



# 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 Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry

**Town Clerk:** Helen Symmons PSLCC



Members are requested to attend a meeting of the  
**FINANCE & GOVERNANCE COMMITTEE**  
of Leigh-on-Sea Town Council  
on **Tuesday 7<sup>th</sup> March 2022** commencing at **7.30 p.m.**  
at Leigh-on-Sea Community Centre, 71-73 Elm Road,  
Leigh-on-Sea, SS9 1SP

## Committee Membership

Cllrs: *David Bowry (Chairman), Vinice Cowell, Doug Cracknell, Keith Evans, Anita Forde, Paul Gilson, Jill Healey, Carole Mulroney and Andy Wilkins*

*Helen Symmons*

Helen Symmons  
Town Clerk  
2<sup>nd</sup> March 2023

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

## AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 1<sup>ST</sup> NOVEMBER 2022
5. PUBLIC REPRESENTATIONS

'Thank you' correspondence was received from November Grant Award recipients.

6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5

## POLICY DECISIONS

***Copies of all the documents below were provided to the Committee in advance of the meeting.***

7. RECOMMENDATION FROM STAFFING COMMITTEE

To amend the staff handbook to cover online harassment and bullying (the amendments will be presented at the meeting)

8. COUNCILLOR-OFFICER PROTOCOL

It is **RECOMMENDED** that the Committee adopt the reviewed policy with **recommendation to Council**. The revisions made are from the new model protocol published by NALC through the Civility & Respect Project work undertaken in the sector.

9. GRANT AID POLICY

It is **RECOMMENDED** that the Committee adopt the reviewed policy with **recommendation to Council**.

10. ANNUAL GOVERNANCE REVIEW

It is **RECOMMENDED** that the Committee undertake the scheduled review and adoption of the annual governance documents with **recommendation to Council**.

- Risk Management Strategy
- Risk Register
- Governance Statements

<b>RESOURCES DECISIONS</b>
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11. COUNCILLOR COMMUNICATION

The Council has an email system for all staff and councillors. Councillors are able to access their emails directly but for those Councillors with older equipment or with a high level of firewall (e.g. set by their employer) some Councillors find access difficult. With the new administration period approaching it would be ideal to be able to provide a basic tablet to all councillors when their term starts with their email pre-set along with a staff email address folder. This will also reduce the administrative burden on staff in having to check and forward correspondence to councillors not using the Council email system. It also prevents those councillors using their personal equipment for Council business from having it confiscated for GDPR investigations should they arise.

It is **RECOMMENDED** that 16 screens are provided ready to use in May 2023 for all incoming Councillors. Sufficient funds are available in the Furniture and Equipment reserve. Options available -

Budget for 7" screens £1,920

Budget for 10" screens £3,040

<b>FINANCIAL</b>
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12. COMMITTEE AND COUNCIL BUDGET UPDATE 2022/23 ([Appendix 2](#)) page 6

13. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST COUNCIL MEETING ([Appendix 3](#)) page 9 **DECISION ITEM**

14. QUARTERLY FINANCE CHECKS

Third quarter checks by Cllr Evans will be undertaken shortly.

15. BANK RECONCILIATION CHECKS

All checks are up to date with no issues raised.

16. BANK ACCOUNT BALANCES AS AT 27<sup>TH</sup> FEBRUARY 2023

Current Account	£25,470.93
Payroll Account	£7,416.73
Imprest Account	£886.83
Deposit Account	£149,514.65
PSDF Account	£529,191.85

17. RECOMMENDATION FROM STAFFING COMMITTEE **DECISION ITEM**

Minute 32 – To consider underspends in 2022/23 budget to earmark as a reserve

Purpose of Reserve	Opening Balance	Movement	Closing Balance
LCC Salaries	NEW	£5000.00	£5000.00
Salaries	£24958.00	£5000.00	£29958.00

