECISION ITEM**

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

22. BANK ACCOUNT BALANCES AS AT 21<sup>st</sup> February 2020

HSBC Current	£ 18,759.73
HSBC BMM	£ 36,246.80
HSBC Payroll	£ 23,013.00
HSBC Imprest	£ 993.50
CCLA (PSDF)	£ 521,047.66

*Helen Symmons*

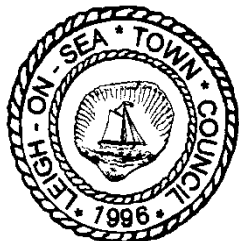
Helen Symmons  
Town Clerk  
27<sup>th</sup> February 2020

**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 2019/20**

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 05-03-19	77. PSPO	RESOLVED to write to SBC expressing concern		Advised Deputy Chief Exec (Place) will respond direct	TC advised CEO SBC Jan 2020 that there is some knock on effect. Will follow up in writing. If Cllrs have specific examples please can they advise 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	Artwork found by SBC. Checking it is still valid.	TC
F&G 10-09-19	14. Annual Budgeting Process	RESOLVED F&G budget	12-10-19	Resolved by Council 19-11-19	NFA	
F&G 12-11-19	25. Code of Conduct	RESOLVED with recommendation to Council Code and Protocol Members-Officers	12-11-19	Added to Council agenda	NFA	
F&G 12-11-19	27. Replacement Server	RESOLVED with recommendation to Council	12-11-19	Added to Council agenda	NFA	
F&G 12-11-19	28. Recommendation from C&C	RESOLVED with recommendation to Council	12-11-19	Added to Council agenda	NFA	
F&G 12-11-19	30. Annual Budgeting process	RESOLVED with recommendation to Council	12-11-19	Added to Council agenda	NFA	
F&G 12-11-19	33. Approve Expenditure	RESOLVED with recommendation to Council	12-11-19	Added to Council agenda	NFA	
F&G 12-11-19	36. Grant Aid Awards	RESOLVED 8 grants	12-11-19	Recipients advised and chqs issues if appropriate. Bursaries at LCC logged	NFA	

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## Leigh-on-Sea Town Council Investment Strategy 2018-2022

Adopted: May 2018

Review date: May 2022

1. Leigh-on-Sea Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This strategy has been prepared in accordance with the statutory Guidance on Local Government Investments (3<sup>rd</sup> Edition) ('the Guidance'), issued under section 15(1)(a) of the Local Government Act 2003, effective for financial years commencing on or after 1st April 2018.

The Guidance states:

- a) it applies to parish councils and charter trustees, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year.
- b) Where a Town or Parish Council expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.

The Council does expect its investments during the 2020-21 financial year to exceed £100,000.

### 2. Investment Objectives

The Council's investment priorities are: 1) the security of its reserves; 2) the liquidity of its investments; and 3) return. The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. All investments will be made in sterling and, as a minimum, surplus funds will be aggregated in an interest-bearing bank account. The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

### 3. Security of Investments

Government guidance differentiates between specified investments and non-specified investments.

#### 3.1 Specified Investments

Specified investments are those offering high security and high liquidity with a maturity of no more than one year. In addition, short-term sterling investments must be with bodies/institutions with "high credit ratings". For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council could use:

- UK banks and UK building societies;
- Public Bodies (including Local Authorities and Police Authorities);
- UK FCA regulated qualifying money market funds with a triple A rating.

#### 3.2 Non-specified investments

Non-specified investments are usually for longer periods (i.e. more than one year) and with bodies that are not highly credit-rated. No non-specified investments are included in the Investment Strategy for this Council as these investments are not acceptable due to their higher potential risk.

### 4. Liquidity of Investments

The Responsible Finance Officer in consultation with either **Finance & Governance (F&G)** Committee or Full Council (as applicable) will determine the maximum periods for which funds may prudently be committed so as not to compromise *liquidity*.

## 5. Long Term Investments

Long term investments shall be defined as greater than one year. The Council will use the same criteria for assessing long term investment as identified above for specified investments. The Council does not currently hold any long-term investments **but will consider doing so if an investment product meets the criteria**

## 6. Risk Assessment

The Council's reserves are not covered by the Financial Services Compensation Scheme and must therefore be carefully managed to mitigate the risk of losses. The Council will only invest in institutions of "high credit quality" as set out in section 3.1 of this strategy.

The Council will monitor the risk of loss on investments by reference to credit ratings. The Council should aim for ratings equivalent to the Fitch F1 rating for short-term investments or Fitch A- for long term investments. The Council will also have regard for the general economic and political environment in which institutions operate. The investment position will be reviewed quarterly by the Responsible Financial Officer and reported to the **F&G Committee** (or Full Council).

The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

## 7. Investment Approval

The Council has the delegated authority to consider and make any short-term investments (maximum of twelve months), in accordance with the Investment Strategy, subject to the prior recommendation of the investment provider by the **F&G Committee**. All resolutions relating to investments will be noted in the minutes of the **F&G Committee** meetings that are circulated to all councillors.

## 8. Investment Reports

The Responsible Finance Officer will prepare a report on investment activity for each **F&G Committee** meeting. The report will be circulated to all councillors with the agenda and papers for the **F&G Committee** meeting.

## 9. Review and Amendment of Regulations

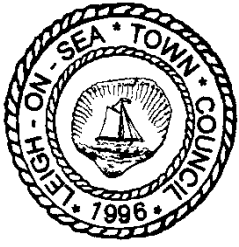
The Investment Strategy will be reviewed every 4-years or subject to a change in statutory guidance. The Strategy for the coming financial year will be prepared and reviewed by the **F&G Committee** which will then make a recommendation to the Full Council. The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council. Any variations will be made available to the public.

The Council has for some years invested its reserves in the CCLA Public Sector Deposit Fund, a UK FCA Qualifying Money Market Fund managed by CCLA that offers the substantial benefits of cooperation between public sector bodies. The main objective of this fund is to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high quality sterling denominated deposits and instruments. The Fund is AAmmf rated by Fitch Ratings. It offers instant access to deposit and withdraw funds and as such it meets the requirements of the Council's Investment Strategy.

**The Local Authorities' Property Fund is also managed by CCLA and is open to the long-term funds of any local authority. It is an actively managed, diversified portfolio of UK commercial property. Investment ideally should be 5 years or more to appreciate the value of the investment. However, redemption of units can be made on any valuation date without penalty.**

[Agenda](#)





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## RISK MANAGEMENT STRATEGY

### 1. Introduction

1.1. This document forms the Council's Risk Management Strategy. It sets out:

- What is risk management
- Why the Council needs a risk management strategy
- What the Council's philosophy is on risk management
- The risk management process
- How risk management feeds into the Council's existing policies
- Roles and responsibilities
- Future monitoring

1.2. The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council
- Integrate risk management into the culture of the organisation
- Embed risk management through the ownership and management of risk as part of all decision-making processes
- Manage risk in accordance with best practice

### 2. What is Risk Management?

2.1. *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standard of conduct and service delivery arrangements'* Audit Commission, **Worth the Risk: Improving Risk Management in Local Government** (2001:5)

2.2. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3. Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** – long-term adverse impacts from poor decision-making or poor implementation. Risks - damage to the reputation of the Council, loss of public confidence or in a worst-case scenario Government intervention.

