

Council Meeting 20th July 2021

Leigh-on-Sea Town Council

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

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

Chairman: Cllr Doug Cracknell | **Vice Chairman:** Cllr Keith Evans

Town Clerk: Helen Symmons PSLCC



Members are hereby summoned to attend a Council Meeting
of Leigh-on-Sea Town Council on
Tuesday 20th July 2021 in Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Helen Symmons

Helen Symmons PSLCC
Town Clerk
15th July 2021

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

**Prior to the meeting, there will be a presentation by phab life, the chairman's charity so
councillors are asked to attend from 7.15 pm**

AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN'S AND HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE

At the time of agenda publication, Cllr Forde had given apologies for absence.

3. DECLARATIONS OF MEMBERS' INTEREST

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

4. APPROVAL OF THE MINUTES OF THE MEETING [25TH MAY 2021](#)
5. PUBLIC REPRESENTATIONS ON ANY ITEM OF BUSINESS ON THE AGENDA
6. CO-OPTION OF COUNCILLOR FOR HIGHLANDS WARD

The co-option procedure will be followed as per the [policy](#) resolved July 2018. The successful candidate will then sign a Declaration of Acceptance of Office and join the meeting.

Interest for the casual vacancy has been received from (in alphabetical order):

Stephen Aylen
Katie Highnett Cohen
John Howard
Craig Watt

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

8. 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 the Town Clerk.

9. TOWN CLERK'S REPORT ([Appendix 1](#)) page 7

COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

10. COMMITTEES

To receive the Minutes of Committees for 2021/22:

- a) Planning, Licensing and Highways Committee – To receive the minutes of [1st June](#), [22nd June](#) and [13th July 2021](#)

There are no recommendations to Council

- b) Community & Culture Committee – To receive the minutes of [8th June 2021](#)

There are no recommendations to Council

11. COMMITTEE VACANCIES

A vacancy exists on the Planning Committee following the resignation of Cllr Wilkins from the committee.

Three vacancies exist on F&G Committee following the resignation of Cllr Wilkins from the committees and two unfilled places from the annual council meeting.

Nominations are sought from any Councillor interested in filling the vacancy.

12. EDITORIAL MAGAZINE GROUP

Whilst the Editorial Magazine group is available for all Councillors to attend, it has been traditional for consistency that there is regular attendance by several Councillors. Therefore interests from Councillors is sought to be a regular group member. Any regular attendee will be expected to contribute fully to the production of the magazine including writing articles.

13. REPRESENTATIVE REPORTS

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

OTHER DECISION ITEMS

14. LIBRARY GARDENS BUILDING ([Appendix 2](#)) page 10

It is **RECOMMENDED** that Council consider the business case in Report 2767 in line with Council's strategic objectives for creating an additional community space in Leigh.

15. SOCIAL ISOLATION PROJECTS PDG

In November 2020 Council resolved the following:

Following a proposal (Cllr Forde, seconded Cllr Evans) Council **RESOLVED** to hold a Well Being Day with an employment focus when safe to do so.

It is **RECOMMENDED** that Council consider whether it would now be deemed safe to hold such a day and if so to form a Working Group to deliver this project with administrative support from the Events and Projects Officer.

16. SPATIAL PLAN PROJECTS PDG

In November 2020 Council approved a course of action that the PDG had discussed taking which was reported as follows on the Council agenda:

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

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

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

No action has progressed and the walking routes project around Leigh-on-Sea has not been discussed since February 2020 although was included in the PDG agenda in October 2020.

It is **RECOMMENDED** that Council consider what steps it wishes to take regarding projects around the [Spatial Plan](#). The plan was produced in June 2019 and Southend Borough Council confirmed that they would consider it when formulating the Local Plan. The two projects that have emerged don't actually relate directly to the plans proposals and delivery.

17. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE ([Appendix 3](#)) page 14

FOR NOTING / CONSIDERATION

18. CIL UPDATE

The CIL skate park project has commenced. Approval has been given by the Borough Council to the table tennis table and picnic activity table for Bonchurch Park and for one picnic activity table in Library Gardens. These are on order and it is hoped that we will be able to negotiate a further table for Library Gardens with the Borough Council once the first one is in situ.

The CIL PDG had asked the Town Clerk to investigate with the Borough with regard to replacing the existing roundabouts at both Leigh Library Gardens and Bonchurch Park with a space whirl for both disabled and non-disabled users. The Borough have advised that Bonchurch Park already has a flat access roundabout with access for all, so it would be of no benefit of replacing this at this time. They further advised that a flat access roundabout would not be possible at Library Gardens due to tree roots in the vicinity.