18. RECOMMENDATION FROM COMMUNITY & CULTURE COMMITTEE AND STAFFING COMMITTEE **DECISION ITEM**

*Minute 102 – To consider underspends in 2022/23 budget to earmark as a reserve*

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Allotments Infrastructure	£4660.28	£2000.00	£6660.28
Allotment works	£6620.19	£1000.00	£7620.19
Allotments – Leigh side maintenance	£400.00	£2201.12	£2601.12
C&C General Services	£2788.00	-	£2788.00
H & W General Events	£12825.90	£1500.00	£14325.90
Bunting Workshop	£1000	Moved to H&W	£0.00
Christmas Lights Structure	£9002.00	-£2378.60	£6623.40
Community Transport	£800.00	-	£800.00
Skate Park	£10497.75	£1727.50	£12225.25
CFC other	£1831.03	-	£1831.03
Community Centre	£35119.88	£2500.00	£37619.88
Paddling Pool	£2659.70	£10000 -£17276.38	£4616.68
Strand Wharf Planters	£3541.67	£1000.00	£4541.67

Community Specials	£7500.00	£1000	£8500.00
School Crossing Patrol	£11384.60	£4700.00	£16084.60
Good for Leigh (Safe Sun)	£500	-£42.37	£457.63
First Aid Post	NEW	£1000	£1000

19. TO CONSIDER ANY UNDERSPENDS IN THE 2022/23 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **DECISION ITEM**

<b>Purpose of Reserve</b>	<b>Opening Balance</b>	<b>Movement</b>	<b>Closing Balance</b>
Elections	£31344.77	£4000.00	£35344.77
Renewals Fund	£19586.02	-£10205.00 £7000.00	£16381.02
Grant Aid	£7471.18	-£5058.77 £3000.00	£5412.41
Volunteer Programme	£4504.40	£2000.00	£6504.40
Legal costs	£4855.00	-	£4855.00
Office Admin	£10600.00	£4000.00	£14600.00
Furniture & Equipment	£5500.00	£1000.00	£6500.00
IT	£4000.00	-£2000.00	£2000.00
Training	£5500.00	2000.00	£7500.00
Office Rent	£3300.00	£1200.00	£4500.00
Social Isolation Projects	£4767.60	£1000.00	£5767.60
Emergency Community Fund	£7363.50	-	£7363.50
Strategic Plan Projects	£20000.00	£15000.00	£35000.00
Old Mess Room	£4030.00	-£916.00	£3114.00 RETURN TO SP PROJECTS

**TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2022/23**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion Status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
F&G 01-03-22	26. Spatial Plan	TC asked to make enquiries with City Council		Appropriate officers and portfolio holders contacted in June following City elections	Chased and response awaited	TC
F&G 28-06-22	9. CIL	RESOLVED to defer decision re War Memorial			Awaiting further details – expected October but nothing received as yet	
F&G 01-11-22	36. Cafe	RESOLVED to recommend to Council	01-11-22	Added to Council agenda 29-11-22	NFA under this minute	
F&G 01-11-22	37. Budget update	RESOLVED to vire from Elections EMR if necessary re by elections	01-11-22	TC will monitor	NFA under this minute	
F&G 01-11-22	39. Approve expenditure	RESOLVED with recommendation to Council	01-11-22	Added to Council agenda 29-11-22	NFA under this minute	
F&G 01-11-22	43. Annual budgeting process	RESOLVED all drafts with recommendation to Council	01-11-22	Added to Council agenda 29-11-22	NFA under this minute	
F&G 01-11-22	45. Grant Aid Awards	RESOLVED	14-11-22	TC advised recipients	NFA	

[Agenda](#)

