



# Leigh-on-Sea Town Council

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**Chairman:** Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

**Town Clerk:** Helen Symmons PSLCC



Members are hereby summoned to attend a virtual meeting  
of Leigh-on-Sea Town Council on  
**Tuesday 10<sup>th</sup> November 2020**

This meeting is being held in accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

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

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/2840165282?pwd=MVhpYnVNODBzSXk5U1hqUUFZKzJDZz09>

or use the Zoom App on your device and input:

Meeting ID: 284 016 5282

Password: 1996

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

One tap mobile

+442034815237,,2840165282#,,,,0#,,1996# United Kingdom

+442034815240,,2840165282#,,,,0#,,1996# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 284 016 5282

Password: 1996

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

*Helen Symmons*

Helen Symmons PSLCC  
Town Clerk  
5th November 2020

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

There will be prayers from Fr. Clive Hillman prior to the opening of the meeting. Fr. Clive is the Council's Chaplain for Cllr Gilson's year as Chairman.

## AGENDA

1. CHAIRMAN'S VIRTUAL MEETING PROTOCOL ANNOUNCEMENT
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING [18<sup>TH</sup> AUGUST 2020](#)
5. PUBLIC REPRESENTATIONS
6. SOUTHEND BOROUGH COUNCIL

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

7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
8. TOWN CLERK'S REPORT ([Appendix 1](#)) page 7

## COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

### 9. COMMITTEES

To receive the Minutes of Committees for 2020/21:

- a) Planning, Licensing & Highways Committee – To receive minutes of [1<sup>st</sup> September](#), [22<sup>nd</sup> September](#), [13<sup>th</sup> October](#) and [3<sup>rd</sup> November](#) 2020.

There were no recommendations

- b) Staffing Committee – to receive minutes of [8<sup>th</sup> September](#) and [13<sup>th</sup> October](#) 2020

There were no recommendations

- c) Community & Culture Committee – To receive minutes of [29<sup>th</sup> September](#) 2020

There were no recommendations

- d) Finance & Governance Committee – To receive minutes of [20<sup>th</sup> October](#) 2020

### **RECOMMENDATIONS TO COUNCIL –**

Minute 7 - Staff Handbook (sent to Members prior to the meeting)

**RECOMMENDED** that Council adopt the reviewed Staff Handbook

Minute 8 - Vexatious Complaints Procedure (sent to Members prior to the meeting)

**RECOMMENDED** that Council adopt the new procedure

Minute 9 - Health & Safety Policy (sent to Members prior to the meeting)

**RECOMMENDED** that Council resolve the reviewed policy

Minute 10 – Training & Development Policy (sent to Members prior to the meeting)

**RECOMMENDED** that Council resolve the reviewed policy

Minute 11 – Safeguarding Policy (sent to Members prior to the meeting)  
**RECOMMENDED** that Council resolve the reviewed policy

Minute 17 - Annual Budgeting Process ([Appendix 2](#)) page 12  
**RECOMMENDED** that Council approve in principal the draft Council budget subject to final confirmation of the Tax Base from Southend Borough Council

The Town Clerk highlights the following for information:

The Staffing Committee resolved a committee budget £18,957 less than this year's budget.

C&C Committee resolved a committee expenditure budget £26,200 less than the current budget and income £88,200 less. The main points are they resolved an altered Leigh Lights event from that held in the past, cancelled hanging baskets (as the cost was more than doubling) but included a budget of £10,000 for Town Security. This is an item not yet discussed or resolved by Council as no motion has been submitted by the Committee as yet. Community Centre income has been set at a cautious level, assuming hire income less than half of 2019/20 actual income received pre-COVID.

F&G Committee resolved a committee budget £14,100 less than the current year's budget. The budget makes no provision for membership to EALC and NALC for the year. The Town Clerk has provided further information elsewhere that relates to this. If the budget is approved by Council then the Town Clerk will submit Council's resignation to EALC for 2021/22.

At the present time if expenditure remains under tight control for this financial year then General Reserve level is forecast at £80,000. The forecast was £60,000 originally when the effects of the pandemic on Community Centre business first took hold.

Minute 20 - Approve Expenditure ([Appendix 3](#)) page 21  
**RECOMMENDED** that Council approve the expenditure

#### 10. SPATIAL PLAN PROJECTS PDG

Following the PDG meeting in March, the group informed Council that the next step was to develop a detailed action plan for each project with identification of possible risks (in line with Council protocols) – who will do what, how and when. The following is reported from the meeting held 6<sup>th</sup> October 2020:

- a) Walking routes around Leigh-on-Sea – there was no discussion on this at the meeting
- b) Reduction of traffic speed along New Road – there was much discussion and it was noted that via Community & Culture Committee, a letter had already been sent to Cllr Woodley at Southend Borough Council regarding town security and the highways issue at Cliff Gardens. The group decided that they needed to establish a list of priorities, ask for monitoring data and start evidence gathering. Cllr Rosier agreed to draft a letter to Cllr Woodley. The other idea was to create a flyer for residents from New Road to the end of the Ridgeway asking for the thoughts and personal experiences of the residents. This could then be emailed to the Town Council or collected although it was felt that it would have greater impact if Councillors got residents to complete a questionnaire in front of them. Cllr Forde agreed to draft a flyer and letter.

There was no recommendation to Council but **Council do need to approve** this course of action as PDGs are not decision groups.

#### 11. AIRPORT PDG ([Appendix 4](#)) page 27

The PDG concluded that in light of the continued impact night cargo flights are having on the wellbeing of Leigh-on-Sea residents, it wished to **RECOMMEND** that Leigh Town Council shows strong support of local councillors and MPs in their attempts to force the cessation of night flights and that the letter in Appendix 4 be sent reiterating this position to Stobart, Southend Airport Management.

12. SOCIAL ISOLATION PROJECTS ([Appendix 5](#)) page 28

Various ideas were discussed but the group wished to **RECOMMEND** a Well Being Day with an employment focus in view of the effects of the economic issues created by COVID-19.

For information from the Town Clerk:

A risk assessment for this proposed event was prepared by staff before the rule of 6 restrictions were announced. Whilst control measures reduce the risk, it still remained high in relation to the Council's Risk Management strategy due to the 'drop in' style of the event. Southend Borough Council are only permitting events where attendance does not exceed 6. With stallholders, attendees and volunteers that will be required, this number will be exceeded and therefore the Town Clerk could not allow the event to proceed. Now with further lockdown restrictions being implemented in November, only an alternative virtual event could proceed as per the alternative events suggestion in Appendix 5. The Government's announcement 31<sup>st</sup> October highlights that the country could be facing many periods of uncertainty and an event seems unlikely till after March at the earliest.

13. COVID EMERGENCY FUND

The following applications have been received since the last Council meeting and decided upon as follows:

Friends of Leigh Library Gardens	£1,000	application denied as did not meet policy criteria
Southend Community Events	£1,000	application denied as did not meet policy criteria
Yoga4all Group CIC	£1,000	application agreed with spaces being allocated to Leigh residents

Summary of the Fund since inception:

- £10,000 set aside.
- Funding applications for a minimum of £250 to maximum of £1,000.
- Seven applications received
- 2 being approved for a total of £1,420 being granted

The Town Clerk apologises to Council as the Panel membership should have been changed at the Annual Council Meeting but this was overlooked. The original decision was Chairman and Vice Chairman of Council, Chairman of F&G Committee and 2 other Councillors. In this respect Cllrs Cracknell and Wells were voted to the Panel.

It is **RECOMMENDED** that the Panel members be reconfirmed and the Town Clerk suggests that membership comprises of Chairman and Vice Chairman of Council, Chairman of F&G Committee and two other Councillors, with the provision that if an interest is declared by any member of the Panel, the Vice Chairman of F&G Committee becomes a substitute.

14. REPRESENTATIVE REPORTS

Verbal reports from Councillor representatives on outside organisations will be made if any meetings have been attended.

<b>DECISION ITEMS</b>
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15. MOTION FROM CLLR GILSON, SECONDED CLLR WILKINS ([Appendix 6](#)) page 33

Cllrs Gilson and Wilkins request that Council resolve their motion to purchase 16 tablets/computers for Councillors.

## 16. MOTION FROM CLLR SMITH, SECONDED CLLR WILKINS

Cllrs Smith and Wilkins request that Council resolve to hold a Council PDG meeting to reassess the whole area of community engagement.

17. PROPOSAL FROM CLLR O'BOYLE ([Appendix 7](#)) page 35

Cllr O'Boyle has submitted a proposal from South Essex Community HUB for Council's consideration

## 18. CHRISTMAS TREE DONATION

Cllr Gilson informed the Town Clerk that Sir David Amess MP had offered to donate a 10ft Christmas Tree to Leigh Town Council. Cllr Gilson would like this to be erected in the Broadway West Triangle. Southend Borough Council have yet to give any permission as a risk assessment would need to be provided but in principal, they have said this might be possible.

To ensure that the tree is erected safely and securely with lights adorned, our current lighting contractor has provided a quote as follows along with an example of how the tree might appear (although they have used the Rectory Grove triangle as an example as the space is larger):



1 No. base (as per photo attached)

10. Sets of string lights – either pure white or warm white and a transformer

Labour to install, remove the lights and the base.

Collection of the tree from a location within the Town.

**For the sum of £1,448.00 + VAT – all prices for the product have been priced on a hire option.**

Cllr Gilson asks Council to accept the donation and agree to the associated costs.

## 19. COMMUNITY CENTRE DOORS

Issues have arisen since reopening of the Centre with the entrance doors. The engineer has been called several times now. At the visit on 30<sup>th</sup> October, it became apparent that substantial repairs are required including upgrading the motor and canopy as the current ones are obsolete. Two options are available:

Refit new motor, mechanical parts and canopy	£3786
Complete upgraded replacement of bi-folding door entrance	£7838

It is unknown how long the existing doors have been the entrance to the Centre as they were there when Leigh Town Council took over the building from the Adult Education Centre in 2012. The indication is that it may have been when the building was adapted for disabled access in 2004 which is when the entrance ramp and first lift were installed.

To avoid a scenario where suddenly the doors stop working altogether and cause a security issue, it is **RECOMMENDED** that Council make a decision as to the level of works to undertake. There is a Community Centre earmarked reserve of £18,694 and it is **RECOMMENDED** that Council use this reserve to pay for repairs or replacement as this is an unbudgeted item. The decision is asked of Council due to the urgency of fixing the issue and if a complete replacement, it exceeds the authorisation for expenditure that Community & Culture Committee have.

<b>FOR NOTING / CONSIDERATION</b>
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20. EMERGENCY ROOF REPAIRS

High winds caused roof tiles to fall from the section over the front entrance at the Community Centre back in August and other parts of the central dormer were unsafe. Under Financial Regulation 4.5, authorisation in consultation with Committee Chairmen was sought for the emergency repairs. The total cost of repairs was £5740 but we were able to claim on insurance for a portion of that. As a result, the cost to Council was £3,225 and this was covered from the Community Centre maintenance budget.

21. COUNCIL INCOME & EXPENDITURE BUDGET UPDATE AS AT 31<sup>ST</sup> OCTOBER 2020  
([Appendix 8](#)) page 37

22. REVIEW OF ACTION PLAN THAT SUPPORTS THE STRATEGIC PLAN ([Appendix 9](#)) page 38

23. CASUAL VACANCY – ELMS WARD

A trigger notice was received from 10 electors for the Elms Ward and a by-election will take place 6<sup>th</sup> May 2021.

24. NALC QUALITY COUNCIL STATUS

The Council were awarded Gold Status for the next four years.

25. COMMUNITY ENGAGEMENT

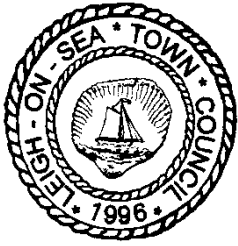
- a) LTC News Magazine – the 11<sup>th</sup> edition has been published. The news flash edition will be printed in the Leigh Times in February.
- b) A 'Keeping in Touch' news sheet has been distributed to all Community Transport members and made available on the website for the elderly in our Community.
- c) Leigh Tin Teams are using the Community Centre as a storage and distribution hub.
- d) The skate park community have painted the obstacles in the park and are looking at ways to raise additional funds to make further improvements to the park.

