



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 the Annual Council Meeting
of Leigh-on-Sea Town Council on
Tuesday 25th May 2021 in Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Helen Symmons

Helen Symmons PSLCC
Town Clerk
20th May 2021

Any member who is unable to attend the meeting should send their apologies to the Town Clerk

AGENDA / BUSINESS TO BE TRANSACTED

1. ELECTION OF CHAIRMAN

To elect the Chairman for 2021/22. The elected Chairman will then execute the Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN

3. APOLOGIES FOR ABSENCE

4. DECLARATIONS OF INTEREST

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda

5. APPROVAL OF THE MINUTES OF THE MEETING [23RD MARCH 2021](#)

6. PUBLIC REPRESENTATIONS

7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

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

9. COMMITTEES

To receive the final Minutes of Committees for 2020/21 and report from Cllr Bowry.

a) EO Council Minute 89

Council requested a full explanation of the Vine HR referrals made and Cllr Bowry as Chairman of Staffing Committee made contact and reports as follows:

An initial enquiry was made to Vine HR prior to Christmas 2020 by a Councillor. They were advised that Vine HR were unable to assign an associate until the new year. Contact was made with the Councillor 11th January 2021 and advice given. Vine HR would not elaborate as to the reason for the referral. There is no resolution of Council or

any Committee that gave the Councillor authority to request a referral from Vine HR in December 2020 and incur expenditure.

The other referral made in January 2021 related to the complaint submitted. Initially, the Town Clerk requested a referral for confirmation to the Staffing Committee. This referral was then taken over by the Chairman of Council and the then Chairman of Staffing Committee and has been reported about previously. The Staffing Committee did not make a resolution prior to the referral but the Town Clerk had delegated powers in this respect.

- b) Planning, Licensing and Highways Committee – To receive the minutes of [30th March](#) and [11th May 2021](#)

There are no recommendations to Council

- c) Community Facilities Committee – To receive the minutes of [27th April 2021](#)

There are no recommendations to Council

- d) Finance & Governance Committee – To receive the minutes of [4th May 2021](#)

RECOMMENDATIONS as follows:

Minute 53 – Social Media, Email and Internet Policy (document sent to cllrs with agenda)
The Committee **RECOMMEND** the adoption of the reviewed policy

Minute 54 – Review of Standing Orders (document sent to cllrs with agenda)
The Committee **RECOMMEND** the adoption of the reviewed Standing Orders

Minute 55 – Review of Financial Regulations (document sent to cllrs with agenda)
The Committee **RECOMMEND** the adoption of the reviewed Financial Regulations

Minute 56 – Terms of Reference (document sent to cllrs with agenda)
The Committee **RECOMMEND** the adoption of the reviewed Terms of Reference

Minute 57 – Community Engagement PDG
The Committee **RECOMMEND** to hold an online forum for residents and later in the year when appropriate to do so, hold an awards evening to present 2020 and 2021 Good for Leigh Awards along with Volunteer of the Year and to use the Annual Town Meeting budget for the event.

Tuesday 15th June 7.30 pm has been suggested as the forum date and time, with 2-3 topics chosen to be featured for information and questions taken.

Minute 62 – [Approve Expenditure](#)
The Committee **RECOMMEND** the expenditure as per the linked document

ANNUAL COMMITTEES

10. MEMBERSHIP OF COMMITTEES FOR 2021/22 AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE - **DECISION ITEM**

Nominations and elections for Committees will take place. Once the Committee is formed, nominations and elections for Chairman and Vice Chairman will take place with only those members on the Committee being able to nominate and vote for the roles:

- a) Planning, Highways & Licensing Committee
- b) Community & Culture Committee
- c) Finance & Governance Committee
- d) Staffing Committee

11. DATES AND TIMES OF MEETINGS – **DECISION ITEM** ([Appendix 2](#)) page 10

It is **RECOMMENDED** that the dates and times of meetings as per Appendix 2 be adopted. Members are asked to note that some of the dates presented to them at Council 23rd March 2021 have been revised.

12. INVITATIONS TO APPOINT CO-OPTED MEMBERS TO DESIGNATED PROJECT DEVELOPMENT GROUPS – **DECISION ITEM**

- a) Art Group
- b) Youth Group
- c) LTC Magazine Editorial Group

13. REPRESENTATIVES TO OUTSIDE BODIES – **DECISION ITEM**

To nominate Council representatives to outside bodies for 2021/22 and where appropriate reserves:

OUTSIDE BODY	2020/21 REPRESENTATIVE
Public & Passenger Transport Group	Cllr Healey
Leigh Port Partnership	Cllr Gilson
Southend Airport Consultative Committee	Cllr O'Boyle
Southend Standards Committee	Cllrs Cowell & Healey
Southend Environment & Planning Group	Cllr Gilson
SAVS	Cllrs Forde, Smith & Bowry
Fisheries Local Action Group	Cllrs Gilson & C Mulroney
Leigh Coastal Communities Team	Cllrs Gilson & C Mulroney
Veolia Community Group	Cllrs Forde & Hart
Local Community Police Meeting	Chairman & Cllr Cracknell

Representatives will be required to report back to Council or an appropriate Committee following meetings attended.