<b>FINANCE &amp; GOVERNANCE DETAILED BUDGET</b>										
<b>INCOME</b>	Budget 2022/23	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2022/23	Expenditure	Balance	% Spent
Precept	£ 452,880.00	£ 452,880.00	£ -	100.00%	Grant Award Fund	£ 7,471.18	£ 3,000.00	£ 5,058.77	-£ 2,058.77	48.31%
Grants Received		£ 15,735.00			Furniture & Equipment	£ 5,500.00	£ 2,000.00	£ 800.59	£ 1,199.41	10.67%
Bank Interest	£ 150.00	£ 7,074.49	-£ 6,924.49	4716.33%	Elections	£ 31,344.77	£ 4,000.00	£ -	£ 4,000.00	0.00%
Other Income	£ 1,000.00	£ 855.21	£ 144.79	85.52%	Legal Costs	£ 4,855.00	£ 1,000.00	£ 1,000.00	£ -	17.08%
VAT Refund (for info only)		£ 13,410.70			Annual Town Meeting		£ 1,000.00	£ 302.97	£ 697.03	30.30%
					Community Engagement		£ 12,250.00	£ 13,512.16	-£ 1,262.16	110.30%
					Volunteer Programme	£ 4,504.00	£ 2,500.00	£ 194.61	£ 2,305.39	2.78%
					LTC Website		£ 500.00	£ 345.00	£ 155.00	69.00%
					Civic		£ 250.00	£ 502.22	-£ 252.22	200.89%
					Renewals Fund	£ 19,586.02	£ 7,000.00	£ 10,205.00	-£ 3,205.00	38.38%
					Other Expenditure		£ 1,300.00	£ 843.00	£ 457.00	64.85%
					Localism Act		£ 1,750.00	£ 1,869.70	-£ 119.70	106.84%
					Social Isolation Projects	£ 4,767.60	£ 1,000.00	£ 3.16	£ 5,764.44	0.05%
					Emergency Community Fund	£ 7,363.50	£ -	£ 96.19	£ 7,267.31	1.31%
<b>TOTAL INCOME</b>	<b>£ 454,030.00</b>	<b>£ 476,544.70</b>	<b>-£ 6,779.70</b>	<b>104.96%</b>	<b>TOTAL EXPENDITURE</b>		<b>£ 37,550.00</b>	<b>£ 34,634.02</b>	<b>£ 2,915.98</b>	<b>92.23%</b>
CIL Receipt		£ 37,678.73			Strategic Plan Projects	£ 20,000.00	£ 15,000.00		£ 35,000.00	
					CIL Expenditure			£ 17,333.77	-£ 17,333.77	

<b>OFFICE ADMIN DETAILED BUDGET</b>				
<b>EXPENDITURE</b>	Budget 2022/23	Expenditure	Balance	% Spent
<b>Premises</b>				
Office Rental	£ 5,150.00	£ 3,944.12	£ 1,205.88	76.58%
LCC Premises Use Grant	£ 5,000.00	£ 2,059.40	£ 2,940.60	41.19%
<b>EMR - Office Rent £3300</b>	<b>£ 10,150.00</b>	<b>£ 6,003.52</b>	<b>£ 4,146.48</b>	<b>59.15%</b>
<b>EMR - Office Admin £10600, IT £4,000</b>				
Stationery	£ 1,000.00	£ 551.15	£ 448.85	55.12%
Insurance	£ 4,000.00	£ 3,360.97	£ 639.03	84.02%
Library	£ 200.00	£ 141.00	£ 59.00	70.50%
Communication	£ 2,000.00	£ 1,498.57	£ 501.43	74.93%
Photocopying	£ 3,250.00	£ 2,888.40	£ 361.60	88.87%
Subscriptions	£ 500.00	£ 392.00	£ 108.00	78.40%
Postage	£ 750.00	£ 497.00	£ 253.00	66.27%
Entertaining	£ 250.00	£ 50.00	£ 200.00	20.00%
Licences	£ 50.00	£ 105.00	-£ 55.00	210.00%
Bank Charges	£ 500.00	£ 383.99	£ 116.01	76.80%
Miscellaneous	£ 300.00	£ -	£ 300.00	0.00%
Professional Advice	£ 1,500.00	£ -	£ 1,500.00	0.00%
Audit	£ 3,750.00	£ 1,670.00	£ 2,080.00	44.53%
IT	£ 3,500.00	£ 5,186.80	-£ 1,686.80	148.19%
<b>Training EMR £5500</b>				
Training - Staff	£ 2,500.00	£ 1,689.59	£ 810.41	67.58%
Expenses/Travel Costs - Cllrs	£ 500.00	£ -	£ 500.00	0.00%
Training - Cllrs	£ 1,500.00	£ 531.83	£ 968.17	35.46%
Mileage & Expenses - Staff	£ 1,500.00	£ 417.68	£ 1,082.32	27.85%
	<b>£ 27,550.00</b>	<b>£ 19,363.98</b>	<b>£ 8,186.02</b>	<b>70.29%</b>
	<b>£ 37,700.00</b>	<b>£ 25,367.50</b>	<b>£ 12,332.50</b>	<b>67.29%</b>