*Helen Symmons*

Town Clerk  
5<sup>th</sup> November 2020

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

DATE OF NEXT MEETING: Tuesday 19<sup>th</sup> January 2021



# Leigh-on-Sea Town Council

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Report 2755/HS

## TOWN CLERK'S REPORT NOVEMBER 2020

### TRAINING

EALC have finally added some virtual Councillor training to their calendar. Cllr Wilkins is booked on to Councillor training in November at £90 per session.

The Town Clerk has established that other County Associations offer extensive online training platforms and accessible to non-members e.g. Warwickshire Association offer planning training at £30 and various Councillor modules at £50 per module. The Town Clerk will put a list together for Councillors to peruse.

### EALC

Following the August Council meeting of LTC, as Southend District representative on the EALC Executive Committee (which was pending in view of the constitutional amendments that the Executive Committee were proposing at the AGM), I wrote to EALC on 24<sup>th</sup> August asking for the reasoning behind the Executive Committee's decision on putting forward the recommendation that officers could not be on the Executive Committee. No reply was received by the AGM 24<sup>th</sup> September, I finally received a reply 23<sup>rd</sup> October stating:

'The primary reason for the removal of Officers from the Executive Committee follows that practice in place for the NALC and indeed Parish & Town, District, Borough, Unitary and County Councils.'

Cllr Wilkins attended the EALC AGM as the Town Clerk was on annual leave and reported as follows:

EALC Training – reported that there had not been any due to technical issues. No financial predictions as yet on the impact but will be looking to their reserves to make sure they survive.

The affiliation fee for 2021/22 will rise by 2.99%. LTC voted against this.

The motion to amend the constitution to exclude Officers from being on the Executive Committee was defeated. Member Councils felt there had not been sufficient consultation by the Executive Committee. LTC voted against the motion.

The Town Clerk is therefore still able to be the representative for the Southend District if Council so decide – the next meeting of the Executive Committee is 19<sup>th</sup> November which is the Committee's AGM and appointments of roles and sub-committees made.

Following the EALC AGM, several Councillors have asked of the Town Clerk whether membership of EALC is necessary. Training has been provided in the past but the Council would be able to access this from other County associations, many of whom have excellent online training on offer. NALC have confirmed that you cannot be a member of NALC without being a member of EALC. Advice can be sought from NALC through EALC but the turnaround time is 21 working days. The Town Clerk has access to SLCC advice and a nationwide clerking network. The Council can always re-join at any time.

According to the EALC constitution any member wishing to end its membership must do so by tendering its resignation in writing to the CEO of EALC not later than 31<sup>st</sup> December which then becomes effective from 31<sup>st</sup> March the following year.

Council have been made aware by the Town Clerk of concerns with regard to some governance and democracy matters of EALC.

### **SLCC VIRTUAL NATIONAL CONFERENCE**

A week-long virtual conference took place in October with Clerk's nationwide being able to attend Zoom sessions. The Town Clerk attended the following sessions for Continuous Professional Development:

- Tom Swarbrick, Inside the Storm:Crisis from 10 Downing Street
- Your Inner Power
- SLCC CEO's Reflections
- Model Code of Conduct for Local Government
- A View of the Sector
- Devolutions, Localism & the Future of Local Councils
- Clerk's Life the Uncensored Truth
- Communication & Coronavirus – Role that Town & Parish Councils can play
- Empowering Local Communities: engaging citizens in the design of public services
- Diversity & Equality in the Community
- ALCC – Union view of Clerk matters and concerns
- John Volanthen – Achieving the Impossible, Thailand Cave Rescue
- Large Council Networking
- Unlocking the Potential of your High Street

There are other sessions I couldn't attend that are available as recordings but I have not had the opportunity to view these as yet.

The SLCC Practitioner's Conference in February 2021 will be held the same way.

### **NOVEMBER LOCKDOWN**

At the time of writing the report, the Town Clerk was awaiting full updated guidance relating to the safe use of multi-purpose community facilities. The allotments remain open and the skate park as an outdoor public place remains open with signs in place there and at Strand Wharf with regard to only meeting as per Government guidance.

Tin Teams Leigh will be using the Centre as a storage and distribution hub during this time and the Centre will be open for those exempt purposes according to legislation and guidance when this becomes fully updated and interpreted.

The Town Clerk challenged the team with the task of how to support the Town's 'non-essential' businesses that are forced to close during this time. In this respect we have 'handed over' our Instagram page for this purpose and within 12 hours of announcing this, over 3,000 people had been reached with this message and we will be sharing and supporting as much information as possible that businesses are trying to impart about their trading whilst physically closed to customers.

Several staff have been furloughed or flexi-furloughed as the Job Retention Scheme was extended, some staff have chosen to work completely at home whilst others expressed a preference to attend the office between 1-3 days per week. Only two staff maximum will work in the office extremely socially distanced. All areas of the Community Centre remain COVID safe



**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2020/21**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is in progress. Maker has had surgery and recuperating		TC
COUNCIL 17-09-19	77. Defibrillator	RESOLVED to accept offer from Leigh Lions		Launch date 3 <sup>rd</sup> September	NFA	
COUNCIL 17-09-19	78. Execution of Legal Deed	RESOLVED		Still to be executed. TC chases solicitors frequently		TC
COUNCIL 19-11-19	92. Committees	RESOLVED new partnership working proposal with SBC subject to proposal cost terms being agreed		Meeting held with SBC. Site visit awaited and further details from SBC so a business case can be submitted	TC has chased several times on this but nothing further heard from SBC	TC
COUNCIL 19-11-19	94. CIL PDG	RESOLVED in principle subject to research		No planting included in project at present. Revisit once structure rebuilt	Added to 2020-21 CIL PDG. NFA under this minute	
COUNCIL 17-03-20	135. Spatial Plan PDG	RESOLVED further PDGs for each vision project to be held		PDG held 6 <sup>th</sup> October – report on agenda	NFA under this minute	
COUNCIL 11-08-20	167-169 Annual Governance	RESOLVED all items		Sent to external auditors and posted on website etc.	NFA	
COUNCIL 11-08-20	170. Quality Gold Award	RESOLVED items published on website or in place		EALC application may be now completed	NFA	
COUNCIL 18-08-20	1 & 2. Election of Council positions	RESOLVED		Cllr Gilson is Council Chairman Cllr Wilkins is Vice Chairman	NFA	
COUNCIL 18-08-20	14. Election of Committees and Chairs	RESOLVED		All Committees formed with Chairmen elected	NFA	
COUNCIL 18-08-20	15. Dates and times of meetings	RESOLVED		Published	NFA	
COUNCIL 18-08-20	16 & 17 Invitations to co-opt and Reps on outside bodies	RESOLVED		Individuals being invited and Outside bodies being advised	NFA	
COUNCIL 18-08-20	18-24 Annual Business	RESOLVED		All implemented	NFA	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 18-08-20	28. Appt of internal auditor	RESOLVED		Auditing Solutions re-appointed	NFA	

[Agenda](#)

# Leigh-on-Sea Town Council

## Budget 2021/22

For Recommendation to  
Council via F&G Committee

Leigh Town Council 2021/22 Budget Document											
INCOME	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22	EXPENDITURE	Actuals 2018/19	Actuals 2019/20	Budget 2019/20	Yr End Projected Actuals	Budget 2021/22
<b>Finance &amp; Governance</b>						<b>Finance &amp; Governance</b>					
Interest	£ 3,309.24	£ 3,836.51	£ 800.00	£ 1,200.00	£ 700.00	Policy & Council Resources	£ 27,565.51	£ 23,739.02	£ 50,450.00	£ 28,938.00	£ 30,450.00
Other Income	£ 2,248.44	£ 2,676.50	£ 1,300.00	£ 500.00	£ 1,300.00	Office & Council Administration	£ 58,127.68	£ 62,595.80	£ 57,650.00	£ 30,858.00	£ 43,550.00
	£ 5,557.68	£ 6,513.01	£ 2,100.00	£ 1,700.00	£ 2,000.00	Strategic Objectives Fund			£ 15,000.00	£ -	£ 15,000.00
							£ 85,693.19	£ 86,334.82	£ 123,100.00	£ 59,796.00	£ 89,000.00
						<b>Staffing Committee</b>					
						Council Staffing	£ 99,213.50	£ 99,752.97	£ 113,257.00	£ 114,854.00	£ 104,500.00
<b>Community Facilities</b>						<b>Community &amp; Culture</b>					
Leigh Community Centre	£ 127,862.81	£ 125,547.13	£ 132,000.00	£ 12,000.00	£ 60,000.00	Leigh Community Centre	£ 38,458.22	£ 53,016.73	£ 56,700.00	£ 35,726.70	£ 54,400.00
LTC Use of LCC	£ 27,000.00	£ 25,000.00	£ 20,000.00	£ -	£ 10,000.00	Community Centre Staffing	£ 136,626.66	£ 123,529.56	£ 134,500.00	£ 102,000.00	£ 123,000.00
Allotments Income	£ 13,538.10	£ 14,944.80	£ 19,000.00	£ 20,300.00	£ 20,650.00	Allotments	£ 25,072.75	£ 28,681.59	£ 31,850.00	£ 25,112.00	£ 28,700.00
Community Facilities	£ 40.00	£ 20.83	£ -	£ -	£ 1,000.00	Community Facilities	£ 7,282.59	£ 10,117.73	£ 14,200.00	£ 9,810.00	£ 10,650.00
Health & Wellbeing Programme	£ 16,839.90	£ 12,111.59	£ 13,000.00	£ -	£ 4,750.00	Health & Wellbeing	£ 36,711.05	£ 42,043.97	£ 46,300.00	£ 22,078.00	£ 32,900.00
Environment Facilities & Services	£ -	£ 1,541.63	£ 2,000.00	£ -	£ 1,400.00	Community Services Funding	£ 5,393.34	£ 5,394.60	£ 5,500.00	£ 3,000.00	£ 5,700.00
						Community Partnership Progs.	£ 676.00	£ 4,226.75	£ 5,000.00	£ -	£ 15,000.00
						Environment Facilities & Services	£ 27,783.54	£ 25,384.86	£ 21,050.00	£ 12,550.00	£ 15,050.00
						Committee Staffing	£ 10,079.97	£ 9,103.00	£ 11,500.00	£ 10,944.00	£ 15,000.00
	£ 185,280.81	£ 179,165.98	£ 186,000.00	£ 32,300.00	£ 97,800.00		£ 288,084.12	£ 301,498.79	£ 326,600.00	£ 221,220.70	£ 300,400.00
						<b>Planning &amp; Licensing</b>					
<b>Planning &amp; Licensing</b>						Staffing	£ 10,453.70	£ 10,857.92	£ 9,200.00	£ 9,155.00	£ 12,250.00
							£ 10,453.70	£ 10,857.92	£ 9,200.00	£ 9,155.00	£ 12,250.00
		£ -		£ -	£ -	<b>Resolved Capital Projects</b>					
						LCC Refurbishment	£ 164,845.47	£ 9,736.99	£ 54,425.00	£ 50,000.00	£ 50,000.00
<b>Total Income</b>	<b>£ 190,838.49</b>	<b>£ 185,678.99</b>	<b>£ 188,100.00</b>	<b>£ 34,000.00</b>	<b>£ 99,800.00</b>	LCC Remodel	£ -	£ 62,754.25	£ 25,000.00	£ 25,000.00	£ -
							£ 164,845.47	£ 72,491.24	£ 79,425.00	£ 75,000.00	£ 50,000.00
<b>Capital Reserves 31/03/20</b>	<b>£ 27,710.00</b>			<b>£ 15,000.00</b>		<b>Total Expenditure</b>	<b>£ 648,289.98</b>	<b>£ 570,935.74</b>	<b>£ 651,582.00</b>	<b>£ 480,025.70</b>	<b>£ 556,150.00</b>
<b>Earmarked Reserves 31/03/20</b>	<b>£ 248,206.61</b>			<b>£ 216,862.36</b>		<b>Budget Net Totals per Committee</b>	<b>F &amp; G</b>				<b>£ 89,000.00</b>
<b>General Reserves 31/03/20</b>	<b>£ 80,239.09</b>			<b>£ 80,000.00</b>			<b>C&amp;C</b>				<b>£ 300,400.00</b>
<b>LCC Project EMR</b>	<b>£ 185,147.92</b>			<b>£ -</b>			<b>Staffing</b>				<b>£ 104,500.00</b>
							<b>Planning, Highways &amp; Licensing</b>				<b>£ 12,250.00</b>
							<b>LCC Repair/Remodel</b>		as per Action plan		<b>£ 50,000.00</b>

