



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 2nd May 2023** 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 Mulrone and Andy Wilkins*

Helen Symmons

Helen Symmons
Town Clerk
27th April 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 [7th MARCH 2023](#)
5. PUBLIC REPRESENTATIONS
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. PREPARATION OF ANNUAL REVIEWS OF COUNCIL GOVERNANCE

It is **RECOMMENDED** that the Committee undertake the scheduled review and adoption of Standing Orders, Financial Regulations and Terms of Reference (with Scheme of Delegation) with **recommendation to Council**.

8. OTHER ANNUAL COUNCIL MEETING DOCUMENT REVIEWS

It is **RECOMMENDED** that the Committee undertake the scheduled review and adoption of the Freedom of Information Publication Scheme; Press & Media Policy and Complaints Policy with **recommendation to Council**.

RESOURCES DECISIONS

9. RECOMMENDATION FROM C&C COMMITTEE ([Appendix 2](#)) page 6

It is **RECOMMENDED** that an allocation of CIL funding up to £5,000 be made available for a community project in partnership with the Arts Group at Leigh Town Council and Friends of Leigh Library Gardens to install a mosaic piece in Library Gardens.

FINANCIAL

10. COMMITTEE AND COUNCIL ACCOUNTS AS AT 31ST MARCH 2023 ([Appendix 3](#)) page 8

Year-end accounts have been prepared ahead of signing the Annual Return at Council in May. The Income & Expenditure against budget is shown at Appendix 2. Year-end reserves will be as follows (previous year in brackets)

General Reserve	£162,943.55	(£139,286.18)
Capital Reserve	£ 94,173.03	(£ 64,975.03)
Earmarked Reserve	£403,381.24	(£314,556.94)
TOTAL RESERVES	£660,497.82	(£518,818.15)

11. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST COUNCIL MEETING ([Appendix 4](#)) page 9 **DECISION ITEM**

12. QUARTERLY FINANCE CHECKS

Final quarter finance checks will be undertaken imminently

13. BANK RECONCILIATION CHECKS

Final quarter finance checks may not be completed prior to retirement of the present Council. This action may have to be undertaken by the new F&G Committee after the Annual Council meeting in May.

14. BANK ACCOUNT BALANCES AS AT 31ST MARCH 2023

Current Account	£24,321.47
Payroll Account	£465.24
Imprest Account	£676.72
Deposit Account	£113,892.26
PSDF Account	£532,364.07

CONFIDENTIAL

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

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d)

16. GRANT AID AWARDS (Confidential papers – for Committee members only) – **DECISION ITEM**

Grant requests have been submitted as follows:

ORGANISATION	AMOUNT	PROJECT COST	REQUESTED FOR	Recommendation
Phoenix Rangers	£420	£420	Hoodies - £100; church hall hire £120; badges & scarves £150, Ink & Paper £50	£150
Friends of West Leigh Schools	£500	£8000	Hall hire at LCC for fundraising events	£365 (2 x events)
Leigh Endeavour Trust	£440	NOT STATED	Hall hire at LCC – 6-8 committee meetings, AGM & one community event	£387.50 (provision for 6 meetings plus AGM & event)
Counselling & Support Services Southend	£500	£385	Hall hire at LCC for bi monthly network meetings, AGM and CPD training £385	£229 (actual cost of hire requested)
LTC Arts Group	£500	£500	Life drawing scholarship programme run by Arts Group	£500
Blade Education	£500	£98,000 Funded lottery	Hall hire at LCC for steering group meetings and performance rehearsal	£222 (actual cost of hire requested)
Leigh Folk Arts Assoc	£500	£50,000	Folk Festival expenses	£500
PEAC(e)	£300	NOT STATED	Room hire at LCC	£216 (actual cost of hire requested)
Art Ministry	£500	£600	LTC holiday programme at May half term and Summer holiday	£500
Friends of Leigh Library Gardens	£144	£144	Room hire at LCC	£144
Lions Club of Leigh	£500	£750	Strand Wharf hire & Old Leigh Festival expenses. (Replaces Regatta)	£325
Parenting on Sea CIC	£500	£500	1:1 breast feeding support	Declined as doesn't meet criteria

The budget for 2023/24 is £3,000 with £5,414 held as an earmarked reserve. A further round of grant requests will be submitted in November.

Total requested £5,304

Recommendation total £3,538.50

In accordance with the Grant Application Policy, applications will **NOT** be considered from:

- Political parties
- Commercial organisations
- Any organisation that makes a charge for attendance at Leigh Community Centre when the grant award request is for regular room hire at Leigh Community Centre
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion or disability

LTC provides grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Leigh Town Council area by:

- Providing a service or requiring room hire at Leigh Community Centre
- Providing community related activities
- Enhancing the quality of life for Leigh Town Council residents
- Improving the environment in Leigh
- Promoting Leigh-on-Sea in a positive way

Applications will **NOT** be considered for:

- Projects which benefit single individuals or private business projects
- Projects that are the prime statutory responsibility of other government bodies
- Projects that simply replace existing facilities with no significant improvement
- Projects that improve or benefit privately owned land or property that cannot be used by the community
- Projects that have already been completed, or will have been by the time the grant is issued
- Prize money

