



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288

council@leighonseatowncouncil.gov.uk | www.leighonseatowncouncil.gov.uk

Chairman: Cllr 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 19th January 2021

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
14th January 2021

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 [10TH NOVEMBER 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 9

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 [24th November](#), [15th December 2020](#) and [5th January 2021](#).

There were no recommendations

- b) Community & Culture Committee – To receive minutes of [8th December 2020](#)

There were no recommendations

10. COMMUNITY ENGAGEMENT PDG

The following was discussed at the PDG including a **recommendation to Council**:

Next 3 months:

ENGAGEMENT GUIDELINES

If a councillor is responding on behalf of the council, or sharing a viewpoint relating to their position as Town Councillor, there should be some basic steps to follow and refer back to, ensuring the most positive representation of the council as a whole.

The group **RECOMMENDS** Council introduce some 'Values' which will influence written and verbal responses, for example: to be respectful, be fact-checked at all times, respond in a reasonable amount of time and be helpful.

Alongside this we should consider the expectations that we have of our community. That they are respectful to us. The group **RECOMMENDS** to Council that it has guidelines in place for a response to any negative comments, e.g. disengage or have a civil response.

It is **RECOMMENDED** that a working group is set up with 2-3 Councillors along with the Marketing & Profile Officer and Events & Projects Officer to formulate engagement guidelines to present to the

Finance & Governance Committee in March with any recommendations as well to alter the current Statement of Intent – Community Engagement.

COUNCILLOR PROFILE

As councillors we have the opportunity to amplify the messages from LTC and the various social profiles. Where possible we recommend councillors share updates, news and positive sentiment on their personal profiles.

We also recommend that councillors increase their exposure by working alongside the Marketing & Profile Officer and Events & Projects Officer to create content for the social media platforms and also the magazine. An example is 'A month in the life of a councillor' which would feature a few examples of the events/activities and general work a councillor may have taken part in during the month and some pictures of them out and about. This will ensure we are familiar to residents and demonstrate some of the work we do - we feel this is important to give them a sense of what we all do. We suggest a councillor be nominated each month and the short text and photos be shared with the appropriate Officer who will decide how to best use this content. If anyone is unsure what to capture or how to, Cllr Smith is happy to advise on a case by case and come up with some ideas.

3-6 months:

COUNCILLOR SURGERY/COMMUNITY CENTRE

We recommend a regular event, either a 2 or 3 monthly surgery, which will give residents a chance to come and see what we do and speak with us.

To ensure we are engaging with positive and relevant topics, we propose putting to vote various topics and asking the community to choose the two we focus on in each session. This will attract the right people and mean we can have meaningful conversations.

This event will begin with a summary of what we have been doing since the last meeting and some updates - and then split into 2 and chaired to ensure everyone gets a chance to speak.

BUSINESS AWARDS

Longer term idea to reward businesses for their input into the local area, community and any charity work. Needs more thought. The opportunity is that by getting additional exposure from businesses, we are sure to then have a more positive engagement with their customers.

COMMUNITY AWARD

For young people who have contributed. We already have the Belfairs Award but the idea is this is for all young people so we need to explore the opportunity of getting all schools to be involved.

11. COVID EMERGENCY FUND

The following application has been received since the last Council meeting and decided upon as follows:

Yoga4all Group CIC	£1,000 application – declined as repeat application and not enough commensurate benefit for residents from the last grant
--------------------	---

12. REPRESENTATIVE REPORTS

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

DECISION ITEMS

13. COMMITTEE VACANCIES

It was announced at the Community & Culture Committee meeting 8th December that a vacancy now existed in St Clements Ward following the resignation of ward councillor Vivien Rosier. In this respect, the vacancy has been declared.

Vacancies now exist on the Planning Committee and Community & Culture Committee and members are asked to consider whether they would like to fill the vacancies for the remainder of the Council year.

14. MAGAZINE EDITOR AND MAGAZINE EDITORIAL GROUP

Since its inception, a Councillor has taken on the mantle of being the editor of the Council's magazine and in the past year a magazine editorial group had met. The Marketing & Profile Officer undertakes the majority of the work for the magazine with the Town Clerk and staff proof reading along with the editor and an external volunteer. As Councillors do not have delegated authority and cannot act independently on behalf of the Council, to avoid any possible issues in submitting the final copy to the Graphic Designer, it is **RECOMMENDED** that the editorial process is now undertaken by the Magazine Editorial group of Councillors, with the Town Clerk (under the current scheme of delegation) ensuring that the final proofed copy is submitted direct by the Marketing & Profile Officer to the graphic designer for final setting.

It is **RECOMMENDED** that a regular number of Councillors commit to being on the Editorial group with the Marketing & Profile Officer as its Officer.

15. ANNUAL COMMUNITY MEETING

In accordance with the Local Government Act 1972, if a meeting is to assemble, it must take place between 1st March and 1st June. Traditionally the Council have convened the meeting in late April but given the current circumstances, it is **RECOMMENDED** that the proposed date for this meeting be as late as possible in the year and amended from April to Friday 21st May to give it the best chance of being able to proceed.

16. COUNCIL'S OPINION ON A BUS SHELTER MATTER

Councillors maybe aware that many of the bus shelters in Leigh still bear the words Leigh on Sea Town Council on their panels. The shelters were originally provided by Leigh Town Council but several years ago the Borough confirmed that control of the shelters had reverted to them. The Borough have now received a petition to remove the shelter outside Cult Coffee and Tattoos on the Leigh Road and as a courtesy are asking for Leigh Town Council's opinion on the matter. The petition has asked for its removal as it has a financial impact on the business and serves little purpose as hardly used. The owner of the shop has said he is more than happy for people to stand/sit on the bench in his doorway for shelter if ever needed. The Council should note that should ownership of the shop change, then this courtesy may not apply in the future.

The panels on this shelter are now scratched and graffitied and despite cleaning are so heavily damaged that little can be done to improve the aesthetics of the shelter. A member of Borough staff surveyed the shelter and reported that the shelter is still functional and would not need replacing but has recommended that the panels are replaced. The Borough's recommendation is not to remove the shelter but are asking the following questions:

Why was a shelter located here?

Looking through historic files, the Town Clerk can only find confirmation to SBC that the Town Council were keen to have as many shelters as possible in Leigh, providing a service to our residents who have to wait for buses. The bus stop was already in existence and a Working Party in 1997 led by past Cllr Fraser requested that the Borough Council consider placing a shelter at the site of this bus stop. The Borough approved the list and shelters were erected paid

for by Leigh Town Council who then maintained them until 2016 when the Borough Council confirmed that they had taken back responsibility some years previous.

What outcome would Leigh Town Council wish to be undertaken with this shelter?

It is **RECOMMENDED** that the Council consider what outcome they would like the Town Clerk to advise Southend Borough Council.