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<b>Leigh Town Council 2021/22 Medium Term Financial Plan</b>									
<b>INCOME</b>	2021/22	2022/23	2023/24	2024/25	<b>EXPENDITURE</b>	2021/22	2022/23	2023/24	2024/25
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Interest	£ 700.00	£ 400.00	£ 600.00	£ 500.00	P & R Expenditure	£ 30,450.00	£ 32,500.00	£ 33,500.00	£ 35,000.00
Other Income	£ 1,300.00	£ 1,300.00	£ 1,300.00	£ 1,300.00	Office & Admin	£ 43,550.00	£ 45,750.00	£ 47,000.00	£ 48,500.00
					Strategic Objectives Fund	£ 15,000.00	£ 25,000.00	£ 15,000.00	£ 25,000.00
	£ 2,000.00	£ 1,700.00	£ 1,900.00	£ 1,800.00		£ 89,000.00	£ 103,250.00	£ 95,500.00	£ 108,500.00
					<b>Staffing Committee</b>				
					Council Staffing	£ 104,500.00	£ 109,750.00	£ 115,000.00	£ 118,500.00
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC Hire Income	£ 60,000.00	£125,000.00	£ 140,000.00	£150,000.00	Leigh Community Centre	£ 54,400.00	£ 56,000.00	£ 59,000.00	£ 60,500.00
LTC Use of LCC	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	Community Centre Staffing	£ 123,000.00	£ 129,000.00	£ 133,000.00	£ 139,500.00
Allotments Income	£ 20,650.00	£ 21,500.00	£ 22,250.00	£ 23,250.00	Allotments	£ 28,700.00	£ 29,000.00	£ 34,000.00	£ 30,000.00
Community Facilities	£ 1,000.00	£ -	£ -	£ -	Community Facilities	£ 10,650.00	£ 11,000.00	£ 11,250.00	£ 13,000.00
Health & Wellbeing Programmes	£ 4,750.00	£ 6,000.00	£ 8,000.00	£ 10,000.00	Health & Wellbeing	£ 32,900.00	£ 35,000.00	£ 45,000.00	£ 40,000.00
Environment Facilities & Services	£ 1,400.00	£ 2,000.00	£ 2,500.00	£ 2,700.00	Community Services Funding	£ 5,700.00	£ 6,000.00	£ 6,250.00	£ 6,500.00
					Community Partnership Progs.	£ 15,000.00	£ 15,000.00	£ 17,500.00	£ 17,500.00
					Environment Facilities & Services	£ 15,050.00	£ 20,000.00	£ 21,000.00	£ 21,000.00
					Committee Staffing	£ 15,000.00	£ 15,750.00	£ 16,250.00	£ 16,750.00
	£ 97,800.00	£164,500.00	£ 182,750.00	£195,950.00		£ 300,400.00	£ 316,750.00	£ 343,250.00	£ 344,750.00
<b>Planning &amp; Licensing</b>					<b>Planning &amp; Licensing</b>				
					Staffing	£ 12,250.00	£ 12,750.00	£ 13,250.00	£ 14,000.00
						£ 12,250.00	£ 12,750.00	£ 13,250.00	£ 14,000.00
					<b>Resolved Capital Projects</b>				
					LCC Refurbishment/Dilapidations	£ 50,000.00	£ 50,000.00	£ 40,000.00	£ 25,000.00
						£ 50,000.00	£ 50,000.00	£ 40,000.00	£ 25,000.00
<b>Total Income</b>	<b>£ 99,800.00</b>	<b>£166,200.00</b>	<b>£ 184,650.00</b>	<b>£197,750.00</b>	<b>Total Expenditure</b>	<b>£ 556,150.00</b>	<b>£ 592,500.00</b>	<b>£ 607,000.00</b>	<b>£ 610,750.00</b>

<b>Leigh Town Council 2021/22 Budget Document</b>											
<b>Committee - Community &amp; Culture</b>											
<b>INCOME</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22	<b>EXPENDITURE</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22
<b>Leigh Community Centre</b>						<b>Leigh Community Centre</b>					
Room Hire	£ 127,862.81	£ 125,547.13	£ 132,000.00	£ 12,000.00	£ 60,000.00	Insurance	£ 2,570.17	£ 2,647.28	£ 3,000.00	£ 2,726.70	£ 3,000.00
LTC Building Contribution	£ 27,000.00	£ 25,000.00	£ 20,000.00	£ -	£ 10,000.00	Business Rates	£ 7,920.00	£ 8,101.50	£ 8,500.00	£ -	£ 8,500.00
Other Income	£ 1,055.32		£ -	£ -	£ -	Gas	£ 3,416.14	£ 3,137.36	£ 5,500.00	£ 3,500.00	£ 4,000.00
	£ 155,918.13	£ 150,547.13	£ 152,000.00	£ 12,000.00	£ 70,000.00	Electricity	£ 6,180.31	£ 7,425.30	£ 7,000.00	£ 7,000.00	£ 7,500.00
<b>Community Facilities</b>						Water	£ 1,670.42	£ 2,085.39	£ 2,000.00	£ 2,000.00	£ 2,250.00
SW Memorial Plaques			£ -	£ -	£ 1,000.00	Catering	£ 896.89	£ 98.30	£ 500.00	£ 250.00	£ 250.00
Loaned Equipment	£ 40.00	£ 20.83			£ -	Communications	£ 1,583.21	£ 2,711.17	£ 1,800.00	£ 1,800.00	£ 2,000.00
Red Phone Box			£ -		£ -	Cleaning & Waste / H&S	£ 5,341.32	£ 6,787.57	£ 7,000.00	£ 4,000.00	£ 7,000.00
	£ 40.00	£ 20.83	£ -	£ -	£ 1,000.00	Advertising	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00
<b>Environment Fac &amp; Services</b>						Security & Alarms	£ 1,113.39	£ 579.24	£ 1,500.00	£ 1,500.00	£ 1,750.00
Christmas Lighting Sponsorship		£ 416.65	£ 1,000.00	£ -	£ 400.00	Miscellaneous	£ 148.05	£ 1,338.74	£ 750.00	£ 750.00	£ 750.00
Hanging Basket Sponsorship		£ 1,124.98	£ 1,000.00	£ -	£ 1,000.00	Licences	£ 2,219.42	£ 2,923.30	£ 2,400.00	£ 1,000.00	£ 2,400.00
	£ -	£ 1,541.63	£ 2,000.00	£ -	£ 1,400.00	IT & Website	£ 889.20	£ 1,311.34	£ 1,500.00	£ 200.00	£ 500.00
						Janitorial Costs (Uniforms Etc)	£ 78.00	£ 645.00	£ 500.00	£ 150.00	£ 250.00
						Contingencies	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00
<b>EXPENDITURE</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2020/21						
<b>Community Facilities</b>						Postage	£ -	£ 200.00	£ 500.00	£ 100.00	£ 250.00
<b>Strand Wharf</b>						Professional Fees	£ 247.67	£ 275.00	£ 500.00	£ -	£ 250.00
Maintenance	£ 91.86	£ 159.95	£ 500.00	£ 200.00	£ 250.00	Card Processing charges	£ 689.01	£ 740.18	£ 750.00	£ 750.00	£ 750.00
Electricity	£ 214.69	£ 249.10	£ 250.00	£ 250.00	£ 275.00	Daily Maintenance	£ 3,495.02	£ 12,010.06	£ 10,000.00	£ 10,000.00	£ 10,000.00
Planters	£ 44.20		£ 100.00	£ 150.00	£ 500.00		£ -	£ -	£ -		
	£ 350.75	£ 409.05	£ 850.00	£ 600.00	£ 1,025.00		£ 38,458.22	£ 53,016.73	£ 56,700.00	£ 35,726.70	£ 54,400.00
Events Equipment	£ 172.84		£ 500.00	£ -	£ 250.00	<b>Community Centre Staffing</b>	£ 136,626.66	£ 123,529.56	£ 134,500.00	£ 102,000.00	£ 123,000.00
Red Phone Box	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00						
	£ 472.84	£ 300.00	£ 800.00	£ 300.00	£ 550.00						
<b>Skate Park</b>						<b>Repair Programme</b>	£ 164,845.47	£ 9,736.99	£ 54,425.00	£ 50,000.00	£ 50,000.00
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	<b>Remodel</b>	£ 62,754.25	£ 25,000.00	£ 25,000.00	£ 25,000.00	£ -
Cleaning	£ 767.90	£ 943.70	£ 1,000.00	£ 750.00	£ 1,000.00						
Electricity	£ 188.33	£ 231.68	£ 250.00	£ 250.00	£ 275.00	<b>EMR as at 31/03/20</b>					
Miscellaneous	£ 100.00	£ 314.80	£ 250.00	£ 250.00	£ 250.00	Strand Wharf Memorial Planters	£ 3,041.67				
Grass Cutting	£ 450.00	£ 450.00	£ 500.00	£ -	£ 250.00	Skate Park	£ 6,902.25	vired for repairs if needed			
Maintenance	£ -	£ -	£ 2,500.00	£ 2,500.00	£ 2,500.00	CFC Other	£ 1,831.03				
Staffing Costs	£ 4,902.77	£ 7,418.50	£ 8,000.00	£ 5,110.00	£ 4,750.00	Community Centre - general	£ 23,119.88	vired £4425 for fire doors			
	£ 6,459.00	£ 9,408.68	£ 12,550.00	£ 8,910.00	£ 9,075.00	Paddling Pool	£ 2,659.70				
<b>Totals</b>	<b>£ 7,282.59</b>	<b>£ 10,117.73</b>	<b>£ 14,200.00</b>	<b>£ 9,810.00</b>	<b>£ 10,650.00</b>						