CIL receipts for 2020/21 have now been received and totalled £2,558.04

Leigh on Sea Town Council Community Infrastructure Levy Record						
Income						
Year	Planning App	SBC	SBC levied	LTC due	LTC received	Total received
2015/16	Remittance for year			£ 885.06	£ 885.06	yes
2016/17	Remittance for year			£ 5,834.54	£ 5,834.54	yes
2017/18	Remittance for year			£ 19,591.90	£ 19,591.90	yes
2018/19	Remittance for year			£ 11,079.98	£ 11,079.98	Yes
2019/20	Remittance for year			£ 21,911.07	£ 21,911.07	yes
2020/21	Remittance for year			£ 2,558.04	£ 2,558.04	yes
	Total income to date				£ 61,860.59	
Expenditure						
Year	Description	Spent by SITC	Project cost	Other funds (Source)	CIL Spend	
2018/19	Viewing Platform		£ 30,000.00	£ 15,000.00	£ 8,722.80	p/o
2018/19	Information boards				£ 6,000.00	committed
2019/20	Refuse bins				£ 1,796.00	paid
2019/20	Replacement see saw				£ 3,044.12	p/o
2020/21	Street Art Wall Leigh Marshes				£ 3,000.00	committed
2020/21	Table tennis & picnic table (Bon)				£ 2,995.00	committed
2020/21	Picnic tables (LLG)				£ 1,500.00	committed
2020/21	Skate Park refurb seating area				£ 14,000.00	committed
	Total expenditure to date				£ 41,057.92	
	Balance held				£ 20,802.67	

19. COUNCIL INCOME AND EXPENDITURE BUDGET UPDATE AS AT 7TH JULY 2021
([Appendix 4](#)) page 18

20. COUNCIL BANK ACCOUNT BALANCES AS AT 5TH JULY 2021

Current Account	£9,231.61
Imprest	£946.40
Payroll	£8,698.80
HSBC deposit	£265,795.73
PS Deposit fund	£322,548.61

21. CORONAVIRUS COMMUNITY RECOVERY AWARD

Applications approved to date:

Yoga4all (8)	Hirer since January 2015	Yoga for adults and SEN
Clubbercise (6)	Hirer since December 2013	Fitness for adults
Life & Soul Dance Fitness (8)	Hirer since April 2017	Dance fitness for over 60's
Basking Babes (12)	Hirer since October 2014	Teaching baby massage
Carr Yoga (8)	Hirer since February 2013	Gentle yoga for all ages
Compound Creative (8)	Hirer since October 2018	Drama led classes for kids
Buttercup Club (6)	Hirer since October 2012	Toddler messy play
Hartbeeps (12)	Hirer since April 2013	Musical sensory under 5's

Leigh Estuary U3A (12)	Council Meeting 20 th July 2021	Novels discussion over 60's
Life Drawing (8)	Hirer since November 2021	Art for adults of all ages
Foley Yoga (12)	Hirer since October 2012	Yoga for adults all ages
	Hirer since May 2014	

LOS SEND received 3 sessions in addition to the bursary grant remaining prior to lockdown. Beat-IT cancer applied too but already had a bursary grant in existence which paused whilst in lockdown which the applicant had not realised.

To date 103 sessions have been granted under the community recovery award scheme which continues to run until 30th September 2021.

22. INTERNAL AUDIT REPORT ([Appendix 5](#)) page 19

The Final audit report for 2020/21 has one recommendation. The Town Clerk apologises that the full precept figure was not recorded in the minutes once the adjustments had been made by Council. The Band D amount was recorded as well as minuting that there was no increase in this amount from the previous year. This will be corrected in the future as previous years have correctly stated the full precept figure.

23. COMMUNITY ENGAGEMENT

- Online Forum

This was held 6th July with 9 councillors present and 1 resident. There was a variety of discussion and ideas put forward with regard to biodiversity and the next Strategic Plan. Cllr Smith and the Event & Projects Officer will work together to progress ideas where possible and bring them to the appropriate committees to consider.

- Motion from Cllr Smith, seconded Cllr Mills ([Appendix 6](#)) page 28 **DECISION ITEM**

CONSULTATIONS

24. CONSULTATION – SBC NEW DRAFT AIR QUALITY ACTION PLAN

Councillors are requested to look at the document [Air Quality Action Plan](#) prior to the meeting to enable Council to answer the survey questions as follows:

Are any significant actions/initiatives already being undertaken or committed to that could improve air quality YES / NO

Are any significant actions/initiatives missing that could improve air quality YES / NO

Are any of the actions listed in the AQAP Report no longer relevant YES / NO

Are there any barriers that need to be overcome for us to take up these measures in the plan
YES / NO

Please tell us about anything else you feel is necessary as part of the Air Quality Action Plan

25. BOUNDARY COMMISSION REVIEW (affecting parliamentary boundaries only)

The initial proposals for the 2023 review are now published for new constituency boundaries. We are invited to view and provide feedback on the proposed boundaries as part of an eight-week consultation process.

Council may wish to comment on the proposal for [Southend West](#) and [Castlepoint](#) as for parliamentary voting, half of the Town Council area will be in Castlepoint and half in Southend West based on the initial proposals.

26. CONSULTATION – SOUTHEND NEW LOCAL PLAN STAGE 2 REFINING THE PLAN

The consultation will open shortly for this stage. Councillors are encouraged to attend the drop-in session at Library Gardens on 3rd August 15.00 to 18.00 (Leigh Community if the weather is bad) to gather information in advance of the Planning Meeting 24th August where a further presentation will be made.

It is **RECOMMENDED** that a working group be set up as per stage 1 to respond to the consultation process on behalf of Leigh Town Council and that members of the group must attend both the drop-in session and Planning meeting prior to the working group meeting which will be arranged in the first half of September as the consultation closes 17th September.