OTHER ANNUAL BUSINESS

14. REVIEW OF [COUNCIL'S COMPLAINTS PROCEDURE](#) – **DECISION ITEM**

It is **RECOMMENDED** that Council adopt the Complaints Procedure as laid out in the Staff Handbook which is available on the website. This procedure was reviewed in line with the review of the Handbook approved in December 2020

15. REVIEW OF MEMBERS' INTERESTS – **DECISION ITEM**

At the Council meeting in March, Councillors were asked to review their Declaration of Interest on the website to ensure it is current, advising the Town Clerk should a new Declaration be needed.

It is **RECOMMENDED** that all Councillors now acknowledge that their individual interests are up to date as it is a requirement for the Town Clerk to acknowledge this to Southend Borough Council.

16. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **DECISION ITEM** ([Appendix 6](#)) page 23

It is **RECOMMENDED** that the Council review and approve the current inventory.

17. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Town Clerk has a review meeting with the insurers annually to ensure appropriate cover is applied. The long term agreement with Zurich Insurance expires in 2023 and the Town Clerk will obtain quotes from at least 3 insurance companies at that point. The insurance budget for 2020/21 was £3,650 with actual expenditure of £3,475.24. Additionally, the Council pay SBC to insure the Leigh Community Centre. For 2020/21 this was £2,726.70

It is **RECOMMENDED** that Council confirm the arrangements. The budget for 2021/22 is £3,650 for the Council cover and £3,000 for LCC cover. No significant amendments are expected to be made at the August review.

Lines of Cover Applying:

Business Interruption (COVID-19 was not in the list of notifiable diseases)

All Risks for contents

Money & Personal Accident Assault

Public Liability £15,000,000

Hirers' Liability £5,000,000

Employers Liability £10,000,000

Libel & Slander

Fidelity Guarantee £1,000,000

Personal Accident

Legal Expenses

Business Travel Personal Accident

18. REVIEW OF COUNCIL'S PUBLICATION SCHEME IN RESPECT OF OBLIGATIONS UNDER FREEDOM OF INFORMATION & DATA PROTECTION LEGISLATION – **DECISION ITEM** ([Appendix 3](#)) page 11

It is **RECOMMENDED** that Council review and adopt the Scheme.

19. REVIEW OF COUNCIL'S [POLICY FOR DEALING WITH THE PRESS/MEDIA](#) – **DECISION ITEM**

It is **RECOMMENDED** that Council review and adopt the Procedure.

20. TO AUTHORISE PAYMENT OF ANNUAL SUBSCRIPTIONS, CONTRACTS AND LICENCES IN ACCORDANCE WITH INTERNAL FINANCIAL REGULATIONS EITHER BY VARIABLE DIRECT DEBIT, BANK TRANSFER OR CHEQUE – **DECISION ITEM** ([Appendix 4](#)) page 17

It is **RECOMMENDED** that Council confirm payment and approve the use of direct debit and bank transfer methods.

21. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL – **DECISION ITEM**

Financial Regulation 6.3 requires Council to nominate cheque signatories (at least four), any two of whom must sign each cheque and authorise staff salaries.

The current signatories for the bank account are Cllrs: Cracknell; Healey; Evans; Forde; Mulroney and in an emergency the Town Clerk.

For the Public Sector Deposit Fund, the current signatories are Cllrs: Healey, Cracknell, Evans and Mulroney.

It is **RECOMMENDED** that these Councillors remain the nominated signatories.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN
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22. ANNUAL GOVERNANCE STATEMENT 2020/21 – **DECISION ITEM** ([Appendix 5](#)) page 19

The Council considered the Accounting Statement at the Council Meeting 23rd March 2021. The 8 statements were read out individually and **RESOLVED** after each statement – **Minute 100d (minute 35 of F&G)**

It is **RECOMMENDED** that Council having considered the findings of the review 23rd March 2021 and resolved each Governance Statement individually, **APPROVE** Section 1 Annual Governance Statement with the Chairman signing the document immediately after the resolution along with the Town Clerk

23. ANNUAL ACCOUNTS – **DECISION ITEM** ([Appendix 6](#)) page 20

To **APPROVE** Income and Expenditure Account, Balance Sheet and supporting notes to accounts

24. ACCOUNTING STATEMENTS 2020/21 – **DECISION ITEM** ([Appendix 7](#)) page 28

To **APPROVE** Section 2 Accounting Statements together with an explanation of variation of 15% and above and a statement of Income and Expenditure relating to Box 7 and 8 of the return. The Town Clerk as Responsible Financial Officer has certified the statements and the Chairman is to sign the document immediately after the resolutions.

25. APPOINTMENT OF EXTERNAL AUDITORS – **DECISION ITEM** ([Appendix 8](#)) page 31

It is **RECOMMENDED** that Auditing Solutions be re-appointed as external auditors for Leigh Town Council for the year 2021/22 with the scope of work set out in Appendix 8.