**Compliance Risk** – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks – exposure to prosecution, judicial review, employment tribunals and inability to enforce contracts.

**Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.



**Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recover processes.

- 2.4. Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costs steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threat but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measure to manage adverse risks are likely to help with managing positive ones.

### 3. Why the Council needs a Risk Management Strategy

- 3.1. Risk management will strengthen the ability of the Council to achieve its objective and enhance the value of services provided.
- 3.2. The Risk Management Strategy will help to ensure that all Committees across the Council have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3. There is a requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register.

### 4. The Council's philosophy on Risk Management

#### 4.1. Risk Management Policy Statement

Leigh-on-Sea Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

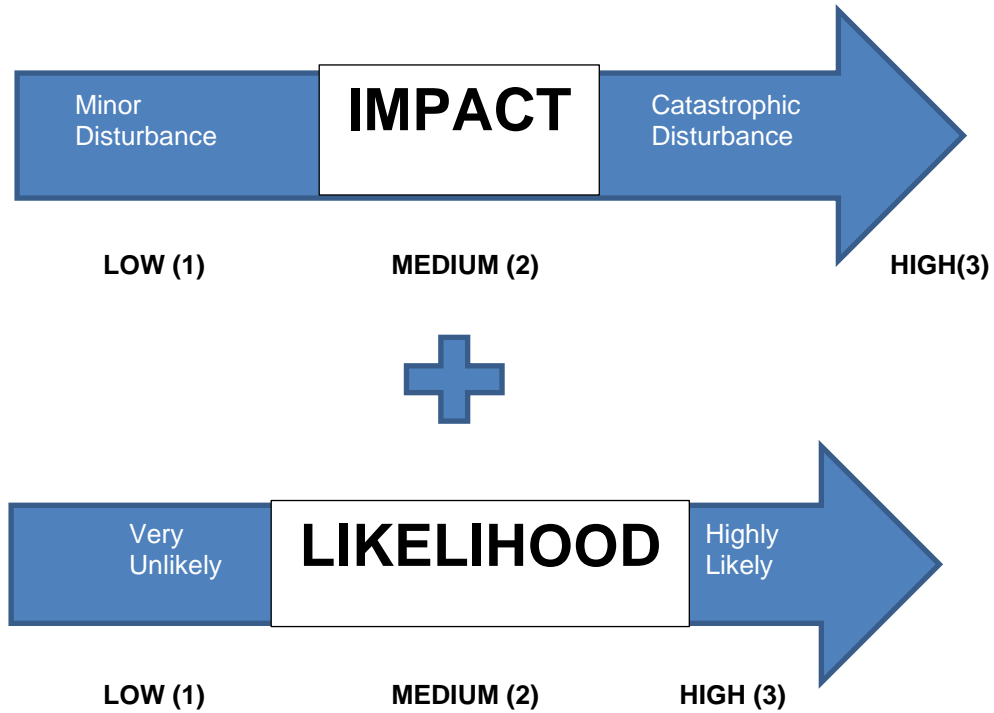
The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes.

### 5. The Risk Management Process

#### 5.1. Implementing the Strategy

- **Risk Identification** – identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.
- **Risk Analysis** – once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.
- **Risk Prioritisation** – an assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3).



The scores for impact and likelihood are **multiplied** together. Risks scoring 4 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

## 5.2. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring
- **Transfer** – the financial impact is passed to other e.g. by revising contractual terms
- **Sharing** – the risk is shared with another party
- **Insuring** – insure against some or all of the risk to mitigate financial impact
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk

## 5.3. Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## 6. How Risk Management feeds into the Council's existing policies

- 6.1. The identification of Risks will be achieved by Councillors, the Town Clerk and Officers compiling a list of the risks in their service area(s) which will be integrated into a comprehensive Risk Register.

- 6.2. **Projects and Service changes** – Councillors, the Town Clerk and Officers developing projects or recommending changes to services will ensure that risks are identified and the measures to eliminate or control risks are documented and considered by the Council and its Committees.
- 6.3. **Partnership Working** – where the Council enters into partnerships with organisations from the public, private, voluntary and community sectors, part of the process will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

## 7. Roles and Responsibilities

- 7.1. It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively right across the Council and its operations and that responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve staff throughout the organisation.
- 7.2. **Elected Members** – risk management is seen as a key part of the elected Member's stewardship role and there is an expectation that elected Members will lead and monitor the approach adopted. This will include:
- Approval of the Risk Management Strategy
  - Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
  - Consideration and if appropriate, endorsement of the annual Statement of Internal Control
  - Assessment of risks whilst budget setting, including any bids for resources to tackle specific issues
- 7.3. **Town Clerk** – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the detail of the Risk Management Strategy. The Town Clerk will:
- Provide advice as to the legality of policy and service delivery choices
  - Provide advice on the implications for service areas/actions of the Council's corporate aims, objectives and best value targets
  - Update the Council on the implications of new or revised legislation
  - Assist in handling any litigation claims
  - Provide advice on any human resource issues relating to strategic policy options or the risks associated with operation decisions and assist in handling cases of work related illness or injury
  - Advice on any health and safety implications of the chosen or proposed arrangements for service delivery
  - Report progress to Council via the relevant Committee
  - Ensure that Risk Management is an integral part of all best value reviews including recommendations for risk control in service review reports
- 7.4. **Responsible Finance Officer** – the Town Clerk or Assistant RFO will:
- Assess and implement the Council's insurance requirements
  - Assess the financial implications of strategic policy options
  - Provide assistance and advice on budgetary planning and control
  - Ensure that the Financial Information System allows effective budgetary controls
  - Effectively manage the Council's investment and loan portfolio
- 7.5. **Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness for the

impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager or the Town Clerk.

- 7.6. **Role of Internal Audit** – Internal audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports and any recommendations contained within will help to shape the annual Statement of Internal Control.

- 7.7. **Finance & Governance Committee** – reviews and future development of the Risk Management Strategy and compilation of the Risk Register will be overseen by the Committee.
- 7.8. **Training** – Risk Management training will be provided to elected Members, officers and key staff through a variety of mediums. The aim will be to ensure that all have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

## 8. Future Monitoring

- 8.1. **Review of Risk Management Strategy** – this strategy will be reviewed on a regular basis as part of the Council's continuing review of its policy documents, Standing Orders and Financial Regulations.
- 8.2. **Review of Risk Register** – the Register will be reviewed at least annually and updated as new risks emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement as can the sharing of best practice via professional bodies, NALC and relevant council forums.