DATE OF NEXT MEETING: Tuesday 21st September 2021



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Report 2769/HS

TOWN CLERK'S REPORT JULY 2021

TRAINING

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

Staff:

- Water Compliance and Legionella control
- Government's reforms to the Planning system
- Emotional Resilience
- Ladder Safety
- First Aid Training

Additionally, a further member of staff has signed up to undertake the first stage of Clerk training – the Introduction to Local Council Administration

Councillors:

A series of 'Understanding' webinars have been offered to Councillors. All dates are from September.

STAFFING

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

- Website review
- Partnership working with various community groups and external parties
- Step 4 recovery roadmap working
- Children's event programme for the summer
- Council policy development

SLCC NATIONAL FORUM MEETING

Discussion and decisions in the July meeting centred around:

- SLCC policy reviews
- Civility & Respect lobbying group
- SLCC bi-annual survey
- External Affairs – Association of Playground Inspectors, High Street Task Force.
- National Forum Agenda submissions proposal
- National Conference
- Digitalisation and modernisation of the Annual Governance and Return process
- Business rates on community buildings
- Code of Conduct
- Protected duty consultation
- Step 4 recovery roadmap effect

OPERATION UNION

The Town Clerk and Chairman will keep members up to date as meetings occur

Other meetings attended:

- SOUTHEND TOURISM BOARD
- SAFER SOUTHEND STAKEHOLDERS
- TOTALLY LOCALLY SOUTHEND
- SLCC BRANCH NETWORKING HOUR
- SLCC ESSEX BRANCH EXECUTIVE MEETING
- SOUTHEND PARTNERS WEEKEND REVIEWS
- ALLOTMENT ASSOCIATIONS LIAISON GROUP

SLCC CONFERENCE – LEADERSHIP IN ACTION

This was a virtual 2-day conference where I managed to attend the following sessions as well as dealing with work issues over those days:

- Resilient People make Resilient Teams
- The Art of Negotiation
- Mental Health in Leadership
- The High Street Task Force
- The New Model Code of Conduct
- Think Tank Session – I hosted a Think Tank session ‘Mental health of Staff and Councillors’. Through the session we were able to offer tools and ideas to all other conference attendees.
- Creative Collaboration for our Time

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2021/22

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	25-05-21	Now executed.	NFA	
COUNCIL 19-11-19	92. Committees	RESOLVED new partnership working proposal with SBC subject to proposal cost terms being agreed	20-07-21	Site visit held. Further information received and business case presented to Council on July agenda	NFA under this minute	
COUNCIL 10-11-20	38. Spatial Plan Projects PDG	APPROVED action the group taking	10-11-20	Nothing received from Cllrs. Recommendation included on agenda for Council to decide on next step	NFA under this minute	
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		Visit made by Cllr Cowell 28 th May 2021. Further visit wanted to be made by Cllr Cowell to take measurements	NFA under this minute	
COUNCIL 25-05-21	9. Committees	RESOLVED all recommendations from F&G	25-05-21	Website updated Planning for Awards evening commenced Online Forum to agree	NFA NFA under this minute Held 6 th July NFA	E&PO
COUNCIL 25-05-21	Annual business	RESOLVED all aspects	25-05-21	Website updated	NFA	
COUNCIL 25-05-21	Financial	RESOLVED AGAR	25-05-21	Sent to External Auditors	NFA	
COUNCIL 25-05-21	26. PSPO Consultation	Completed	25-05-21	Completed online	NFA	

[Agenda](#)



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LEIGH LIBRARY GARDENS BUILDING – A NEW COMMUNITY SPACE

REPORT 2767/HS

In November 2019, Council were presented with a proposal detailed in [Report 2726/HS](#) and resolved to adopt the new Partnership Working Proposal only if Southend Borough Council (SBC) agreed to the proposal cost terms. This was advised to SBC and a meeting held with the Parks Technical Officer and a representative from the Asset Team. However, at the meeting it was apparent that it was expected for Leigh Town Council to accept responsibility for the upkeep of the building as access to revenue was not available for the project by the Borough. In January 2019, the Town Clerk reported this to Council and advised that a site visit was awaited plus further details from SBC so that a business case could be submitted to Council.

When the COVID pandemic struck in March 2020, nothing had been heard from the Borough and with lockdown this item was put on hold. The Town Clerk made contact when restrictions eased for news and received a response in November 2020 to say that a site visit was unlikely to be possible until the COVID situation improved.

Nothing further was heard until April 2021 when contact was made by SBC asking if Leigh Town Council would still be interested in leasing the building and if so, a site visit would be arranged. The Town Clerk confirmed that where it was left in January 2020 was that the Council were interested subject to having full business case details and that the questions raised at the time remained unanswered by the Borough.