SOUTHEND BOROUGH COUNCIL CONSULTATION
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26. PUBLIC SPACES PROTECTION ORDER – LEIGH

This item is added to the agenda as the closing date for the consultation is prior to the next Council meeting. Residents are being asked if powers should be introduced to tackle anti social behaviour in Chalkwell and Leigh-on-Sea. All the details of the consultation can be found at the link below and Councillors are asked to review and consider the following questions:

<https://yoursay.southend.gov.uk/pspo-old-leigh-chalkwell>

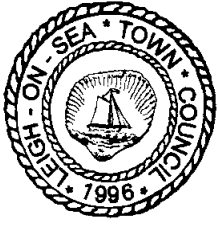
Is an Order necessary.

If Yes:

- Does there need to be any changes to the proposed restrictions (the proposed order relates to the control of public drinking areas from Old Leigh to Chalkwell)
- Does there need to be any changes to the proposed area ([Appendix 9](#)) page 33. Can also be found on the above link.
- Are there any additional disruptive behaviours that should be considered?

The survey questions can be found on [Appendix 10](#) page 34

DATE OF NEXT MEETING: Tuesday 20th July 2021 if Agenda item 11 resolved



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Report 2765/HS

TOWN CLERK'S REPORT MAY 2021

TRAINING

The following training has been booked/undertaken since the last report:

Staff:

- SLCC Regional Training Seminar
- Leadership in Action virtual conference (where I have been asked to host a breakout room discussion for a Think tank session)
- How to write Covid Secure Event Risk Assessments
- Volunteers: How to Recruit & Keep them
- Communication styles and building better relationships
- Opening your Market safely
- Introduction to Health & Safety

Councillors:

- Introduction to Planning
- Responding to Planning Applications
- Introduction Local Councils
- Chairmanship Skills

STAFFING

In addition to regular work, the main areas the Staff have been working on:

- Allotment issues including a water leak
- Planning for return of Farmers' Markets
- Sourcing a photographer for Community Centre and Town images for the websites
- Year-end financial administration
- Reopening of the Community Centre for recovery steps one and two
- Administration of CIL projects

All caretakers are now back on site. Two members of staff are still working from home for some of their hours to ensure staff safety at the present time.

SOUTHEND BOROUGH COUNCIL PARTNERSHIP WORKING

Meetings now take place fortnightly as the Country continues on the Recovery roadmap. The TotallyLocally Southend site has now launched with 60 online shops, enabling shoppers in the Borough to browse and buy online from lots of different Southend businesses all in one place
<https://southendonsea.totallylocally.shop/>

SOUTHEND TOURISM PARTNERSHIP

Work is being undertaken by the group to prepare for the start of the tourist season. New branding and a website has been launched
<https://www.visitsouthend.co.uk/>

SLCC NATIONAL FORUM MEETING

The National Forum comprises of 45 Clerks representing each region of England and Wales. I have been elected by my Essex peers to be the representative for the Essex branch. The Forum is the principle 'sounding board' of SLCC (Society of Local Council Clerks) and champions issues of local concern. Formally, it is a consultation and review body, can make recommendation to the Board of SLCC, ask it to consider any matter and request it to reconsider any decision the Board has taken. It also considers any matters referred to it by the Board or by individual members. This was my first meeting and discussion centred around:

- Standards & Behaviour
- Virtual Meetings
- Training & Conference
- Business rates on community buildings
- Role of Town Council in town centre regeneration and place shaping
- Recognition by Government of Town and Parish Councils
- SLCC Governance
- Sector advice re the death of the Duke of Edinburgh
- The role of SLCC branches in the virtual future
- Public Works Loan permission to borrow process

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 Deeds	RESOLVED		Finally received	Council's Common seal to be applied and witnessed	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	Site visit planned for 25 th May	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 Council in July 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 22 nd May	Cllrs
COUNCIL 19-01-21	74. Community Centre Doors	RESOLVED quote of £7,838	19-01-21	Door are fitted and fully functioning	NFA	
COUNCIL 23-03-21	100. Committees	RESOLVED Lone Worker Policy, Risk Management strategy, Risk Register, Governance Statements, CIL PDG, Approved expenditure, EMR	23-03-21 Except for CIL projects	Town Clerk to update website documents CIL projects to commence EMR movements at year end	NFA CIL Projects are underway	TC
COUNCIL 23-03-21	102. Covid Emergency Fund	RESOLVED now CCRA with amendment to policy	23-03-21	All hirers advised of Recovery Award	NFA	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 23-03-21	112 & 113 Volunteer of Year and Good for Leigh Awards	RESOLVED winners	23-03-21	Notifications and promotion in Annual Report	NFA	

[Agenda](#)

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		22nd		24th ACM
Finance & Governance	7.30		4th Grants						2nd Grants				1st		3rd Grants
Planning & Licensing	7.30		11th	1st & 22nd	13th	3rd & 24th	14th	5th & 26th	16th	7th	4th & 25th	15th	8th & 29th	19th	10th
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 8th April 2022						
Precept setting 2021/22															
Year end governance															

[Agenda](#)

LEIGH-ON-SEA TOWN COUNCIL

FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

Information published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website Hard copy on request	Free 5p per A4 sheet
Contact details for Town Clerk and Council members (named contacts and council email address)	Website Hard copy on request	Free 5p per A4 sheet
Location of main Council office and accessibility details	Website There is full disabled access throughout the building	Free
Staffing structure	Website Hard copy on request	Free 5p per A4 sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy on request	Free 5p per A4 sheet