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

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
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 07-03-23	52. Recommendation from Staffing Committee	RESOLVED with recommendation to Council via F&G	07-03-23	Added to March Council agenda	NFA under this minute	
F&G 07-03-23	53. Councillor-officer protocol	RESOLVED to recommend to Council	07-03-23	Added to Council agenda 28-03-23	NFA under this minute	
F&G 07-03-23	54. Grant aid policy	RESOLVED to recommend to Council	07-03-23	Added to Council agenda 28-03-23	NFA under this minute	
F&G 07-03-23	55. Annual governance review	RESOLVED to recommend to Council	07-03-23	Added to Council agenda 28-03-23	NFA under this minute	
F&G 07-03-23	56. Councillor communication	RESOLVED to recommend to Council	07-03-23	Added to Council agenda 28-03-23	NFA under this minute	
F&G 07-03-23	62. Recommendation from staffing committee	RESOLVED to earmark 2022/23 budget as a reserve	07-03-23	Added to Council agenda 28-03-23	NFA under this minute	
F&G 07-03-23	63. Recommendation from community & culture committee and staffing committee	RESOLVED to earmark 2022/23 budget as a reserve	07-03-23	Added to Council agenda 28-03-23	NFA under this minute	
F&G 07-03-23	64. To consider any underspends in the 2022/23 budget that the committee wish to earmark as a reserve	RESOLVED to earmark 2022/23 budget as a reserve with amendments.	07-03-23	Added to Council agenda 28-03-23	NFA under this minute	

[Agenda](#)



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Report 2802b/HS

CIL PROJECT

At its meeting 18th April 2023 the Community & Culture Committee **RESOLVED with recommendation to Finance & Governance Committee** that an allocation of CIL funding up to £5,000 be made available for a community project in partnership with Friends of Leigh Library Gardens to install a mosaic piece in Library Gardens.

The background of the decision is below:

Friends of Leigh Library Gardens (FOLLG) are in the process of revamping the beds at the front of Leigh Library. They have removed shrubs at the west side of the building to give a clear vista from the road through to the estuary. Partly because this is a great view but also to give visibility to that area to try and cut down on anti-social behaviour.

They are working with SCC Parks Department on a new planting scheme but this leaves a large area of concrete (approx. 3 metres square) which they believe may once have been the base for a shed. The concrete slab is too deep for easy removal so they have considered how it might best be put to use and a mosaic was suggested.

There is a local mosaic artist who has worked with numerous local schools from Chalkwell, West Leigh, Darlinghurst, Lady of Lourdes, St Thomas Moore and Westcliff High Schools (to name just a few) to create mosaics in their schools. FOLLG would like to approach the artist and his team to create a mosaic for that area, working with local schools and Leigh Town Council to make it a community project.

The idea is a children's competition for the design with a Leigh theme promoted by Leigh Town Council Arts Group and funded by Community Infrastructure Levy receipts received by Leigh Town Council.

FOLLG believe this is a great opportunity to produce something that not only has longevity and adds beauty to the area, but to make it a true community project. Several schools and organisations could be involved in the making of the mosaic along with FOLLG volunteers.

They have cited as an example, a similar project The Mosaic Studio produced which was for Admiral Court Care home. For this project they worked with 3 schools, local to the care home, to produce two mosaics for the driveway entrance, based on the artist's own design. Working with Westcliff High School for girls, pupils were encouraged to produce their own designs on a set theme of patchwork, which was installed over the surface of a bench in the grounds. Examples of the artist's work can be seen on his website www.themosaicstudio.com and his dedicated schools site www.mosaicsforschools.co.uk

CIL funding allocated to Leigh Town Council must be spent in accordance with CIL Regulation 59C:

“supporting the development of the local council's area, or any part of that area, by funding –

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

(b) anything else that is concerned with addressing the demands that development places on an area.”

This project request would be in accordance with CIL Regulation 59C and a CIL balance of £10,000 is currently held.

FOLLG advise that the actual mosaic and workshop could be between £1,200 + VAT and £5,000 + VAT depending on the intricacy of the design.

Similar to how The Mosaic Studio run their school projects, there would be a community project run by the Arts Group where work from a selection of drawings from different schools and organisations would be chosen (so it doesn't just reflect the hand of one individual). With these drawings the Mosaic Studio would create a montage based on the theme of Leigh-on-Sea, selecting several things that would work and could be included.