17. REQUEST FROM CLLR BROMFIELD TO INSPECT MDAS TOILETS

Councillor Bromfield has asked permission to look over the MDAS toilet adaption to ensure it complies with the Equality Act 2010. This has to be authorised by a Council resolution as in accordance with Standing Order 29, no Councillor shall inspect any land and/or premises which the Council has a right or duty to inspect nor is any Councillor able to issue orders, instruction or directions unless authorised by a resolution.

The background to this request stems from a resolution made by Council in July 2017 following a request from the Manchester Drive Allotment Society (MDAS) to build a clubhouse extension and demolish the existing shop/café. Agreement was given subject to the new building complying with the Equality Act 2010 and thus as a minimum to have disabled access to the building and a toilet. (minute 54).

Following a site visit from the Building Inspector, the project did not proceed as expected due to technical factors which changed the construction. This meant that the extension was not large enough to encompass a toilet, although disabled access was installed to the new shop/café. The Society did however make reasonable adjustments to the existing toilet building, reducing the number of cubicles to enlarge the size of each cubicle, providing a ramp access and installing hand rails within the cubicles. The works did not complete until last year and then due to the pandemic the toilets have not been fully operational. The Town Clerk visited the buildings upon completion and made the suggestion to a Committee member of MDAS that they should check that the reasonable adjustments made did accommodate disabled access. No adverse comments have been received from any plot holders at Manchester Drive Allotment site.

This is an allotment society building on Council land for which there is a Permission to Use Agreement for the area of land on which the buildings are sited and for which the Society pay an annual licence fee.

The Town Clerk suggests that should Council resolve Cllr Bromfield's request, he is joined by another Councillor on the visit.

18. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE ([Appendix 2](#)) page 12

Council is asked to **NOTE** the account transfers and **RESOLVE** the expenditure.

19. COUNCIL BUDGET AND PRECEPT 2021/22 ([Appendix 3 & 4](#)) page 18

Council resolved in principle the Budget Pack for 2021/22 at its meeting 10th November 2020 subject to the tax base being confirmed by Southend Borough Council.

The tax base now advised (subject to confirmation at full Council of SBC) is 8762.69. This is a decrease from 2020/21 by 82.55 and is the first time ever in Southend's history that the tax base has reduced. The decrease is due to numbers of working age residents who have moved into the local Council Tax Support Scheme and also the slowdown in housebuilding last year.

Council is referred to [Appendix 3](#) which shows that based on the approved draft budget from 10th November 2020, the precept would be £53.46 for a Band D property. This would be an annual increase of £2.88 equating to 5.7%.

For information, the Ministry for Housing, Communities and Local Government (MHCLG) recently published details of the precepts issued by all parish councils in England for 2020/21. There are currently 10,227 councils in England of whom 8,885 raised a precept in 2020/21. The average Band D precept for that year was £69.89, a 4% rise. Leigh Town Council precept for 2020/21 was £50.58 and was a 6% rise.

The Town Clerk is aware that some members of Council at the last meeting expressed that they would like to keep the precept as low as possible in 2021/22 given the difficult financial year for residents. As such the Town Clerk offers two amendments that may be made which will reduce the precept increase to residents. The amendments are shown in [Appendix 4](#) and are two amendments as follows:

- a) Reduce the Strategic Objectives fund budget by £5,000 to £10,000 for the year. A reserve of £15,000 will apply at the end of this financial year relating to this fund.
- b) Community & Culture Committee agreed a budget of £10,000 for Town Security. At the present time there has been no motion supported by a business case for this budget item. This item could therefore be removed and should a proposal be forthcoming, the fund reserve or 2021/22 budget item for Strategic Objectives could be used for a project/service.

These amendments decrease the budget for 2021/22 by £15,000, resulting in a reduced precept of £51.75 for a Band D property. This would be an annual increase of £1.17 equating to 2.3%.

It is **RECOMMENDED** that Council make the proposed amendments to the draft budget as suggested and approve the budget as per [Appendix 4](#) with the resultant precept as £51.75 for a Band D property.

20. SALARY BUDGET 2021/22 ([Appendix 5](#)) page 22

In accordance with Financial Regulation 4.4 the salary budget for 2021/22 is presented having been reviewed and agreed by Council. Such review is to be evidenced by a hard copy schedule signed by the Town Clerk and Chairman of the Council.

21. COMMUNITY CENTRE DOORS

At its meeting 10th November 2020 Council asked the Town Clerk to seek 3 quotes and these are reported as follows:

QUOTE 1 - £7,838 all inclusive

This is the original quote (the preferred supplier since 2012) which only had a 12-month guarantee. The Town Clerk has been able to negotiate with the company that this will be increased to 24 months if a formal service contract is entered in to. The cost of this is £240 p.a. for 2 visits.

In 2020 the company were called out twice to fixed the doors, once in 2019, not at all in 2018 and 2017, twice in 2016, once in 2015, not at all in 2014 and 2013. As previously reported, the doors are considerably old hence the attention required to them in the later years.

QUOTE 2 - £8,382 plus the cost of fitting by an electrician to make the doors operational. Additionally, this quote does not include making good or removal/disposal of the existing entrance.

The company will not extend the 12-month guarantee even if we enter in to a service contract of £320 p.a. for 2 visits.

QUOTE 3 - £6,450 plus £375 to commission the doors. However, this does not include making good or removal/disposal of the existing entrance.

Council should note that this company had to be chased several times for a quote and when received, it was based on looking at the doors via Google Earth rather than visiting the site. A 24-month guarantee would be provided if a service contract it entered in to at a cost of £360 p.a. for 2 visits.

It is **RECOMMENDED** that Council chose the original quote of £7,838.

FOR NOTING / CONSIDERATION

- 22. RESPONSE FROM SOUTHEND AIRPORT ([Appendix 6](#)) page 23
- 23. COUNCIL INCOME & EXPENDITURE BUDGET UPDATE AS AT 4TH JANUARY 2021 ([Appendix 7](#)) page 25
- 24. COUNCIL BANK ACCOUNT BALANCES AS AT 6TH JANUARY 2021

Imprest	£794.17
Payroll	£8,428.78
Current a/c	£7,134.55
Deposit a/c	£114,894.23
Public Sector DF	£442,449.89

- 25. INTERNAL AUDIT – INTERIM ([Appendix 8](#)) page 26
- 26. FREEDOM OF INFORMATION REQUEST

A Freedom of Information request was received 6th December 2020 regarding the procurement of CIL funds via @whatdotheyknow.com as follows:

Dear Leigh-on-Sea Town Council,

As a resident of Leigh, I am concerned with the funding and how those funds have been utilised in respect of the Belvedere project.

As the funding came from CIL money please provide the following information urgently:-

1. How much was provided to Leigh Town Council for this project?
2. What was the pricing/quotes for the entirety of the work?
3. Who was approached to undertake the work?
4. How was it decided who to contract the work to?
5. Exactly how these funds have been spent.
6. How much money is left to finish the work?

It is in the interest of the public to have full details as of course CIL funds are for the benefit of the community and must be spent appropriately.