## 9. Conclusion

- 9.1. The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.
- 9.2. In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk) and copies of the document and the Risk Register will be available

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**Table: Risk Register - Level and Control (L = Likelihood, I = Impact, R = Risk – Low (1-2) Medium (3-4) High (6-9))**

Reviewed March 2019

Next review date March 2020

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

B. Finance	B.1. Failure to bank and care for funds	L. 1 I: 1 R: Low (2)	Funds not required immediately held on deposit CCLA & HSBC.  Financial Regulations updated annually	<b>B.1.1. Funds:</b> Funds deposited in interest bearing accounts. Level of deposit reviewed two monthly, prior to F&G meeting.  <b>B.1.2 Financial Regulations:</b> Financial Regulations reviewed annually each May for forthcoming financial year.	Clerk/F&GC  Clerk/P&RC  TC/ARFO & F&G
	B.2. Loss of cash through theft or dishonesty	L:1 I: 2 R:Low (2)	Cash held overnight in safe. Petty Cash reimbursed by Assistant Responsible Finance Officer (ARFO) on presentation of documentary evidence of expenditure.  Petty Cash Account reconciled in accordance with Financial Regulations.  Petty cash drawings limited to £200  Other income banked regularly and at least weekly.	<b>B.2.1. Petty Cash:</b> Chairman or Vice Chairman of F&GC carries out random checks on petty cash transactions and balances quarterly.  Monthly reconciliations of all bank accounts carried out in accordance with Financial Regulation 2.2  Internal Audit checks on income.	Nominated Councillor other than the Chairman
	B.3. Failure to protect expenditure	L:1 I: 2 R:Low (2)	Cheque payments and electronic transfers approved and signed by 2 Councillors and approved two monthly by Council. Payment procedures compliant with Financial Regulations and in accordance with accounting	<b>B.3.1. Payments:</b> F&G Committee member (on a rotating basis) Chairman or Vice Chairman of P&RC selects at random four months per year and verifies that two Councillors have evidenced their approval for each item of expenditure	ARFO/ Clerk/P&RC

			control procedures determined by the RFO to ensure best practice.	Internal Audit checks on occurrence, valuation and regularity of payments.	
	B.4. Failure to protect income	L:1 I: 2 R:Low (2)	A receipt or an invoice supports each item of income received.  Monthly reconciliation of each bank or petty cash account.  Debtors monitored in accordance with Debtor Policy & if required reported for action to Council	<b>B.4.1. Income:</b> Internal Audit checks for completeness of income brought to account and that all income is banked promptly. Internal Audit review of bank reconciliations.  Debtor reports produced to action if required and deposits taken.	ARFO
<b>Area:</b>	<b>Risk:</b>	<b>Level:</b>	<b>Control System:</b>	<b>Monitoring and Review Method:</b>	<b>Responsibility:</b>
	B.5. Failure to comply with HMRC (VAT) Regulations	L:1 I: 1 R:Low(1)	VAT claims prepared in accordance with HMRC requirements by ARFO. In conjunction with HMRC Guidelines	<b>B.5.1. VAT Claims:</b> Periodic inspection of claims by HMRC and response to queries. Claims subject to check by Internal Auditor.	ARFO
	B.5. Failure to determine an Annual Budget	L:1 I: 1 R:Low (1)	Having regard to planned levels of expenditure, anticipated income and balances needed to be carried forward for contingencies and future levels of expenditure. <b>Finance &amp; Governance Committee</b> oversees budget compilation, during the autumn.  Detailed two monthly reports of income and expenditure against budget.  System of approved delegated limits of expenditure	<b>B.5.1. Annual Budget:</b> Budget preparation to commence each autumn. Detailed Committee budgets, with breakdown to be submitted by November. Precept figure considered in November, confirmed as soon as possible after confirmation of grant funding and tax base from the Primary Authority but no later than the end of February.  <b>B.5.2. Monthly Reporting:</b> Bi - monthly review of reports to Committees and Council of outturn against budget.  <b>B.5.3. Compliance Checks:</b> By Internal Auditor and Chairman or Vice Chairman of <b>F&amp;GC</b> .	Clerk/P&RC



			A submission for all new projects costing in excess of £5000 to be considered and approved by the appropriate Committee for recommendation to Council	The findings to be reported to P&RC, three times per annum.	
	B.6. Failure to ensure Business Continuity	L:1	Ensure Council evaluates risks and minimises occurrences of interruption by Budget planning and robust legal agreements  Business Continuity Plan is in place <del>progress-</del>	<b>B.6.1. Business Continuity:</b> Two Monthly review of budgets and changes to action plan reviewed and evaluated by Council at least annually.  <b>B.6.2. Sufficient Reserves</b> Reserves maintained at a level to allow for fluctuations in income and expenditure.	Clerk/Appropriate Committee/ <b>F&amp;GC</b>
I: 3					
R:Medium (3)					
C. General Liabilities	C.1. Failure to comply with Legal Requirements	L:1	Expertise and Training of Town Clerk with external guidance. Reference to Council Solicitor, SBC Solicitor or Administrators.  Regular updates from EALC, NALC & SLCC  Guidance and briefings to Councillors.  Induction Training for Councillors and Staff.  Specific training as required.	<b>C.1.1. Legal Advice:</b> Town Clerk – CiLCA qualified & Continuing Professional Development and Networking  <b>C.1.2. External Review:</b> Prior to change of Council at an election to review policies required by law.  <b>C.1.3. Members of Professional Bodies:</b> Town Clerk and Council members of appropriate bodies.	Clerk/ <b>F&amp;GC</b>
		I: 2			
		R:Low (2)			
	C.2. Failure to protect Third Parties,	L:1	Insurances in place.  Regular inspection of spaces subject to Council ownership	<b>C.2.1. Third Party Risks:</b> Insurance cover in place – reviewed annually, or as needed.	Clerk/Staff/Committees

	Property, or Individuals	I: 3	/control, as scheduled in the Asset Register.	Record of inspections maintained and review of follow-up work undertaken following inspection report.	
	Events	R:Medium/High (3/4) In accordance with Risk Management Strategy, Operational risk measures in place plus event risk assessments	Health and Safety Policy in place and detailed individual risk assessments completed as required.  Risk assessments prepared for each event in order to identify and minimise risk.  Training provided for staff and volunteers.	Visual Inspection and Health and Safety Training undertaken by Cllrs and Staff.  Maintenance programmes instituted on all Council property/equipment.  Risk assessment produced for each event along with an Event Management Plan.	Events Officer
<b>Area:</b>	<b>Risk:</b>	<b>Level:</b>	<b>Control System:</b>	<b>Monitoring and Review Method:</b>	<b>Responsibility:</b>
	C.3. Failure to comply with legal responsibilities as a consequence of asset ownership (e.g. Skate Park)	L:1  I: 3  R:Medium (3)	Insurances in place. Inspection regime in place.	<b>C.3.1. Insurances:</b> Regime of inspection required for asset ownership areas, to insure insurance cover is retained.	Facilities Manager
D. Employer Liability	D.1. Compliance with Employment Law	L:1 I: 2 R:Low (2)	Regular Information updates – EALC, SLCC etc. H&SE and Working Method policies  Guidance from external HR advisors & ACAS	<b>D.1.1. Employment Legislation:</b> Receive regular information and update from EALC, SLCC etc. H&SE Policies reviewed annually or as events require.	Clerk/F&GC