Finalised budget	Website Hard copy on request	Free 5p per A4 sheet
Precept	Website Hard copy on request	Free 5p per A4 sheet
Borrowing Approval letter	Not currently available as no borrowing	
Financial Standing Orders and Regulations	Website Hard copy on request	Free 5p per A4 sheet
Grants given and received	Website Agendas Hard copy on request	Free 5p per A4 sheet
List of current contracts awarded and value of contract	Available electronically by request Hard copy on request	Free 5p per A4 sheet
Members' allowances and expenses	There are no members' allowances. Details of expenses available electronically by request Hard copy on request	Free 5p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	'Strategic Action Plan' publication available as a hard copy on request. Action plans on website. Hard copy on request.	Free booklet 5p per A4 sheet
Annual Report to Town Electors' Meeting (current and previous year as a minimum)	Website Hard copy on request	Free 5p per A4

		sheet
Quality status	Website Hard copy on request	Free 5p per A4 sheet
Local charters drawn up in accordance with DCLG guidelines	Not available	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		Free 5p per A4 sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free 5p per A4 sheet
Agendas of meetings (as above)	Website Hard copy on request LTC noticeboards	Free 5p per A4 sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 5p per A4 sheet
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 5p per A4 sheet
Responses to consultation papers	Website Hard copy on request	Free 5p per A4 sheet
Responses to planning applications	Website Hard copy on request	Free 5p per A4 sheet
Bye-laws	Not available	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		

Policies and procedures for the conduct of council business Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy on request	Free 5p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Staff Handbook including Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy on request	Free 5p per A4 sheet
Records management policies (records retention, destruction and archive)	Hard copy on request	5p per A4 sheet
Data protection and Information Security policies including privacy notices	Website Hard copy on request	Free 5p per A4 sheet
Schedule of charges (for the publication of information)	Website Hard copy on request	Free 5p per A4 sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held)	Where applicable Hard copy on request	Free 5p per A4 sheet
Assets register	Website Hard copy on request	Free 5p per A4 sheet

Disclosure log (indicating the information that has been provided in response to requests)	Website recorded on Agendas Hard copy on request	5p per A4 sheet
Register of members' interests	Website Hard copy on request	Free 5p per A4 sheet
Register of gifts and hospitality	Only available for inspection by visiting the Town Council Office	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Website Hard copy on request	Free 5p per A4 sheet
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Electronically by request Hard copy on request	Free 5p per A4 sheet
Parks, playing fields and recreational facilities	Electronically by request Hard copy on request	Free 5p per A4 sheet
Seating, litter bins, clocks, notice boards, memorials and lighting	Electronically by request Hard copy on request	Free 5p per A4 sheet
Markets	Electronically by request Hard copy on request	Free 5p per A4 sheet
Public conveniences	Not applicable	
Agency agreements	Electronically by request Hard copy on request	Free 5p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

Additional Information available		
Town magazine – LTC News	Delivered to LTC electors Website Available LCC	Free
Links to Local Organisations	Website	

Information will be published if it is available/when it becomes available.

Contact details:

Helen Symmons

Town Clerk

Leigh-on-Sea Town Council

Tel: 01702 716288

Email: council@leighonseatowncouncil.gov.uk

Website: www.leighonseatowncouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ p. per sheet (black & white)	Actual cost 5p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class

Document reviewed: ACM August 2020

Date to be reviewed: ACM May 2021

[Agenda](#)

Annual Payments List**Subscriptions**

Name/Reason	Frequency/Payment Type	Annual Spend
National Society of Allotments - Subscription	Annually/Bank transfer	£55.00
SLCC – Clerk Affiliation	Annually/Bank transfer	£401.00

Annual Contracts/Agreements

Name/Reason	Frequency/Payment Type	Annual Spend
Secom – Security Alarm CC	Annually/Bank transfer	£413.03
PFS Group Ltd Fire Alarm, Disabled Toilet alarm & Emergency Lighting CC	Annually /Bank transfer	£470.00
Meyer Fire Prot – Extinguisher Service	Annually/Bank transfer	£170.00
Quantum Services-Lift maintenance contract	Annually/Bank transfer	£555.00
Edge IT Systems – Facilities, Finance & Allotments systems	Annually/Bank transfer	£1820.90
Auditing Solutions – Internal Audit	Twice Yearly/Bank transfer	£1335.00
PKF Littlejohn – External Audit	Annually/Bank transfer	£1300.00
Greenworks Washrooms – Washroom services	Annually/Bank transfer	£472.06 Reduced cost this year
Essex Maintenance – Boiler service LCC	Annually/Bank transfer	£350.00
Office Water Coolers	Annually/Bank transfer	£161.40
DOTS – IT Support	Monthly/DD	£2400.00
FP Mailing – Franking Machine service agreement	Annually/Bank transfer	£396.00
James Todd & Co - Payroll processing	Quarterly/Bank transfer	£940.20
CF Corporate – Photocopier lease	Quarterly/Direct Debit	£1845.00
CF Corporate – Dokoni software	Quarterly/Direct Debit	£1320.00
Aylesford Electrical Contractors Ltd- Leigh Lights	Annually/Bank transfer	£9150.00
Phuse Media website hosting LCC & LTC	Annually/Bank transfer	£280.00
LOSALGA- ASA agreement	Quarterly/Bank Transfer	£1600.00
MDAS –ASA agreement	Quarterly/Bank Transfer	£3000.00
Marshall Close – ASA agreement	Quarterly/Bank Transfer	£500.00
Southend Borough Council – Hedge cutting allotments	Annually/Bank transfer	£900.00
Southend Borough Council- Grass cutting allotments	Annually/Bank transfer	£450.00
Electrical condition report	Every 5 years/Bank transfer	£2500.00
Zurich Town & Parish	Annually/Bank transfer	£3475.24
BT Payphones – Red Telephone Box	Annually/Bank transfer	£300.00
Blake Contractors – CCTV	Annually/Bank transfer	£90.00