Any response to FOI requests must be made within 20 working days although in the present time due to COVID 19 this has been extended to 30 days. However, the Town Clerk was able to respond within a day as follows:

Thank you for your email. I can confirm as follows:

1. Leigh Town Council originally allocated £15,000 of Community Infrastructure Levy receipts (CIL) to the project following a request from Southend Borough Council
https://www.leighseatowncouncil.gov.uk/uploads/assets/Council/Meetings/Agendas/2018-19/Council_Agenda_2018-11-20.pdf
2. The Belvedere is owned by Southend Borough Council. It was their project. Leigh Town Council agreed to provide a contribution towards it. In March 2020, Southend Borough Council advised of the work to be done and asked for a lesser contribution of £8,722.80 + VAT
https://www.leighseatowncouncil.gov.uk/uploads/assets/Council/Meetings/Minutes/2019-20/Council_Minute_2020-03-17.pdf
3. This information is not known by Leigh Town Council as it was a Southend Borough Council project
4. This information is not known by Leigh Town Council as it was a Southend Borough Council project
5. https://www.leighseatowncouncil.gov.uk/uploads/assets/Council/Meetings/Minutes/2019-20/Council_Minute_2020-03-17.pdf
6. This information is not known by Leigh Town Council as it was a Southend Borough Council project. However, it is understood that the Borough did not proceed with painting the floor and have advised that they will therefore not request the full contribution from Leigh Town Council.

Full details have been published in Leigh Town Council's agendas and minutes along with an annual CIL report.

27. CASUAL VACANCY – ST CLEMENTS WARD

No trigger notice was received from 10 electors and therefore Council will be able to co-opt a Councillor. The Town Clerk will advertise the co-option process and add co-option of a Councillor to the March agenda.

28. COMMUNITY ENGAGEMENT

- a) LTC News Magazine – the 11th edition has been published. The news flash edition will be printed in the Leigh Times in February.
- b) The 'Keeping in Touch' news sheet grows from strength to strength with members of the Community Transport now contributing. A new year edition has just been sent to members.
- c) Leigh Tin Teams continue to use the Community Centre as a storage and distribution hub.
- d) Southend Borough Council used the Community Centre as a COVID 19 non-symptomatic test centre over the Christmas period.

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

DATE OF NEXT MEETING: Tuesday 23rd March 2021



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288

council@leighonseatowncouncil.gov.uk | www.leighonseatowncouncil.gov.uk

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

Town Clerk: Helen Symmons PSLCC



Report 2758/HS

TOWN CLERK'S REPORT JANUARY 2021

TRAINING

Staff training continues with two members of staff undertaking planning training via modules offered from Warwickshire Association of Local Councils. The Society of Local Council Clerks (SLCC) are also offering webinars on a range of subjects and the Marketing and Profile Officer is due to complete a session this month on Marketing, Branding & Communications. The Town Clerk has undertaken Personal Licence training and passed the necessary qualification. Next month the Assistant Town Clerk and myself will be on the SLCC Annual Practitioner's Conference which is being held virtually this year.

Cllr Bowry undertakes Councillor training via EALC this month.

EALC EXECUTIVE MEETING

Appointments to positions on the Executive Committee were made although no voting took place following nominations. Cllr Peter Davey remains the Chairman of the EALC. The location of the EALC AGM has been changed to Hyland House reliant on substantial sponsorship income. No consultation of members took place. The Treasurer is predicting a £7.5k loss for the current financial year but the Town Clerk feels this is optimistic looking at the forecasted income from training that was stated. EALC have now become the administration service for Essex County Council, administering 6 grant services for the County which are not just for the benefit of Parish Councils. None of these grants are available to any organisation or Parish Council in Southend. As an Executive Member, I was contacted by a Parish Council in Basildon as they were experiencing response difficulties from EALC on a legal matter that had been outstanding for over a month.

SLCC ESSEX BRANCH AGM

Over 50 clerks attended the Zoom AGM and it was highlighted that our skills of resilience and flexibility had been fully tested in 2020 being a difficult year and for many clerks a lonely isolated time. At the AGM I was voted by my peers to be the Essex Representative on the National Forum for the Society of Local Council Clerks.

SOUTHEND BOROUGH COUNCIL PARTNERSHIP WORKING

The Safer Southend Group continues with meetings working together to ensure key messages are delivered, problems and issues tackled and information passed between sectors within the stakeholders.

As part of the Southend Borough Wide Totally Locally Shopping Initiatives group, we were able to establish the Christmas late night shopping sessions in Leigh and be fully involved in the Shop Local Christmas message ensuring Leigh retailers were part of the click and collect service promoted across Southend. The Festive Business competition was promoted Borough wide with the Broker Freehouse in Leigh coming 3rd. We are now looking at other initiatives that can be introduced to help independent retailers.

Finally, from working with the Borough on many forums, I was invited to be a part of the Southend Tourism Partnership as the Leigh representative. In its early stages, working groups are being put in place to tackle the key objectives highlighted from Southend 2050 vision. A rebranding will run alongside that.

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2020/21

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
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. The pandemic has delayed matters.		TC
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	On hold until COVID clear	TC
COUNCIL 10-11-20	37. Committees	RESOLVED Staff Handbook and 4 policies	10-11-20	Website updated and staff folder if appropriate	NFA	
		RESOLVED draft budget	10-11.20	Await SBC tax band figure	Tax band advised. Agenda item	TC
		RESOLVED to approve expenditure	10-11-20	Recorded on website	NFA	
COUNCIL 10-11-20	38. Spatial Plan Projects PDG	APPROVED action the group taking	10-11-20		Arrange follow up meeting once Cllr Rosier & Forde have provided drafts	TC
COUNCIL 10-11-20	39. Airport PDG	RESOLVED to send letter	10-11.20	Letter sent to Stobart	Response recd. Agenda item	TC
COUNCIL 10-11-20	40. Social Isolation Projects PDG	RESOLVED to hold Well Being Day with employment focus when safe to do so			Monitor when appropriate to hold event	TC
COUNCIL 10-11-20	41. Covid Emergency Fund	RESOLVED new panel	10-11-20		NFA	
COUNCIL 10-11-20	43. Motion Cllrs Gilson & Wilkins	RESOLVED to defer pending proposers submitting full business case	10-11-20	Nothing further received	NFA	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 10-11-20	44. Motion Cllrs Smith & Wilkins	RESOLVED to hold PDG to reassess the whole area of community engagement	10-11-20	PDG arranged 12 th January 2021	Agenda item	TC
COUNCIL 10-11-20	45. Proposal from Cllr O'Boyle	PDG to be arranged once proposer submits full business case	10-11-20	Nothing further received	NFA	
COUNCIL 10-11-20	47. Community Centre Doors	RESOLVED that cost of repairs or replacement to come from LCC EMR	10-11-20	Quotes received for replacement doors	Agenda item	TC