	D.2. Failure to comply with HMRC PAYE requirements	L:1 I: 2 R:Low (2)	Salary Administration contracted out to competent contractor.	D.2.1. HMRC: Changes and updates implemented by competent contractor. Internal Audit checks on payroll.	Payroll provider/ARFO
<b>Area:</b>	<b>Risk:</b>	<b>Level:</b>	<b>Control System:</b>	<b>Monitoring and Review Method:</b>	<b>Responsibility:</b>
	D.3. Failure to have sufficient resources for unexpected staff absences	L:1 I: 2 R:Low (2)	Identified sources of staff-cover for senior staff absence.  Specific operational tasks are being documented.  Operational Manuals for specialist systems kept up to date.  Reserves kept at a level to enable acting staff to be engaged.  Succession Planning and additional staff training to provide absence cover.	D.3.1. <b>Support Staff:</b> Review staff training through the appraisal system.  General Reserves maintained at correct levels.	Clerk/F&GC

E. Legal Liability	E.1. Failure to ensure activities are within legal constraints	L:1	Expertise and training of Town Clerk	<b>E.1.1. Legal Requirements:</b> Clerk to clarify any legal points raised, after seeking legal advice as necessary.  Clerk circulates appropriate training courses and monitors attendance.	Clerk/ <b>F&amp;GC</b>
		I: 1	Clerk to clarify any legal issue raised, seeking legal advice as necessary.		
		R:Low (2)	Elected members kept up-to-date with legislation		
	E.2. Failure to keep proper and Timely Reporting via the Minutes	L:1	All minutes published in draft form as soon as they are produced and published on website.	<b>E.2.1. Minutes:</b> Minutes published on web site as well as being made available to the Press and Public.	Clerk
		I: 1	Minutes altered as a consequence of any amendments immediately after signing.		
		R:Low (1)	Minutes also made available to Press and Public		
<b>Area:</b>	<b>Risk:</b>	<b>Level:</b>	<b>Control System:</b>	<b>Monitoring and Review Method:</b>	<b>Responsibility:</b>
	E.3. Failure to keep proper control of documents	L:1	Legal documents kept in office along with legal documents in 'fire proof' cabinet.	<b>E.3.1. Documents:</b> Originals of leases and legal documents held in Council Office in fire-proof cabinet or at Council Solicitors  I.T. support contractor provides a back-up test service  Accounts provider bound by Service Level Agreement reviewed as appropriate by <b>F&amp;G</b> Committee	Clerk/Staff     <b>F&amp;GC / Clerk</b>
		I: 2	All computer documents backed up daily and copy kept off site.		
		R:Low (2)	Financial records held on remote server as well as reports backed up locally with copy kept off-site.		

F. Councillor Propriety	F.1. Failure to register of interests & Gifts / Hospitality	L:1	Register of Interest completed & published on Web-Site.	<b>F.1.1. Register of Interests:</b> All Cllrs required to complete a declaration of interest – updated as necessary and requested to be reviewed annually  Declarations called at each meeting  Register of Interest published on website and subject to public scrutiny.	Cllrs
		I: 1	Declarations of interest called at each meeting		
		R:Low (1)			
	F.2. Failure to have a Code of Conduct	L:1	Council / Cllrs adopted Code of Conduct 2019	<b>F.2.1. Code of Conduct:</b> Council adopted SBC Code of Conduct  Code of Conduct reviewed and updated if legislation changes	Clerk/Cllrs
		I: 1			
		R:Low (1)			

## CORPORATE GOVERNANCE REPORT FOR COUNCIL

Last Reviewed and Resolved at Council 19<sup>th</sup> March 2019 (Minute 112)

### **Introduction**

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

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

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

### **Responsibility for Financial Management**

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

### **Governance and Accountability**

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

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

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

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

### **The Annual Return**

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

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

### **Annual Governance Statement and Financial Risk Register**

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



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

Effective Processes	Action Taken	Further Actions Required
Budgeting	<p>Budget prepared and set in a timely manner before setting the precept prior to the commencement of the financial year.</p> <p>Actual performance against budget is monitored bi-monthly during the year</p> <p>A financial appraisal undertaken before commencement of any significant project or long term commitment.</p>	Corrective action taken where necessary
Accounting records & supporting documents	<p>RFO appointed has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015.</p> <p>RFO appointed has put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year together with all necessary supporting information.</p>	
Bank Reconciliation	Statements reconciling each bank account with its accounting record are prepared on a regular basis, including at the financial year end and reviewed by members of the <b>Finance &amp; Governance (F&amp;G)</b> Committee.	
Investments	The Council's funds are managed properly and any amounts surplus to requirements are invested appropriately. An Investment Strategy is in place in accordance with DCLG guidance March 2018	

Statement of Accounts	Arrangements are in place to enable preparation of accurate and timely accounts in compliance with statutory obligations and proper practices.	
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2. The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness with the specific control measures outlined below.

Effective Processes	Action Taken	Further Actions Required
Standing Orders & Financial Regulations	<p>Standing Orders &amp; Financial Regulations are in place governing the operation of Council.</p> <p>Financial Regulations incorporate provisions for securing competition and regulating the manner in which tenders are invited.</p> <p>Standing Orders are reviewed regularly, are fit for purpose and adhered to.</p>	Further review <b>May 2020</b>
Safe and Efficient Arrangements to Safeguard Public Money	<p>Practical and resilient arrangements exist covering how the Council orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts.</p> <p>The RFO has formal responsibility and arranges the proper administration of the Council's financial affairs.</p> <p>Controls over money are embedded in Standing Orders and Financial Regulations with a 'two member signature' control.</p> <p>The Risk Register and internal controls focus on the safety of the Council's assets.</p>	<p>Internal dual controls procedures continually reviewed.</p> <p>Appropriate training is undertaken as necessary</p> <p>Appropriate training is undertaken as necessary</p>

Employment	<p>The remuneration payable to all employees is approved in advance.</p> <p>A robust payroll arrangement is in place to cover the accuracy and legitimacy of payments of salaries and associated liabilities.</p> <p>Duties under employment legislation and pension obligations are complied with</p>	Signed copy by Chairman annually at Council when precept resolved
VAT	Robust arrangements are in place for handling VAT responsibilities. The Council is now VAT registered, Opting to Tax the Community Centre	
Fixed Assets and Equipment	<p>Assets are secured, properly maintained and efficiently managed.</p> <p>Appropriate procedures are followed for asset disposal</p>	
Review of effectiveness	The internal auditor undertakes a review of the effectiveness of the system of internal control with reports made direct to Council.	