Licences

Name/Reason	Frequency/Payment Type	Annual Spend
PRS & PPL – Music licences	Annually/Bank transfer	£275.75 Reduced this year
Southend BC- Wedding licence	Every 3 years/Bank transfer	£600.00 accrued
Zoom International Communications	Zoom licence	£143.88

Approval required for the use of variable direct debits as follows**Regular Direct Debits**

Name	Reason	Average Annual Spend
Biffa	Waste/Bins CC & Skate Park	£2554.32
Southend BC	Business Rates	£8101.50 Not charged this year
Wave	Sewage fee LCC & water rates at LCC and all allotment sites	£6017.76
BT	Broadband, line rental & call chgs	£5070.48
SSE	Gas &Electricity at LCC Electricity at Skate Park & Strand Wharf	£9085.78
Wessex Leasing	Hand Drier leasing	£461.76
Global Payments	Card payment processing	£476.18
DOTS	Photocopying costs	£556.29
Francotyp Postalia	Postage on franking machine	£400.00
ICO	Information Commissioner	£45.00
HMRC	Vat payments	Variable

[Agenda](#)

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

LEIGH-ON-SEA TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves 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 this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DATE

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.leighonseatowncouncil.gov.uk

Income and Expenditure Account

Unaudited

31/03/20 £		31/03/21 £
	INCOME	
421,625.00	BC - Precept	447,392.00
15,747.80	C&C - Allotments	21,784.30
1,541.63	C&C - Environmental Facilities & Serv	0.00
12,824.92	C&C - Health & Wellbeing Programme	-147.80
1,211.92	C&C - LCC Friends	0.00
20.83	C&C -Community Facilities	0.00
150,547.13	C&C- LCC Room Hire	7,413.87
3,910.00	Council Grants Received	13,000.00
11,079.98	F&G - CIL Receipts	21,911.07
3,836.51	F&G - Interest on Investments	938.59
5,269.32	F&G - Other	224.25
0.00	Insurance Claims	2,265.00
0.00	LCC Grants Received	71,511.21
627,615.04	INCOME TOTAL	586,292.49
	EXPENDITURE	
29,855.70	C&C - Allotments	27,209.00
5,394.60	C&C - Community Services Funding	2,200.00
2,451.27	C&C - LCC Friends	0.00
54,453.16	C&C - LCC Premises & Administration	47,052.84
123,529.56	C&C - LCC Staff	107,405.83
5,337.12	C&C- Community Facilities	12,482.95
4,226.75	C&C- Community Partnership Program	0.00
5,758.86	C&C -Environment & Services	9,150.00
33,630.90	C&C- Health & Wellbeing	34,874.12
30,606.13	C&C -Leigh Lights Event & Facilities	0.00
72,491.24	C&C- Refurbishment Projects	84,519.40
12,083.99	Capital Equipment	175,379.46
0.00	CIL Expenditure	11,766.92
13.90	F&G - Leigh Partnership	0.00
64,871.03	F&G - Office & Council Administration	29,913.94
22,214.02	F&G - Policy & Council Expenditure	21,676.54
229.70	F&G - Re-imbursement of Councillors	0.00
99,752.97	F&G - Staff	117,193.84
10,857.92	Planning	9,161.47
0.00	S. 137 Payments	0.00
577,758.82	EXPENDITURE TOTAL	689,986.31

Income and Expenditure Account

31/03/20		31/03/21
£	EXPENDITURE	£
90,026.34	Balance as at 01/04/20	80,239.09
627,615.04	Add Total Income	586,292.49
717,641.38		666,531.58
577,758.82	Deduct Total Expenditure	689,986.31
0.00	Stock Adjustment	0.00
-59,643.47	Transfer to/ from reserves	123,901.23
80,239.09	Balance as at 31/03/21	100,446.50