[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

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

Town Clerk: Helen Symmons PSLCC



Payments List 8th Oct 2020 – 6th Jan 2021 Report 2759/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
BK TRS	£704.88	Secom Plc	Extension of intruder alarm cabling
BK TRS	£420.00	Nicholas James Fire Prot & Security Eng Ltd	Connection of fire doors to fire alarm system
BK TRS	£172.80	Edge IT Systems Ltd	Training Allotments module
BK TRS	£130.00	Manchester Drive Allotments Society	Retained deposits
BK TRS	£45.60	Staff member	Expenses
BK TRS	£130.80	Staff member	Expenses
BK TRS	£42.00	Staff member	Expenses
BK TRS	£75.60	Staff member	Expenses
BK TRS	£132.00	Staff member	Expenses
BK TRS	£72.00	Staff member	Expenses
BK TRS	£312.00	SFB Solutions Ltd	Data cabling adjustments
BK TRS	£191.40	Room hirer	Room hire refund
BK TRS	£21000.00	Payroll	October payroll
BK TRS	£100.00	Royal British Legion	Donation for poppy wreaths
BK TRS	£70.00	Southend BC	Premises licence
BK TRS	£100.00	The Play Inspection Company Ltd	Annual Skate Park inspection
BK TRS	£25.00	Plot holder	Refund plot deposit
BK TRS	£750.00	Manchester Drive Allotment Society	ASA agreement
BK TRS	£125.00	Marshall Close Allotments	ASA agreement
BK TRS	£400.00	LOSAS	ASA agreement
BK TRS	£1067.03	Age Concern Southend	Past Chairman's Charity donation
BK TRS	£220.00	Leigh Skip Hire	Skip hire at Marshall Close
BK TRS	£500.00	Friends of Leigh Library Gardens	Grant award

BK TRS	£120.00	Secom plc	Callout intruder alarm LCC
BK TRS	£149.86	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£1000.00	Yoga4all	Emergency COVID Grant award
BK TRS	£20.00	Plot holder	Refund overpayment
BK TRS	£500.00	Friends of Love Leigh Cliffs	LTC grant
BK TRS	£182.40	Room hirer	Room hire refund
BK TRS	£197.18	FP Teleset	Franking machine service contract
BK TRS	£216.00	EALC	Councillor training
BK TRS	£4460.00	Icicle Graphic Design	LTC magazine production
BK TRS	£19.93	Mark One Hire Ltd	Acrow prop hire
BK TRS	£66.00	National Society of Allotment and Leisure Gardeners	Membership renewal
BK TRS	£118.80	SLCC Enterprises Ltd	Staff training ILCA
BK TRS	£17985.60	Aylesford Electrical Contractors Ltd	Leigh Lights Year 2 of 3 year contract and additional lighting in Leigh Library Gardens
BK TRS	£121.33	Secom Plc	Intruder alarm callout
BK TRS	£73.20	Allen Bros. Electrical (Factors) Ltd	LED batten
BK TRS	£171.33	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£180.00	SLCC Enterprises Ltd	Virtual Practitioners Conference fee x 2
BK TRS	£72.00	Warwickshire and West Midlands Assoc of Local Councils	Staff training courses
BK TRS	£50.00	Marshall Close Allotments	Reimburse skip permit
BK TRS	£47.94	Viking	Stationery
BK TRS	£108.00	Blake Contractors Ltd	Annual maintenance contract CCTV
BK TRS	£22000.00	Payroll	November payroll
BK TRS	£6000.00	Intex Properties Ltd	Skate Park repairs
BK TRS	£50.00	Southend BC	Skate Park lease
BK TRS	£28.64	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£261.60	Tormax United Kingdom Ltd	Call out and repairs to automatic door LCC
BK TRS	£504.00	Tindle Newspapers Essex & Kent Ltd	Distribution of LTC magazine
BK TRS	£25.00	Plot holder	Refund plot deposit
BK TRS	£156.00	Vine HR Ltd	HR support and advice
BK TRS	£1560.00	PKF Littlejohn LLP	External auditors fee
BK TRS	£360.00	BT Payphones	Provision of red telephone box

BK TRS	£1080.00	Southend BC	Hedge cutting at the allotments
BK TRS	£168.00	Nicholas James Fire Protection & Security Eng Ltd	Callouts to fire door release and external bulkhead light
BK TRS	£85.68	Allen Bros. Electrical (Factors) Ltd	Light bulbs
BK TRS	£19.28	Mark One Hire Ltd	Acrow prop hire
BK TRS	£216.00	EALC	Councillor training
BK TRS	£95.00	DJE Creative	Leaflets Tiny Windows Trail
BK TRS	£35.90	Staff member	Reimburse ink purchase
BK TRS	£54.86	Staff member	Mileage and expenses
BK TRS	£42.00	Urban Design & Print	Signage Leigh Library Gardens
BK TRS	£5622.95	Lorna & Lottie's CIC	Kitchen refurbishment
BK TRS	£514.00	NALE Construction	Repairs to water trough at Manchester Drive allotments
BK TRS	£513.00	Greenworks Solutions	Annual washroom services contract
BK TRS	£420.00	Essex Maintenance Ltd	Boiler service and water heater maintenance
BK TRS	£23067.90	Gowlain Building Group Contractors Ltd	LCC remodel
BK TRS	£401.00	SLCC Enterprises Ltd	Membership renewal
BK TRS	£42.00	SLCC Enterprises Ltd	Staff training
BK TRS	£534.00	Auditing Solutions Ltd	Internal audit fee
BK TRS	£21000.00	Payroll	December payroll
BK TRS	£1224.00	VIP Security Services	Security personnel at Leigh Library Gardens for 3 weekends
BK TRS	£5995.20	Aylesford Electrical Contractors Ltd	Leigh Lights Year 2 of 3 year contract and additional lighting in Leigh Library Gardens - removal
BK TRS	£172.27	Greenworks Solutions	Air freshener and water management unit
BK TRS	£3500.00	Southend BC	Annual rent for LTC offices
		Expenditure – Imprest Items	
	£139.14	Fire Detection Shop	Fire door closer
	£321.69	Amazon	Power tools
	£116.11	Amazon	Radios
	£22.97	Newitt & Co Ltd	Basketball nets for Skate Park
	£13.99	Amazon	Face masks