<b>Leigh Town Council Main Budget Report</b>									
<b>INCOME</b>	Budget 2022/23	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Budget 2022/2023	Expenditure	Balance	% Spent
<b>General Reserve B/F</b>		£ 100,447.00							
<b>Finance &amp; Governance Committee</b>					<b>Finance &amp; Governance Committee</b>				
Precept	£ 452,880.00	£ 452,880.00	£ -	100.00%	Policy & Council Resources	£ 37,550.00	£ 34,634.02	£ 2,915.98	92.23%
Grants Received	£ -	£ 15,735.00	-£ 15,735.00		Office & Council Administration	£ 37,700.00	£ 25,367.50	£ 12,332.50	67.29%
Interest	£ 150.00	£ 7,074.49	-£ 6,924.49	4716.33%	Strategic Plan Projects Expenditure	£ 15,000.00		£ 15,000.00	0.00%
CIL Income		£ 37,678.73			CIL Expenditure		£ 17,333.77	-£ 17,333.77	
Other Committee Income	£ 1,000.00	£ 855.21	£ 144.79	85.52%		£ 90,250.00	£ 77,335.29	£ 12,914.71	85.69%
	£ 454,030.00	£ 514,223.43	-£ 22,514.70	113.26%					
					<b>Staffing Committee</b>				
					Council Staffing	£ 97,000.00	£ 76,830.66	£ 20,169.34	79.21%
<b>Community &amp; Culture Committee</b>					<b>Community &amp; Culture Committee</b>				
Leigh Community Centre	£ 100,000.00	£ 91,432.30	£ 8,567.70	91.43%	Leigh Community Centre	£ 53,150.00	£ 44,233.06	£ 8,916.94	83.22%
					Community Centre Staffing	£ 148,000.00	£ 124,049.11	£ 23,950.89	83.82%
Allotments	£ 19,325.00	£ 22,264.75	-£ 2,939.75	115.21%	Allotments	£ 29,200.00	£ 19,151.67	£ 10,048.33	65.59%
Community Facilities	£ 3,900.00	£ 1,810.83	£ 2,089.17		Community Facilities	£ 23,275.00	£ 22,602.52	£ 672.48	97.11%
Health & Wellbeing Programme	£ 4,750.00	£ 3,298.82	£ 1,451.18	69.45%	Health & Wellbeing Programme	£ 21,600.00	£ 27,246.37	-£ 5,646.37	126.14%
Environment Facilities & Services		£ 475.00	-£ 475.00		Community Services Funding	£ 5,700.00	£ -	£ 5,700.00	0.00%
Friends of LCC	£ -	£ 118.00	-£ 118.00		Community Partnership Programmes	£ 6,250.00	£ 1,251.25	£ 4,998.75	20.02%
		£ -			Environment Facilities & Services	£ 35,675.00	£ 37,803.47	-£ 2,128.47	105.97%
	£ 127,975.00	£ 119,399.70	£ 8,575.30	93.30%	Committee Staffing	£ 15,250.00	£ 9,564.51	£ 5,685.49	62.72%
					Friends of LCC		£ 299.27		
<b>Chairman's Charity Collection</b>		£ 1,693.28				£ 338,100.00	£ 286,201.23	£ 51,898.77	84.65%
<b>Total Income</b>	£ 582,005.00	£ 635,316.41	-£ 13,939.40	109.16%	<b>Planning, Highways &amp; Licensing</b>	£ 15,000.00	£ 9,177.78	£ 5,822.22	61.19%
	YR end 21/22		YR end 22/23 forecast		<b>Resolved Capital Projects</b>				
Capital Reserves	£ 64,975.03		£ 94,000.00		LCC Refurbishment	£ 40,000.00	£ 10,802.00	£ 29,198.00	27.01%
Earmarked Reserves	£ 303,522.50		£ 315,327.00						
CIL Reserve	£ 34,611.03		£ 83,623.35			£ 40,000.00	£ 10,802.00	£ 29,198.00	27.01%
3rd Party monies	£ 11,034.44		£ 11,000.00		<b>Total Expenditure</b>	£ 580,350.00	£ 460,346.96	£ 120,003.04	
					<b>General Reserves at present</b>		£ 275,416.45		
					<b>Forecast General Reserve @ yr end</b>		£ 150,000.00		