Signed _____
Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet		Unaudited
31/03/20 £		31/03/21 £
	Long Term assets	
0.00	Investments	0.00
0.00	Long Term Debts	0.00
	LONG TERM Investment Accounts	0.00
0.00	TOTAL LONG TERM ASSETS	0.00
	Current assets	
525,688.59	Investments	461,099.39
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Office Equipment And Furniture	0.00
0.00	Stocks	0.00
8,827.56	VAT Recoverable	9,794.66
29,864.96	Debtors	190.40
2,637.75	Payment in Advance	789.00
14,221.17	Cash in Hand at Bank	5,083.94
581,240.03	TOTAL CURRENT ASSETS	476,957.39
581,240.03	TOTAL ASSETS	476,957.39
	Current liabilities	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
39,528.91	Creditors	39,347.59
407.50	Receipts in Advance	0.00
39,936.41	TOTAL CURRENT LIABILITIES	39,347.59
541,303.62	TOTAL ASSETS LESS CURRENT LIABILITIES	437,609.80
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
541,303.62	NET ASSETS	437,609.80
	Represented by	
80,239.09	General Fund	100,446.50
248,206.61	Earmarked Reserves	289,722.78
212,857.92	Capital Reserves	47,440.52
0.00	VAT refundable to customers	0.00
541,303.62		437,609.80

Supporting Notes to Accounts 2020/2021

1. Assets

During the year, the following assets were purchased at the following cost:

Hand Sanitiser dispensers	£ 510.00
Allotment Fencing	£ 825.00
Office equipment	£ 406.47
Blinds LCC	£ 302.49

During the year, the following assets were disposed of at an asset value of: £2899.80

Cinder Path Shelter *
Allotment bollards**

* Structure responsibility of SBC

** Removed as no longer used, as considered a Health & Safety hazard.

At 31st March 2021 the following assets were held:

Computers	£ 10,908.84*
Notice Boards	£ 4512.11*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 43,563.47*
Infrastructure on allotments	£ 20,499.82*
Seats	£ 1,932.00*
Bins	£ 1,778.00*
Skate Park Lighting	£ 7,866.65*
Leigh Sign	£ 2,220.00*
Lift in Community Centre	£ 32,887.00*

Allotments -	
Marshall Close	£ 1.00***
Manchester Drive	£ 1.00***
Leigh	£ 1.00***

Youth Facility	£280,000.00****
Strand Wharf	£130,000.00*****

* The basis of valuation of these assets is purchase value.

** Insignia at Insurance value.

*** Nominal value, not purchased, transferred from Southend B.C.

**** Not insured by resolution of Council 14/10/09. Included at suggestion of auditor.

***** Valued at cost of landscaping

Value of other assets not required to be individually identified £58,178.69

2. Leases

During the year the following leases were held:

Landlord	Property	Rent Paid £	Repairing/ Not Repairing
Southend Borough Council	The Community Centre	0.00	Repairing
Southend Borough Council	Skate Park Leigh Marsh	50.00	Repairing
Southend Borough Council	Strand Wharf	0.00	Repairing

The basic rent payable for the Community Centre Rent is £35,000.00 per annum. Rent becomes payable at 40% of the net profit arising from the operation of the premises up to a maximum of £35,000.00.

The Council maintains a 5 year lease for the photocopier. Payments in 2020/21 amounted to £1516.00.

The Council also leases a franking machine at a cost of £355.00 per annum.

3. Borrowings

The Council had no loans outstanding as at 31st March 2021.

4. Short Term Investments

Short Term Investments comprise:

HSBC Business Savings Account	£	38583.48
Public Sector Deposit Fund	£	422515.91
Total	£	461099.39

5. Bank and Cash in Hand

Balances as at 31st March 2021 were as follow:

Current Account & Community Centre	£	3052.41
Payroll Account	£	1090.11
Imprest Account	£	821.20
Petty Cash	£	120.22
Total	£	5083.94

6. Debts Outstanding

The Council had the following debtors as at 31st March 2021:

Payee	Purpose	£
HMRC	Vat Recoverable	£9794.66
Hirers	Room Bookings inc LTC premises use	£228.48
Total		£10023.14

7. Pensions

Employees participate in the Local Government Pension Scheme administered by Essex County Council. For the year of account the Council's contributions equal 23.3% of the employees' pensionable pay compared to 21.7% in 2019/20.

8. Capital Reserves 2019-2020

As at 31st March 2020, the Council had Capital Reserves of £47,440.52

Movements on the Capital Reserves

Opening Balance

£212,857.92

Comprising

CC Refurbishment project	£133,402.17
Community Centre remodel works project	£ 51,745.75
Skate Park Project	£ 27,710.00

Additional budgets assigned

£79425.00

Enovert Grant for Skate Park

£13000.00

Sub total

£94425.00

Less

Amount Used to Finance Capital Expenditure

£257,842.40

Balance at year end

47,440.52

£

Balance comprises

Skate Park Capital reserve £ 1,942.00

Community Centre Capital reserve £ 45,498.52

TOTAL

£ 47,440.52

9. Earmarked Reserves

Finance & Governance

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Elections	£27344.77	-	£27344.77
Renewals Fund	£24086.02	£2500.00	£26586.02
Grant Aid	£5471.18	£2000.00	£7471.18
Volunteer Programme	£19004.00	-£15000.00	£4004.40
Legal costs	£7475.00	-£3620.00	£3855.00