<b>Leigh Town Council 2021/22 Budget Document</b>					
<b>Committee - Community &amp; Culture continued</b>					
<b>INCOME</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2020/21
<b>Allotments</b>					
Manchester Drive Rent	£ 7,665.00	£ 7,922.50	£ 8,300.00	£ 8,300.00	£ 8,700.00
Leigh Site Rent	£ 3,314.60	£ 3,522.00	£ 3,600.00	£ 3,600.00	£ 3,750.00
Marshall Close Rent	£ 484.50	£ 468.30	£ 500.00	£ 500.00	£ 500.00
Non Resident Allotment levy		£ -	£ 3,000.00	£ 3,000.00	£ 2,800.00
Manchester Drive Water	£ 1,427.00	£ 2,051.50	£ 2,300.00	£ 2,600.00	£ 2,600.00
Leigh Water	£ 563.50	£ 839.00	£ 1,200.00	£ 1,500.00	£ 1,500.00
Marshall Close Water	£ 83.50	£ 141.50	£ 100.00	£ 800.00	£ 800.00
	<b>£ 13,538.10</b>	<b>£ 14,944.80</b>	<b>£ 19,000.00</b>	<b>£ 20,300.00</b>	<b>£ 20,650.00</b>
<b>Health &amp; Wellbeing</b>					
<b>Leigh Lights</b>					
Traders donations & Other income	£ 2,203.36	£ 2,876.68	£ 2,500.00	£ -	£ 1,000.00
	<b>£ 2,203.36</b>	<b>£ 2,876.68</b>	<b>£ 2,500.00</b>	<b>£ -</b>	<b>£ 1,000.00</b>
<b>Community Transport</b>					
Social Club		£ -	£ 500.00	£ -	£ 250.00
Trip Sales	£ 1,982.29	£ 1,490.33	£ 2,500.00	£ -	£ 1,000.00
	<b>£ 1,982.29</b>	<b>£ 1,490.33</b>	<b>£ 2,500.00</b>	<b>£ -</b>	<b>£ 1,250.00</b>
<b>Farmers' Market Fees</b>					
Pitch income	£ 2,747.00	£ 2,843.00	£ 2,500.00	£ -	£ 1,500.00
	<b>£ 2,747.00</b>	<b>£ 2,843.00</b>	<b>£ 2,500.00</b>	<b>£ -</b>	<b>£ 1,500.00</b>
<b>General Events</b>					
Events at LCC	£ 7,733.39	£ 4,901.58	£ 5,000.00	£ -	£ 1,000.00
Town Events	£ 2,173.86	£ -		£ -	£ -
	<b>£ 9,907.25</b>	<b>£ 4,901.58</b>	<b>£ 5,000.00</b>	<b>£ -</b>	<b>£ 1,000.00</b>
<b>H&amp;W TOTAL</b>	<b>£ 16,839.90</b>	<b>£ 12,111.59</b>	<b>£ 12,500.00</b>	<b>£ -</b>	<b>£ 4,750.00</b>
<b>EXPENDITURE</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2020/21
<b>Allotments</b>					
Maintenance Costs	£ 922.48	£ 1,011.09	£ 2,500.00	£ 2,500.00	£ 2,500.00
Waste Clearance/Tree Work	£ 5,853.00	£ 1,574.99	£ 5,000.00	£ 2,500.00	£ 2,500.00
ASA Leigh Site	£ 883.64	£ 1,516.36	£ 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	£ 1,243.45	£ -	£ 1,000.00	£ 825.00	£ 2,500.00
Affiliations	£ 55.00	£ 55.00	£ 100.00	£ 100.00	£ 100.00
Water Rates	£ 2,903.11	£ 5,285.61	£ 3,500.00	£ 4,900.00	£ 5,000.00
MDAS commission	£ 943.80	£ 976.06	£ 900.00	£ -	£ -
Staff Costs	£ 8,768.27	£ 14,762.48	£ 13,750.00	£ 9,187.00	£ 11,000.00
	<b>£ 25,072.75</b>	<b>£ 28,681.59</b>	<b>£ 31,850.00</b>	<b>£ 25,112.00</b>	<b>£ 28,700.00</b>
<b>EMR as at 31-03-20</b>					
Community Specials	£ 7,500.00				
Allotments General	£ 3,620.19				
Allotments Infrastructure	£ 2,160.28				
H&W General Services	£ 5,900.00				
H&W General Events	£ 7,086.00				
Leigh Lights	£ 7,859.00				
Community Transport	£ 800.00				



<b>EXPENDITURE</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22
<b>Health &amp; Wellbeing</b>					
<b>Leigh Festive Walk - Changed event</b>					
Security	£ 6,241.86	£ 6,326.68	£ 6,750.00	£ 2,000.00	£ 2,000.00
Entertainment/Outside Assistance	£ 1,648.20	£ 3,189.00	£ 2,500.00	£ 6,500.00	£ 10,500.00
Road Closures & Licences	£ 5,631.32	£ 5,784.32	£ 6,000.00	£ -	
First Aid, Cleansing & promotion	£ 902.39	£ 2,308.94	£ 1,500.00	£ 500.00	£ 500.00
<b>Sub-total</b>	<b>£ 14,423.77</b>	<b>£ 17,608.94</b>	<b>£ 16,750.00</b>	<b>£ 9,000.00</b>	<b>£ 13,000.00</b>
<b>Community Transport</b>					
Ticket Purchases	£ 1,225.91	£ 1,310.76	£ 1,500.00	£ -	£ 1,000.00
Social Club			£ 700.00	£ -	£ 700.00
Travel Costs	£ 466.50	£ 765.00	£ 750.00	£ -	£ 500.00
Driver Costs	£ -	£ 100.00	£ 100.00	£ -	£ 250.00
Refreshments	£ 505.51	£ 322.50	£ 700.00	£ -	£ 500.00
Miscellaneous	£ 71.60	£ 25.00	£ 100.00	£ -	£ 250.00
Staff Costs	£ 3,092.37	£ 4,314.90	£ 4,750.00	£ 4,899.00	£ 5,250.00
<b>Sub-total</b>	<b>£ 5,361.89</b>	<b>£ 6,838.16</b>	<b>£ 8,600.00</b>	<b>£ 4,899.00</b>	<b>£ 8,450.00</b>
<b>Farmers Market</b>					
Hall Hire	£ 748.00	£ 819.40	£ 900.00	£ -	£ 900.00
Leaflets/Publicity	£ -	£ 41.47	£ 250.00	£ 250.00	£ 250.00
Banners	£ -	£ 23.00	£ 200.00	£ 200.00	£ 200.00
Miscellaneous	£ 36.07	£ 49.89	£ 100.00	£ 100.00	£ 100.00
Staff Costs	£ 3,269.05	£ 7,401.49	£ 7,500.00	£ 7,629.00	£ 8,000.00
<b>Sub-total</b>	<b>£ 4,053.12</b>	<b>£ 8,335.25</b>	<b>£ 8,950.00</b>	<b>£ 8,179.00</b>	<b>£ 9,450.00</b>
<b>General Events</b>					
Events at LCC	£ 8,032.55	£ 5,471.53	£ 6,000.00	£ -	£ 2,000.00
<b>Town Events - use EMR</b>	<b>£ 4,839.72</b>	<b>£ 3,790.09</b>	<b>£ 6,000.00</b>	<b>£ -</b>	
<b>Sub-total</b>	<b>£ 12,872.27</b>	<b>£ 9,261.62</b>	<b>£ 12,000.00</b>	<b>£ -</b>	<b>£ 2,000.00</b>
<b>H&amp;W TOTAL</b>	<b>£ 36,711.05</b>	<b>£ 42,043.97</b>	<b>£ 46,300.00</b>	<b>£ 22,078.00</b>	<b>£ 32,900.00</b>
<b>EXPENDITURE</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/2021	Yr End Projected Actuals	Budget 2020/21
<b>Environment Facilities &amp; Services</b>					
<b>Hanging Baskets - removed</b>	£ 5,649.90	£ 5,715.90	£ 6,000.00	£ -	£ -
Good for Leigh	£ 429.39	£ 42.96	£ 500.00	£ -	£ 500.00
<b>Christmas Lighting</b>					
Column Testing 1/3	£ 1,750.00	£ 3,800.00	£ 2,000.00	£ -	£ 2,000.00
Installation Removal & Storage	£ 9,550.00	£ 9,150.00	£ 9,600.00	£ 9,600.00	£ 9,600.00
Electricity	£ -	£ -	£ 450.00	£ 450.00	£ 450.00
Repairs & Renewals	£ -	£ -	£ 2,500.00	£ 2,500.00	£ 2,500.00
Capital Renewals	£ 10,404.25	£ 6,676.00	£ -		£ -
	<b>£ 27,783.54</b>	<b>£ 25,384.86</b>	<b>£ 21,050.00</b>	<b>£ 12,550.00</b>	<b>£ 15,050.00</b>
<b>Community Partnership Programmes</b>					
<b>Town Security - no decision made</b>	£ -	£ -	£ -	£ -	£ 10,000.00
Youth Group	£ 676.00	£ 4,226.75	£ 5,000.00	£ -	£ 5,000.00
	<b>£ 676.00</b>	<b>£ 4,226.75</b>	<b>£ 5,000.00</b>	<b>£ -</b>	<b>£ 15,000.00</b>
<b>Community Services Funding</b>					
First Aid Post	£ 996.67	£ 910.00	£ 1,000.00	£ -	£ 1,000.00
School Crossing Patrol	£ 4,396.67	£ 4,484.60	£ 4,500.00	£ 3,000.00	£ 4,700.00
	<b>£ 5,393.34</b>	<b>£ 5,394.60</b>	<b>£ 5,500.00</b>	<b>£ 3,000.00</b>	<b>£ 5,700.00</b>
<b>E&amp;L Staffing Costs</b>	<b>£ 10,079.97</b>	<b>£ 9,103.00</b>	<b>£ 11,500.00</b>	<b>£ 10,944.00</b>	<b>£ 15,000.00</b>

<b>Leigh Town Council 2021/22 Budget Document</b>					
<b>Committee - Finance &amp; Governance</b>					
<b>INCOME</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22
<b>Policy &amp; Resources</b>					
Interest	£ 3,309.24	£ 3,836.51	£ 800.00	£ 1,200.00	£ 700.00
Other Income	£ 2,248.44	£ 2,676.50	£ 1,300.00	£ 500.00	£ 1,300.00
	£ 5,557.68	£ 6,513.01	£ 2,100.00	£ 1,700.00	£ 2,000.00
<b>EXPENDITURE</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22
<b>Policy &amp; Resources</b>					
Grant Award Fund	£ 3,198.37	£ 5,052.40	£ 5,000.00	£ 5,000.00	£ 5,000.00
Furniture & Equipment	£ 2,144.16	£ 1,882.00	£ 2,500.00	£ 1,500.00	£ 2,000.00
Elections	£ 2,405.80	£ -	£ 3,000.00	£ 4,088.00	£ 4,000.00
Legal Costs	£ 1,805.00	£ -	£ 2,500.00	£ 2,500.00	£ 1,000.00
Annual Town Meeting	£ 441.64	£ -	£ 750.00	£ -	£ 750.00
Community Engagement	£ 11,564.10	£ 10,948.05	£ 12,000.00	£ 11,000.00	£ 12,000.00
Volunteer Programme	£ 4,293.67	£ 2,900.53	£ 4,500.00	£ 3,000.00	£ 2,500.00
LTC Website	£ 270.00	£ 1,350.98	£ 1,000.00	£ 250.00	£ 500.00
Civic	£ 221.00	£ 100.00	£ 250.00	£ 100.00	£ 250.00
Renewals Fund	£ -	£ -	£ 2,500.00	£ 1,000.00	£ 1,000.00
Localism Act	£ 7.49	£ 192.55	£ 150.00	£ -	£ 150.00
Other Expenditure	£ 1,213.98	£ 1,312.51	£ 1,300.00	£ 500.00	£ 1,300.00
	£ 27,565.21	£ 23,739.02	£ 35,450.00	£ 28,938.00	£ 30,450.00
<b>Capital Fund/Projects</b>	£ -	£ -	£ -	£ -	£ -
<b>Town Council Office</b>					
<i>Premises</i>					
Office Rental	£ 3,500.00	£ 3,500.00	£ 5,150.00	£ 5,150.00	£ 5,150.00
LCC Premises Use Grant	£ 27,000.00	£ 27,000.00	£ 20,000.00	£ -	£ 10,000.00
<i>Administration</i>					
Stationery	£ 922.98	£ 695.19	£ 1,250.00	£ 500.00	£ 750.00
Insurance	£ 6,563.85	£ 3,447.97	£ 3,650.00	£ 3,475.00	£ 3,500.00
Library	£ 129.95	£ 47.50	£ 200.00	£ 200.00	£ 200.00
Communication	£ 1,841.73	£ 1,309.46	£ 1,750.00	£ 1,500.00	£ 1,750.00
Photocopying	£ 2,214.15	£ 2,371.24	£ 2,500.00	£ 2,000.00	£ 2,500.00
Subscriptions	£ 2,106.45	£ 2,312.80	£ 2,300.00	£ 2,300.00	£ 350.00
Postage	£ 1,501.15	£ 1,119.32	£ 1,300.00	£ 500.00	£ 750.00
Entertaining	£ -	£ -	£ 250.00	£ -	£ 250.00
Licences	£ 35.00	£ 35.00	£ 100.00	£ 35.00	£ 50.00
Bank Charges	£ 896.67	£ 902.00	£ 1,400.00	£ 500.00	£ 750.00
Miscellaneous	£ 283.56	£ 100.00	£ 300.00	£ -	£ 300.00
Professional Advice	£ 330.00	£ -	£ 1,000.00	£ 1,000.00	£ 1,500.00
Audit	£ 2,580.00	£ 2,620.00	£ 3,000.00	£ 2,750.00	£ 3,000.00
IT	£ 4,166.84	£ 13,921.24	£ 6,500.00	£ 6,500.00	£ 6,500.00
<i>Training &amp; Expenses</i>					
Training - Staff	£ 1,930.00	£ 1,356.00	£ 2,500.00	£ 1,400.00	£ 2,500.00
Expenses/Travel Costs - Cllrs	£ 33.95	£ 229.70	£ 750.00	£ -	£ 750.00
Training - Cllrs	£ 1,000.00	£ 210.00	£ 2,500.00	£ 1,798.00	£ 1,500.00
Mileage & Expenses - Staff	£ 1,091.40	£ 1,418.38	£ 1,250.00	£ 1,250.00	£ 1,500.00
	£ 58,127.68	£ 62,595.80	£ 57,650.00	£ 30,858.00	£ 43,550.00
<b>EMR as at 31-03-20</b>					
Elections	£ 27,344.77				
Renewals Fund	£ 24,086.02				
Grant Aid Awards	£ 5,471.18				
Volunteer Programme	£ 19,004.40	£15,000 vired to Social isolation projects and COVID grant b			
Office Admin	£ 9,750.00				
Training	£ 4,500.00				
Legal Costs	£ 7,475.00				
IT	£ 1,500.00				