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

Effective Processes	Action Taken	Further Actions Required
Acting within its powers	The Council hold the General Power of Competence and is exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.	GPC was resolved May 2019 meeting the criteria for use

Regulations and proper practices	<p>The Town Clerk is CiLCA qualified and proper practices are regularly reviewed and new requirements or changes to existing ones are reported to members and applied.</p> <p>The Council has not taken any decision during the year or authorised any action that exceeds its powers or contravenes any laws, regulations or proper practices.</p>	GDPR annual audit undertaken February 2020
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4. The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Effective Processes	Action Taken	Further Actions Required
Exercise of public rights	<p>The Council provided for the exercise of public rights set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014.</p> <p>The RFO published Sections 1 and 2 of the annual return; a declaration that the status of the statements of accounts is 'unaudited' and a statement that set out the details of how public rights can be exercised.</p>	
External Auditor's Review	A notice of the conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information was published in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015	

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

Effective Processes	Action Taken	Further Actions Required
Identifying and assessing risks	Financial Risk Assessment Register – Reviewed March 2020  Risk Management Strategy reviewed March 2020	
Addressing risks	Operational risk registers are in place and reviewed annually with appropriate use of insurance cover.	

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

Effective Processes	Action Taken	Further Actions Required
Internal Audit	The Council have undertaken an effective internal audit to evaluate risk management, control and governance processes.	
Provision of information	The Council have taken all necessary steps to facilitate the work of the internal auditors, making available all relevant documents and records and supplying any information or explanations required.	

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

Effective Processes	Action Taken	Further Actions Required
	No matters were brought to the attention of Council by its external auditor and internal audit	Should this occur the Council will take corrective action as appropriate.

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

Effective Processes	Action Taken	Further Actions Required
Significant events	No such events are identified.	Should this occur the Council will determine whether the financial consequences need to be reflected in the statements of accounts..

**The internal audit**

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

**Conclusion**

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

[Agenda](#)



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# **Leigh-On-Sea Town Council**

*Internal Audit Report 2019-20 (Interim Update)*

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*Prepared by John Watson*

*For and on behalf of  
Auditing Solutions Limited*





## **Background and Scope**

The Accounts and Audit Regulations introduced from 1<sup>st</sup> April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied accordingly, in terms of independence from the Council decision making process, appointing a local practice to provide the service for the Council from the outset. Subsequently, we at Auditing Solutions Limited, were appointed to provide the function to the Council for 2010-2011 and subsequent years.

This report sets out the work undertaken in relation to the 2019-20 financial year, during the course of our two interim visits to the Council, which took place on 27<sup>th</sup> November 2019 and 19<sup>th</sup> February 2020.

## **Internal Audit Approach**

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/AGAR. As mentioned in our previous report, our programme of cover has again been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work undertaken during our two visits to date this year, the Council has once again maintained more than adequate and effective internal control arrangements. We are pleased to again acknowledge the quality of records maintained by the Clerk and the Assistant Responsible Financial Officer and thank them both for their assistance, which has again ensured the smooth progress of our review process.

This report has been prepared for the sole use of Leigh-on-Sea Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

## **Detailed Report**

## Review of Accounts and Accounting Arrangements

Our objective has been to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. The Council operates four bank accounts with HSBC Bank and also holds an account with the Public Sector Deposit Fund. We have: -

- As mentioned in our previous report, checked and agreed the opening balance detail for 2019-20 to the closing Trial Balance and certified AGAR for 2018-19;
- Also ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Commenced checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of July and October 2019 and for the month of February 2020 with the HSBC Current, Payroll and Imprest accounts bank statements;
- Similarly, commenced checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of July and October 2019 and for the month of January 2020 with the HSBC Savings account bank statements;
- Also checked and agreed transactions on the CCLA Public Sector deposit account from cashbooks to statements for the months of July and October 2019 and for the month of January 2020;
- Verified that regular, monthly bank reconciliations continue to be undertaken on all bank accounts, noting that appropriate hard copies are retained on file and that members are regularly provided with same. We have checked and agreed the bank reconciliations as at 31<sup>st</sup> July, 31<sup>st</sup> October 2019 and 31<sup>st</sup> January 2020 on all five accounts with no matters arising; and,
- Ensured that no long outstanding unrepresented cheques or other anomalous entries exist.

We are pleased to note that regular back-ups of the system are made offsite by the Council's IT provider. We suggest that consideration be given to effecting a "restore" in the near future.

### **Conclusions**

***We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall review at least one further month's transactions at a further visit also ensuring the accurate disclosure of year-end balances in the Statement of Accounts and AGAR.***

## Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Continued our review of the the minutes of meetings of the Full Council and its Standing Committees (except Planning), where available, to the end of January 2020 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred with no such issues apparent;
- Previously noted that the Council properly adopted the General Power of Competence at the Full Council meeting in May 2015: subsequently, we note that following the Local Authority elections in May 2019 the Council re-adopted the General Power of Competence at their meeting on 14<sup>th</sup> May 2019 (minute 18 refers); and
- Also noted that both Standing Orders and Financial Regulations had been reviewed by the Policy & Resources Committee on 30<sup>th</sup> April 2019 and subsequently ratified by Council at their meeting on 14<sup>th</sup> May 2019 (minute 13.e refers). We remind the Clerk and Members that NALC have recently issued new model Financial Regulations and understand that the Clerk intends to review both Standing Orders and Financial Regulations in May 2020 to ensure that they incorporate any requirements of the newly issued documents.

### **Conclusions**

***We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall continue to monitor the Council's approach to Governance at future visits.***

## **Review of Purchasing and Payment Procedures**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Invoices, where appropriate, are supported by an official order;
- Alternatively, invoices are supported by quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations;
- Members are provided with, and subsequently authorise, all supplier payments and that appropriate details are recorded in the Council minutes;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and,
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have continued testing in this area, examining a sample of all those payments individually in excess of £2,000, together with a more random sample of approximately every 30<sup>th</sup> cashbook transaction irrespective of value, for the ten months to 31<sup>st</sup> January 2020. Our sample comprised 61 items, totalling £137,176 and representing 61.2% of all non-salary expenditure to that date with no issues arising.

We note that the Council holds a debit card which is available for urgent goods, services and internet purchases. We have checked transactions in respect of the debit card as part of the testing process as mentioned above.

We have confirmed that VAT has been appropriately identified and coded to the control account for periodic recovery. We have previously noted that the Council has registered the Town Hall for VAT this registration being backdated to 1<sup>st</sup> October 2016. We are pleased to note that VAT Returns have been submitted for the quarters to 30<sup>th</sup> June, 30<sup>th</sup> September and 31<sup>st</sup> December 2019. We have previously noted however that the accounting software suppliers had not completed their update of the system to comply with the requirements of “making VAT Digital” and had to provide a bridge between their system and HMRC to enable the VAT Return for the quarter to 30<sup>th</sup> September and 31<sup>st</sup> December 2019 to be submitted. We understand that they are continuing to work on updating their system.