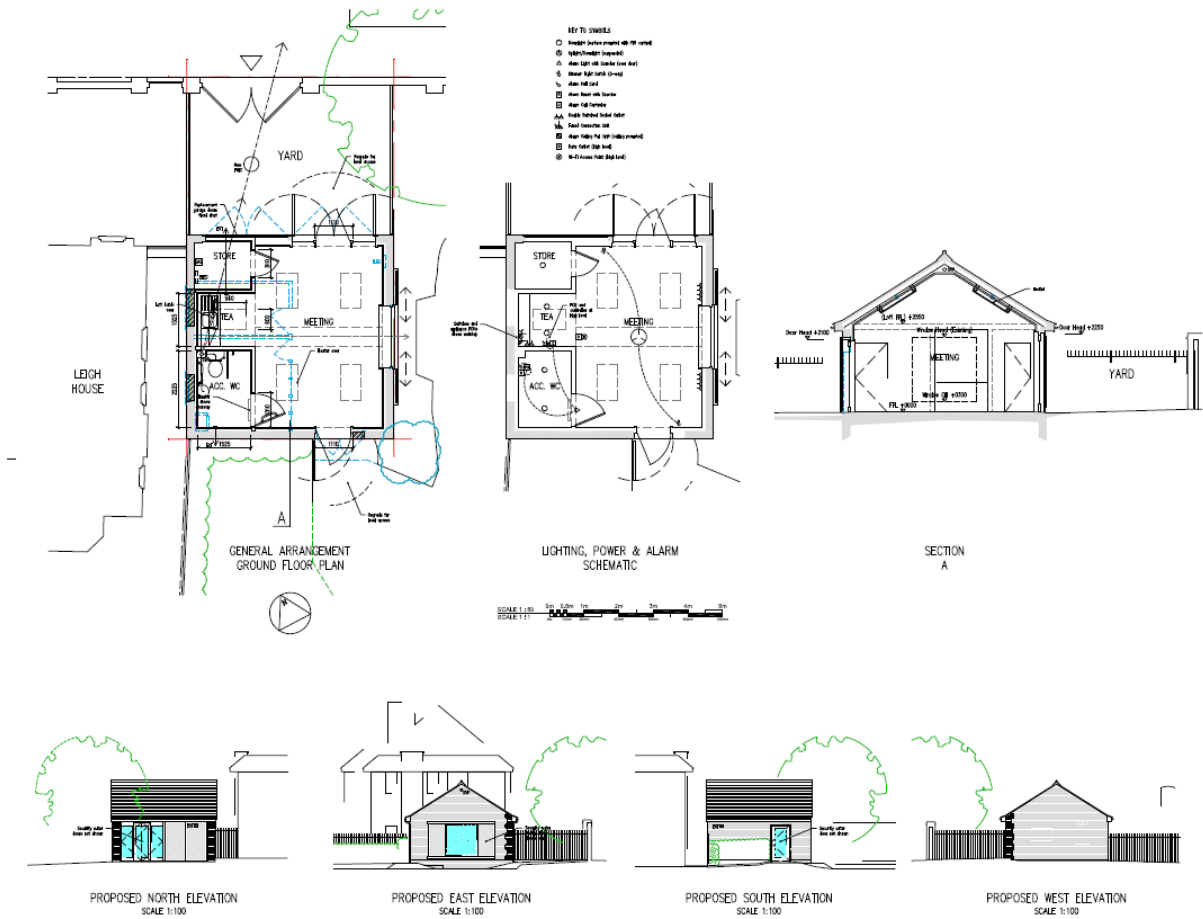
Those details have now been received and a site visit made and the Town Clerk. The Town Clerk can therefore report as follows.

The Building

Sited in Library Gardens with an entrance via a courtyard from Broadway West, the building has permitted use at present for Community Use. It is roughly 5m x 5m, (usage space 3.5m x 5m) with an accessible WC, small kitchen area and store cupboard. Additionally, there is a mezzanine storage area. The building has basic utilities installed and would be provided unfurnished. The courtyard is approximately 5m x 4m with a secure gate.

Capacity

The maximum capacity within the building is 34 standing or 17 seated (dependant on layout). In the courtyard the capacity is 40 standing or 20 seated (dependant on layout).



Conditions attached

The refurbishment of the building was a Fisheries Local Action Group project with capital funding through the Marine Management Organisation EU grant and Borough Council match funding. As such the following delivery has to happen from the date of occupation annually for five years:

Fishing industry related activities as follows

- 3 x training and skills
- 3 x promotional
- 3 x maritime/fisheries information and historical
- 5 x market or food
- 5 x education
- Free room hire for fishing industry related activities

The Lease and associated costs

- Length of Lease – to be determined but a minimum of 5 years
- Annual rent – approx. £1,700 if remained as a community building
- Rates – approx. £500 subject to assessment
- Insurance – approx. £200 through SBC
- Security of the premises – approx. £750 install and then £250 annually
- Full repairing lease – the building was refurbished in 2019
- Solicitor costs for both LTC and SBC – approx. £8,000
- Utilities – estimate approx. £1,000 annually
- Furniture – LCC has excess that could be provided
- Building survey – to ensure no imminent repairs – approx. £500

Start up costs – c. £10,000 (includes a contingency).

This could be financed by CIL income. Currently a balance of £20,000 is held uncommitted. Alternatively, it could be financed by the Strategic Projects fund. Budget of £10,000 this year with £15,000 in reserves.

Annual costs – c. £4,000 (includes a contingency).

This could be self-financing from usage in time but would need a budget allocation in the first few years until hire is established.

STRATEGIC PLAN POINTS RELATING TO THE COMMUNITY SPACE

The strategic plan has three core priorities and an overarching aspiration of 'improving the quality of town life'.