<b>Leigh Town Council 2021/22 Budget Document</b>					
<b>Committee - Planning, Highways &amp; Licensing</b>					
<b>EXPENDITURE</b>	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22
<b>Salaries</b>					
Other staffing (proportionate)	£ 10,453.70	£ 10,857.92	£ 9,200.00	£ 9,155.00	£ 12,250.00
	<b>£ 10,453.70</b>	<b>£ 10,857.92</b>	<b>£ 9,200.00</b>	<b>£ 9,155.00</b>	<b>£ 12,250.00</b>

<b>LTC Staffing 2021/22</b>				
<b>Allocations</b>			Budget 2020/21	Projected
<b>Council Staffing</b>	£104,500.00		£ 113,257.00	£ 114,854.00
<b>LCC</b>	£123,000.00		£ 134,500.00	£ 101,593.00
<b>Skatepark</b>	£4,750.00		£ 8,000.00	£ 5,110.00
<b>Allotments</b>	£11,000.00		£ 13,750.00	£ 9,186.00
<b>Com Transp</b>	£5,250.00		£ 4,750.00	£ 4,899.00
<b>Farmers Market</b>	£8,000.00		£ 7,500.00	£ 7,629.00
<b>E&amp;L</b>	£15,000.00		£ 11,500.00	£ 10,944.00
<b>Planning</b>	£12,500.00		£ 9,200.00	£ 9,155.00
<b>Volunteer</b>	£2,000.00		£ 2,500.00	£ 3,412.00
	<b>£286,000.00</b>		<b>£ 304,957.00</b>	<b>£ 266,782.00</b>

[Agenda](#)



# 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 Paul Gilson  
 Vice Chairman: Cllr Andy Wilkins  
 Town Clerk: Helen Symmons PSLCC

## Payments List 18<sup>th</sup> June 2020 – 7<sup>th</sup> Oct 2020 Report 2750/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
BK TRS	£208.80	Room hirer	Room hire refund
BK TRS	£259.20	Room hirer	Room hire refund
BK TRS	£420.00	The Art Ministry	Coronavirus Emergency Community Grant
BK TRS	£30227.10	Gowlain Building Group Contractors Ltd	LCC remodel
BK TRS	£303.66	James Todd & Co Ltd	Payroll processing
BK TRS	£57.85	Mark One Hire Ltd	Acrow prop hire LCC
BK TRS	£4087.75	Southend Borough Council	Election costs May 2019
BK TRS	£143.23	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£54.49	Marshall Close Allotments	Reimburse security expenditure
BK TRS	£300.00	Tindle Newspapers Essex & Kent Ltd	LTC newsletter in Leigh Times
BK TRS	£296.95	DJE Creative	Covid-safe screen and stickers
BK TRS	£12.00	SLCC Enterprises Ltd	Training
BK TRS	£75.00	ACAS	Training
BK TRS	£60.00	RH Johnson	Welding on allotments gate
BK TRS	£1450.00	Underhill Tree Consultancy Ltd	Tree survey allotments
BK TRS	£534.00	Auditing Solutions Ltd	Internal audit
BK TRS	£120.00	Secom plc	Alarm call-out
BK TRS	£20.00	Plot holder	Plot & key deposit refund
BK TRS	£20000.00	Payroll	Cover June payroll
BK TRS	£193.68	Office Watercoolers Ltd	Watercooler contract
BK TRS	£990.00	Wellers Law Group LLP	Legal advice
BK TRS	£510.00	DJE Creative	Heavy duty hand sanitisers for LCC
BK TRS	£86.82	Brunel Engraving Co	Replacement memorial plaque

BK TRS	£200.00	Wren Electrical Ltd	Installation of defibrillator at Strand Wharf
BK TRS	£174.00	Evac+Chair International Ltd	Renewal maintenance contract
BK TRS	£75.00	Manchester Drive Allotment Society	Retained deposits
BK TRS	£20000.00	Payroll	Cover July payroll
BK TRS	£750.00	Manchester Drive Allotment Society	ASA agreement
BK TRS	£400.00	LOSALGA	ASA agreement
BK TRS	£125.00	Marshall Close Allotments	ASA agreement
BK TRS	£240.55	Essex Supplies (UK) Ltd	Cleaning materials and PPE
BK TRS	£37.39	Allen Bros Electrical (Factors) Ltd	Light fitting
BK TRS	£3475.24	Zurich Town & Parish	Insurance renewal
BK TRS	£59.78	Mark One Hire Ltd	Acrow prop hire LCC
BK TRS	£34536.30	Gowlain Building Group Contractors Ltd	LCC remodel
BK TRS	£86.40	Eclipse Scarves Ltd	Council Flag SW
BK TRS	£35.00	Plot holder	Refund plot and key deposits
BK TRS	£57.00	DJE Creative	Defibrillator window stickers
BK TRS	£180.00	Southend Borough Council	Premises licence fee
BK TRS	£60.00	NALC	Quality Gold Award fee
BK TRS	£825.00	S Payn	Fencing
BK TRS	£1860.00	Tree Fella	Tree removal allotments
BK TRS	£121.50	Room hirer	Refund room hire
BK TRS	£45.60	Room hirer	Refund room hire
BK TRS	£95.00	M. Frost Associates Ltd	Renewal of Display Energy Certificate LCC
BK TRS	£2185.08	Edge IT Systems Ltd	Annual fee re Finance, Facilities and Allotments modules
BK TRS	£20000.00	Payroll	Cover August payroll
BK TRS	£68.88	Brunel Engraving Co	Bench plaque
BK TRS	£30.00	SLCC Enterprises Ltd	Virtual National Conference
BK TRS	£202.58	Mark One Hire	Acrow prop and stairway tower hire
BK TRS	£71.99	Essex Supplies (UK) Ltd	Hand sanitiser
BK TRS	£135.26	St John Ambulance Leigh Youth Unit	Collection at Leigh Lights 2019
BK TRS	£199.20	Tormax United Kingdom Ltd	Call-out charge external doors LCC
BK TRS	£114.62	Room hirer	Refund room hire
BK TRS	£15.60	Room hirer	Refund room hire

BK TRS	£3.22	Allen Bros Electrical (Factors) Ltd	Drill bits
BK TRS	£288.00	Nicholas James Fire Prot & Security Eng Ltd	Additional cabling re fire alarm install
BK TRS	£25.00	LOSALGA	Retained plot deposit
BK TRS	£90.00	Marshall Close Allotments	Reimburse for expenditure on lock
BK TRS	£23500.00	Payroll	Cover September payroll
BK TRS	£87.48	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£49200.00	Intex Properties Ltd	Skate Park extension
BK TRS	£6888.00	Mansard Roofing Ltd	Slate roof repairs
BK TRS	£50.00	Manchester Drive Allotment Society	Retained plot deposit
BK TRS	£120.00	Tindle Newspapers Essex & Kent Ltd	Display advert Leigh Times
BK TRS	£432.00	Nicholas James Fire Prot & Security Eng Ltd	LCC Fire alarm new extension
BK TRS	£160.00	J Bali	Repair water leak at Leigh Allotments
BK TRS	£71.35	Staff member	Reimburse for ink purchase
BK TRS	£45.90	Staff member	Mileage
BK TRS	£73.50	Fulton Paper	Paper
BK TRS	£104.84	Viking	Stationery
BK TRS	£28.80	Room hirer	Refund room hire
BK TRS	£200.00	Stall holder	Refund pitch fees paid in advance Farmers Market
BK TRS	£81.60	Room hirer	Refund room hire
BK TRS	£166.16	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£296.46	James Todd & Co Ltd	Payroll processing
BK TRS	£47.56	Mark One Hire	Acrow prop hire
BK TRS	£30.00	Plot Holder	Plot and key deposit refund
		<b>Expenditure – Imprest Items</b>	
	£106.94	PPG Architectural Coatings	Decorating materials
	£51.26	B&Q	Decorating materials
	£185.26	PPG Architectural Coatings	Decorating materials
	£22.48	Solopress	Signage boards for Skate Park
	£100.94	Dulux Decorator Centre	Paint for LCC

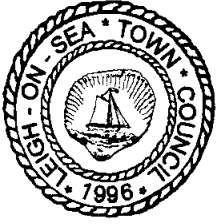
	£22.79	B&Q	Door locks LCC
	£11.99	Zoom Video Communications	Zoom subscription
	£37.87	Dulux Decorator Centre	Paint for LCC
	£17.94	Poundstretcher	Toilet accessories LCC
	£19.09	B & Q	Various parts for maintenance LCC
	£94.02	Value Products	Uniform
	£4.11	B & Q	Tap connector
	£11.99	Zoom Video Communications	Zoom subscription
	£73.86	UK Point of Sale Group	A4 Clip Frames
	£70.00	B & Q	Extension cables
	£26.98	B & Q	Wall lights LCC
	£283.54	Blinds Direct	Window blinds office
	£6.48	Buildbase	Blank plates
	£41.89	Jewson Ltd	Maintenance at LCC
	£30.18	Value Products Ltd	Signage LCC
	£257.04	Viking	Shredders x 2
		<b>Expenditure – Direct Debits</b>	
	£17.32	SSE	Electricity Strand Wharf
	£309.70	SSE	Electricity LCC
	£26.06	SSE	Gas LCC
	£200.00	FP Mailing	Postage
	£96.00	FP Mailing	Franking machine lease
	£60.18	Biffa Environmental	Waste collection Skate Park
	£51.06	Biffa Environmental	Waste collection LCC
	£12.00	British Telecom	Mobile broadband
	£12.00	Retail Funding Ltd	Card machine fee
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£6.00	Paynetworkx	Virtual Terminal fee
	£288.90	DOTS	IT support and photocopying

	£17.40	Global Payments	Card processing fee
	£27.40	Global Payments	Card processing fee
	£6.67	SSE	Gas LCC
	£16.06	SSE	Electricity Strand Wharf
	£331.80	SSE	Electricity LCC
	£991.93	British Telecom	Phones and broadband charges
	£110.22	Biffa Environmental	Waste collection Skate Park
	£15.84	Biffa Environmental	Waste collection LCC
	£62.77	SSE	Electricity Skate Park
	£442.80	CF Corporate Finance Ltd	Photocopier lease
	£316.80	CF Corporate Finance Ltd	Software lease
	£12.00	British Telecom	Mobile broadband
	£12.00	Retail Funding Ltd	Card machine fee
	£6.00	Paynetworkx	Virtual Terminal fee
	£454.68	DOTS	IT support and photocopying
	£6.00	Paynetworkx	Virtual Terminal fee
	£17.40	Global Payments	Card processing fee
	£27.40	Global Payments	Card processing fee
	£7.06	SSE	Gas LCC
	£16.05	SSE	Electricity Strand Wharf
	£291.25	SSE	Electricity LCC
	£110.22	Biffa Environmental	Waste collection Skate Park
	£145.73	Biffa Environmental	Waste collection LCC
	£12.00	British Telecom	Mobile broadband
	£203.88	British Telecom	Broadband LCC
	£12.00	Retail Funding Ltd	Card machine fee
	£6.00	Paynetworkx	Virtual Terminal fee



	£290.09	DOTS	IT support and photocopying
	£17.40	Global Payments	Card processing fee
	£27.43	Global Payments	Card processing fee
	£35.00	Information Commissioner	GDPR renewal
	£133.50	Biffa Environmental	Waste collection Skate Park
	£107.18	Biffa Environmental	Waste collection LCC
	£96.00	FP Mailing Ltd	Franking machine
	£16.80	British Telecom	Mobile broadband
	£18.02	SSE	Electricity Strand Wharf
	£295.52	SSE	Electricity LCC

[Agenda](#)



# Leigh-on-Sea Town Council

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**Chairman:** Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

**Town Clerk:** Helen Symmons PSLCC



Dear Mr Jones

As you are no doubt aware the continuation of the Amazon night cargo flights (which commenced in October 2019) coupled with increasing night flights from other carriers (such as Jota) has caused great concern and distress within the local community.