### **Conclusions**

***We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall extend our test sample at our next visit, also verifying the accuracy of the VAT Returns submitted by reference to the Edge accounting system.***

## **Assessment and Management of Risk**

**Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -**

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council’s activities was undertaken and that a formal Strategy and detailed risk registers were re-adopted by the Full Council at its meetings in March 2019. We understand that the Register will be reviewed again in March 2020. We remind the Clerk and Members of the Governance and Accountability Manual - Practitioners Guide (2014 edition)” mandatory requirement that risk assessments are reviewed and re-adopted formally by the Council each year;
- Examined the current year’s insurance policy schedules to 18<sup>th</sup> August 2020, cover being provided by Zurich Insurance, noting that Employer’s and Public Liability cover stands at £10 million and £15 million respectively and that Fidelity Guarantee cover stands at £1 million. Loss of Revenue cover stands at £255,000. We also note that the Town Hall insurance is provided by Southend Borough Council; and,

- Noted that the Council's skatepark continues to be inspected on a weekly basis by in house staff, records being kept of these inspections and the appropriate action being taken if any issues arise. We also note that an annual inspection is carried out by a RoSPA accredited independent contractor.

### **Conclusions**

***We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall continue to monitor the Council's approach to risk management at future visits and take this opportunity to remind the clerk and Members of the now mandatory requirement (Governance and Accountability Manual – 2014 edition refers) for risk assessments to be subjected to annual review and formal adoption by the full Council.***

## **Budgetary Control and Reserves**

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note at our second visit that a detailed budget exercise was undertaken and approved by Council at its meeting on 21<sup>st</sup> January 2020 and have further noted that the precept has been agreed by Council at the same meeting at £447,392.24 (Minute 112 refers).

We are pleased to note again that members continue to be provided with sound, periodic and comprehensive management accounting information in order to provide an appropriate means for monitoring budgetary performance during the current year.

We further note that Earmarked Reserves were agreed at the previous year end and that £2,500 has been vired from the Volunteer EMR to the Youth Club budget in the period under review.

### **Conclusions**

***We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; we consider that appropriate resources are in place to finance the ongoing revenue spending and future development aspirations of the Council. We shall continue our review in this area at our final visit to ensure that closing levels of Reserves are fit for purpose for a Council of this size.***

## **Review of Income**

In this review area, we aim to ensure that the Council has appropriate procedures in place to ensure that all income due is identified, invoiced (where appropriate), recovered and banked in a timely manner.

In addition to the Precept, the Council's principal source of income is the Town Hall Community Centre, supplemented by allotment rentals, monthly farmers' market pitch fees, community transport ticket sales and activities such as Christmas Lights and other events.

Consequently: -

- We have noted that, at their meeting on 18<sup>th</sup> June 2019, the Community and Culture Committee approved allotment fees for the ensuing year (minute 11 refers);
- We have further noted that Council agreed at their meeting on 17<sup>th</sup> July 2018 that hire charges in respect of the Town Hall Community Centre are not increased except for 3 categories in 2019/20 and remain the same for 2020/21 but that VAT should be passed on to hirers with immediate effect from becoming VAT registered (minute 46 refers);
- We also note that the bookings and receipting processes for the Town Hall Community Centre continues to utilise the bespoke Edge software; we have tested a sample of sales ledger invoices for the Town Hall Community Centre bookings by reference to a sample of the bookings diary for the week commencing 5<sup>th</sup> August 2019, to ensure that each entry had been invoiced, that the fees charged were in accord with the approved scale of fees and that payments had been received in a timely manner;
- We have also tested a sample of the Finance Officer's banking control sheets in September 2019 to cashbook postings and bank statement entries; we are pleased to note that funds are deposited with the bank in a timely manner; and
- We have at our second visit reviewed the allotment income for the allotment year commencing 1<sup>st</sup> October 2019 checking the issue of invoices against monies received and banked for over 20% of the allotment plots with no issues arising.

We have previously noted that the Manchester Drive Allotment Society collect all rents from the allotment holders on that side of their site at Manchester Drive allotments and then send the appropriate funds to the Council after deducting a commission. We understand that this commission is currently £900.00 per annum. Although we have not included this in our periodic reports we have been concerned that there has not been an audit trail for us to follow in respect of this income from a Council Asset.

We have further noted that the contracts in respect of this site are between the allotment holders and the Council and are concerned at the lack of control that the Council have in respect of allotments for which they are legally responsible.

We understand that the Council intend to install the Edge Allotment Software which will be integrated with the Edge Accounting System and this being the case we suggest that this is an appropriate time to bring the allotments at this site back under the control of the Council.

Therefore, we strongly recommend that collection of income in respect of the allotment site currently administered by the Manchester Drive Allotment Society revert to the control of the Council as from 1st October 2020.

## **Conclusions and Recommendations**

***We recommend that the collection of income in respect of the allotment site currently administered by the Manchester Drive Allotment Society revert to the control of the Council as from 1st October 2020.***

*R1. The collection of income in respect of the allotment site currently administered by the Manchester Drive Allotment Society revert to the control of the Council as from 1st October 2020.*

## **Petty Cash Account and Debit Card Usage**

The Council operates a limited petty cash account which is periodically topped up as and when required.

Payment transactions are entered into the Edge Expenditure reports in the same manner as other supplier cheque and direct debit payments with full details of the payee and goods with VAT separately recorded for periodic recovery where applicable.

We have, at our first visit, tested a sample of payment transactions for the month of August 2019 and are pleased to report that all expenditure items were properly supported by till receipts or supplier invoices and correctly entered in the ledgers.

### **Conclusions**

***We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall review this area again at our final visit.***

## **Salaries and Wages**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as regards employee contribution bandings. To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented the NJC award for 2019 - 2020;
- Noted that a payroll bureau provider, James Todd, was engaged to provide the service in the year under review;
- Agreed the amounts paid to employees by reference to the approved pay scales on the NJC annual schedules, examining a sample of all those salary payments made in August 2019;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table;



- Checked that the correct superannuation percentage deductions are being applied where applicable;
- Checked and agreed the net payments to staff from copy payslips to the Bacs summary reports and resultant cashbook entries; and
- Similarly checked and agreed the payment over of deductions to HMR&C and Essex Pension Fund from copy payroll reports to the cashbooks.

### **Conclusions**

***We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.***

## **Asset Registers**

The Governance and Accountability Manual requires all Councils to maintain a record of all assets owned.

We have noted that the Clerk continues to maintain an Asset Register and that this will be updated at the year end.

We also noted at our first visit that the Facilities Manager was undertaking a review of all Assets held by the Council and it was intended that the findings of this review would be incorporated in the year end Asset Register. We now understand that this review has been completed and the Assistant Responsible Financial Officer is in the process of updating this information.