Objectives

- To be proactive in creating effective partnership working between SBC and LTC to ensure a shared vision for Leigh-on-Sea
THIS OBJECTIVE WOULD BE MET IN DELIVERING THE CONDITIONS
- To identify community facilities that would enhance the quality of life of local residents and to explore ways of securing the necessary resources with minimum impact on the precept
THIS OBJECTIVE WOULD BE MET
- To raise awareness of local environmental issues and to create opportunities for residents to engage with LTC in finding and implementing solutions.
THIS OBJECTIVE WOULD BE MET

POTENTIAL USAGE OPTIONS

In addition to the fishing industry related activities that must take place, the community space could be fluid to host any or all of the following, some fee paying and some free provision to the community:

- Friends of Leigh Library Gardens (storage and meeting space) with FOLLG being volunteer 'caretakers'
- Exhibition space – enquiries have already been made. Potential income £2,000
- Occasional private hire space – e.g. for small meetings, private afternoon teas, courtyard drinks, acoustic performances. Potential income £3,000
- Pop up shops and markets – e.g. Cards for Good Causes commission for goods sold approx. £700
- Community safety – e.g. 'Coffee with the Special Constable'
- Event base for Library Garden events
- Information/tourism hub days
- Community Transport social club
- Base hub for Leigh Lights night for security, staff etc.
- Christmas Grotto event. Potential income £500
- Meeting place for local charity community groups
- Talks
- Fundraising events for the Chairman's Charity
- Art events run in conjunction with the Artist in Residence

The list of possibilities is enormous with vision and creation although there will be a limitation on frequency dependant on staffing levels for caretaking. Office administration to run the space can be incorporated in to the existing staffing and facilities.

[Agenda](#)



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Payments List 22nd Apr 2021 – 05th July 2021 Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
BK TRS	£504.14	Viabl Ltd	Safety glass LCC deposit
BK TRS	£504.00	Tindle Newspapers Essex & Kent Ltd	Distribution of LTC magazine
BK TRS	£44.10	Staff member	Expenses
BK TRS	£85.68	Allen Bros Electrical (Factors) Ltd	LED bulbs LCC
BK TRS	£400.00	LOSAS	ASA agreement
BK TRS	£125.00	Marshall Close Allotments	ASA agreement
BK TRS	£750.00	Manchester Drive Allotment Society	ASA agreement
BK TRS	£251.96	Amazon	Memory card and air purifiers
BK TRS	£2808.50	Southend BC	Commercial Insurance Premium
BK TRS	£5166.00	Icicle Graphic Design	LTC magazine
BK TRS	£63.05	Amazon	Stationery
BK TRS	£19.28	Mark One Hire	Acrow prop hire
BK TRS	£30.97	Re-Essex Ltd	Councillor lanyard
BK TRS	£120.00	WALC	Councillor training
BK TRS	£336.00	Phuse Media	Website hosting
BK TRS	£1814.40	Blooming Baskets Ltd	Hanging baskets
BK TRS	£144.00	Nicholas James Fire Prot & Security Eng	Maintenance contract fee
BK TRS	£500.00	Four Oars Rowing Club	Grant award
BK TRS	£22000.00	Payroll	Cover May payroll
BK TRS	£108.00	WALC	Councillor training
BK TRS	£625.06	Viabl Ltd	Safety glass Lower hall
BK TRS	£240.80	Royal British Legion	Grant award
BK TRS	£85.68	Viking	Stationery
BK TRS	£330.00	Phoenix Ranger Guide Unit	Grant award
BK TRS	£150.00	Joseph Peek Puppets	Entertainer fee
BK TRS	£12000.00	Southend BC	Refund payment made in error

BK TRS	£39.96	Amazon	Pump and laptop charger
BK TRS	£120.00	WALC	Councillor training
BK TRS	£33.60	EALC	Staff training
BK TRS	£272.37	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£500.00	Southend in Sight	Grant award
BK TRS	£9693.60	Tormax UK Ltd	Replace doors LCC and maintenance contract
BK TRS	£124.70	Viking	Stationery
BK TRS	£250.00	Incredible Edible LOS	Grant award
BK TRS	£458.28	Veolia ES UK Ltd	Garden waste sacks
BK TRS	£220.00	Daisy First Aid	Staff training
BK TRS	£1758.60	Lorna & Lotties CIC	Kitchen refurbishment
BK TRS	£179.00	Staff member	Reimburse expenses
BK TRS	£208.69	Office Watercoolers Ltd	Annual contract
BK TRS	£68.00	NALE Construction	Minor works at LCC
BK TRS	£16.18	Viking	Stationery
BK TRS	£23000.00	Payroll	Cover June payroll
BK TRS	£72.00	Hirer	Room hire refund
BK TRS	£233.80	Hirer	Room hire refund
BK TRS	£594.00	Wessex Fire & Safety Ltd	Staff training
BK TRS	£486.00	PFS Group Ltd	Maintenance of fire alarm, emergency lighting, disabled toilet alarm
BK TRS	£60.00	WALC	Councillor training
BK TRS	£160.80	Eclipse Scarves Ltd	Flags
BK TRS	£900.00	Tree Fella	Tree removal allotments
BK TRS	£36.00	Secom plc	Security alarm call-out
BK TRS	£267.60	Essex Supplies (UK) Ltd	Cleaning materials
		Expenditure – Imprest Items	
	£135.35	Tool Line Ltd	Platform ladder and certificate
	£32.25	Timpson	Front door keys LCC
	£99.95	Tesco	Volunteer donation
	£11.99	Zoom Communications	Zoom subscription
	£116.97	Solopress	Leaflets & banners Farmers Market
	£21.00	Hidden Disabilities	Lanyards
	£7.00	Timpson	Keys LCC
	£77.00	Kat Securities	Keys LCC
	£11.10	Best Wishes	Balloons for Farmers Market