Leigh-on-Sea Town Councillors have been party to a number of these complaints and have been made aware of the 4000+ petition from local residents where the concerns raised range from continual sleep deprivation through to environmental impacts. Additionally, the most recent (Q1) quarterly Southend airport CEO report showed 4808 complaints which, when compared to other UK airports per thousand passengers, shows Southend to be the most complained about airport in the country.

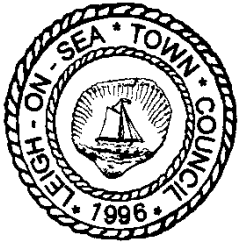
It is quite apparent that, although operating within the legal confines of the s106 and despite some minor changes to the Amazon flight regime, Southend airport corporate social responsibility is currently misaligned with the needs of the Leigh on Sea community. This is despite a number of interventions by a number of SBC councillors and MPs (from across all political parties) to reach an arrangement to mitigate the detrimental impacts.

Leigh Town Council is extremely concerned about the current situation and its effects on the physical and mental health of our residents. It would be remiss of the councillors not to act in the best interests of the people we represent. As such, Leigh Town Council recently held a session solely devoted to the night flight issue and confirmed a town council position - the full support of the efforts of the Southend-on-Sea Borough Councillors and our local MPs in seeking the cessation of night flights in entirety.

We welcome a response to this letter that addresses the residents' concerns, provides a timeframe for resolution and also provides the details of the proposed airport environmental plan.

We look forward to working alongside Southend Borough Councillors, MPs and Stobart Group to reach arrangements that provide for the best interests of our town and its residents.

[Agenda](#)



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

**REPORT 2748/EF**

## **SOCIAL ISOLATION PROJECTS**

### **MONDAY 10<sup>TH</sup> AUGUST**

Present: Cllrs: Carole Mulrone, Damian O'Boyle, Vivien Rosier, Andy Wilkins.

Also: Helen Symmons (Town Clerk), Emily French (Events & Projects Officer) and Linda Mitchell (Admin Receptionist)

Apologies: Cllr. David Bowry

The Town Clerk opened the discussion by recapping on the March 2020 Council meeting minutes and confirmed that permission from Southend Borough Council had been received to use the bench outside the community centre as the 'the happy to chat bench'.

It was also highlighted what staff had achieved during lockdown to combat the issue of social isolation, including making regular contact with the community transport members, and sending out craft bags. Shopping requests have also been fulfilled by Councillors, particularly Cllr Hart.

Numerous ideas were discussed during the meeting as follows;

#### **1. HAPPY TO CHAT BENCH**

This scheme is based on one piloted by Somerset County Council. Councillors discussed the need for a plaque on the bench and clarity around how it will be used when we come to advertise widely. It is hoped this will be supported by the community, whereby if anyone sees someone sitting on the bench, they would assume they are happy to be approached for a chat. Community Centre staff may also go out to chat. The idea of Councillors/volunteers sitting on the bench at set times was also put forward.

#### **2. EVENING EVENTS**

Holding regular evening events was discussed as an extension of what is already done in the over 60's club at the Community Centre. These evenings could include bingo/games or even film nights. During the winter months these may have to be during the day to avoid treacherous walking conditions. Currently, social distancing measures may also prove difficult.

#### **3. TELEPHONE CALLS**

The Town Clerk briefly discussed the idea of volunteers using the office space to make calls to socially isolated people.

#### **4. ALLOTMENTS**

The allotments were identified as a good place to meet and socialise. The Town Clerk floated the idea of a group plot if we could find an empty plot for volunteers to cultivate together.

## **5. SIGNPOSTING**

Throughout the meeting, numerous discussions were made about the need to signpost better what community groups are available in the area offering support to the socially isolated or promoting well-being. One idea would be to build a page on the Council website.

## **6. SUPPORTING THE UNEMPLOYED / WELL-BEING DAY EVENT**

It was recognised that because of the pandemic there is likely to be many people out of work and therefore feeling isolated. Cllr Rosier discussed her work with the Open Arts Exhibition running November-January in the Community Centre which has a focus on mental health. Whilst this exhibition is running it may be an ideal time to showcase other groups who offer support to people who are isolated and unemployed. We could invite volunteer groups they can get involved with to combat their feeling of isolation but to also grow their CV, we will also host business workshops such as career advisors, CV clinics and financial advisors.

The following organisations were recommended:

- Leigh Library Gardens
- Health Watch Southend
- SAVs
- YMCA – inc. Personal Coach Qualification
- Financial Hub

We could also advertise our own initiatives including the youth forum, community transport group and our volunteer programme.

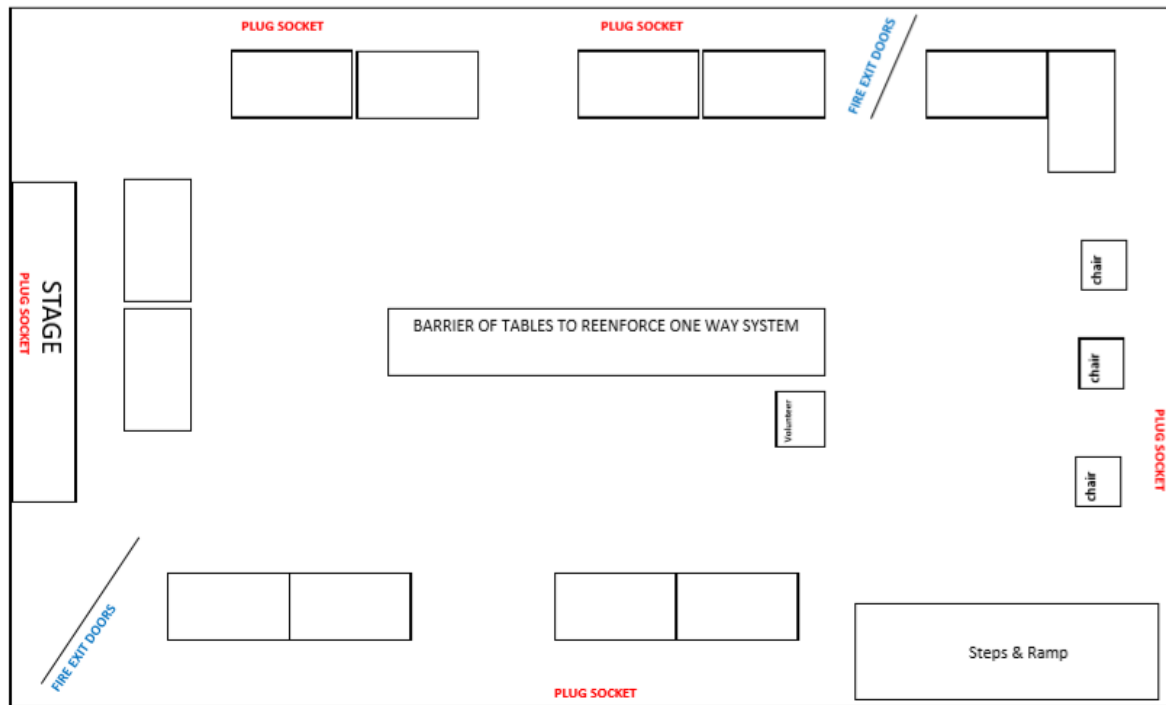
The PDG identified this event as the main priority for further research.

**Risk Assessment for: Employment Well-being Day DURING COVID-19**

The purpose of this risk assessment identify the exposure and type of common, significant risks to our employees, hirers and attendees, and to identify the appropriate control measures.

**Risk Assessment for: (Employment focus) Well being day**

Activity	Hazard	Risk / Person Exposed	Risk Score (matrix)			Control Measures	Residual Risk (Matrix)		
			s	l	rr		s	l	rr
Set up	Contraction of Covid-19 via persons or Contact with objects and people	All attendees	3	3	9	<ul style="list-style-type: none"> <li>Space out stalls allowing 2m social distance between tables</li> <li>Each 'stall holder' will be given 2 tables space/ approx. 4m x 2m</li> <li>Maximum stall capacity = 6-8 stalls</li> <li>Maximum capacity of guests = 10</li> <li>Implement one way system</li> <li>Separate entry and exit points</li> <li>Open all windows and doors to improve ventilation</li> <li>Hand sanitiser on entry and exit doors to the lower hall</li> <li>Waiting area, manned by volunteer making appointments for stalls</li> <li>Volunteer to enforce capacity limits and let people waiting outside in / manage queues</li> <li>Those waiting to enter the hall must wait outside the building</li> </ul>	3	2	6
During event	Contraction of Covid-19 via persons or Contact with people attending the event	All attendees	3	3	9	<ul style="list-style-type: none"> <li>One person at a stall at a time</li> <li>Small waiting area for people to sit and wait for their stall to be free</li> <li>Volunteer to make appointments for those waiting or specific stall holder aware of people waiting so they can call them over once finished</li> <li>One way system</li> <li>Maximum capacity of guests = 10</li> <li>Face coverings must be worn at all times</li> </ul>	3	2	6
Cleaning regime	Contraction of Covid-19 via persons or Contact with objects and people	All attendees	3	3	9	<ul style="list-style-type: none"> <li>Room thorough cleaned before the event</li> <li>All equipment cleaned before the event</li> <li>Stall holders will need to wipe down their desk in between appointments/visitors</li> <li>Stall holders must provide hand sanitiser on each stall</li> <li>Volunteer will wipe down waiting area chairs in between use</li> </ul>	3	2	6
General Public	Contraction of Covid-19 via contact with people in Leigh at the time of the event	All attendees	3	3	9	<ul style="list-style-type: none"> <li>The event will take place when no other bookings are in downstairs</li> <li>The café remains closed</li> <li>Reception enquiries remain closed</li> </ul>	3	2	6



## Wellbeing day

### Logistics

- The current pandemic will limit numbers significantly – note; the draft floor plan above has not been measured out and will be amended once we are able to measure the space properly.
- Estimated capacity = 6-8 stalls, 10 visitors at a time
- Social distancing, rule of 6 for attendees, one-way systems, face coverings, hand sanitising stations are just some of the main safety measures we will need to employ
- The event should also take place when there are no other bookings in the centre which means hire is currently limited
- A minimum of 4 volunteers will be needed to enforce safety measures (including queue management, booking management and cleaning)

- Initial contact with some of the suggested groups has been made to gauge if an event is of interest and in fact if they are open and operating. Response was limited and summarised as follows:
  - Financial Help Centre; no response
  - SAVs – responded that they may be able to help provide a list of VCFSE groups in Leigh to promote through our networks but their work isn't specifically linked the employment. Suggested we contact SBC who are already hosting workshops and events which are similar to this concept!
  - Informal contact has been made with SBC to find out further what they are already doing and if we should just lend a hand to signposting.
  - Southend Borough Council, working with the job centre, are providing training courses, CV support and additional support such as Work-Experience and access to apprenticeships for those with learning disabilities and/or children leaving care.
    - <https://www.southend.gov.uk/news/article/1847/skills-development-initiatives-providing-opportunity-across-southend>
    - [https://www.southend.gov.uk/downloads/download/827/workforce\\_development\\_-\\_training\\_courses](https://www.southend.gov.uk/downloads/download/827/workforce_development_-_training_courses)
    - <https://www.southend.gov.uk/childrens-social-care/education-training-employment?documentId=893&categoryId=200223>

### **Alternative events**

**As the event is currently limited due to the pandemic and may be reproducing something that Southend is already doing virtually we have suggested two alternative ideas:**

#### **1. Use of Room 1 (when available) to be used by a financial advise group/CV workshop**

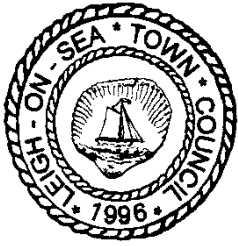
**Currently, room 1 is free on Monday afternoon for 2 hours.**

We could offer this space free of charge to an employment/business related support group, such as SBC or Financial Hub. Any visitors to this would need to be by appointment only.