Office Admin	£9750.00	-	£9750.00
Furniture & Equipment *	-	£4500.00	£4500.00
IT	£1500.00	£1000.00	£2500.00
Training	£4500.00	-	£4500.00
Salaries	£30015.00	-£5057.00	£24958.00
Office Rent	-	£1650.00	£1650.00
Social Isolation Projects	-	£4767.60	£4767.60
Community Recovery Award	-	£8580.00	£8580.00
Strategic Plan Projects	-	£15000.00	£15000.00

Community & Culture

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Allotments Infrastructure	£2160.28	-	£2160.28
Allotments	£3620.19	£1500.00	£5120.19
General Services	£5900.00	-	£5900.00
H & W General Events	£7086.30	£10000.00	£17086.30
Christmas Lights Structure	£7859.00	£4500.00	£12359.00
Community Transport	£800.00		£800.00
Skate Park	£6902.25	-	£6902.25
CFC other	£1831.03	-	£1831.03
Community Centre	£23119.88	-	£23119.88
Paddling Pool	£2659.70	-	£2659.70
Strand Wharf Planters	£3041.67	-	£3041.67
Community Specials	£7500.00	-	£7500.00

Others

Purpose of Reserve	Opening Balance	Movement	Closing Balance
CiL	£35595.48	£10144.15	£45739.63
Leigh Partnership Group	£9014.47	-	£9014.47
CC Friends	£1021.41	-	£1021.41
Chairman's Charity	£948.58	-£948.58	-

Totals	Opening Balance	Movement	Closing Balance
	£248206.61	£41516.17	£289722.78

*Reserve balance of £3500.00 not recorded last year in error. No movement in 19/20 so balance and new budget shown as increase in 20/21 to correct position.

10. List of Creditors / Accruals 2019-20

Payee	Purpose	Amount £
DOTS	Photocopying & IT Support	£246.79
Allotment Plot Holders	Tenancy Deposits Held	£7889.50
British Telecom	Mobile broadband charge	£44.00
Biffa Environmental	Waste Bin Rental and collection	£319.07
Mark One Hire	Acrow prop hire	£147.61
Global Payments	Card processing fees	£22.60
SBC	School crossing patrol 2019/20	£4484.60
SBC	School crossing patrol 2020/21	£2200.00
SBC	See-saw	£3044.12
SBC	Leigh Cliffs Viewing Platform	£8722.80
Tormax	Replacement doors LCC	£8078.00
Manchester Drive Allotment Society	Contribution to drainage	£500.00
Wave	Water rates MDAS 2020/21	£1889.90
Auditing Solutions	Audit fee 2020/21	£1255.00
RH Johnson	Welding at allotments	£100.00
Licentiam	Licensing training	£250.00
Staff	Expenses	£153.60
Total		£39347.59

11. Contingent Liabilities

There are no contingent liabilities which have not been included in the Council's accounts for 2020/2021.

12. Commitments

The Council has not entered into any new financial commitments during 2020 - 2021.

[Agenda](#)

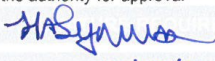
Section 2 – Accounting Statements 2020/21 for

LEIGH-ON-SEA TOWN COUNCIL


	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	491,447	541,303	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	421,625	447,392	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	205,990	138,900	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	277,362	301,211	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	300,397	388,775	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	541,303	437,609	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	539,909	466,183	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	603,772	602,866	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.


Signed by Responsible Financial Officer before being presented to the authority for approval


Date 14/05/21

I confirm that these Accounting Statements were approved by this authority on this date:



as recorded in minute reference:



Signed by Chairman of the meeting where the Accounting Statements were approved



Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	491,447	541,303				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	421,625	447,392	25,767	6.11%	NO		
3 Total Other Receipts	205,990	138,900	-67,090	32.57%	YES		Leigh Community Centre closed due to Covid pandemic. Expected income reduced by £147,000. Income from events reduced by £12000. Interest and other income reduced by £8000. CIL receipts increased by £11000. Allotment income increased by £8000. Council grants increased by £9000. Covid grants of £71511 received. Insurance claim received £2265.
4 Staff Costs	277,362	301,211	23,849	8.60%	NO		
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	300,397	388,775	88,378	29.42%	YES		Expenditure on Capital Projects increased by £175000 due to works at Leigh Community Centre and Leigh Skate Park. Expenditure on events and Community services reduced by £39124 due to Covid restrictions. Council expenditure was reduced by £42401. Premises costs were down due to closure and no Premises Use Grant was due to Leigh Community Centre as no in person meetings were held. Expenditure on the Allotments reduced by £2646. As no purchases were made in the year LCC Friends expenditure was down £2451.
7 Balances Carried Forward	541,303	437,609			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	539,909	466,183				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	603,722	602,866	-856	0.14%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

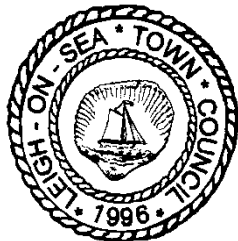
Leigh-on-Sea Town Council

County area (local councils and parish meetings only):

Essex

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

Box 7: Balances carried forward		£	£
			437,609.80
Deduct:	Debtors (enter these as negative numbers)		
	Room hirers	(190.40)	
	VAT	(9,794.66)	
	3		
		(9,985.06)	
Deduct:	Payments made in advance (prepayments) (enter these as negative numbers)		
	SLCC Enterprises	(789.00)	
	2		
		(789.00)	
Total deductions			(10,774.06)
Add:			
	Creditors (must not include community infrastructure levy (CIL) receipts)		
	1	39,347.59	
	2		
		39,347.59	
Add:			
	Receipts in advance (must not include deferred grants/loans received)		
	1	-	
	2		
		-	
Total additions			39,347.59
Box 8: Total cash and short term investments			466,183.33



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

Auditing Solutions Ltd

Scope of work for Internal Audit 2021/22

Review of Accounts and Accounting Arrangements

Please check that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. Including:-

- That an appropriate nominal ledger coding structure is in place,
- That regular, monthly bank reconciliations are undertaken on all accounts.

