



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 23rd March 2021 at 7.30 pm

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

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Dial by your location

+44 203 481 5237 United Kingdom

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+44 131 460 1196 United Kingdom

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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
18th March 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 [19TH JANUARY 2021](#) AND EO MEETING [1ST MARCH 2021](#)
5. PUBLIC REPRESENTATIONS
6. CO-OPTION OF COUNCILLOR FOR ST CLEMENTS WARD

The co-option procedure will be followed as per the [policy](#) resolved July 2018. Prior to the next Council meeting, the successful candidate will sign a Declaration of Acceptance of Office on the doorstep of their home witnessed by the Town Clerk adhering to social distance. The successful candidate will then be able to lawfully take part in meetings. For the remainder of this Council meeting, they will be invited to remain in the meeting but cannot take part in Council business.

Interest for the Casual Vacancy has been received from (in alphabetical order):

Katie Hignett Cohen
Michael Glenister
Lisa Marks
Emma Mills
James Preston
Philip Stanbridge
Craig Watt

7. 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.

8. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
9. TOWN CLERK'S REPORT ([Appendix 1](#)) page 6

COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

10. COMMITTEES

To receive the Minutes of Committees for 2020/21:

- a) Planning, Licensing & Highways Committee – To receive minutes of [26th January](#), [16th February](#) and [9th March 2021](#).

There were no recommendations to Council

- b) Community & Culture Committee – To receive minutes of [2nd February 2021](#)

There were no recommendations to Council

- c) Staffing Committee – To receive minutes of [23rd February 2021](#)

There were no recommendations to Council

- d) Finance & Governance Committee – To receive minutes of [2nd March 2021](#)

RECOMMENDATIONS as follows:

Minute 32 – LONE WORKER POLICY (document sent to cllrs with agenda)

The Committee **RECOMMEND** the adoption of the reviewed policy

Minute 33 – RISK MANAGEMENT STRATEGY (document sent to cllrs with agenda)

The Committee **RECOMMEND** the adoption of the reviewed strategy

Minute 34 – RISK REGISTER (document sent to cllrs with agenda)

The Committee **RECOMMEND** the adoption of the reviewed register

Minute 35 – GOVERNANCE STATEMENTS ([Appendix 2](#)) page 12

The Committee **RECOMMEND** the adoption of the governance statement together with each accounting statement

Minute 36 – CIL PDG

The Committee **RECOMMEND** the following:

- Table Tennis Table and multi-use picnic table for Bonchurch Park (subject to Southend Borough Council (SBC) approval) £2,995 + VAT
- Two multi-use picnic tables for Library Gardens (subject to SBC approval) £1,500 + VAT
- Skate Park refurbished seating area £14,000

Minute 42 – [APPROVE EXPENDITURE](#)

The Committee **RECOMMEND** the expenditure as per the linked document

Minute 45 and 46 – EARMARKED RESERVES ([Appendix 3](#)) page 20

The Committee **RECOMMEND** the Earmarked Reserve movements as per Appendix 3

11. COVID EMERGENCY FUND

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

SEND the right message £600 application – declined as felt did not comply fully with the requirements of the fund.

12. COVID EMERGENCY FUND PDG ([Appendix 4](#)) page 21

A PDG meeting was requested by F&G Committee to discuss the fund and to undertake a review. It was felt appropriate that the Fund be renamed the COVID Recovery Fund with new criteria and a new process.

The recommendation from the group is submitted to Council direct in view of the imminent roadmap recovery programme of the Government. The Chairman of Council was in agreement of this.

It is **RECOMMENDED** that the attached criteria, process and application be adopted and replace the COVID Emergency Fund.

13. REPRESENTATIVE REPORTS

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

ADDITIONAL DECISION ITEMS

14. ESSEX ASSOCIATION OF LOCAL COUNCILS (EALC)

As Proper Officer of the Council and following the resolution of the Council budget, the Town Clerk wrote to the CEO of EALC as follows:

‘Please be advised that at it’s Council meeting 19th January 2021, Leigh Town Council resolved a budget to freeze its precept. As such certain cuts were made during the budgeting process. The Finance & Governance committee resolved a committee budget which made no provision for membership to EALC and NALC for 2021/22 and this was highlighted to Council and discussion took place as to the benefits. Whilst there was some wish to remain a member of NALC the Council were informed by NALC in January 2020 that this was not possible without being a member of EALC. However, Council do not feel EALC membership of benefit at the present time to Leigh Town Council other than training but this can be accessed through other channels in addition to EALC.