#### **2. Virtual signposting**

We could reach out to local well-being groups and host their details online. Starting with an employment focus we could later grow the page to include other groups focusing on all aspects of social isolation. Instead of workshops and seminars in the centre at a physical event we could create an employment hub with host links to zoom sessions - if there is a demand. Local volunteer groups looking to recruit new members could also signpost their details here. Some web development may be needed to achieve this but we expect costs to be minimal. Please note, due to page capacity we may have to look to host this on the leigh community centre page instead.

### **Agenda**



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Chairman: Cllr Paul Gilson  
Vice Chairman: Cllr Andrew Wilkins  
Town Clerk: Helen Symmons

Report 2754/HS

## MOTION SUBMITTED

Leigh Town Council

Motion: Leigh Town Council to purchase 16 tablet/computer with the facilities of emails, media connections and internet access. All the systems to be on the same program i.e. Microsoft Outlook. The tablet would be given to the elected or co-opted councillor on being sworn into the Council. They would be only for LTC use.

Proposer: Cllr Paul Gilson  
Seconder: Cllr Andy Wilkins

Reason for Motion:

For at least the past year, many councillors have been unable to access their emails over selected points of time for various technical reasons that are out of the capacity of both ourselves and the Town Clerk.

The present system allows too many variable operating systems that at present do not appear to be reliable. This way there would be no breach of Councillors' personal security. The tablet would remain the property of LTC.

It is therefore believed that being given the opportunity to operate with a Tablet for us all as Councillors is the ideal solution to a problem that has become quite occurrent yet has become a situation not created by that of our own hands.

Many thanks  
Cllr Paul Gilson

## FOR INFORMATION - FROM THE TOWN CLERK

- A councillor email system was set up following the new General Data Protection Regulations (GDPR). The Council as data controller has obligations over the personal data that is processed on its behalf.
- In early September, only 4 Councillors were not using their councillor email address
- A Microsoft update caused a nationwide issue late September
- For business continuity, IT support built a new system as Microsoft advised the issue would take 4-6 weeks to resolve
- The current email system is the option some Councillors had asked for
- Councillors can log in to the email system from any device anywhere
- 7 Councillors have logged in to the new system (although 1 does not wish to use it now)
- 1 Councillor refuse to use a councillor email address
- 7 Councillors have not yet tried the email system
- As data controller, the Council must be able to ensure that it can prove that the personal data being held through an email account is kept secure, can be restored if necessary and can be accessed any time when it is needed.
- No Council data is stored on any Councillors' personal devices using the email system.
- Data is held within the Council's IT systems, backed up and kept secure.
- If a Freedom of Information request or Subject Access Request is received, Councillors not on the council email system may have to submit their personal devices should the Information Commissioners Office (ICO) investigate the matter.



- At the end of a Councillor's term, the councillor email is removed and access not available to the Councillor.

The new Councillor email system has been explained extensively to councillors on several occasions by the Town Clerk advising that it is accessible from any device and works the same as logging in to a Hotmail or gmail account. Councillors just need to provide IT with their own chosen password for that system which will then give the Councillor access to emails and they will have control and can change the password. Once logged in, it takes them to Microsoft outlook. Nothing saves to the personal device, it is all on the remote access system and within the Council's own IT system including support.

On the recent F&G agenda the Town Clerk provided information to that Committee to aid with a discussion item regarding LTC devices for each member. This item was deferred knowing that a motion had been submitted but the information is still relevant and is repeated as follows:

The Town Clerk reports that Council uses leighonseatowncouncil.gov.uk addresses for all Town Councillors in order to comply with General Data Protection Regulations. This ensures that personal data (including email addresses) pertaining to residents or service users, are all held within the Town Council's IT records system, protected by the security systems, back-up procedures and support from the IT provider. This reduces the risk of disclosure. With the current system, Councillors can access their emails from any device anywhere as it uses a remote website with a personal password required (similar to logging in to a Hotmail or gmail account). For additional security, Councillors are expected to have implemented password protection on their own devices.

The Executive Director (Legal & Democratic Services) at Southend Borough Council has confirmed that Leigh-on-Sea Town Councillors are subject to the Members' Code of Conduct in respect of all work and activities which they undertake in their official capacity. The Code of Conduct applies to Councillors when they are acting in their capacity as a member or representative of the Council, although they are expected to uphold high standards of conduct and show leadership at all time. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media. A Councillor will be subject to the Members' Code of Conduct when corresponding with residents in their capacity as a Councillor, irrespective of whether they use a Council or personal e-mail account.

All Councillors are expected to use their councillor email addresses when acting in their capacity as a Councillor for Leigh Town Council. As a data controller, the Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds and the new councillor email system ensures that this data remains within the Council's control.

The approximate cost from our IT provider to supply and support tablet devices for all 16 councillors is as follows:

- I pads c. £400 per unit to include set up and preconfigured for each user ready to go from the box £6,400
- Samsung tablets c. £250 per unit to include set up and preconfigured ready to go from the box £4000

Cheaper units can be obtained but the screens are only 8" and therefore more of an oversized phone. It is recommended that 'unbranded' units are not used because of reliability and warranty issues. Both the ipad and Samsung can be supplied with a three-year return to base warranty. Additionally, IT support will be able to remote wipe the units from a management console if they are lost, stolen and when Councillors change but this does not account for additional cost of devices if lost, stolen or broken.

### [Agenda](#)



# Leigh-on-Sea Town Council

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



Report 2753/HS

## PROPOSAL SUBMITTED BY CLLR O'BOYLE ON BEHALF OF SOUTH ESSEX COMMUNITY HUB

South Essex Community HUB 342 - 325 Chartwell Square, Southend on Sea SS2 5SP

Tel: 01702 611199 E.Mail: info@sech-uk.com



### Community Development

20 August 2020

South Essex Community HUB( SECH ) in Partnership with Leigh Town Council



### Project Plan.

**Introduction.** SECH HUB model has a proven record making a positive impact on the local community by providing services and working with other organization to make the jigsaw of life easier particularly for those of us who may find it difficult to find help when they need it most. Our service has recently been acknowledged with the award of The Queens Award to Voluntary Services.

With the sudden change in everyone's way of life because of Covid 19, we are expecting many more people to need help to face the challenges to a new normal and cope with issues caused by the Covid 19 lockdown. The Mental, financial and social adjustment for many people who will need support of a comprehensive and knowledgeable service. SECH have prepared and continue to develop services to deal with the immediate needs of the people of Leigh on Sea.

**Proposal.** Installing a permanent SECH HUB at Leigh Community Centre in Room 1 would provide a venue to operate our services aimed at the needs of the local community. The room would be divided into a small reception, confidential counseling spaces an area for digital inclusion and training / meeting space.

We want to bring the community to the centre make it a "go to" place for people. We want to develop a warm friendly environment for people to connect with, get support build and community network. The Leigh Hub would be developed with the needs of the community this would be shaped by working cooperatively with the community.

The Hub model will build Leigh Town Council's direct and practical services and contact with the local community. Residents will be engaged and provide regular feedback and involvement.

SECH will provide overall management of the following services: -

**Social Isolation** - community outreach to engage with isolated members of the community and provide holistic support.

**Housing & Tenancy** advice from local housing experts.

**Digital Inclusion** – Free Learning, Free access to computers to the community, help with IT and online applications ( Universal Credit + )

**Volunteer engagement.** Building a local volunteer base, that could be utilise for potential ongoing support with COVID and help support Leigh Town Councils post COVID aims.

**Youth Engagement** – Work related services and training. Provide the space for new and existing services to support from the Hub.

**Community Engagement** – Small events and outreach( working with people and groups to engage with the centre and support the development of community activities and initiatives

Partners – CAB Southend advice one-day drop in service

Peabody – Benefit support, Housing one-day drop in

South Essex Homes – Tenancy & Housing advice one day drop in.

### COST

LTC In kind funding free of charge will provide the room for a trial period of 1 year.  
LTC to Host Employment of a part time member of staff managed by SECH to deliver the new Leigh Hub, experienced in providing community services. SECH will draft Job description for LTC approval. SECH will be represented on interview panel.

Furniture and equipment provided, if needed, by grant applications from SECH.

Project cost provided by Grant applications by SECH.

### **INFORMATION PROVIDED BY THE TOWN CLERK**

Room 1 is our 3<sup>rd</sup> most popular booking room, classified as a medium room as able to accommodate 35 theatre style. The room rate for a regular hirer is £10.80 per hour which includes VAT. Leigh Town Council therefore receive £9 per hour net.

#### Income stream (exc VAT)

2017/18	£13,077.70
2018/19	£14,796.22
2019/20	£15,582.42

2645 bookings took place in room one alone in 2019/20. The average class size in Room 1 is 20 which means 52,900 visited the centre for Room 1 alone. There were in total over 19,000 bookings at the community centre in the same period. Our largest hall holds up to 180 people. If we base usage on Room 1 numbers, that would mean as a minimum 380,000 people came to the Centre for just bookings alone. A significant portion of hirers use the café facility.

Average daily usage of Room 1 Monday to Friday is 33% with the Centre being open 9am to 9.30 pm. We expect this usage to increase post COVID now that the Community Centre has a dedicated buggy park area as some times we have had to blank this room out for use as a buggy park previously.

The range of activities that took place in Room 1 pre COVID included over 400 hours for baby classes, 82 hours for educational courses, 266 hours for music, dance and play, 44 hours of pilates, 106 hours of sewing workshops, 64 hours of yoga and 25 hours of weight loss meetings. Room 1 during 2019/20 was booked for 1,458 hours out of a total of 11,718 hours that the whole of the Community Centre was booked for.

#### SECH proposal cost to Council (excluding loss of income)

Cost of Room 1 for SECH use only £18,360 per annum (excludes Christmas shut down)  
Based on Monday to Friday 9 am to 5 pm.  
This excludes weekend cost of when room might be dormant.

Part Time Staff member say 25 hours on Scale 1 £15,241 per annum (includes on costs). This doesn't include caretaker time for cleaning and maintenance of the room.

Total Cost £33,601

#### Impact on Precept

Loss of income stream £1.76 per resident  
Additional expenditure £3.78 per resident  
This would equate to a precept rise of £5.54 per resident in a Band D property

The Town Clerk makes the additional comments:

1. The Community Centre could be perceived already as a 'go to place' for people
2. Room 1 in the past year has had new windows, flooring and redecoration to make it an even more attractive space for hiring (it was very institutionalised looking before then)
3. Since reopening 1<sup>st</sup> September to 23<sup>rd</sup> October, Room 1 has been hired for 114 hours for After School Maths and English, Art classes, Baby sensory, Yoga and other exercise classes.