We understand that, currently, the Council does not have a “de minimus” figure in respect of the value of assets to be added to the Register. We suggest again that Council should give consideration to this and possibly introduce a “de minimus” level of £500

### **Conclusions**

***We are pleased to report that no matters have been identified in this area of our review process warranting formal comment or recommendation; we shall review this area at our final visit ensuring that the correct figure of Fixed Assets is reported in the AGAR.***

## **Investments and Loans**

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

The Council currently has one CCLA Public Sector Deposit Fund account in place and, as noted earlier in this report, we have checked and agreed movement on this account for the months of July and October 2019 and for the month of January 2020 also verifying the Edge cashbook balance to their statements as at the same date.

We are pleased to note that that, following a recommendation from the Resources and Policy Committee, Council approved an Investment Policy at their meeting on 15<sup>th</sup> May 2018 (minute 11.d refers). We understand that this Investment Policy will be formally reviewed in May 2022. We also understand that the Clerk continues to keep a watching brief on statutory and economic factors and will be preparing an interim report in March 2020. Finally, we understand that the Clerk is investigating the CCLA Property Fund.

The Council has no loans either repayable by, or to, it.

### **Conclusions**

***We are pleased to report that no matters have been identified in this area of our review process warranting formal comment or recommendation.***

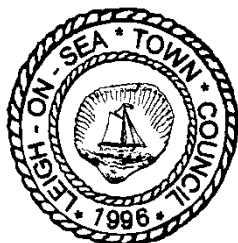
Rec No.	Recommendation	Response
<b>Review of Income</b>		
R1	The collection of income in respect of the allotment site currently administered by the Manchester Drive Allotment Society revert to the control of the Council as from 1st October 2020.	

[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	£ 4,908.60	£ 91.40	46.88%
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	£ 3,212.71	-£ 2,412.71	401.59%	Elections	£ 19,344.77	£ 8,000.00	£ -	£ 8,000.00	0.00%
Other Income	£ 1,300.00	£ 2,590.25	-£ 1,290.25	199.25%	Legal Costs	£ 4,975.00	£ 2,500.00	£ -	£ 2,500.00	0.00%
VAT Refund		£ 6,579.43			Annual Town Meeting		£ 750.00	£ -	£ 750.00	0.00%
					Community Engagement		£ 11,000.00	£ 6,206.05	£ 4,793.95	56.42%
					Volunteer Programme	£ 20,504.40	£ 4,500.00	£ 2,900.53	£ 1,599.47	11.60%
					LTC Website		£ 500.00	£ 540.98	-£ 40.98	108.20%
					Civic		£ 250.00	£ 100.00	£ 150.00	40.00%
					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	£ 192.55	-£ 42.55	128.37%
					VAT Payable			£ 381.09		
<b>TOTAL INCOME</b>	<b>£ 427,635.00</b>	<b>£ 437,917.39</b>	<b>-£ 3,702.96</b>	<b>102.40%</b>	<b>TOTAL EXPENDITURE</b>		<b>£ 39,350.00</b>	<b>£ 18,132.64</b>	<b>£ 21,217.36</b>	<b>46.08%</b>
CIL Receipt		£ 11,079.98			Capital Fund		£ -		£ -	
					CIL Expenditure		£ 21,000.00	£ 1,796.00	£ 19,204.00	

<b>OFFICE ADMIN DETAILED BUDGET</b>				<b>2019/20</b>
<b>EXPENDITURE</b>	Budget 2019/20	Expenditure	Balance	% Spent
<b>Premises</b>				
Office Rental	£ 3,750.00	£ 3,500.00	£ 250.00	93.33%
LCC Premises Use Grant	£ 27,000.00	£ 27,000.00	£ -	100.00%
	<b>£ 30,750.00</b>	<b>£ 30,500.00</b>	<b>£ 250.00</b>	<b>99.19%</b>
<b>EMR - Office Admin £4750, IT £10,000</b>				
Stationery	£ 1,500.00	£ 643.16	£ 856.84	42.88%
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	£ 1,289.46	£ 10.54	99.19%
Photocopying	£ 3,250.00	£ 2,212.16	£ 1,037.84	68.07%
Subscriptions	£ 2,200.00	£ 2,312.80	-£ 112.80	105.13%
Postage	£ 1,300.00	£ 1,119.32	£ 180.68	86.10%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 250.00	£ 35.00	£ 215.00	14.00%
Bank Charges	£ 1,300.00	£ 820.78	£ 479.22	63.14%
Miscellaneous	£ 250.00	£ 100.00	£ 150.00	40.00%
Professional Advice	£ 1,000.00	£ -	£ 1,000.00	0.00%
Audit	£ 3,000.00	£ 2,175.00	£ 825.00	72.50%
IT	£ 6,000.00	£ 13,351.24	-£ 7,351.24	222.52%
<b>Training EMR £2000</b>				
Training - Staff	£ 2,000.00	£ 1,284.00	£ 716.00	64.20%
Expenses/Travel Costs - Cllrs	£ 1,000.00	£ 229.70	£ 770.30	22.97%
Training - Cllrs	£ 2,500.00	£ 210.00	£ 2,290.00	8.40%
Mileage & Expenses - Staff	£ 900.00	£ 1,185.73	-£ 285.73	131.75%
	<b>£ 35,000.00</b>	<b>£ 30,463.76</b>	<b>£ 4,536.24</b>	<b>87.04%</b>
	<b>£ 65,750.00</b>	<b>£ 60,963.76</b>	<b>£ 4,786.24</b>	<b>92.72%</b>