Leigh Town Council will therefore not be renewing their forthcoming membership for the year but naturally it will be reviewed again come the 2022/23 budgeting process.’

No response was received from the CEO to the Town Clerk. Instead, the CEO wrote direct to the Chairman of Council inviting him with limited notice to a meeting with the EALC Chairman and a Vice Chairman stating that it was best practice to understand the reasons for the Council leaving. The Town Clerk was not copied in to the email but forwarded it to the Chairman as it came via his councillor email which he prefers not to use. Within the email was also some administrative information which would have been better sent direct to the Town Clerk.

The Chairman advised the Town Clerk that he would like EALC to make a presentation to Council before the date of the annual council meeting and this request is now put before Council as a corporate body to decide upon.

15. COMMITTEE VACANCIES

Vacancies exist on the Planning Committee, Staffing Committee & F&G Committee. Members are asked to consider whether they would like to fill the vacancies for the remainder of the Council year. For information, the Staffing Committee will only meet if there is a staffing matter to attend to prior to the Council year end; F&G Committee is scheduled to meet 4th May and Planning meetings will continue 3 weekly.

FOR NOTING / CONSIDERATION

16. COUNCIL BUDGET 2020/21 AS AT 12TH MARCH 2021 ([Appendix 5](#)) page 2517. TIMETABLE OF MEETINGS ([Appendix 6](#)) page 26

The final timetable will be approved at the annual meeting of Council in May. On 6th May 2021 the current flexibilities regulations expire and from 7th May we will revert to the provision in the extant legislation, being the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972. Whilst neither of these acts prohibit virtual meetings, as the internet had not even been invented when these laws were written, there is much discussion amongst representative professional bodies about the interpretation of the words ‘present’, ‘attendance’ and ‘place’ within the extant law and the extent of their validity when they occur in a virtual/online meeting. Lobbying is taking place for the Courts to decide whether a remote meeting will be lawful after this time and the Town Clerk will monitor the situation and be mindful of the stance from Southend Borough Council.

If physical meetings are the only option come 7th May, then social distancing measures will be put in place and the Community Centre will be COVID safe following risk assessments. There will be a limit on capacity and therefore restrictions on public attendance. The Town Clerk will only permit staff who have had at least their first vaccination be able to Clerk any meeting.

18. ANNUAL TOWN MEETING

Unless it is clarified that Town and Parish Councils can hold meetings lawfully online, then the Town Council will not be able to call this meeting as planned. There is no legal obligation for the Council to call the meeting as it can be convened by other parties (Local Government Act 1972 Sch. 12), but if a meeting is convened it must be held between 1st March and 1st June.

If a meeting is convened by other parties, then the Chairman of Council if present at the meeting, shall preside or the Vice-Chairman in their absence.

19. GENERAL DATA PROTECTION REGULATIONS (GDPR) FOR MEMBERS

In accordance with GDPR, members are requested to review all Council correspondence on personal devices and ensure any personal data is deleted. This is an annual action. Any member who leaves Council at any time must delete all Council related business from their records.

20. COPY OF FINAL [COUNCIL BUDGET 2021/22](#)

As per Financial Regulation 3.4, a copy of the resolved budget is attached to this link for members.

CONFIDENTIAL

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

RECOMMENDED that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d) other special reason

22. VOLUNTEER OF THE YEAR

23. GOOD FOR LEIGH AWARDS

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

DATE OF NEXT MEETING: Tuesday 25th May 2021



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Report 2758/HS

TOWN CLERK'S REPORT JANUARY 2021

TRAINING

Below is a list of all training undertaken in the current administration period:

Training Log 2019-2023

Councillor Training – EALC

Training Log 2019-2023

Councillor Training – EALC

Name	Date	Course
Doug Cracknell	15/6/19	Planning briefing
Anita Forde	24/10/19	Chairman's Day 1
Mark Bromfield	24/10/19	Chairman's Day 1
Paul Gilson	24/10/19	Chairman's Day 1
Anita Forde	12/11/19	Chairman's Day 2
Mark Bromfield	12/11/19	Chairman's Day 2
Paul Gilson	12/11/19	Chairman's Day 2
Doug Cracknell	02/11/19	Chairman's Day – short course
Anita Forde	12/12/19	Chairman's Day 3
Mark Bromfield	12/12/19	Chairman's Day 3
Paul Gilson	12/12/19	Chairman's Day 3
Doug Cracknell	16/11/19	Advanced Cllr Training day 1
Doug Cracknell	30/11/19	Advanced Cllr Training day 2
All Councillors	11/05/19	Councillor training day
Andy Wilkins	10/11/20	Councillor Training day 1
Andy Wilkins	18/11/20	Councillor Training day 2
David Bowry	January 2021	Councillor Training Days 1&2

Councillor Training – Additional

All Councillors	04/21	Licensing Training
All Councillors	Various times	SBC planning

Staff training – EALC

Name	Date	Course
Francesca Smith	13/02/19	Understanding the Annual Meeting
Graham Davison	10/07/19	Allotment course
Abbie Cotterell	10/07/19	Allotment course
Richard Flint	25/06/19	Risk Assessment
Hannah Mumford	25/06/19	Risk Assessment
Sophie Partridge	09/05/19	Minutes & Agendas workshop
Emma Stratton	09/05/19	Minutes & Agendas workshop
Sophie Partridge	15/06/19	Planning Briefing
Linda Mitchell	15/06/19	Planning Briefing
Liz Evans	15/06/19	Planning Briefing

Graham Davison	27/02/20	Health & Safety online course
Emma Stratton	05/03/20	GDPR online course
Abbie Cotterell	05/03/20	GDPR online course

Staff training - SLCC

Abbie Cotterell	09/19	SLCC training seminar
Abbie Cotterell	09/19	SLCC training seminar
Helen Symmons	09/19	SLCC Practitioner's Conference
Abbie Cotterell	07/20	New Clerk webinar
Helen Symmons	10/20	National Conference
Sophie Partridge	Nov 2020	ILCA
Abbie Cotterell	02/21	Practitioners Conference
Helen Symmons	02/21	Practitioners Conference
Emily French	03/21	How to write COVID secure risk assessments
Francesca Smith	03/21	Volunteers: How to Recruit & Keep them
Sophie Partridge	03/21	Personal Wellbeing: Looking after yourself
Sophie Partridge and Francesca Smith	04/21	Communication styles and building better relationships

Staff training - Additional

All Staff plus Cllrs: Rosier and Evans	01/20	Mental Health Awareness
Sophie Partridge	17/04/20	Managing Mental health and stress, Future Learn
Francesca Smith	11/05/20	COLLABORATIVE WORKING IN A REMOTE TEAM UNIVERSITY OF LEEDS AND INSTITUTE OF CODING
Francesca Smith	11/05/20	WORK-LIFE BALANCE AND THE IMPACT OF REMOTE WORKING COVENTRY UNIVERSITY
Francesca Smith	12/05/20	COMMUNICATION AND INTERPERSONAL SKILLS AT WORK UNIVERSITY OF LEEDS AND INSTITUTE OF CODING
Sophie Partridge	22/05/20	Communication and Interpersonal Skills at Work, Future Learn, University of Leeds
Abbie Cotterell	28/05/20	Communication and Interpersonal Skills at Work, Future Learn, University of Leeds
Linda Mitchell	22/05/20	Communication and Interpersonal Skills at Work, Future Learn, University of Leeds
Emma Stratton	29/07/20	Communication and Interpersonal Skills at Work, Future Learn, University of Leeds
Sophie Partridge	12/06/20	Dementia and the Arts, Future Learn
Linda Mitchell	26/06/20	Covid-19, Psychological Impact, Well-being and Mental Health
Abbie Cotterell	29/06/20	NABMA webinar
Emma Stratton	29/06/20	NABMA webinar
Emily French	29/06/20	NABMA webinar
Helen Symmons	06/07/20	ACAS – Transition from lockdown. Key employment considerations
Sophie Partridge	18/11/2020	Planning – Warwick Assoc of Local Councils
Ingmar Lindberg-Jones	18/11/2020	Planning – Warwick Assoc of Local Councils

SLCC PRACTITIONER'S CONFERENCE

The Assistant Town Clerk and I joined this virtual conference giving us access to 33 sessions over a 3 day period. We covered the following sessions as well as undertaking our regular working days:

- Medium Councils networking session – whilst we are classified as a large Council, I joined the session to engage with the many discussions occurring about the road map recovery for Councils.
- 'You know more than you think' – a good session covering reminders on managing projects (idea, rationale, planning, delivery and evaluation), emotional intelligence (self confidence, self management, empathy, handling relationships, understanding why relationships matter) and strategic planning (what do we do, how do we do it and why do we do it).
- Creating Positive Content for Social Media and managing negativity
- Unleashing Community Power – this was a case study on the Beacon Regeneration Project
- Diversity – Building an anti-racist Council
- The Use & Abuse of Information Rights
- Community Engagement Presentation – A purposeful process which develops a working relationship between communities, community organisations and public and private bodies to help them to identify and act on community needs and ambitions. It involves respectful dialogue between everyone involved, aimed at improving understanding between them and taking joint action to achieve positive change.
- Markets Supporting the High Street
- Background to the work of the LG & Social Care Ombudsman
- An optimistic story of resilience.
- Town and Parish Councils Toolkit
- Values & Purposes at Work
- Northampton Town Council, the story so far

EALC EXECUTIVE MEETING

I was unable to attend the January meeting due to a clash of meetings. My final meeting as Southend Representative will be 18th March and I will provide a verbal report of any pertinent information.

EALC have recently advised Executive Committee members that they are undertaking the administration for another Essex County Council fund making a total of 8 funds which are available to a variety of organisations in the Essex County Council area. The agreement to all the additional funding administration has not been part of the Executive Committee decision making process.

SLCC ESSEX BRANCH

On average, 40 Clerks from Essex now join a bi-monthly Clerks forum to chat over any issues, raise queries, give advice and share ideas. Of concern is we are no further forward in having the legislation extended beyond 6th May 2021 to hold remote meetings and this does leave Councils vulnerable when trying to conduct the Annual Council Meeting and completing Audit requirements. Pressure is being brought to bear on Government but we are being advised that there is a lack of parliamentary time available to extend the legislation. As such other professional bodies are lobbying for some form of statutory declaration from the Courts in interpretation of the existing laws.

At the Executive Meetings held, concern is being raised countywide regarding the actions of EALC as it provides a perception that the role of Clerks within Councils is not being respected. This is concerning from an organisation that exists to promote Parish Councils as a whole of which Clerks are an important aspect.

LEIGH PARTNERSHIP GROUP

The new wayfinding signage has been launched and received much praise. The group are currently looking at further use of this artwork. In addition to this project, the group were delighted to help create Totally Locally Southend (see below) which gained momentum from the work undertaken initially as a Leigh initiative and then progressed through the Shop Local campaign with partners Borough wide.

I was recently invited to a remote meeting with the CEO from the Essex Chamber of Commerce who was very much interested in my role and the work of the Council along with the Partnership group. Through her, I have been invited to speak with the Chief Inspector of the Business Crime Team and will provide the link to the Leigh Partnership Group which represents all the businesses in the town.

SOUTHEND BOROUGH COUNCIL PARTNERSHIP WORKING

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

As part of the Southend Borough Wide Totally Locally Shopping Initiatives group, we are just about to launch the website for Totally Locally Southend, a one stop online shop for independent businesses in the Borough. It has been favourably received with over 100 businesses registering and currently uploading their products.

The Southend Tourism Partnership is gaining momentum and has held a series of meetings with partners around the Borough. I have been asked to Chair the Marketing and Visitor Experience sub group which has its first meeting 19th March. I have also had input in to the Visit Southend website which is due to be launched in the near future. The Tourism Partnership successfully lobbied the Borough recently with regard to the proposed parking charges due to be implemented and some concessions were made to the proposal before it was resolved by Southend Council.

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. Various issues including COVID have caused delays.		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	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	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	Consider at ACM in May in line with Govt's recovery roadmap	TC
COUNCIL 19-01-21	59. Request to inspect MDAS toilets	RESOLVED Cllrs Bromfield & Cowell to inspect when suitable and in responsible manner		Inspection not possible at present time due to COVID restrictions	Now to take place by Cllr Cowell only. TC has contacted MDAS to arrange when permissible	Cllrs
COUNCIL 19-01-21	68. Magazine	RESOLVED process and Editorial Group	19-01-21	Complete	NFA	
COUNCIL 19-01-21	69. Annual Community Meeting	RESOLVED date change to Friday 21 st May	19-01-21	Website updated	NFA	
COUNCIL 19-01-21	70. Bus Shelter Opinion	RESOLVED Council opinion	26-01-21	Town Clerk advised SBC	NFA	
COUNCIL 19-01-21	71. Approve Expenditure	RESOLVED expenditure	19-01-21	Website updated	NFA	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 19-01-21	72. Council budget & precept	RESOLVED amendments to reduced budget by £25k. Precept frozen at £50.58	19-01-21	SBC advised	NFA	
COUNCIL 19-01-21	74. Community Centre Doors	RESOLVED quote of £7,838	19-01-21	Town Clerk has submitted purchased order		

[Agenda](#)

CORPORATE GOVERNANCE REPORT FOR COUNCIL

Last Reviewed and Resolved at Council 19th March 2019 (Minute 112)

Introduction

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

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

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

Responsibility for Financial Management

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

Governance and Accountability

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

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

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

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

The Annual Return

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

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

Annual Governance Statement and Financial Risk Register

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

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

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

	compliance with statutory obligations and proper practices.	
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2. The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness with the specific control measures outlined below.

Effective Processes	Action Taken	Further Actions Required
Standing Orders & Financial Regulations	<p>Standing Orders & Financial Regulations are in place governing the operation of Council.</p> <p>Financial Regulations incorporate provisions for securing competition and regulating the manner in which tenders are invited.</p> <p>Standing Orders are reviewed regularly, are fit for purpose and adhered to.</p>	Further review May 2021
Safe and Efficient Arrangements to Safeguard Public Money	<p>Practical and resilient arrangements exist covering how the Council orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts.</p> <p>The RFO has formal responsibility and arranges the proper administration of the Council's financial affairs.</p> <p>Controls over money are embedded in Standing Orders and Financial Regulations with a 'two member signature' control.</p> <p>The Risk Register and internal controls focus on the safety of the Council's assets.</p>	<p>Internal dual controls procedures continually reviewed.</p> <p>Appropriate training is undertaken as necessary</p> <p>Appropriate training is undertaken as necessary</p>
Employment	The remuneration payable to all employees is approved in advance.	Signed copy by Chairman annually at Council when precept resolved

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

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

Effective Processes	Action Taken	Further Actions Required
Acting within its powers	<p>The Council hold the General Power of Competence and is exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.</p>	<p>GPC was resolved May 2019 meeting the criteria for use</p>
Regulations and proper practices	<p>The Town Clerk is CiLCA qualified and proper practices are regularly reviewed and new requirements or changes to existing ones are reported to members and applied.</p> <p>The Council has not taken any decision during the year or authorised any action that exceeds</p>	<p>GDPR annual audit undertaken February 2021</p>

	its powers or contravenes any laws, regulations or proper practices.	
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4. The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

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

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

Effective Processes	Action Taken	Further Actions Required
Identifying and assessing risks	Financial Risk Assessment Register – Reviewed March 2021 Risk Management Strategy reviewed March 2021	
Addressing risks	Operational risk registers are in place and reviewed annually with appropriate use of insurance cover.	

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

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

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

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

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

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

The internal audit

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

Conclusion

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

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EARMARKED RESERVES RECOMMENDED MOVEMENTS

Community & Culture	Proposed increase/creation	2020/21 Closing EMR
Allotments General (£3,620.19)	£1,500	£5,120.19
H&W Events (£7,086.30)	£10,000	£17,086.30
Leigh Lights Structure (£7,859)	£4,500	£12,359.00
Finance & Governance	Proposed increase/creation	2020/21 Closing EMR
Office Rent	£1,650	£1,650
Furniture & Equipment (£3,500)	£1,000	£4,500
Grant Award Fund (£5,471.18)	£2,000	£7,471.18
Legal Costs (£7,475)	-£3,620	£3,855
Renewals Fund (24,086.02)	£2,500	£26,586.02
Social Isolation Projects	£4,767.60	£4,767.60
Emergency Community Fund	£8,580	£8,580
I.T (£1,500)	£1,000	£2,500
Strategic Plan Projects	£15,000	£15,000

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Leigh-on-Sea Town Council

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COVID COMMUNITY RECOVERY AWARD (CCRA) POLICY AND APPLICATION

Policy Statement

The purpose of this award by Leigh-on-Sea Town Council (LTC) is to support the regular local hirers at Leigh Community Centre who provide a valuable service for our young, elderly, for health and well-being or the disabled (whether fully or in part) and who were not eligible for the Government Grants and may struggle to recover as a result of the coronavirus pandemic. The benefit being commensurate with the value of the award.

Conditions of Funding

The hirer must have been a regular user of the Community Centre in March 2020 or commenced using the Centre for hire between September and December 2020 qualifying for the regular user discount rate.

Applications will **NOT** be considered from:

- Political parties
- Commercial organisations that don't offer classes to Leigh residents
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion or disability

This list is not exclusive and may be added to at the Council's discretion

Use or Purpose of the Grant

The Award will take the form of free hire of facilities at Leigh Community Centre as follows:

Small and medium rooms - 12 x 1-hour sessions

Large room - 8 x 1-hour sessions

Lower Hall - 6 x 1- hour sessions

These hires may be consecutive e.g. 6x2 hour sessions in a small room = 12 sessions, and is aimed at organisations or groups which can demonstrate a clear need for accommodation in order to re-establish themselves after the pandemic and which will benefit the Town by providing a community service to residents of the Town.

Applications will **NOT** be considered for:

- Room hire which benefit single individuals or employees of commercial businesses
- Room hire that is the prime statutory responsibility of other government bodies

Application Procedure

1. A completed application form, a copy of public liability insurance and a completed risk assessment.

Assessment Procedure

The award shall be limited to room hire of facilities (subject to availability) as described above.,

Each application will be assessed on its own merits by the Town Clerk in consultation with the Chair and Vice Chair of the Finance and Governance Committee who will take into account the extent to which funding or other support has been sought or secured from other sources or fundraising activities and they may make the award subject to such additional conditions and requirements as are considered appropriate. The hirer will receive notice of the outcome of their application within one week of submission of their application.

Successful Applications

1. The award will be effective upon the receipt of a confirmed booking for all sessions which shall be booked at the same time at the Leigh Community Centre and will be withdrawn if the later bookings are not taken up.
2. This award will be available for bookings to be completed by 30 September 2021.
3. Hirers are required to advise their users/members that an award has been received from LTC.
4. The award must only be used for the purpose for which it was granted.
5. LTC reserves the right to request feedback to demonstrate how the award has been utilised.
6. LTC is to be acknowledged on any promotional material advertising the project/activity.

**LEIGH-ON SEA TOWN COUNCIL
CORONAVIRUS COMMUNITY RECOVERY AWARD
APPLICATION FORM**

Name of Hirer Lead Contact:		Address:	
Position in Organisation:			
Contact Number:		Email Address:	
Please provide a Brief Overview of your class and what the community benefit is:			
Have you received any Government Grants during the COVID lockdowns?:		Please state Target Demographic of your clients:	
Details of hirings requested:			
Please list the uses/activities that the award will be allocated to:			
What impact will the Award have on your organisation?			
Has funding or in kind support been sought elsewhere? If so when and from whom?: Were other applications successful?			
Confirmation that the Hirer complies with Equality Obligations: <i>Please Tick:</i>			<input type="checkbox"/>

	<p>Confirmation that the Hirer has read & understood the Awarding Policy Conditions: Please Tick: <input type="checkbox"/></p>	
<p>Any other Comments in support of the Application:</p> <p>Please attach additional Supporting Documents</p>		
<p>Signature:</p> <p>Print name:</p> <p>Date:</p>		

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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	£447,392.00	£ 447,392.00	£ -	100.00%	Policy & Council Resources	£ 50,450.00	£ 20,175.15	£ 30,274.85	39.99%
Grants (re Skate Park)	£ -	£ 13,000.00	-£ 13,000.00		Office & Council Administration	£ 57,650.00	£ 27,343.71	£ 30,306.29	47.43%
Interest	£ 800.00	£ 925.23	-£ 125.23	115.65%	Strategic Plan Projects Expenditure	£ 15,000.00		£ 15,000.00	
CIL Income		£ 21,911.07			CIL Expenditure		£ 11,766.92	-£ 11,766.92	
Other Committee Income	£ 1,300.00	£ 218.50	£ 1,081.50	16.81%		£ 123,100.00	£ 59,285.78	£ 63,814.22	48.16%
	£449,492.00	£ 483,446.80	-£ 12,043.73	107.55%	Staffing Committee				
					Council Staffing	£ 113,257.00	£108,390.16	£ 4,866.84	95.70%
					Community & Culture Committee				
Community & Culture Committee					Leigh Community Centre	£ 56,700.00	£ 42,403.73	£ 14,296.27	74.79%
Leigh Community Centre	£132,000.00	£ 6,642.19	£ 125,357.81	5.03%	Community Centre Staffing	£ 134,500.00	£ 71,059.79	£ 63,440.21	52.83%
LTC Use of LCC	£ 20,000.00	£ -	£ 20,000.00	0.00%	Allotments	£ 31,850.00	£ 26,038.63	£ 5,811.37	81.75%
Allotments	£ 19,000.00	£ 21,706.80	-£ 2,706.80	114.25%	Community Facilities	£ 14,200.00	£ 12,103.58	£ 2,096.42	85.24%
Community Facilities	£ -	£ -	£ -		Health & Wellbeing Programme	£ 46,300.00	£ 25,201.09	£ 21,098.91	54.43%
Health & Wellbeing Programme	£ 13,000.00	-£ 147.80	£ 13,147.80	-1.14%	Community Services Funding	£ 5,500.00	£ 4,500.00	£ 1,000.00	81.82%
Environment Facilities & Services	£ 2,000.00	£ -	£ 2,000.00		Community Partnership Programmes	£ 5,000.00	£ -	£ 5,000.00	0.00%
Friends of LCC	£ -	£ -	£ -		Environment Facilities & Services	£ 21,050.00	£ 9,150.00	£ 11,900.00	43.47%
Insurance Claim - roof		£ 2,265.00			Committee Staffing	£ 11,500.00	£ 7,911.65	£ 3,588.35	68.80%
Govt. Grant re COVID-19 shutdown		£ 42,481.00			Friends of LCC		£ -		
	£186,000.00	£ 72,947.19	£157,798.81	39.22%		£ 326,600.00	£198,368.47	£128,231.53	60.74%
					Planning, Highways & Licensing	£ 9,200.00	£ 8,398.89	£ 801.11	91.29%
Planning, Highways & Licensing					Resolved Capital Projects				
Total Income	£635,492.00	£ 556,393.99	£ 145,755.08	87.55%	LCC Refurbishment	£ 54,425.00	£ 48,708.90	£ 5,716.10	89.50%
	YR end 19/20		YR end 20/21		LCC Remodel	£ 25,000.00	£168,075.50	-£143,075.50	672.30%
Capital Reserves	£212,857.92		£ 47,440.52		Skate Park Improvements		£ 41,058.00	-£ 41,058.00	
Earmarked Reserves	£201,626.67		£ 233,947.27			£ 79,425.00	£257,842.40	-£178,417.40	324.64%
CIL Reserve	£ 35,595.48		£ 45,739.63		Total Expenditure	£ 651,582.00	£632,285.70	£ 19,296.30	
3rd Party monies	£ 10,998.36		£ 17,925.38		Current General Reserves		£ 4,347.38		
Incl Furlough grant received c. £30k					Est. General Reserve @ yr end		£110,000.00		

Leigh-on-Sea Town Council - Meetings timetable 2021/22															
Meeting	Time	Regular Date	May 2021	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2022	Feb	Mar	April	May 2022
Council	7.30		25th ACM		20th		21st		30th		18th		1st		24th ACM
Finance & Governance	7.30		4th Grants						2nd Grants				22nd		3rd
Planning & Licensing	7.30		11th	1st & 22nd	13th	3rd & 24th	14th	5th & 26th	16th	7th	4th & 25th	15th	8th & 29th	19th	
Community	7.30			8th		10th		12th		14th		8th		5th	
Staffing	7.30						28th					22nd			
AALG	2.00				6th			5th					8th		
budget setting 2021/22		Annual Town Electors Meeting													Friday 21st May 2021 (not possible if remote meeting legislation not extended)
Precept setting 2021/22															Friday 29th April 2022
Year end governance															

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