[Agenda](#)

Leigh Town Council Main Budget Report					2020/21				
INCOME	Budget 2020/21	Income Received	Balance	% Received	EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
General Reserve B/F		£ 80,239.09							
<b>Finance &amp; Governance Committee</b>					<b>Finance &amp; Governance Committee</b>				
Precept	£447,392.24	£ 447,392.00	£ 0.24	100.00%	Policy & Council Resources	£ 50,450.00	£ 13,500.95	£ 36,949.05	26.76%
Grants (re Skate Park)	£ -	£ 13,000.00	-£ 13,000.00		Office & Council Administration	£ 57,650.00	£ 14,644.89	£ 43,005.11	25.40%
Interest	£ 800.00	£ 787.24	£ 12.76	98.41%	Strategic Plan Projects Expenditure	£ 15,000.00		£ 15,000.00	
CIL Income		£ 21,911.07			CIL Expenditure		£ -	£ -	
Other Committee Income	£ 1,300.00	£ 155.25	£ 1,144.75	11.94%		£ 123,100.00	£ 28,145.84	£ 94,954.16	22.86%
	£449,492.24	£ 483,245.56	-£ 11,842.25	107.51%					
					<b>Staffing Committee</b>				
					Council Staffing	£ 113,257.00	£ 68,561.88	£ 44,695.12	60.54%
<b>Community &amp; Culture Committee</b>					<b>Community &amp; Culture Committee</b>				
Leigh Community Centre	£132,000.00	£ 4,406.62	£ 127,593.38	3.34%	Leigh Community Centre	£ 56,700.00	£ 19,909.39	£ 36,790.61	35.11%
LTC Use of LCC	£ 20,000.00	£ -	£ 20,000.00	0.00%	Community Centre Staffing	£ 134,500.00	£ 49,146.94	£ 85,353.06	36.54%
Allotments	£ 19,000.00	£ 15,706.22	£ 3,293.78	82.66%	Allotments	£ 31,850.00	£ 16,119.32	£ 15,730.68	50.61%
Community Facilities	£ -	£ -	£ -		Community Facilities	£ 14,200.00	£ 4,557.23	£ 9,642.77	32.09%
Health & Wellbeing Programme	£ 13,000.00	-£ 200.00	£ 13,200.00	-1.54%	Health & Wellbeing Programme	£ 46,300.00	£ 8,163.49	£ 38,136.51	17.63%
Environment Facilities & Services	£ 2,000.00	£ -	£ 2,000.00		Community Services Funding	£ 5,500.00	£ -	£ 5,500.00	0.00%
Friends of LCC	£ -	£ -	£ -		Community Partnership Programmes	£ 5,000.00	£ -	£ 5,000.00	0.00%
Insurance Claim - roof		£ 2,265.00			Environment Facilities & Services	£ 21,050.00	£ -	£ 21,050.00	0.00%
Govt. Grant re COVID-19 shutdown		£ 25,000.00			Committee Staffing	£ 11,500.00	£ 5,180.51	£ 6,319.49	45.05%
	£186,000.00	£ 47,177.84	£ 166,087.16	25.36%	Friends of LCC		£ -		
						£ 326,600.00	£103,076.88	£ 223,523.12	31.56%
<b>Planning, Highways &amp; Licensing</b>					<b>Planning, Highways &amp; Licensing</b>	£ 9,200.00	£ 3,710.66	£ 5,489.34	40.33%
<b>Total Income</b>	£635,492.24	£ 530,423.40	£ 154,244.91	83.47%	<b>Resolved Capital Projects</b>				
	YR end 19/20		YR end 20/21		LCC Refurbishment	£ 54,425.00	£ 43,325.95	£ 11,099.05	79.61%
Capital Reserves	£212,857.92		£ 15,000.00		LCC Remodel	£ 25,000.00	£118,973.25	-£ 93,973.25	475.89%
Earmarked Reserves	£201,626.67		£ 186,626.67		Skate Park Improvements		£ 41,058.00	-£ 41,058.00	
CIL Reserve	£ 35,595.48		£ 32,959.48			£ 79,425.00	£203,357.20	-£ 123,932.20	256.04%
3rd Party monies	£ 10,998.36		£ 10,998.36		<b>Total Expenditure</b>	£ 651,582.00	£406,852.46	£ 244,729.54	
					<b>Current General Reserves</b>		£203,810.03		
					<b>Est. General Reserve @ yr end</b>		£ 80,000.00		

## LEIGH-ON-SEA TOWN COUNCIL ACTION PLAN 2019-2023

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

Strategic Action – <b>Economic support for local business and traders through the Leigh Partnership Group</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
SBC Grant £10,000 18/19	Full survey completed 2018 Action Plan created 2019 Facebook site created 2018 Improved Way finding to be installed asap 2020 CCTV cameras installed – implementation 2020 Website page within SBC tourism being developed Fiverfest promotional programme introduced 2019 Christmas decorative window programme 2020 Safe Southend Stakeholder Group during Coronavirus pandemic	Funded SBC Funded SBC	LCC Kids Event	

Strategic Action – <b>Through the Old Leigh Spatial Plan aid development of SBC Local Plan and stakeholders interest to attract future investment in Leigh Port</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
Plan Preparation – LTC £4,938 18/19 EMFF Grant £14,815	Final Spatial Plan presented to Council July 2019 and distributed to SBC and stakeholders. 2020 - LTC concentrating on two initial projects – walking routes and speed control in New Road			

Strategic Action – <b>Restoration of the Belvedere viewing platform in partnership with SBC</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
CIL £15,000	Remedial work undertaken at the platform SBC now engaging with artist project for the wall		£8,722.80 CIL	

<b>Strategic Action – Remain pro-active in assisting SBC with the rejuvenation of Leigh Library Gardens</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	Formal Friends of Leigh Library Gardens Group created with a LTC representative on the Committee. 2019 Charity status obtained, Cllr Trustee. £500 grant given to the charity Assistance with consultation day and promotion of work Ongoing collaboration with Christmas project	£500 grant funding	£500 grant funding	

<b>Strategic Action – Launch a Friends of Bonchurch Park campaign with the help of SBC</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	2020 Circulate initial idea to residents in the surrounds of the park linked in with the Community Day – not possible due to COVID-19 pandemic			

<b>Strategic Action – Through Make Southend Sparkle support litter picking campaigns and awareness throughout the Town and find solutions to litter issues</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
Precept Good for Leigh Budget	Good for Leigh Awards presented to individuals who assist with litter collection. Two litter bins purchased for Leigh Library Gardens Two litter bins purchased for Skate Park	£500  £1776 (CIL)	£500	£500

<b>Strategic Action – Proactive involvement in the emerging Local Plan by SBC</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	Issues & Opportunities consultation March 2019 SBC have confirmed that they will pay due regard to the Spatial Plan as they continue to develop the Local Plan Awaiting publication of next consultation phase Autumn 2020			

Strategic Action – <b>Councillors to accept any training opportunities from SBC</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	Local Plan training January 2019 Planning training May 2019 Local Plan training January 2020 CIL training February 2020 Planning training November 2020			
Strategic Action – <b>Foster good working relationships between LTC Officers and SBC Cllrs and Officers</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	Regular contact maintained with a variety of Cllrs and Officers throughout the Borough. Town Clerk and Chief Executive of SBC met January 2020 and September 2020 online			

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

Strategic Action – <b>Ongoing repairs and remodel of LCC to create a better community facility</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
LCC Project Reserves Precept (pre-budgeted)	Roof replacement completed January 19 Lift replacement completed January 19 New windows Room 1 completed June 19 Phase 1 remodel – completed September 19 Phase 2 remodel – commenced January 20 Decorative repair – commenced December 19 Sound proofing – project for 21 Refurbishment of kitchen – commenced October 2020	£95,000	£75,000	£50,000

Strategic Action – <b>Identifying and completing effective projects for the community that meet the Community Infrastructure Levy criteria</b>				
Funding Source	Achievements / Planned projects	Committed	Budget 20/21	Budget 21/22
CIL	Belvedere viewing platform Information boards Belton Hills Library Gardens & Skate Park Bins Library Gardens See Saw	£15,000 but now £6,000 £1,776 (2019) £3,500 but now	£8,722.80   £3225	

	Street Art Wall at Skate Park Listen to resident suggestions – Coffee with Councillors sessions held March 2020 CIL PDG Sept 20 to discuss further potential projects		£3000	
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Strategic Action – <b>Engage in opportunities to provide and/or promote community facilities for the youth</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
Precept	Youth provision for 12-16s Sept 19	£2,500	£2,500	£2,500
Volunteer EMR £2,500 19/20	Youth provision for 8-11s April 19 Youth Forum ongoing platform Dedicated website page within LTC Magazine contributions	£1,500	£2,500	£2,500

Strategic Action – <b>Be open to community initiatives at the Allotment sites</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22

Strategic Action – <b>Create a programme of excursions through the Community Transport Scheme for disabled and elderly residents</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
Precept	Yearly programme of excursions ongoing Monthly social club created 2018 Social club extended to twice a month and with structure programme 2020 Partnership initiatives with Southend Age Concern	£7,564	£6,400	£8,000

Strategic Action – <b>Raise awareness, promote and enhance Council events, activities and markets in the Town</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
Precept	Community Day – annual event	£1,500	£1,500	£1,500
	Leigh Lights – annual event	£15,650	cancelled	£13,000
	Carols on Strand Wharf – annual event	£1,000	£16,750	£1,250
	Merchant Navy Day – annual event		changed	£250
	VE 75 – May 2020		£1,250	
	Freshers week for parents! – September 2021		cancelled	£750
	Childrens' Holiday Programme	£5,000	£250 held	£2,000



	Farmers' Market – month market incl 20 <sup>th</sup> anniversary Market on Strand Wharf	£8,143	£1000 cancelled	9,450
	Youth Market – annual market		£6,000	
	Volunteer Thank You events	£2,500		£1,500
	Winter Fayre	£750	£8,950	£1,000
	Brent Geese with RSPB		£1,500 cancelled	£500
			£1,000 not held	
			£500 cancelled	
			£500 not held	

Strategic Action – Refurbishment and extension of the Skate Park to provide better facilities				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
Reserves £30,000 Grant £13,000	Extension of facilities in unused existing area Planning approved with conditions Support from local business to steer the project Grant received from Enover	£1,000	£43,000	

Strategic Action – Councillor led Art Group to organise Artist in Residence and art wall exhibitions				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
Within LCC events Within Skate park maintenance	Artist in Residence programme annually Back to back art wall exhibitions Writing Competition – September 2020 Skate Park Graffiti Wall – Summer 2020			

Strategic Action – Sponsorship of hanging baskets and Christmas lighting to enable improvements and extensions of the schemes				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
EMR from sponsorship	Hanging basket sponsorship introduced 2019 Christmas lighting sponsorship introduced 2019	£1,125 income £1,500 income	COVID-19 COVID-19	n/a no budget £2,250 inc

**New Strategic Action – RESOLVED by Council March 2020**

Strategic Action – Social Isolation Projects				
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Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
Health & Wellbeing £5,000 vired from Volunteer EMR	Happy to Chat Bench in front of Community Centre – await SBC approval COVID-19 support – signposting via website, information sheet in Leigh Times, supporting vulnerable who unable to access social media LGBTQ support group in partnership with YMCA PDG to be held to discuss other projects		£5,000	c/f emr

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

Strategic Action – Use the LTC Magazine to engage with residents and to promote and interact with external organisations				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
Precept	Magazine Editorial Group May 19 Bi-annual editions plus Bi-annual news flash	£11,000	£12,000	£11,500

Strategic Action – Actively promote and be a part of the Friends of Library Gardens initiative and create interest for a Friends of Bonchurch Park group				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	Social media campaigns ongoing Friends of Library Gardens Group Administrative support Grant Aid Award Sponsorship brokerage Councillor and volunteer involvement Initial interest engagement with Bonchurch Residents 2020 (COVID delayed)			

Strategic Action – Actively promote and be a part of litter picking campaigns				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	Councillor and volunteer involvement Social media campaigns ongoing Good for Leigh Awards recognition			

Strategic Action – <b>Promote LTC and local environmental issues with engagement at events</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	EA & Anglian Water invited to ATM 2019 2020 Council to hold PDG to establish Council position on London Southend Airport Coffee with Councillors sessions held 2020			

Strategic Action – <b>Art exhibitions to heighten awareness of environmental issues where appropriate</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	LTC Art Instagram account to aid awareness – May 2019			

**New Strategic Action – RESOLVED by Council July 2019**

Strategic Action – <b>Make Leigh Plastic Free Campaign</b>				
Funding Source	Achievements / Planned projects	Budget 19/20	Budget 20/21	Budget 21/22
	Council resolved to support the Campaign July 2019 Cllr representative on Steering Group Promotion at Leigh Regatta Sept 2019 Remove any single use items from Council premises as soon as practicable Social media awareness			

**ANNUAL REVIEW BY COUNCIL – MAY 2020 – delayed to November 2020**

**Town Clerk will update as and when necessary**

**Final review – September 2021**

**Strategic Plan revision to set objectives for 2023-2027 to commence January 2022**

[Agenda](#)