	£7.50	Tescos	Tea, coffee etc
	£135.88	Workwear Express	Staff uniform
	£34.00	Timpson	Keys LCC
	£338.32	DIY Framing Ltd	Picture hanging system
	£9.50	B&Q	Paint for Skate Park
	£11.99	Zoom Communications	Zoom subscription
	£8.35	Tesco	Tea, coffee
	£43.51	B&Q	Decorating supplies
	£16.99	Ebay	Thermometer
	£29.99	Ebay	Weed killer
	£14.58	Value Products Ltd	Fire safety signs
	£10.94	Tescos	Tea coffee etc
	£62.36	Heart Internet	Domain
	£144.00	SLCC Enterprises Ltd	Staff training
	£43.62	Value Products Ltd	First Aid equipment
	£43.16	Heart Internet	Domain
		Expenditure – Direct Debits	
	£63.19	SSE	Electricity Skate Park
	£665.29	SSE	Gas LCC
	£158.40	DOTS	IT support to move office equipment
	£731.89	British Telecom	Phones and broadband
	£16.12	SSE	Electricity Strand Wharf
	£374.14	SSE	Electricity LCC
	£101.52	Biffa Environmental Waste Services	Skate Park bin collection
	£93.48	Biffa Environmental Waste Services	LCC bin collection
	£490.80	CF Corporate Finance	Photocopier lease
	£316.80	CF Corporate Finance	Dokoni Software lease
	£13.94	British Telecom	Mobile broadband
	£12.00	Retail Funding	Card machine fee

	£297.95	DOTS	IT support & photocopying
	£204.28	WAVE	Water rates allotments
	£23.54	Global Payments	Card payment processing fee
	£547.77	Wave	Water rates LCC
	£501.32	SSE	Gas LCC
	£16.08	SSE	Electricity Strand Wharf
	£382.88	SSE	Electricity LCC
	£120.29	Biffa Environmental Waste Services	Skate Park bin collection
	£120.34	Biffa Environmental Waste Services	LCC bin collection
	£27.69	Wave	Water rates allotments
	£216.36	British Telecom	Broadband
	£12.00	British Telecom	Mobile broadband
	£12.00	Retail Funding	Card machine fee
	£303.28	DOTS	IT support & photocopying
	£23.93	Global Payments	Card payment processing fee
	£16.72	SSE	Electricity Strand Wharf
	£412.57	SSE	Electricity LCC
	£3485.75	Wave	Water rates allotments
	£96.00	FP Mailing	Franking machine lease
	£231.44	SSE	Gas
	£120.29	Biffa Environmental Waste Services	Skate Park bin collection
	£120.86	Biffa Environmental Waste Services	LCC bin collection
	£12.00	British Telecom	Mobile broadband

Leigh Town Council Main Budget Report					2021/22				
INCOME	Budget 2020/21	Income Received	Balance	% Received	EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
General Reserve B/F		£ 100,447.00							
Finance & Governance Committee					Finance & Governance Committee				
Precept	£443,350.00	£ 221,608.50	£ 221,741.50	49.99%	Policy & Council Resources	£ 30,450.00	£ 8,721.67	£ 21,728.33	28.64%
Grants (re Skate Park)	£ -	£ -	£ -		Office & Council Administration	£ 43,550.00	£ 4,361.12	£ 39,188.88	10.01%
Interest	£ 700.00	£ 30.09	£ 669.91	4.30%	Strategic Plan Projects Expenditure	£ 10,000.00		£ 10,000.00	
CIL Income		£ 2,558.04			CIL Expenditure		£ 11,766.92	-£ 11,766.92	
Other Committee Income	£ 1,300.00	£ 345.00	£ 955.00	26.54%		£ 84,000.00	£ 24,849.71	£ 59,150.29	29.58%
	£445,350.00	£ 224,541.63	£ 223,366.41	50.42%					
					Staffing Committee				
					Council Staffing	£ 104,500.00	£ 26,109.93	£ 78,390.07	24.99%
Community & Culture Committee					Community & Culture Committee				
Leigh Community Centre	£ 60,000.00	£ 10,899.44	£ 49,100.56	18.17%	Leigh Community Centre	£ 54,400.00	£ 9,835.84	£ 44,564.16	18.08%
LTC Use of LCC (inc in room hire)	£ 10,000.00	£ -	£ 10,000.00	0.00%	Community Centre Staffing	£ 123,000.00	£ 25,799.05	£ 97,200.95	20.97%
Allotments	£ 20,650.00	£ 329.00	£ 20,321.00	1.59%	Allotments	£ 28,700.00	£ 5,873.49	£ 22,826.51	20.47%
Community Facilities	£ 1,000.00	£ 884.66	£ 115.34		Community Facilities	£ 10,650.00	£ 1,652.42	£ 8,997.58	15.52%
Health & Wellbeing Programme	£ 4,750.00	£ 839.00	£ 3,911.00	17.66%	Health & Wellbeing Programme	£ 32,900.00	£ 4,021.50	£ 28,878.50	12.22%
Environment Facilities & Services	£ 1,400.00	£ -	£ 1,400.00		Community Services Funding	£ 5,700.00	£ -	£ 5,700.00	0.00%
Friends of LCC	£ -	£ -	£ -		Community Partnership Programmes	£ 5,000.00	£ 1,542.00	£ 3,458.00	30.84%
					Environment Facilities & Services	£ 18,162.00	£ 3,512.00	£ 14,650.00	19.34%
Govt. Grant re COVID-19 shutdown		£ -			Committee Staffing	£ 15,000.00	£ 2,842.56	£ 12,157.44	18.95%
	£ 97,800.00	£ 12,952.10	£ 84,847.90	13.24%	Friends of LCC		£ -		
						£ 293,512.00	£ 55,078.86	£ 238,433.14	18.77%
Chairman's Charity Collection		159.75							
					Planning, Highways & Licensing	£ 12,250.00	£ 3,101.34	£ 9,148.66	25.32%
Total Income	£543,150.00	£ 237,653.48	£ 308,214.31	43.75%					
					Resolved Capital Projects				
	YR end 20/21		YR end 21/22		LCC Refurbishment	£ 40,000.00	£ 2,699.60	£ 37,300.40	6.75%
Capital Reserves	£ 47,440.52		£ -		LCC Remodel	£ 3,620.00	£ -	£ 3,620.00	0.00%
Earmarked Reserves	£233,947.27				Skate Park Improvements			£ -	
CIL Reserve	£ 45,739.63					£ 43,620.00	£ 2,699.60	£ 40,920.40	6.19%
3rd Party monies	£ 10,035.88				Total Expenditure	£ 537,882.00	£111,839.44	£426,042.56	
					General Reserves		£226,261.04		
					Forecast General Reserve @ yr end		£100,000.00		



Leigh-On-Sea Town Council

Internal Audit Report 2020-21 (Final)

Prepared by John Watson

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

Background and Scope

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

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

This report sets out the work undertaken in relation to the 2020-21 financial year, during the course of our first interim audit which took place on 7th December 2020 and our final audit which took place on 2nd June 2021.

Internal Audit Approach

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

Overall Conclusion

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

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

Detailed Report

Review of Accounts and Accounting Arrangements

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

- Checked and agreed the opening balance detail for 2020-2021 to the closing Trial Balance and certified AGAR for 2019-20;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Completed checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of June and September 2020 and for the month of March 2021 with the HSBC Current, Payroll and Imprest accounts bank statements;
- Similarly, completed checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of June and September 2020 and for the month of March 2021 with the HSBC Savings account bank statements;
- Also checked and agreed transactions on the CCLA Public Sector deposit account from cashbooks to statements for the months of June and September 2020 and for the month of March 2021;
- Verified that regular, monthly bank reconciliations continue to be undertaken on all bank accounts, noting that appropriate hard copies are retained on file and that members are regularly provided with same. We have checked and agreed the bank reconciliations as at 30th June and 30th September 2020 and as at 31st March 2021 on all five accounts with no matters arising; and,
- Ensured that no long outstanding unrepresented cheques or other anomalous entries exist

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We have ensured the accurate disclosure of year-end balances in the Statement of Accounts and AGAR.

Review of Corporate Governance

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

- Reviewed the minutes of meetings of the Full Council and its Standing Committees (except Planning), where available, for the year to 31st March 2021 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred with no such issues apparent;
- Previously noted that, following the Local Authority elections in May 2019, the Council adopted the General Power of Competence at their meeting on 14th May 2019 (minute 18 refers);
- Noted that Council approved the Precept for 2021/22 at their meeting on 19th January 2021 (minute 72 refers). We do note however that the amount of the Precept was not formally recorded in the minutes and recommend that this be done;
- Also noted that Council provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations; and,
- Finally noted that both Standing Orders and Financial Regulations have been adopted by Council at their meeting on 18th August 2020 (minute 18 refers).

Conclusions

We are pleased to report that, other than the issue of the amount of the 2021/22 Precept being formally recorded in the minutes, no other issues have been identified in this area of our review process warranting formal comment or recommendation.

R1. The amount of the Precept should be formally noted in the minutes of the meeting at which it is approved.

Review of Purchasing and Payment Procedures

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;

- Invoices are supported by an official order, where appropriate;
- Alternatively, invoices are supported by quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations;
- Members are provided with, and subsequently authorise, all supplier payments and that appropriate details are recorded in the Council minutes;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- And VAT has been appropriately identified and coded to the control account for periodic recovery.

We have completed testing in this area, examining a sample of all those payments individually in excess of £2,000, together with a more random sample of approximately every 30th cashbook transaction irrespective of value, for the year to 31st March 2021. Our sample comprised 61 items, totalling £424,536 and representing 69.6% of all non-salary expenditure to that date with no issues arising.

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

We have confirmed that VAT has been appropriately identified and coded to the control account for periodic recovery. We are pleased to note that VAT Returns have been submitted for the four quarters to 31st March 2021.

Conclusions

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

Assessment and Management of Risk

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

- Noted that an appropriate review of the risk assessment register for all principal areas of the Council's activities was undertaken by Council at its meetings on 23rd March 2021 (minute 100.d refers).
- Examined the current year's insurance policy schedules to 18th August 2021, cover being provided by Zurich Insurance, noting that Employer's and Public Liability cover stands at £10 million and £15 million respectively and that Fidelity Guarantee cover stands at £1 million. Loss of Revenue cover stands at £255,000. We also note that the Town Hall insurance is provided by Southend Borough Council; and,

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

Conclusions

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

Budgetary Control and Reserves

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

We previously noted that, at the time of our first audit, Council had not yet commenced its budget and precept calculations for 2021-22. We are pleased to note, at the time of our second audit, a detailed budget exercise was undertaken and approved by Council at its meeting on 19th January 2021 (Minute 72 refers).

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

We have, at this final revue, considered the appropriateness of the level of General Reserves to meet the Council's ongoing revenue spending requirements noting that Total Reserves at the year-end total £437,609 of which Earmarked Reserves total £289,773. The balance of General Reserves at £147,836 equates to under three months average revenue expenditure which is below the generally accepted guideline of between three and six months average revenue expenditure.

Finally, we have reviewed the year-end budget outturn for any significant unexplained variances with none in evidence.

Conclusions

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

Review of Income

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

In addition to the Precept, the Council's principal source of income is the Town Hall Community Centre, supplemented by allotment rentals, monthly farmers' market

pitch fees, community transport ticket sales and activities such as Christmas Lights and other events.

Consequently: -

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

Conclusions

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

Petty Cash Account and Debit Card Usage

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

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

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

Conclusions

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

Salaries and Wages

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

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

Conclusions

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

Asset Registers

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

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

We suggest that consideration be given to keeping a photographic record of Assets. We have found, with other Councils we audit, that such a record can be useful in the event of an insurance claim.

Conclusions

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

Investments and Loans

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

The Council currently has one CCLA Public Sector Deposit Fund account in place and, as noted earlier in this report, we have checked and agreed movement on this account for the months of June and September 2020 and for the month of March 2021 also verifying the Edge cashbook balance to their statements as at the same date.

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

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

Conclusions

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

Statement of Accounts and AGAR

The 1996 Accounts and Audit Regulations required all Councils to prepare annually a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council’s financial affairs.

We have reviewed the AGAR detail prepared by the Assistant Responsible Financial Officer, as generated from the Edge accounting software with no obvious errors or anomalies in the detailed content

Conclusions

No issues have been identified in relation to the verification of detail in the Statement of Accounts and AGAR this year.

On the basis of our detailed work during the course of the year on the Council’s systems of financial control and content of the detailed Statement of Accounts and that summarised detail set out in the AGAR, we have signed off the Internal Audit Report of the AGAR assigning positive assurances in each relevant area.

Motion: **proposed by Cllr Emma Smith**
 Seconded by Cllr Emma Mills

MEETING Date: 20th July 2021 as Community Engagement is Council agenda item

Agenda Item:	To consider creating a regular Councillor run Litter Pick as part of the community engagement strategy, allowing Councillors to have informal and positive interaction with residents on a regular basis
Background Information:	<p>There are many independent Litter Picks around the area, and some are run by parents who have taken it upon themselves as well as community groups.</p> <p>These picks are increasingly popular as a way to unite the community, raise awareness of environmental issues and give people of all ages the opportunity to contribute.</p> <p>We believe this would be a fantastic opportunity to address several of the Strategic Objectives on the Strategic Plan (Through Make Southend Sparkle support litter picking campaigns and awareness throughout the Town and find solutions to litter issue, as well as being proactive supporting the 'Friends of' projects).</p> <p>As our community engagement strategy has become more important and we as Councillors are keen to have more exposure, this is an ideal way to become known in the area for having a positive impact; and it will be fairly straight forward to organise.</p> <p>We can ask residents to submit their suggestions of 'problem areas' that need a clean up; split the Picks by Ward or work with existing Litter Pick groups. We could potentially also allow other Picks up the LTC boundary to post their dates/locations on our website to encourage a wider uptake across the community. Initially these Litter Picks could take place once a month/fortnight with a minimum of 3 Councillors on each event.</p> <p>Not only is this going to allow more access to residents a help keep the community clean: it's also a positive and uplifting news story for social media and local news.</p>

Costs:	<p>Make Southend Sparkle, VACUUM and Veolia may be able to provide equipment, and we could encourage residents to apply for their own. Alternatively, we could use some funds to purchase a communal pool of equipment (in addition to what we already have) which could either be transported to each location by Councillors or picked up by those wishing to take part prior.</p>
Strategic Plan:	<p>As suggested above, one of the strategic objectives is to:</p> <ul style="list-style-type: none"> • Through Make Southend Sparkle support litter picking campaigns and awareness throughout the Town and find solutions to litter issue <p>And we also have a focus on:</p> <ul style="list-style-type: none"> • Remain pro-active in assisting Southend-on-Sea Borough Council with the rejuvenation of Leigh Library Gardens through the Friends of Leigh Library Garden Campaign • Launch a Friends of Bonchurch Park campaign with the help of Southend-on-Sea Borough Council
Recommendation	<p>To resolve that the Councillor run Litter Pick scheme can move forwards, and Councillor research can be done into the most effective ways of running the project.</p>

[Agenda](#)