Review of Corporate Governance

Ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation.

Further check the Council's reviews of Standing Orders and Financial Regulations during the year, and that appropriate internal control measures are in place together with an updated Financial Risk Assessment.

Review of Purchasing and Payment Procedures

Perform test checks to confirm that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation;
- Supported by an official order, where appropriate;
- Supported by proper quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations;
- Posted accurately to the Edge software nominal ledger expenditure headings;
- Authorised as seen by members during the course of the cheque approval process and subsequently summarised for adoption by Full Council; and
- The VAT is calculated and recorded to the VAT control account for subsequent recovery and has been actioned correctly.

Assessment and Management of Risk

Review the adequacy of the Council's risk assessment register for all principal areas of the Council's activities and confirm that a formal "strategy" was adopted by the Full Council;

Examine the current year's insurance schedules.

Budgetary Control and Reserves

Ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the local Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

Review of Income

Perform test checks to confirm that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale: and ensuring that it is banked promptly in accordance with the Council's Financial Regulations.

Ensure that the schedules of Council's fees and charges are reviewed and adopted annually;

Petty Cash Account

Review the petty cash account and confirm that the required check by the Chair or the Vice Chair of P&RC is performed at least three times per year.

Check that the payment transactions are entered into the Edge Paid Expenditure reports in the same manner as other cheque payments with full details of the payee and goods with VAT separately recorded for periodic recovery.

Salaries and Wages

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 further amended with effect from 1st April 2014, as regards employee contribution bandings, the inclusion of overtime as pensionable pay and actual salary rates forming the basis for banding determination instead of WTEs. In particular:-

- Ensure that the Council reviews and approves pay scales for staff annually;
- Agree the amounts paid to employees by reference to the approved pay scale on the NJC annual schedule of rates payable, where applicable, or to the individuals' letters of annual amendment where not paid on those scales, examining a sample of all those salary payments made in one month;
- Ensure that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NI Table;
- Check that the correct superannuation percentage deductions are being applied where applicable;
- Check and agree the net payments to staff from copy payslips to the cashbooks;
- Check and agree the payment over of deductions to HMRC and Essex County Council from copy payroll reports to cashbooks and have, as part of the supplier payments testing noted earlier, summarised the month by month total payments with explanations obtained for any variances arising therein; and

Asset Registers

Ensure that an appropriate register of buildings, land, plant and equipment owned by the Council is maintained.

Ensure that, in accord with the revised Practitioners' guidance in this area, the asset values have not been subject to either depreciation or "insurance policy inflation" and verify the overall value therein to the disclosure at Box 9, Section 1 of the Annual Return.

Investments and Loans

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.

Statement of Accounts and Annual Return

Verify the accuracy of detail in the Annual Statement of Accounts, as produced initially by the Edge accounting software, but also supplemented by more formal supporting Income & Expenditure and Balance Sheet statements prepared by the Clerk and Finance Officer, to the underlying records and other documentation.

[Agenda](#)



Leigh Public Spaces Protection Order DRAFT



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Scale 1:4,500

SBC PSPO CONSULTATION

1. Have you come across any of the following activities in or around the proposed PSPO area:

- Consuming alcohol and behaving in an anti-social manner
- Urination, defecation or spitting
- Littering
- Ingesting, inhaling, injecting, smoking or otherwise using drugs or substances reasonably believed to be psychoactive (affects the mind)

Answers can be YES / NO / CAN'T SAY

2. To what extent have the following behaviours had a detrimental impact on your quality of life within, or usage of, the proposed PSPO area

- Consuming alcohol and behaving in an anti-social manner
- Public urination
- Public defecation
- Spitting
- Littering
- Ingesting, inhaling, injecting, smoking or otherwise using drugs or substances reasonably believed to be psychoactive (affects the mind)

Answers can be Extremely / Very Much / Moderately / Not at all / Don't know

3. If there are any other anti-social behaviours you have experienced in or around the proposed PSPO area, please let us know what they are.

Comments invited

4. To what extent do you agree or disagree with the extent of the proposed PSPO area

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

5. If you believed the proposed PSPO area needs to be changed to include different areas or to exclude some of the current proposed PSPO area please specify below.

Comments invited

6. To what extent do you agree with the following statements?

- I believe that a PSPO is necessary to tackle anti-social behaviour within the proposed area
- I believe that restrictions of the behaviours set out in question 1 are necessary to improve the environment and safety of the local area

Answers can be Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree