



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 the Annual Council Meeting
of Leigh-on-Sea Town Council on
Tuesday 24th May 2022 in Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Helen Symmons

Helen Symmons PSLCC
Town Clerk
19th May 2022

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

Prior to the meeting, James Paul will be presented with his Good for Leigh Award from Chairman Cllr Cracknell.

AGENDA / BUSINESS TO BE TRANSACTED

1. ELECTION OF CHAIRMAN

To elect the Chairman for 2022/23. 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 [22ND MARCH 2022](#)

6. TO NOTE THE DRAFT MINUTES OF THE ANNUAL TOWN MEETING [8TH APRIL 2022](#)

7. PUBLIC REPRESENTATIONS

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

9. 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.

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

11. COMMITTEES

To receive the final Minutes of Committees for 2021/22.

- a) Planning, Licensing and Highways Committee – To receive the minutes of [29th March](#), [19th April](#) and [10th May 2022](#)

There are no recommendations to Council

- b) Community Facilities Committee – To receive the minutes of [5th April 2022](#)

There are no recommendations to Council

- c) Finance & Governance Committee – To receive the minutes of [3rd May 2022](#)

RECOMMENDATIONS as follows:

Minute 45 – Review of Standing Orders

The Committee **RECOMMEND** the adoption of the reviewed Standing Orders

Minute 46 – Review of Financial Regulations

The Committee **RECOMMEND** the adoption of the reviewed Financial Regulations

Minute 47 – Terms of Reference

The Committee **RECOMMEND** the adoption of the reviewed Terms of Reference

Minute 48 – Investment Strategy

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

Minute 49 – Code of Conduct

The Committee **RECOMMEND** the adoption of the LGA Model Code of Conduct in line with the Code adopted by Southend City Council.

Minute 50 – GDPR Governance

The Committee **RECOMMEND** adoption of all reviewed GDPR Governance documents

All documents to review have been sent to cllrs in advance of the meeting

Minute 54 – [Approve Expenditure](#)

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

ANNUAL COMMITTEES

12. MEMBERSHIP OF COMMITTEES FOR 2022/23 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

13. DATES AND TIMES OF MEETINGS – **DECISION ITEM** ([Appendix 2](#)) page 8

It is **RECOMMENDED** that the dates and times of meetings as per Appendix 2 be adopted.

Please note that May 2023 dates have altered from the draft presented in March as the Annual Council meeting must be held within 14 days the day after Councillors take office (which will be 8th May 2023) – Local Government Act 1972 Schedule 12

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

- a) Art Group

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

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

To nominate Council representatives to outside bodies for 2022/23 and where appropriate reserves:

OUTSIDE BODY	2021/22 REPRESENTATIVE
Public & Passenger Transport Group	Cllr Healey (reserve Cllr Wilkins)
Leigh Port Partnership	Cllr Gilson
Southend Airport Consultative Committee	Cllr O'Boyle (reserve Cllr Forde)
Southend Standards Committee	Cllrs Cowell & Healey
Southend City Council Environment, Planning & Tourism Committee (reps called when committee items relate specifically to Leigh)	Chairman of C&C, Chairman of Planning & Cllr Gilson (environment aspect only)
SAVS	Cllrs Forde, Smith & Wilkins
Leigh Coastal Communities Team	Cllrs Gilson & Mills
Veolia Community Group	Cllrs Forde & Hart
Local Community Police Meeting	Chairman & Cllrs Forde & Wilkins

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

OTHER ANNUAL BUSINESS

16. 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

17. 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 City Council.

18. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – **DECISION ITEM** ([Appendix 5](#)) page 14

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

19. 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 19th August 2022 and the Town Clerk is currently obtaining quotes from at least 3 insurance companies. The insurance budget for 2021/22 was £3,500 with actual expenditure of £3,537. Additionally, the Council pay SBC to insure the Leigh Community Centre. For 2021/22 this was £2,808.50

It is **RECOMMENDED** that Council confirm the arrangements. The budget for 2022/23 is £4,000 for the Council cover and £3,000 for LCC cover. No significant amendments are

expected to be made but the Town Clerk is aware that premiums may have risen quite significantly in the insurance market.

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

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

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

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

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

22. 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 3](#)) page 9

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

23. 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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24. ANNUAL GOVERNANCE STATEMENT 2020/21 – **DECISION ITEM** ([Appendix 4](#)) page 11

The Council considered the Accounting Statement at the Council Meeting 22nd March 2022. The 8 statements were read out individually and **RESOLVED** after each statement – **Minute 124d (minute 25 of F&G)**

It is **RECOMMENDED** that Council having considered the findings of the review 22nd March 2022 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.

25. ANNUAL ACCOUNTS – **DECISION ITEM** ([Appendix 5](#)) page 12

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

26. ACCOUNTING STATEMENTS 2020/21 – **DECISION ITEM** ([Appendix 6](#)) page 19

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.

27. APPOINTMENT OF EXTERNAL AUDITORS – **DECISION ITEM** ([Appendix 7](#)) page 22

It is **RECOMMENDED** that quotes are obtained to appoint new external auditors for Leigh Town Council for the year 2022/23 with the scope of work set out in Appendix 8 and that the Town Clerk in consultation with the Chairman of Council have the delegated authority to appoint a suitable auditor.

COUNCILLOR AGENDA ITEMS

28. MDAS TOILET INSPECTION ([Appendix 8](#)) page 24

Minute 59 (Full Council 19-01-2021) resolved that Cllrs Bromfield and Cowell would attend and inspect the reasonable adjustments made to the existing toilet building to check it complied with the Equality Act 2010 and thus as a minimum was to have disabled access to the building and the toilet (Minute 54 Council July 2017).

Following the resignation of Cllr Bromfield as a councillor in 2021 Cllr Cowell visited alone and her report is at Appendix 8

Town Clerk's notes for information – the toilets are located within the allotment site at Manchester Drive. MDAS are responsible for the building and the toilets are serviced by their volunteers. Only members of MDAS have access to the toilet facilities. Annual membership of MDAS is £3. There are currently 304 tenants on the Manchester Drive allotment site with 262 members of the society who have access to the toilet facility. At present 136 tenants are over the state retirement age.

29. ALTERATION OF BUS SERVICE TO LEIGH ([Appendix 9](#)) page 30

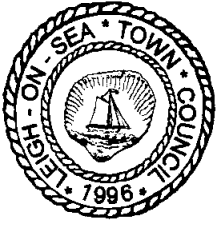
This Agenda item has been raised by Cllrs Evans and Healey as it affects public transport to Leigh Community Centre and shopping services within the Leigh shopping districts.

30. MEMORIALS FOR SIR DAVID AMESS

The Town Clerk has received confirmation from Lady Julia that the family would be thrilled for Leigh Town Council to honour Sir David as follows and thank us for such lovely gestures:

- To rename one of our rooms at the Community Centre the Sir David Amess Hall
- To include a special pin on our Chairman's regalia saying Sir David Amess MP 1997-2021 to signify the years he was our MP in Southend West

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



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Report 2786/HS

TOWN CLERK'S REPORT MAY 2022

TRAINING

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

Staff:

- HR support Level 3 apprenticeship
- SLCC Webinar Group Leadership
- SLCC National Conference

Councillors:

The Town Clerk will submit details of possible training to Councillors for the next administrative year shortly.

STAFFING

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

- Internal training – caretakers
- Office refurbishment and decoration
- Jubilee Picnic event management
- Financial Year End administration
- Maternity leave preparation
- Administration re Cllr vacancies
- Installation of Safe Sun project
- Paddling pool repair programme
- Finalisation of Christmas lighting scheme
- Recruitment of new caretaker and maternity cover for Community Transport programme
- Preparation of Strategic Plan workshop for Cllrs
- Annual Town Meeting administration
- Hosting of work experience student for a week

MEETINGS/REPRESENTATION FOR COUNCIL:

- ESSEX SLCC NETWORKING HOUR AND BRANCH EXECUTIVE COMMITTEE
- OPERATION UNION PARTNERS CATCH UP
- SOUTHEND TOURISM PARTNERSHIP BOARD MEETING
- COVID MEMORIAL COMMUNITY MEETING
- THE FUTURE OF TOTALLY LOCALLY
- SITE VISITS AT PADDLING POOL
- FAIRHAVENS
- FUNERAL OF GARRY LOWEN

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 24-03-22	124d F&G recommendations	RESOLVED all policy reviews and Governance statement and all EMR plus cost of notice boards	24-03-22	Website updated Noticeboards ordered	NFA	
COUNCIL 24-03-22	128 Approve Expenditure	RESOLVED	24-03-22	Website updated	NFA	
COUNCIL 24-03-22	129 Motion from Cllrs	RESOLVED Cllrs to organise & host ribbon making event for Ukraine	24-03-22	Cllrs contacted to make room booking and assist with promotion	NFA by staff	
COUNCIL 24-03-22	130 Motion from Cllrs	RESOLVED to offer space at community centre	24-03-22	Staff researching how this will work best and offer publicised. Staff will carry out this action	NFA under this minute	
COUNCIL 24-03-22	139. Boundary Commission	RESOLVED to reiterate objection and support proposals submitted to keep West Leigh in Southend West	26-03-22	TC has submitted comments to the Boundary Commission	NFA	
COUNCIL 24-03-22	141 Christmas Lighting	RESOLVED to use Festive Lighting for 3-year hire contract on the schemes put forward by them and to use CIL money to install electric pillar feed.	26-03-22	Festive Lighting advised. TC will deal with all arrangements	NFA	

Leigh-on-Sea Town Council - Meetings timetable 2022/23															
Meeting	Time	Regular Date	May 2022	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2022	Feb	Mar	April	May 2023
Council	7.30		24th ACM		19th		20th		29th		24th		28th		16th ACM
Finance & Governance	7.30		3rd Grants				6th Policy reviews		1st Grants				7th		2nd Grants
Planning & Licensing	7.30		10th & 31st	21st	12th	2nd & 23rd	13th	4th & 25th	15th	6th & 20th	10th & 31st	21st	14th	4th & 25th	9th 30th
Community	7.30			14th		16th		11th		13th		14th		18th	
Staffing	7.30						27th					28th			
AALG	2.00				5th			4th					7th		
budget setting 2021/22			Annual Town Electors Meeting						Friday 24th March 2023						
Precept setting 2021/22									Due to pre-election period						
Year end governance															

[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	£406.00

Annual Contracts/Agreements

Name/Reason	Frequency/Payment Type	Annual Spend
Southend City Council – Council office rent	Annually/Bank Transfer	£5660.00
Secom – Security Alarm CC	Annually/Bank transfer	£413.03
PFS Group Ltd Fire Alarm, Disabled Toilet alarm & Emergency Lighting CC	Annually /Bank transfer	£515.00
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	£1874.50
Internal Auditor	Twice Yearly/Bank transfer	£1560.00
PKF Littlejohn – External Audit	Annually/Bank transfer	£1300.00
Greenworks Washrooms – Washroom services	Annually/Bank transfer	£905.00
Boiler service LCC	Annually/Bank transfer	£350.00
Office Water Coolers	Annually/Bank transfer	£173.91
DOTS – IT Support	Monthly/DD	£2400.00
FP Mailing – Franking Machine service agreement	Annually/Bank transfer	£484.40
James Todd & Co - Payroll processing	Quarterly/Bank transfer	£915.15
CF Corporate – Photocopier lease	Quarterly/Direct Debit	£2307.32
Festive Lighting – xmas lighting	Annually/Bank transfer	£32000.00
Phuse Media website hosting LCC & LTC	Annually/Bank transfer	£280.00
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 3 years/Bank transfer	£2500.00
Insurance provider	Annually/Bank transfer	£3475.24
Anti Virus Licence	Annually/DD	£531.36
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	£1302.58
Southend BC- Wedding licence	Every 3 years/Bank transfer	£1800.00
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	£3351.79
Southend BC	Business Rates	£8500
Wave	Sewage fee LCC & water rates at LCC and all allotment sites	£5036.79
BT	Broadband, line rental & call chgs	£4152.16
SSE	Gas &Electricity at LCC Electricity at Skate Park & Strand Wharf	£10490.31
Wessex Leasing	Hand Drier leasing	£461.76
Global Payments	Card payment processing	£476.18
Couno	Photocopying costs	£661.68
Francotyp Postalia	Postage on franking machine	£400.00
ICO	Information Commissioner	£45.00
HMRC	Vat payments	Variable
Practical HR	HR Services	£1800.00

[Agenda](#)

Section 1 – Annual Governance Statement 2021/22

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 2022, 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.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*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:

and recorded as minute reference:

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

Chairman

Clerk

Income and Expenditure Account

Unaudited

31/03/21 £		31/03/22 £
	INCOME	
447,382.00	BC - Precept	443,217.00
21,784.30	C&C - Allotments	19,262.00
0.00	C&C - Environmental Facilities & Servi	0.00
-147.80	C&C - Health & Wellbeing Programme	7,206.23
0.00	C&C - LCC Friends	578.00
0.00	C&C -Community Facilities	2,118.00
7,413.87	C&C- LCC Room Hire	89,201.08
13,000.00	Council Grants Received	0.00
21,911.07	F&G - CIL Receipts	2,558.04
938.59	F&G - Interest on Investments	263.01
224.25	F&G - Other	2,216.88
2,265.00	Insurance Claims	3,640.02
71,511.21	LCC Grants Received	7,013.98
586,292.49	INCOME TOTAL	577,274.24
	EXPENDITURE	
27,209.00	C&C - Allotments	24,679.53
2,200.00	C&C - Community Services Funding	0.00
0.00	C&C - LCC Friends	494.61
47,052.84	C&C - LCC Premises & Administration	40,296.09
107,405.83	C&C - LCC Staff	131,022.44
12,482.95	C&C- Community Facilities	10,279.49
0.00	C&C- Community Partnership Progra	5,001.35
9,150.00	C&C -Environment & Services	32,677.51
34,874.12	C&C- Health & Wellbeing	32,953.39
0.00	C&C -Leigh Lights Event & Facilities	0.00
84,519.40	C&C- Refurbishment Projects	11,266.35
175,379.46	Capital Equipment	18,313.10
11,766.92	CiL Expenditure	13,209.28
0.00	F&G - Leigh Partnership	0.00
29,913.94	F&G - Office & Council Administration	29,750.40
21,676.54	F&G - Policy & Council Expenditure	23,734.60
0.00	F&G - Re-imbursment of Councillors	27.40
117,193.84	F&G - Staff	109,852.84
9,161.47	Planning	12,507.52
0.00	S. 137 Payments	0.00
689,986.31	EXPENDITURE TOTAL	496,065.90
	-	
	EXPENDITURE	
31/03/21 £		31/03/22 £
80,239.09	Balance as at 01/04/21	100,446.50
586,292.49	Add Total Income	577,274.24
666,531.58		677,720.74
689,986.31	Deduct Total Expenditure	496,065.90
0.00	Stock Adjustment	0.00
123,901.23	Transfer to/ from reserves	-42,368.66
100,446.50	Balance as at 31/03/22	139,286.18

Consolidated Balance Sheet		Unaudited
31/03/21 £		31/03/22 £
	Long Term assets	
0.00	Long Term Debts	0.00
0.00	LONG TERM Investment Accounts	0.00
<u>0.00</u>	TOTAL LONG TERM ASSETS	<u>0.00</u>
	Current assets	
461,099.39	Investments	526,778.60
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Office Equipment And Furniture	0.00
0.00	Stocks	0.00
9,794.66	VAT Recoverable	1,370.46
190.40	Debtors	4,147.68
789.00	Payment in Advance	2,521.29
5,083.94	Cash in Hand & at Bank	12,026.51
<u>476,957.39</u>	TOTAL CURRENT ASSETS	<u>546,844.54</u>
<u>476,957.39</u>	TOTAL ASSETS	<u>546,844.54</u>
	Current liabilities	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
39,347.59	Creditors	27,950.16
0.00	Receipts in Advance	76.25
<u>39,347.59</u>	TOTAL CURRENT LIABILITIES	<u>28,026.41</u>
<u>437,609.80</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>518,818.13</u>
	Long Term Borrowing	
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>437,609.80</u>	NET ASSETS	<u>518,818.13</u>
	Represented by	
100,446.50	General Fund	139,286.18
289,722.78	Earmarked Reserves	314,556.93
	Capital Reserves	
47,440.52	Capital Reserves	64,975.03
0.00	VAT refundable to customers	0.00
0.00	LONG TERM Investment Accounts	0.00
<u>437,609.80</u>		<u>518,818.14</u>

Supporting Notes to Accounts 2021/2022

1. Assets

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

Activity Tables	£ 3716.64
Sun cream Dispensers	£ 213.86
Office equipment	£ 721.50
Cycle Stands	£ 216.70
Storage Cupboards	£ 900.00
Bins	£ 586.00
Notice Board	£ 146.00
Lights timers	£ 5857.00
LCC Equipment	£ 781.15
Events equipment	£ 288.67
External staircase at Community Centre	£ 14,819.14

During the year, the following assets were disposed of at an asset value of: £1038.20

Notice board replaced

At 31st March 2022 the following assets were held:

Computers	£ 11,572.84*
Notice Boards	£ 3619.91*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 49,420.47*
Infrastructure on allotments	£ 20,499.58*
Seats	£ 1,932.00*
Bins	£ 2,364.00*
Bollards	£ 7,017.00*
Skate Park Lighting	£ 7,866.65*
Leigh Sign	£ 2,220.00*
Lift in Community Centre	£ 32,887.00*
External staircase at Community Centre	£ 14,819.14*
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 £64139.35

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 2021/2022 amounted to £1931.66.

The Council also leases a franking machine at a cost of £365.50 per annum.

3. Borrowings

The Council had no loans outstanding as at 31st March 2022.

4. Short Term Investments

Short Term Investments comprise:

HSBC Business Savings Account	£	204033.59
Public Sector Deposit Fund	£	322745.01
Total	£	526778.60

5. Bank and Cash in Hand

Balances as at 31st March 2022 were as follow:

Current Account & Community Centre	£	10338.63
Payroll Account	£	664.59
Imprest Account	£	947.96
Petty Cash	£	75.33
Total	£	12026.51

6. Debts Outstanding

The Council had the following debtors as at 31st March 2022:

Payee	Purpose	£
HMRC	Vat Recoverable	£1370.46
Hirers	Room Bookings inc LTC premises use	£4147.68
Total		£5518.14

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 23.3% in 2020/21.

8. Capital Reserves 2021-2021

As at 31st March 2022, the Council had Capital Reserves of £64,975.03
Movements on the Capital Reserves

Opening Balance

£47,440.52

Comprising

Skate Park Capital reserve £ 1,942.00

Community Centre Capital reserve £ 45,498.52

Additional budgets assigned £43,620.00

Sub total £

91060.52

Less

Amount Used to Finance Capital Expenditure £

26,085.49

Balance at year end £

64,975.03

Balance comprises

Skate Park Capital reserve £ 1,942.00

Community Centre Capital reserve £ 63,033.03

TOTAL £ 64,975.03

9. Earmarked Reserves

Finance & Governance

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Elections	£27344.77	£4000.00	£31344.77
Renewals Fund	£26586.02	-£7000.00	£19586.02
Grant Aid	£7471.18		£7471.18
Volunteer	£4004.40	£500.00	£4504.00

Programme			
Legal costs	£3855.00	£1000.00	£4855.00
Office Admin	£9750.00	£850.00	£10600.00
Furniture & Equipment	£4500.00	£1000.00	£5500.00
IT	£2500.00	£1500.00	£4000.00
Training	£4500.00	£1000.00	£5500.00
Salaries	£24958.00	-	£24958.00
Office Rent	£1650.00	£1650.00	£3300.00
Social Isolation Projects	£4767.60	-	£4767.60
Emergency Community Fund	£8580.00	-£1216.50	£7363.50
Strategic Plan Projects	£15000.00	£5000.00	£20000.00
Old Mess Room	-	£4030.00	£4030.00

Community & Culture

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Allotments Infrastructure	£2160.28	£2500.00	£4660.28
Allotments	£5120.19	£1500.00	£6620.19
Allotments – Leigh side maintenance	-	£400.00	£400.00
General Services	£5900.00	-£3112.00	£2788.00
H & W General Events	£17086.30	-£4260.40	£12825.90
Bunting Workshop	-	£1000.00	£1000.00
Christmas Lights Structure	£12359.00	-£3357.00	£9002.00
Community Transport	£800.00	-	£800.00
Skate Park	£6902.25	£3595.50	£10497.75
CFC other	£1831.03	-	£1831.03
Community Centre	£23119.88	£12000.00	£35119.88
Paddling Pool	£2659.70	-	£2659.70
Strand Wharf Planters	£3041.67	£500.00	£3541.67
Community Specials	£7500.00	-	£7500.00
School Crossing Patrol	-	£11384.60	£11384.60
Good for Leigh	-	£500.00	£500.00

Others

Purpose of Reserve	Opening Balance	Movement	Closing Balance
CiL	£45739.63	-£11128.60	£34611.03
Leigh Partnership Group	£9014.47	-	£9014.47
CC Friends	£1021.41	£83.39	£1104.80
Chairman's Charity	-	£915.17	£915.17

Totals	Opening Balance	Movement	Closing Balance
	£289722.78	£24834.16	£314556.94

10. List of Creditors / Accruals 2021/2022

Payee	Purpose	Amount £
Smart Office Solutions	IT Support	£200.00
Allotment Plot Holders	Tenancy Deposits Held	£8814.50
76British Telecom	Mobile broadband charge	£10.00
Biffa Environmental	Waste Bin Rental and collection	£741.71
Global Payments	Card processing fees	£24.18
James Todd & Co	Payroll Processing	£84.00
Wave	Water rates MDAS 2021/22	£568.37
Auditing Solutions	Audit fee 2020/21	£1300.00
British Telecom	Red Telephone Box	£300.00
Total		£12042.76

11. Contingent Liabilities

There are no contingent liabilities which have not been included in the Council's accounts for 2021/2022.

12. Commitments

The Council has not entered into any new financial commitments during 2021/2022.

[Agenda](#)

Section 2 – Accounting Statements 2021/22 for

LEIGH-ON-SEA TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	541,303	437,609	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	447,392	443,217	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	138,900	134,057	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	301,211	288,794	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	388,775	207,272	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	437,609	518,818	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	466,183	538,805	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	602,866	629,860	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	N/A
			✓
			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 2022 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

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

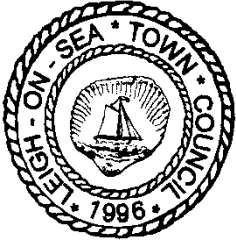
as recorded in minute reference:

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

Annual Council 24th May 2022 – Appendix 6

	2020/21	2021/22	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	541,303	437,609				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	447,392	443,217	-4,175	0.93%	NO		
3 Total Other Receipts	138,900	134,057	-4,843	3.49%	NO		
4 Staff Costs	301,211	288,794	-12,417	4.12%	NO		
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	388,775	207,271	-181,504	46.69%	YES		Expenditure on Capital Projects was reduced by £157066 due to projects completed last year. An additional £23257.00 was spent on hanging baskets and infrastructure for the Christmas lighting in 2021/22. Final payments on the Community Centre refurbishment made in 21/22 meant expenditure here was down by £73253 on last year. An additional £5001.00 was spent on Community Partnership Programme. An additional £1442.36 CiL expenditure was made. An additional £2058.00 expenditure on grants for hall hire was made. An external safety staircase was purchased at a cost of £14781.64. An additional £2275.00 was spent on events and wellbeing projects with the reopening of the Community Centre.
7 Balances Carried Forward	437,609	518,818			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	466,183	538,808				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments	602,866	629,860	26,994	4.48%	NO		
10 Total Borrowings	0		0	0.00%	NO		
	Rounding errors of up to £2 are tolerable						
	Variances of £200 or less are tolerable						
	BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)						

Bank reconciliation			
This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis			
Name of smaller authority:	Leigh-on-Sea Town Council		
County area (local councils and parish meetings only):	Essex		
Financial year ending 31 March 2022			
Prepared by (Name and Role):	Emma Stratton Asst Responsible Finance Officer		
Date:	19/04/2022		
		£	£
Balance per bank statements as at 31/3/22:			
Current Account		10,338.63	
Imprest Account		947.96	
Payroll Account		664.59	
BMM Savings		204,033.59	
Public Sector Deposit Fund		322,745.01	
			538,729.78
Petty cash float (if applicable)			75.33
Less: any un-presented cheques as at 31/3/22 (normally only current account)			
			0.00
Add: any un-banked cash as at 31/3/22			
			-
Net balances as at 31/3/22 (Box 8)			538,805.11
Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the 'Practitioners' Guide'.			



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 2022/23

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](#)

Manchester drive allotments toilet report 2785

Date of report: 11/01/2022

Report Author: Cllr Vinice Cowell

In 2021 I was tasked, alongside Cllr Broomfield to undertake an inspection of the Manchester drive allotments toilets. I visited the toilets twice on 28/05/2021 and 06/10/2021. Photographs are attached.

From my conversations with the Chair of MDAS on site and taking measurements of the toilets I can report the following:

1. The toilet block was completed approximately 2 years ago and comprise of 2 single cubical stalls, with the furthest right-hand side cubical being the accessible toilet. Both toilet doors are 84cm wide with the space from the end of toilet basin to door being 85cm long.
2. The accessible toilet has no pull cord to alert anyone of the need for assistance. The MDAS Chair informed me that he had been locked in the toilet once and had to shout out of a small toilet window for some time before anyone came to assist.
3. There are no infant changing table facilities
4. Access to the toilets has a ramp
5. Toilet locks are at an accessible height. Locks are standard push to bolt mechanisms not smart disability handles with lock
6. The turning circle for a wheelchair user is limited. Users have to wheel into the toilet and reverse out as you cannot turn a wheelchair inside the toilet block. Space suitability for access has only been tested with a manual wheelchair and not any electrically aided chairs as per my understanding from the MDAS chair.
7. Lights turn off automatically
8. No separate bin is provided for sanitary wear, all used sanitary items are placed in the bin next to the sink.
9. The sink is 2 meters from the floor to basin. Anyone using a wheelchair would need to vacate their chair to be able to reach the sink to wash their hands. There are no support bars in place around the wash basin facilities.
10. Toilets are liable to flooding and periods of closure when there is heavy rainfall.

According to the Equality Act 2010 the equality of toilet provision is as follows. This is for information purposes to help council assess if the toilet provision is meeting the required standards and the Equality Act duties. Only a court can decide if there has been a failure to prevent or caused disability discrimination. Similarly, toilets which do not comply with health and safety will be subject to further actions and investigation from relevant safety bodies.

In the UK, the Equality Act protects the rights of all disabled people, as individuals – which includes sanitary facilities that are provided.

Facilities being offered must provide equal access to toilets for disabled customers / visitors and employees, to the same standard as non-disabled people. This means meeting their Equality Act obligations. Public bodies such as councils, schools and hospitals have additional duties under human rights law and the Equality Act.

The Equality Act does not recognise 'minimum standards'. An individual disabled person or carer could argue that there has been no 'reasonable adjustments', as required by law, **as it relates to them**. Also, what is 'reasonable' changes over time and adjustment is an ongoing obligation.

Being Reasonable

A business should pay close attention to how 'reasonable' is judged in courts and described in the Equality Act.

Many providers underestimate the extent of their duty to make adjustments and do what is reasonable in all of the circumstances. Citing 'too expensive' or 'disruptive' without evidence of a thorough assessment and providing strong reasoning would be unwise.

Making adjustments

Providers must take positive steps to remove barriers to disabled people and make reasonable adjustments. They must think ahead and plan to remove barriers – not wait until a person has had difficulties or feels they have been discriminated against. *If someone doesn't cooperate with their duty to make adjustments, the Equality Act says it's unlawful discrimination.*

The duty to make reasonable adjustment, means that provisions beyond that in [Approved Document M](#) of the building regulations are likely to be required to anticipate the needs of a range of disabled people so they have equal toilet access.

Reasonable adjustments may include:

- Gaining a thorough understanding of the needs of a range of different people and understanding particular needs e.g. asking "what do we need to do specifically for people with profound and multiple learning difficulties" as opposed to 'what facilities do disabled people need' or 'what is the minimum standard we have to meet'.
- Auditing toilet facilities thoroughly – not just against minimum standards.
- Consulting with disabled staff, customers or other organisations to ensure facilities meet a wide range of people with different hygiene needs.
- Making physical adjustments / building new toilets.
- Providing Changing Places toilets or hiring a mobile unit
- Publishing access statements about toilet facilities.
- Making people aware of the type of facilities you have (e.g. widths of doors, heights of toilets, layout of grab rails, type of lighting etc).

What do the building regulations say?

Although the guidance in this [Approved Document](#) if followed, tends to demonstrate compliance with Part M of the Building Regulations, this does not necessarily equate to compliance with the obligations and duties set out in the Equality Act.

This is because service providers and employers are required by the Equality Act to make reasonable adjustment to any physical feature which might put a disabled person at a substantial disadvantage compared to a non-disabled person.

In some instances, this will include designing features or making reasonable adjustments to features which are outside the scope of Approved Document M. It remains for the persons undertaking building works to consider if further provision, beyond that described in Approved Document M, is appropriate.

How do I upgrade my existing toilets?

To provide good facilities the following types of venues (but not inclusively) should be looking at 1 or more [Changing Place toilets](#) alongside provision of toilets that meet the latest

building regulations (October 2015) – these have diagrams of exactly how to fit out a toilet, what size it should be etc for maximum accessibility.

- major transport terminals or interchanges such as airports, large railway and bus stations
- motorway service stations
- sport and leisure facilities, including entertainment arenas, stadiums, large hotels, large theatres and multiplex cinemas
- cultural centres such as museums, concert halls and art galleries
- shopping centres, large retail developments and Shopmobility centres
- key public buildings within town centres such as town halls, civic centres and principal public libraries
- educational establishments, including universities
- health facilities such as hospitals, health clinics etc.
- portable facility at outdoor events

There is also a British Standard for accessibility BS8300:2009.

Guides: <https://accessible-toilets.co.uk/useful-links/>

Smaller venues should look at recent building regulations below and also look at whether other facilities could be offered e.g. a hoist or a changing bench for disabled children if they can not provide a Changing Place.

Recommendations

I am of the view that the MDAS toilets would benefit from further adaptation so they can provide facilities that meet the needs of the whole community. If funding for further toilet upgrade works is required [Changing places](#) have a been afforded 30 million pounds by the department Department of Levelling Up, Housing and Communities to help provide accessible toilets. Southend City Council has not applied to this funding stream however can still do so. LTC may be able to support MDAS with an approach to SBC for this funding if required.







Agenda

Report from Cllr Healey re 21 and 26 altered Bus routes

Cllr Healey contacted First buses on 2 occasions, firstly to make it known how disappointed she was as are many others about the changes to the 21 and 26 routes and then secondly to request that the information at the bus shelters be updated as a matter of urgency because 2 weeks into the changes the timetables were still for the old routes with no indication that anything had changed. Cllr Healey had spoken with 3 people on different occasions who were waiting at the bus stop in Station Road with no idea the 21 route had changed. It has also affected girls attending Southend High as the 26 bus ran through Broadway and Leigh Road all the way to Lifstan Way but the 21 doesn't, terminating in the City Centre.

The response from First Buses was as follows:

Good Afternoon Cllr J Healey,

Thank you for taking the time to contact us with your concerns about our recent changes to the 21 and 26 services.

A number of things can contribute to a changing service such as footfall patterns, traffic patterns across the network and changes to the road infrastructure. Our operational, networking and commercial teams review our services frequently, looking at these factors along with the performance and sustainability of the service. Changes are never made lightly and arise from demand or necessity.

These changes are designed to deliver sustainable networks, that are easier to use and continue to provide the ability to travel around the towns and villages across the county on our services.

I have included a link below where you can find the following updates for both 21 and 26 routes. Time tables for these services can also be found via this link.

<https://www.firstbus.co.uk/essex/news-and-service-updates/news/17th-april-2022-basildon-south-essex-service-change>

I fully appreciate that service changes can cause disruption for some of our customers and I am very sorry that this has been the case on this occasion. We do value our customer feedback and your comments have been logged for future consideration; however, I must advise that we cannot guarantee that the suggestions of all of our customers will be actioned as I'm sure you can appreciate this would not be possible.

Once again, I am deeply sorry you have been affected by the recent service changes and I do thank you for your time providing us with this feedback.

If there is anything else we can help with please do not hesitate to contact us by reply or you can call us on 0345 646 0707 our opening hours are Monday to Friday 8am to 6pm.

[Agenda](#)