	£7.64	The Heating Centre	Plumbing parts LCC
	£127.98	Zazzles	Christmas Shop window trail
	£72.99	S & A Supplies	Paint
	£6.38	Shell	Fuel
	£180.00	Inn-Dispensible	Staff training
	£46.25	Zazzles	Christmas Shop window trail
	£79.45	Blinds Direct	Blinds LCC
	£28.07	Amazon	Christmas decorations LCC
	£11.99	Zoom Video Communications	Monthly subscription
	£40.14	Value Products Ltd	Signage Leigh Library Gardens
	£26.00	S & A Supplies	Decorating materials
	£226.80	Defib Store Ltd	Replacement battery and pads Defibrillator at LCC
	£34.77	Amazon	Lighting Leigh Library Gardens
	£25.40	Buildbase	Fence post at allotments
	£111.98	Zazzles	Christmas Shop window trail
	£27.98	Amazon	Lighting Leigh Library Gardens
	£45.00	Pot Herbs	Christmas tree
	£10.50	Timpsons	Additional keys cut
	£76.86	Zazzles	Christmas Shop window trail
	£15.00	Sales Appliances	Kettle
	£11.99	Zoom Video Communications	Monthly subscription
	£12.00	S & A Supplies	Decorating materials
		Expenditure – Direct Debits	
	£138.53	Wessex Products (Leasing) Ltd	Hand dryer lease
	£10.17	SSE	Gas LCC
	£12.00	Retail Funding Ltd	Card machine charge
	£297.86	DOTS	Photocopying and IT support
	£6.00	Paynetworkx	Virtual Terminal fee
	£17.40	Global Payments	Card payment processing fee
	£28.23	Global Payments	Card payment processing fee

	£37.76	SSE	Gas LCC
	£62.77	SSE	Electricity Skate Park
	£386.98	SSE	Electricity LCC
	£1004.63	British Telecom	Phone lines and broadband LCC and Council
	£106.66	Biffa Environmental	Waste collection LCC
	£110.22	Biffa Environmental	Waste collection Skate Park
	£316.80	CF Corporate Finance	Dokoni software lease
	£442.80	CF Corporate Finance	Photocopier lease
	£18.02	SSE	Electricity Strand Wharf
	£12.00	British Telecom	Mobile broadband
	£12.00	Retail Funding Ltd	Card machine charge
	£144.00	DOTS	Monitors for CCTV
	£304.18	DOTS	IT support and photocopying
	£6.00	Paynetworkx	Virtual Terminal fee
	£624.98	Wave	Water rates Leigh Site allotments
	£17.40	Global Payments	Card payment processing fee
	£68.41	Global Payments	Card payment processing fee
	£356.78	SSE	Gas LCC
	£1728.63	Wave	Water/sewage LCC
	£15.78	SSE	Electricity Strand Wharf
	£451.82	SSE	Electricity LCC
	£120.86	Biffa Environmental	Waste collection LCC
	£110.22	Biffa Environmental	Waste collection Skate Park
	£200.00	FP Teleset	Postage
	£263.16	Wave	Water rates allotments
	£12.00	British Telecom	Mobile broadband
	£203.88	British Telecom	Broadband LCC

	£12.00	Retail Funding Ltd	Card machine charge
	£368.01	DOTS	IT support and photocopying
	£17.40	Global Payments	Card payment processing fee
	£31.18	Global Payments	Card payment processing fee
	£6.00	Paynetworx	Virtual Terminal fee
	£432.94	SSE	Gas LCC
	£15.92	SSE	Electricity Strand Wharf
	£120.34	Biffa Environmental	Waste collection LCC
	£110.22	Biffa Environmental	Waste collection Skate Park
	£138.00	FP Mailing Ltd	Franking machine lease
	£12.00	British Telecom	Mobile broadband

[Agenda](#)

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
Finance & Governance						Finance & Governance					
Interest	£ 3,309.24	£ 3,836.51	£ 800.00	£ 1,000.00	£ 700.00	Policy & Council Resources	£ 27,565.51	£ 23,739.02	£ 50,450.00	£ 27,488.00	£ 30,450.00
Other Income	£ 2,248.44	£ 2,676.50	£ 1,300.00	£ 300.00	£ 1,300.00	Office & Council Administration	£ 58,127.68	£ 62,595.80	£ 57,650.00	£ 29,621.00	£ 43,550.00
	£ 5,557.68	£ 6,513.01	£ 2,100.00	£ 1,300.00	£ 2,000.00	Strategic Objectives Fund			£ 15,000.00	£ -	£ 15,000.00
							£ 85,693.19	£ 86,334.82	£ 123,100.00	£ 57,109.00	£ 89,000.00
						Staffing Committee					
						Council Staffing	£ 99,213.50	£ 99,752.97	£ 113,257.00	£ 118,009.00	£ 104,500.00
Community Facilities						Community & Culture					
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	£ 44,476.70	£ 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	£ 90,105.00	£ 123,000.00
Allotments Income	£ 13,538.10	£ 14,944.80	£ 19,000.00	£ 19,800.00	£ 20,650.00	Allotments	£ 25,072.75	£ 28,681.59	£ 31,850.00	£ 26,067.00	£ 28,700.00
Community Facilities	£ 40.00	£ 20.83	£ -	£ -	£ 1,000.00	Community Facilities	£ 7,282.59	£ 10,117.73	£ 14,200.00	£ 9,960.00	£ 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	£ 24,852.00	£ 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	£ 10,050.00	£ 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	£ 31,800.00	£ 97,800.00		£ 288,084.12	£ 301,498.79	£ 326,600.00	£ 219,454.70	£ 300,400.00
						Planning & Licensing					
Planning & Licensing						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
		£ -		£ -	£ -	Resolved Capital Projects					
						LCC Refurbishment	£ 164,845.47	£ 9,736.99	£ 54,425.00	£ 50,000.00	£ 50,000.00
Total Income	£ 190,838.49	£ 185,678.99	£ 188,100.00	£ 33,100.00	£ 99,800.00	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
Capital Reserves 31/03/20	£ 27,710.00			£ 15,000.00		Total Expenditure	£ 648,289.98	£ 570,935.74	£ 651,582.00	£ 478,727.70	£ 556,150.00
Earmarked Reserves 31/03/20	£ 248,206.61			£ 257,127.00		Budget Net Totals per Committee	F & G				£ 89,000.00
General Reserves 31/03/20	£ 80,239.09			£ 83,000.00			C&C				£ 300,400.00
LCC Project EMR	£ 185,147.92			£ -			Staffing				£ 104,500.00
							Planning, Highways & Licensing				£ 12,250.00
							LCC Repair/Remodel		as per Action plan		£ 50,000.00

PRECEPT				Budget 2021/22
Total Income				£ 99,800.00
Total Expenditure				£ 556,150.00
Major Project Expenditure				
Net Position				-£ 456,350.00
Capital Reserves 31/03/20				
General Reserves 31/03/20				£ 83,000.00
				£ 83,000.00
GROSS SHORTFALL				-£ 373,350.00
RECOMMENDED RESERVE				£ 95,000.00
LCTS GRANT				£ -
BUDGET FUNDING FIGURE				-£ 468,350.00
2016/17	£ 390,550.00			
2017/18	£ 401,085.00	2.70%		
2018/19	£ 411,482.00	2.59%		
2019/20	£ 421,868.00	2.52%		
2020/21	£ 447,000.00	5.62%		
2021/22	£ 468,350.00	4.78%		
PRECEPT CALCULATION				
Band D figure				-53.45
divide by 9			53.45	5.938888889
x 9			5.94	
PROPOSED BAND D				£53.46
				£2.88 increase
				5.70%

Leigh Town Council 2021/22 Budget Document

INCOME						EXPENDITURE					
	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22		Actuals 2018/19	Actuals 2019/20	Budget 2019/20	Yr End Projected Actuals	Budget 2021/22
Finance & Governance						Finance & Governance					
Interest	£ 3,309.24	£ 3,836.51	£ 800.00	£ 1,000.00	£ 700.00	Policy & Council Resources	£ 27,565.51	£ 23,739.02	£ 50,450.00	£ 27,488.00	£ 30,450.00
Other Income	£ 2,248.44	£ 2,676.50	£ 1,300.00	£ 300.00	£ 1,300.00	Office & Council Administration	£ 58,127.68	£ 62,595.80	£ 57,650.00	£ 29,621.00	£ 43,550.00
	£ 5,557.68	£ 6,513.01	£ 2,100.00	£ 1,300.00	£ 2,000.00	Strategic Objectives Fund			£ 15,000.00	£ -	£ 10,000.00
							£ 85,693.19	£ 86,334.82	£ 123,100.00	£ 57,109.00	£ 84,000.00
Community Facilities						Staffing Committee					
Leigh Community Centre	£ 127,862.81	£ 125,547.13	£ 132,000.00	£ 12,000.00	£ 60,000.00	Council Staffing	£ 99,213.50	£ 99,752.97	£ 113,257.00	£ 118,009.00	£ 104,500.00
LTC Use of LCC	£ 27,000.00	£ 25,000.00	£ 20,000.00	£ -	£ 10,000.00	Community & Culture					
Allotments Income	£ 13,538.10	£ 14,944.80	£ 19,000.00	£ 19,800.00	£ 20,650.00	Leigh Community Centre	£ 38,458.22	£ 53,016.73	£ 56,700.00	£ 44,476.70	£ 54,400.00
Community Facilities	£ 40.00	£ 20.83	£ -	£ -	£ 1,000.00	Community Centre Staffing	£ 136,626.66	£ 123,529.56	£ 134,500.00	£ 90,105.00	£ 123,000.00
Health & Wellbeing Programme	£ 16,839.90	£ 12,111.59	£ 13,000.00	£ -	£ 4,750.00	Allotments	£ 25,072.75	£ 28,681.59	£ 31,850.00	£ 26,067.00	£ 28,700.00
Environment Facilities & Services	£ -	£ 1,541.63	£ 2,000.00	£ -	£ 1,400.00	Community Facilities	£ 7,282.59	£ 10,117.73	£ 14,200.00	£ 9,960.00	£ 10,650.00
						Health & Wellbeing	£ 36,711.05	£ 42,043.97	£ 46,300.00	£ 24,852.00	£ 32,900.00
						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	£ -	£ 5,000.00
						Environment Facilities & Services	£ 27,783.54	£ 25,384.86	£ 21,050.00	£ 10,050.00	£ 15,050.00
						Committee Staffing	£ 10,079.97	£ 9,103.00	£ 11,500.00	£ 10,944.00	£ 15,000.00
							£ 288,084.12	£ 301,498.79	£ 326,600.00	£ 219,454.70	£ 290,400.00
						Planning & Licensing					
Planning & Licensing						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
		£ -		£ -	£ -	Resolved Capital Projects					
						LCC Refurbishment	£ 164,845.47	£ 9,736.99	£ 54,425.00	£ 50,000.00	£ 50,000.00
Total Income	£ 190,838.49	£ 185,678.99	£ 188,100.00	£ 33,100.00	£ 99,800.00	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
Capital Reserves 31/03/20	£ 27,710.00			£ 15,000.00		Total Expenditure	£ 648,289.98	£ 570,935.74	£ 651,582.00	£ 478,727.70	£ 541,150.00
Earmarked Reserves 31/03/20	£ 201,626.67			£ 257,127.00		Budget Net Totals per Committee	F & G				£ 84,000.00
General Reserves 31/03/20	£ 80,239.09			£ 83,000.00			C&C				£ 290,400.00
LCC Project EMR	£ 185,147.92			£ -			Staffing				£ 104,500.00
							Planning, Highways & Licensing				£ 12,250.00
							LCC Repair/Remodel		as per Action plan		£ 50,000.00

PRECEPT				Budget 2021/22
Total Income				£ 99,800.00
Total Expenditure				£ 541,150.00
Major Project Expenditure				
Net Position				-£ 441,350.00
Capital Reserves 31/03/20				
General Reserves 31/03/20				£ 83,000.00
				£ 83,000.00
GROSS SHORTFALL				-£ 358,350.00
RECOMMENDED RESERVE				£ 95,000.00
LCTS GRANT				£ -
BUDGET FUNDING FIGURE				-£ 453,350.00
2016/17	£ 390,550.00			
2017/18	£ 401,085.00	2.70%		
2018/19	£ 411,482.00	2.59%		
2019/20	£ 421,868.00	2.52%		
2020/21	£ 447,000.00	5.62%		
2021/22	£ 453,350.00	1.42%		
PRECEPT CALCULATION				
Band D figure				-51.74
divide by 9			51.74	5.748888889
x 9			5.75	
PROPOSED BAND D				£51.75
				£1.17 increase
				2.30%

[Agenda](#)

LTC Staffing 2021/22		
Allocations		
Council Staffing	£104,500.00	
LCC	£123,000.00	
Skatepark	£4,750.00	
Allotments	£11,000.00	
Com Transp	£5,250.00	
Farmers Market	£8,000.00	
E&L	£15,000.00	
Planning	£12,500.00	
Volunteer	£2,000.00	
	£286,000.00	

[Agenda](#)

Ms Symmons

Please see attached a letter in response to your communication.

Rgds
Glyn

Glyn Jones
CEO
Stobart Aviation

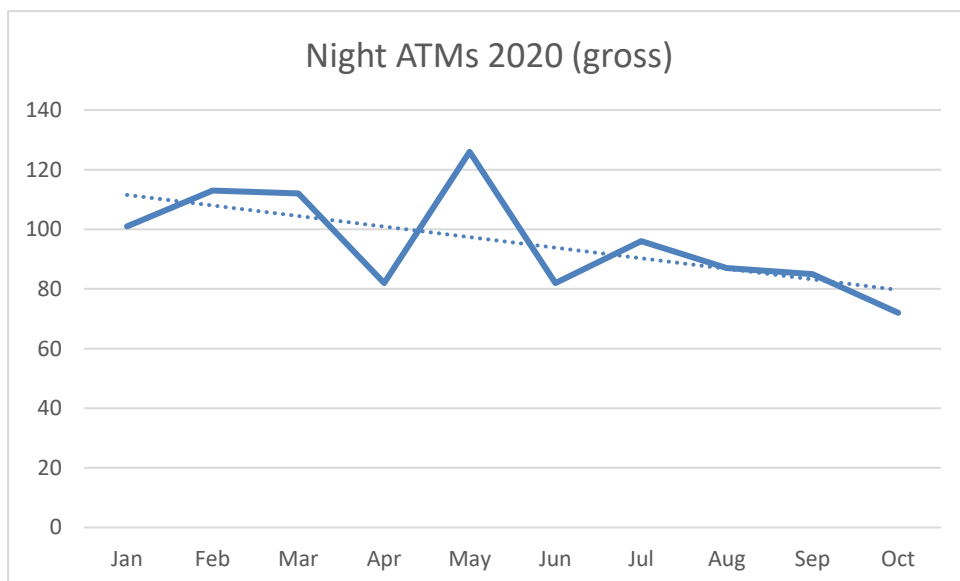


Glyn Jones
CEO Stobart Aviation

Dear Ms Symmons

Thank you for your letter of 16 November which I received on November 23rd. Thank you also for your acknowledgement that the airport is operating within the parameters set down by its S106 agreement. As you will know, that agreement, formed with three authorities, and after a request for a judicial review, entailed, as is very often the case with planning applications, an element of what might be termed “give and take”. For example, it contained a reduction in permitted night movements from 940 a month to 120. It changed a relatively liberal night operations regime to the second most restrictive (after London City) in London and to one of the most tightly controlled in the UK. Of the top twenty UK airports, which accounted for 98% of passengers in 2019, only two others, Belfast City and Southampton, permit fewer night movements than London Southend. It formed a significant part of the legal and operational basis against which we were able to invest over £170m into the area and against which we continue to invest. That being the case, it must follow that the airport company should both comply with, *and be able to make use of*, the terms of that S106 agreement.

There is, I suspect, little to be gained by our debating the fine detail of all the points you raise. However, accuracy does matter in any context and perhaps most of all when feelings are running high, as you make clear is the case. So it might be helpful to understand that, contrary to perception, the trend in total night flights this year is actually *down*:



The average number of flights each night to the end of October is slightly over three. This includes cargo operations, which forms the largest component; Jota are a very small part of it. I should also

point out that the (frequently repeated) assertion about Southend being the most complained about airport per thousand passengers is without verification. Enquiries to both our regulator, the CAA, and the principal trade organization, the AOA, both generated the same response: there exists no verified data set of airport complaints from which even a gross comparison could be derived.

That having been said, your reference to the absolute number of complaints is, of course, a material consideration. However, it is worth noting that of the 4017 complaints received between August and October, *of which only one related to a non-compliant aircraft movement*, 74% derived from 20 people and 31% from just three addresses. Last year, one individual submitted 550 complaints.

This is not to seek to denigrate or dismiss the experiences of those complainants. It is, rather, to place in perspective the impact of noise on some with the wider social and economic benefits the airport delivers. Around 1500 people work on the airport site and, using standard Government multipliers, employment for over another 3000 is supported, very largely in South Essex. Employee salaries were ca £36m in 2019; GVA generated by the airport amounted to almost £80m and tax to around £30m. We flew to almost 40 destinations in the UK and overseas, adding hugely to personal and business connectivity for our region.

The airport company has also contributed to a wide range of local organisations over the past year, working with 19 charities for example, as well as with foodbanks, Carefree Breaks and Essex Wildlife Trust among many others, to support our community. I do appreciate that for some people noise is the determining factor of their view of the airport. My job, however, is to seek the best balance possible between the benefits the airport delivers and the impacts it has.

For some that balance will perhaps never be perceived as acceptable. I understand that. And I am always open to discussions about how best to mitigate noise impact, particularly night noise impact. We have already taken many steps to do that (very largely removing private jet operations from the night, restricting the use of reverse thrust on landing, increasing the provision of ground servicing equipment to minimize the use of Auxiliary Power Units, ensuring compliance with Noise Preferential Routes etc.) and naturally remain open to further suggestions. We have, as you note, engaged widely on this subject and will continue to do so. However, on the basis that candour is often helpful, the cargo operation depends on (partial) use of the night quota and the airport is, particularly now but also going forward, dependent on the cargo operation. In addition to the principle outlined at the foot of my first paragraph, this is a practical reason why we cannot forego the night movement quota specified in the S106 agreement.

Yours sincerely

Glyn
[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							
Finance & Governance Committee					Finance & Governance Committee				
Precept	£447,392.24	£ 447,392.00	£ 0.24	100.00%	Policy & Council Resources	£ 50,450.00	£ 19,685.10	£ 30,764.90	39.02%
Grants (re Skate Park)	£ -	£ 13,000.00	-£ 13,000.00		Office & Council Administration	£ 57,650.00	£ 23,409.14	£ 34,240.86	40.61%
Interest	£ 800.00	£ 869.26	-£ 69.26	108.66%	Strategic Plan Projects Expenditure	£ 15,000.00		£ 15,000.00	
CIL Income		£ 21,911.07			CIL Expenditure		£ -	£ -	
Other Committee Income	£ 1,300.00	£ 189.75	£ 1,110.25	14.60%		£ 123,100.00	£ 43,094.24	£ 80,005.76	35.01%
	£449,492.24	£ 483,362.08	-£ 11,958.77	107.54%					
					Staffing Committee				
					Council Staffing	£ 113,257.00	£ 89,161.39	£ 24,095.61	78.72%
Community & Culture Committee					Community & Culture Committee				
Leigh Community Centre	£132,000.00	£ 6,834.70	£ 125,165.30	5.18%	Leigh Community Centre	£ 56,700.00	£ 28,215.78	£ 28,484.22	49.76%
LTC Use of LCC	£ 20,000.00	£ -	£ 20,000.00	0.00%	Community Centre Staffing	£ 134,500.00	£ 63,634.27	£ 70,865.73	47.31%
Allotments	£ 19,000.00	£ 21,502.80	-£ 2,502.80	113.17%	Allotments	£ 31,850.00	£ 20,851.20	£ 10,998.80	65.47%
Community Facilities	£ -	£ -	£ -		Community Facilities	£ 14,200.00	£ 11,209.17	£ 2,990.83	78.94%
Health & Wellbeing Programme	£ 13,000.00	-£ 147.80	£ 13,147.80	-1.14%	Health & Wellbeing Programme	£ 46,300.00	£ 20,473.28	£ 25,826.72	44.22%
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	£ 6,862.50	£ 14,187.50	32.60%
Govt. Grant re COVID-19 shutdown		£ 27,000.00			Committee Staffing	£ 11,500.00	£ 6,546.29	£ 4,953.71	56.92%
	£186,000.00	£ 57,454.70	£ 157,810.30	30.89%	Friends of LCC		£ -		
						£ 326,600.00	£157,792.49	£ 168,807.51	48.31%
Planning, Highways & Licensing					Planning, Highways & Licensing	£ 9,200.00	£ 6,871.90	£ 2,328.10	74.69%
Total Income	£635,492.24	£ 540,816.78	£ 145,851.53	85.10%					
	YR end 19/20		YR end 20/21		Resolved Capital Projects				
Capital Reserves	£212,857.92		£ 15,000.00		LCC Refurbishment	£ 54,425.00	£ 48,708.90	£ 5,716.10	89.50%
Earmarked Reserves	£201,626.67		£ 257,127.00		LCC Remodel	£ 25,000.00	£138,196.50	-£ 113,196.50	552.79%
CIL Reserve	£ 35,595.48		£ 35,595.48		Skate Park Improvements		£ 41,058.00	-£ 41,058.00	
3rd Party monies	£ 10,998.36		£ 10,998.36			£ 79,425.00	£227,963.40	-£ 148,538.40	287.02%
					Total Expenditure	£ 651,582.00	£524,883.42	£ 126,698.58	
					Current General Reserves		£ 96,172.45		
					Est. General Reserve @ yr end		£ 83,000.00		



Leigh-On-Sea Town Council

Internal Audit Report 2020-21 (Interim)

Prepared by John Watson

***For and on behalf of
Auditing Solutions Limited***

Background and Scope

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

Due to the continuing Covid-19 restrictions we were not able to attend at the Town Council's offices to conduct this interim audit but were able, with the cooperation of the Clerk and the Finance Officer, to collect the relevant records from the Council offices and conduct the audit in our own office.