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## Payments List 18<sup>th</sup> Jan 2023- 28<sup>th</sup> Feb 2023 Report 2801/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
103013	£3000.00	St Clements Association of Change Ringers	CiL project to repair clock bell
BK TRS	£635.78	The Montine Food Company Ltd	Café supplies
BK TRS	£29000.00	Payroll	January payroll
BK TRS	£11.87	Room hirer	Refund overpayment
BK TRS	£110.00	Verde Coffee	Coffee supplies café
BK TRS	£30.00	Entertainer	CT Social Club
BK TRS	£125.00	Marshall Close Allotments	ASA agreement
BK TRS	£201.00	Manchester Drive Allotments	ASA agreement
BK TRS	£36.91	Amazon	Stationery
BK TRS	£50.33	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£52.00	Room hirer	Refund hall hire
BK TRS	£459.10	The Montine Food Company Ltd	Café supplies
BK TRS	£61.21	Lorna & Lottie's CIC	Café drinks stock
BK TRS	£252.00	Phuse Media	SSL certificate & domain issues
BK TRS	£56.74	Amazon	Misc items for LCC and heart decorations for children's event
BK TRS	£182.68	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£158.40	James Todd & Co Ltd	Payroll processing
BK TRS	£19.93	Mark One Hire	Equipment hire
BK TRS	£313.15	The Montine Food Company Ltd	Café supplies
BK TRS	£61.42	Couno Office Solutions	Photocopying
BK TRS	£42.00	Edge IT Systems Ltd	EOY support
BK TRS	£38.96	Amazon	Misc items LCC & children's events

BK TRS	£296.37	The Montine Food Company Ltd	Café supplies
BK TRS	£28000.00	Payroll	February payroll
BK TRS	£150.00	Fence 4 U	Gate repairs LCC
BK TRS	£186.02	The Montine Food Company Ltd	Café supplies
BK TRS	£1940.00	Giles Wilson Law Ltd	LCC licence re alterations
BK TRS	£1200.00	Giles Wilson Law Ltd	Skate park licence re alterations
BK TRS	£18.03	Volunteer	Reimburse expenses
BK TRS	£91.41	Amazon	Misc items re sight impaired access at LCC
BK TRS	£37.00	Verde	Coffee for café
		<b>Expenditure – Imprest Items</b>	
	£6.87	Makro	Café Supplies
	£2.50	Co-op	Refreshments CT Social
	£5.55	Tesco	Refreshments CT Social
	£28.51	Aldi Stores	Café supplies
	£3.50	Homemade Bakery	Café supplies
	£165.30	Makro	Café supplies
	£33.59	Makro	Oven gloves
	£10.60	Homemade Bakery	Café supplies
	£8.05	Tesco	Café supplies
	£14.00	Homemade Bakery	Café supplies
	£159.95	Makro	Café supplies
	£12.99	Canva	Subscription
	£93.83	The Range	Frames for ATM awards
	£38.50	B&Q	Decorating materials
	£45.93	Tesco	Café supplies
	£8.00	Homemade Bakery	Café supplies
	£4.80	Potherbs	Café supplies
	£53.88	The Range	Frames for ATM awards
	£293.11	Bookers	Café supplies
	£7.25	Co-op	Refreshments CT Social

	£5.90	Waitrose	Refreshments CT Social
	£11.99	Zoom Communications	Subscription
	£45.59	Makro	Café supplies
	£244.18	Makro	Café supplies
	£17.62	Adobe	Subscription renewal
	£13.17	Aldi	Café supplies
	£3.50	Tesco	Café supplies
	£16.75	Co-op	Café supplies
	£42.91	EE	Mobile broadband (Jan-Feb)

[Agenda](#)