Leigh Town Council Main Budget Report					2019/20				
INCOME	Budget 2019/20	Income Received	Balance	% Received	EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
<b>General Reserve B/F</b>		£ 90,026.34							
<b>Finance &amp; Governance Committee</b>					<b>Finance &amp; Governance Committee</b>				
Precept	£421,625.00	£ 421,625.00	£ -	100.00%	Policy & Council Resources	£ 39,350.00	£ 18,132.64	£ 21,217.36	46.08%
Grants	£ 3,910.00	£ 3,910.00	£ -	100.00%	Office & Council Administration	£ 65,750.00	£ 60,963.76	£ 4,786.24	92.72%
Interest	£ 800.00	£ 3,212.71	-£ 2,412.71	401.59%	Strategic Plan Projects Expenditure	£ -	£ -	£ -	
CIL Income		£ 11,079.98			CIL Expenditure	£ 21,000.00	£ 1,796.00	£ 19,204.00	8.55%
Other Committee Income	£ 1,300.00	£ 2,590.25	-£ 1,290.25	199.25%		£ 126,100.00	£ 80,892.40	£ 45,207.60	64.15%
	£427,635.00	£ 442,417.94	-£ 3,702.96	103.46%					
					<b>Staffing Committee</b>				
					Council Staffing	£ 105,308.00	£ 91,553.32	£ 13,754.68	86.94%
<b>Community &amp; Culture Committee</b>					<b>Community &amp; Culture Committee</b>				
Leigh Community Centre	£131,500.00	£ 109,397.63	£ 22,102.37	83.19%	Leigh Community Centre	£ 53,850.00	£ 40,012.06	£ 13,837.94	74.30%
LTC Use of LCC	£ 27,000.00	£ 27,000.00	£ -	100.00%	Community Centre Staffing	£ 128,464.00	£106,717.78	£ 21,746.22	83.07%
Allotments	£ 14,540.00	£ 15,747.80	-£ 1,207.80	108.31%	Allotments	£ 26,737.00	£ 28,280.06	-£ 1,543.06	105.77%
Community Facilities	£ 50.00	£ 20.83	£ 29.17	41.66%	Community Facilities	£ 10,831.00	£ 10,672.73	£ 158.27	98.54%
Health & Wellbeing Programme	£ 16,150.00	£ 11,617.59	£ 4,532.41	71.94%	Health & Wellbeing Programme	£ 43,357.00	£ 40,639.84	£ 2,717.16	93.73%
Environment Facilities & Services	£ -	£ 1,541.63	-£ 1,541.63		Community Services Funding	£ 5,400.00	£ 5,400.00	£ 5,400.00	0.00%
Friends of LCC	£ -	£ 385.92	-£ 385.92		Community Partnership Programmes	£ 6,500.00	£ 3,692.75	£ 2,807.25	56.81%
					Environment Facilities & Services	£ 24,050.00	£ 25,384.86	-£ 1,334.86	105.55%
					Committee Staffing	£ 13,376.00	£ 8,920.76	£ 4,455.24	66.69%
	£189,240.00	£ 165,711.40	£ 23,528.60	87.57%	Friends of LCC		£ 2,451.27		
						£ 312,565.00	£266,772.11	£ 45,792.89	85.35%
<b>Planning, Highways &amp; Licensing</b>					<b>Planning, Highways &amp; Licensing</b>	£ 12,145.00	8658.25	£ 3,486.75	71.29%
<b>Total Income</b>	£616,875.00	£ 608,129.34	£ 19,825.64	98.58%					
					<b>Resolved Capital Projects</b>				
	YR end 18/19		YR end 19/20 forecast		LCC Refurbishment	£ 70,000.00	£ 9,736.99	£ 60,263.01	13.91%
Capital Reserves	£185,139.16		£ 217,500.00		LCC Remodel	£ 25,000.00	£ 20,963.15	£ 4,036.85	83.85%
Earmarked Reserves	£177,901.67		£ 225,000.00		Skate Park Improvements	£ 30,000.00	£ 990.00	£ 29,010.00	3.30%
CIL Reserve	£ 26,311.50		£ 24,500.00			£ 125,000.00	£ 31,690.14	£ 93,309.86	25.35%
3rd Party monies	£ 12,068.73		£ 10,000.00						
					<b>Total Expenditure</b>	£ 681,118.00	£479,566.22	£ 201,551.78	
					<b>Current General Reserves</b>		£218,589.46		
					<b>Est. General Reserve @ yr end</b>		£ 95,000.00		



# Leigh-on-Sea Town Council



71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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

## Payments List 11<sup>th</sup> Jan 2020 – 19<sup>th</sup> February 2020 Report 2741/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102988	£59.79	Cancer Research	Distribution of collection at Leigh Lights
102989	£82.49	The Future Fund Charity	Distribution of collection at Leigh Lights
102990	£73.50	Fulton Paper	Stationery
102991	£300.00	Tindle Newspapers Essex & Kent Ltd	LTC 24Newsflash
102992	£108.00	Meyer Fire Protection Co Ltd	Fire alarm callout
102993	£31.86	Viking	Stationery
102994	£252.00	EALC	Councillor training
102995	£1620.00	Southend BC	Grass cutting at Skate Park Hedge cutting at allotments
102996	£339.02	Essex Supplies (UK) Ltd	Cleaning materials and mats
102997		Cancelled	
102998	£5.40	Allen Bros Electrical (Factors) Ltd	Electrical components
102999	£41.15	Mark One Hire	Acrow prop hire
103000	£666.00	Quantum Services	Lift service contract
103001	£82.16	Office Watercoolers Ltd	Paper cups
103002	£404.00	SLCC Enterprises Ltd	Practitioners Conference0702
BK TRS	£22000.00	Payroll	January payroll
BK TRS	£125.00	Marshall Close Allotments	ASA agreement

BK TRS	£400.00	LOSALGA	ASA agreement
BK TRS	£750.00	Manchester Drive Allotment Society	ASA agreement
BK TRS	£1758.00	Event Communications Ltd	Radio hire Leigh Lights
BK TRS	£18.00	Essex Wildlife Trust Ltd	Community Transport trip
BK TRS	£22000.00	Payroll	January payroll
BK TRS	£2745.00	Aylesford Electrical Contractors Ltd	Christmas lighting scheme removal and storage
BK TRS	£228.00	Southend BC	Suspension of parking bays for Leigh Lights
BK TRS	£28.80	Hirer	Refund room hire
BK TRS	£227.15	Staff member	Refund tool hire costs
		<b>Expenditure – Imprest Items</b>	
	£7.07	Mole Valley Farms	Ball valve arm
	£30.36	Safety Signs 4 Less	Community Centre signage
	£32.00	B&Q	Door lock
	£79.14	Johnstone's Centre	Decorating Paint for Community Centre
	£24.70	Solopress	Flyers
	£27.00	Southend BC	Event application fee
	£21.00	Southend BC	Temporary event notice
	£99.96	Amazon	Flasks
	£18.00	Amazon	Toaster
	£9.48	South Essex Fasteners	Nuts and bolts
	£137.66	Crown Decorating Centres	Paint LCC
		<b>Expenditure – Direct Debits</b>	
	£309.07	DOTS	Photocopying and IT support



	£138.53	Wessex Products Leasing	Hand drier lease
	£27.95	Global Payments	Card processing charges
	£17.40	Global Payments	Card processing charges
	£678.00	DOTS	Cabling and removal of equipment
	£25.53	SSE	Strand Wharf electricity
	£755.94	SSE	Community Centre gas
	£200.00	Francotyp Postalia Ltd	Postage
	£674.05	SSE	Community Centre electricity
	£62.77	SSE	Skate Park electricity
	£1016.39	British Telecom	Phones lines and broadband
	£316.80	CF Corporate Finance	Dokoni Software lease
	£442.80	CF Corporate Finance	Photocopier lease
	£100.07	Biffa Environmental	Skate Park waste collection
	£81.08	Biffa Environmental	Community Centre waste collection
	£90.68	Biffa Environmental	Community Centre recycling
	£12.00	Retail Funding Ltd	Card processing fee
	£6.00	Paynetworx	Virtual Terminal fee
	£17.47	Global Payments	Card processing charges
	£28.16	Global Payments	Card processing charges