This report sets out the work undertaken in relation to the 2020-21 financial year, during the course of our first interim visit to the Council, which took place on 7th December 2020.

Internal Audit Approach

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

Overall Conclusion

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

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

Detailed Report

Review of Accounts and Accounting Arrangements

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

- Checked and agreed the opening balance detail for 2020-2021 to the closing Trial Balance and certified AGAR for 2019-20;

- Ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Commenced checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of June and September 2020 with the HSBC Current, Payroll and Imprest accounts bank statements;
- Similarly, commenced checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of June and September 2020 with the HSBC Savings account bank statements;
- Also checked and agreed transactions on the CCLA Public Sector deposit account from cashbooks to statements for the months of June and September 2020;
- Verified that regular, monthly bank reconciliations continue to be undertaken on all bank accounts, noting that appropriate hard copies are retained on file and that members are regularly provided with same. We have checked and agreed the bank reconciliations as at 30th June and 30th September 2020 on all five accounts with no matters arising; and,
- Ensured that no long outstanding unrepresented cheques or other anomalous entries exist

Conclusions

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

Review of Corporate Governance

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

- Reviewed the minutes of meetings of the Full Council and its Standing Committees (except Planning), where available, to the end of October 2020 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred with no such issues apparent;
- Previously noted that, following the Local Authority elections in May 2019, the Council adopted the General Power of Competence at their meeting on 14th May 2019 (minute 18 refers); and
- Noted that both Standing Orders and Financial Regulations have been adopted by Council at their meeting on 18th August 2020 (minute 18 refers).

Conclusions

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

Review of Purchasing and Payment Procedures

Our aim here is to ensure that: -

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

We have commenced testing in this area, examining a sample of all those payments individually in excess of £2,000, together with a more random sample of approximately every 30th cashbook transaction irrespective of value, for the six months to 30th September 2020. Our sample comprised 28 items, totalling £309,232 and representing 70.3% of all non-salary expenditure to that date with no issues arising.

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

We have confirmed that VAT has been appropriately identified and coded to the control account for periodic recovery. We are pleased to note that VAT Returns have been submitted for the quarters to 30th June and 30th September 2020.

Conclusions

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

Assessment and Management of Risk

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

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council's activities was undertaken and that a formal Strategy

and detailed risk registers were re-adopted by the Full Council at its meetings in March 2020. We understand that the Register will be reviewed again in March 2021. We remind the Clerk and Members of the Governance and Accountability Manual - Practitioners Guide (2014 edition)" mandatory requirement that risk assessments are reviewed and re-adopted formally by the Council each year;

- Examined the current year's insurance policy schedules to 18th August 2021, cover being provided by Zurich Insurance, noting that Employer's and Public Liability cover stands at £10 million and £15 million respectively and that Fidelity Guarantee cover stands at £1 million. Loss of Revenue cover stands at £255,000. We also note that the Town Hall insurance is provided by Southend Borough Council; and,
- Noted that the Council's skatepark continues to be inspected on a weekly basis by in house staff, records being kept of these inspections and the appropriate action being taken if any issues arise. We also note that an annual inspection is carried out by a RoSPA accredited independent contractor.

Conclusions

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

Budgetary Control and Reserves

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

We note that, at the time of our visit, Council had not yet commenced its budget and precept calculations for 2021-22. We shall at our next visit review the work undertaken in this regard.

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

We further note that there has been no movement in Earmarked Reserves in the year to date but that these will be reviewed during the final quarter of the year.

Conclusions

The Council had not formally considered its budget and precept requirements for 2021-22 at the time of our interim visit: consequently, we shall consider this area at our next visit to ensure that a proper and appropriate exercise has been undertaken and that closing levels of Reserves are fit for purpose for a Council of this size.

Review of Income

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

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

Consequently: -

- We have noted that, at their meeting on 7th July 2020, the Community and Culture Committee approved allotment fees for the ensuing year;
- We have further noted that Council agreed at their meeting on 17th July 2018 that hire charges in respect of the Town Hall Community Centre are not increased except for 3 categories in 2019/20 and remain the same for 2020/21 but that VAT should be passed on to hirers with immediate effect from becoming VAT registered (minute 46 refers); we understand that fees will be reviewed for 2021/22;
- We also note that the bookings and receipting processes for the Town Hall Community Centre continues to utilise the bespoke Edge software. Unfortunately and due to the impact of Covid-19 there were very few lettings in the period under review; we will review this area at our next visit; and
- We have checked allotment fees received and recorded against banking with no issue arising.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; we shall undertake further testing as considered necessary at our next visit.

Petty Cash Account and Debit Card Usage

The Council operates a limited petty cash account which is periodically topped up as and when required. Four top up cheques have been issued in the year to date.

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

We have tested the very limited sample of payment transactions for the six months to 30th September 2020 and are pleased to report that all expenditure items were properly supported by till receipts or supplier invoices and correctly entered in the ledgers.

Conclusions

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

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of

the local government pension scheme as regards employee contribution bandings. To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented the NJC award for 2020-21;
- Noted that a payroll bureau provider, James Todd, continues to be engaged to provide the service in the year under review;
- Agreed the amounts paid to employees by reference to the approved pay scales on the NJC annual schedules, examining a sample of all those salary payments made in September 2020;
- Noted that two employees have received Furlough payments;
- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table;
- Checked that the correct superannuation percentage deductions are being applied where applicable;
- Checked and agreed the net payments to staff from copy payslips to the Bacs summary reports and resultant cashbook entries; and
- Similarly checked and agreed the payment over of deductions to HMR&C and Essex Pension Fund from copy payroll reports to the cashbooks.

Conclusions

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

Asset Registers

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

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

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

Conclusions

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

Investments and Loans

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

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

We are pleased to note that that, following a recommendation from the Resources and Policy Committee, Council approved an Investment Policy at their meeting in March 2020. We understand that this Investment Policy will be formally reviewed in May 2022.

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

Conclusions

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

Agenda