Agenda

31/03/2022		INCOME	31/03/2023	Budget
£			£	
443,217.00	BC - Precept		452,880.00	452,880.00
0.00	Grants		15,735.00	-
3,640.02	Insurance Claims		0.00	-
7,206.23	C&C - Health & Wellbeing		4,306.79	4,750.00
578.00	C&C - LCC Friends		118.00	-
0.00	C&C - Environmental Facilities & Services		475.00	-
89,201.08	C&C - LCC		135,041.69	100,000.00
7,013.98	C&C - LCC Grants Received		1,010.75	-
19,262.00	C&C - Allotments		23,090.75	19,325.00
2,118.00	C&C - Community Facilities		1,855.83	3,900.00
2,558.04	F&G - Cil Receipts		37,678.73	-
263.01	F&G - Interest on Investments		10,516.96	150.00
2,216.88	F&G - Other		5,312.25	1,000.00
£577,274.24	INCOME TOTAL		688,021.75	582,005.00
		EXPENDITURE		
18,313.10	Capital Expenditure		13,387.22	15,000.00
40,296.09	C&C - LCC Premises & Administration		58,106.98	53,150.00
10,279.49	C&C - Community Facilities		27,880.20	23,275.00
131,022.44	C&C - LCC Staff		156,887.21	148,000.00
0.00	C&C - Community Services Funding		-6,684.60	5,700.00
494.61	C&C -LCC Friends		299.27	-
5,001.35	C&C - Community Partnership Program		2,210.00	6,250.00
24,679.53	C&C - Allotments		22,994.01	29,200.00
32,677.51	C&C - Environment & Services		38,017.33	35,675.00
32,953.39	C&C - Health & Wellbeing		45,511.69	36,850.00
11,266.35	C&C - Refurbishment Projects		11,210.00	40,000.00
0.00	F&G - Leigh Partnership		0.00	-
29,750.40	F&G - Office & Council Administration		31,337.22	37,700.00
23,734.60	F&G - Policy & Council Expenditure		29,223.94	37,550.00
27.40	F&G - Re-imbursement of Councillors Expense		0.00	-
109,852.84	F&G - Staff		93,020.08	97,000.00
12,507.52	Planning		14,330.55	15,000.00
13,209.28	CIL Expenditure		8,610.97	-
£496,065.90	EXPENDITURE TOTAL		546,342.07	580,350.00
100,446.50	Balance from Previous Year		139,286.18	
577,274.24	Add Total Income		688,021.75	
677,720.74			827,307.93	
496,065.90	Deduct Total Expenditure		546,342.07	
181,654.84			280,965.86	
-42,368.66	Transfer from/ to Earmarked Reserves		-118,022.31	
£139,286.18	Balance as at 31st March		162,943.55	110,000.00
	budget did not include any café provision taken on since 1/1/2023			
	café figures included in LCC inc and expenditure actuals			



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Payments List 28th Feb 2023- 21st April 2023 Report 2803/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
BK TRS	£110.00	Verde	Coffee supplies café
BK TRS	£219.39	The Montine Food Company Ltd	Café supplies
BK TRS	£66.06	Couno Office Solutions Ltd	Photocopying
BK TRS	£98.10	Staff member	Travel expenses
BK TRS	£165.60	James Todd & Co Ltd	Payroll processing
BK TRS	£18.00	Mark One Hire	Equipment hire
BK TRS	£28.80	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£199.75	Room hirer	Refund overpayment
BK TRS	£30.00	Ladybirds	CT Social entertainment
BK TRS	£1632.00	Turtle Engineering Ltd	Defibrillator & cabinet
BK TRS	£420.00	Southend City Council	Allotment plot clearance
BK TRS	£948.00	SLCC Enterprises Ltd	Various Staff training
BK TRS	£65.82	Viking	Stationery
BK TRS	£111.96	Amazon	Misc items LCC & Community Transport
BK TRS	£2566.00	Icicle Graphic Design	LTC magazine
BK TRS	£232.20	Verde	Coffee supplies café
BK TRS	£94.68	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£261.29	The Montine Food Company Ltd	Café supplies
BK TRS	£170.00	The Art Ministry	Children's events
BK TRS	£1260.00	Albany Environmental Services	Pigeon netting and clean up
BK TRS	£134.98	Homotech Centre	Wifi extenders and callout
BK TRS	£303.67	The Montine Food Company Ltd	Café supplies
BK TRS	£121.91	DJE Creative	Annual Report printing

BK TRS	£17.96	Amazon	Misc items LCC
BK TRS	£1547.60	HMRC	Employers NI
BK TRS	£1308.22	HMRC	Employers NI
BK TRS	£32000.00	Payroll	March Payroll
BK TRS	£205.26	The Montine Food Company Ltd	Café supplies
BK TRS	£13.23	Amazon	Misc items LCC
BK TRS	£81.55	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£126.00	SLCC Enterprises Ltd	Staff training
BK TRS	£1116.00	Phuse Media	LCC website development
BK TRS	£4221.59	Southend City Council	Election costs Aug 22
BK TRS	£65.00	J Milne	Café supplies
BK TRS	£110.00	Verde	Coffee supplies café
BK TRS	£144.00	SLCC Enterprises Ltd	Staff training
BK TRS	£104.45	The Montine Food Company Ltd	Café supplies
BK TRS	£5136.00	GP Mason Electrical Ltd	Remedial electrical works LCC
BK TRS	£400.00	K Evans	Entertainment at Oompah Band Night
BK TRS	£510.36	Secom plc	Annual intruder alarm contract
BK TRS	£47.57	Verde	Coffee supplies café
BK TRS	£63.89	SLCC Enterprises Ltd	Library
BK TRS	£185.50	Hirer	Refund
BK TRS	£204.88	The Montine Food Company Ltd	Café supplies
BK TRS	£200.00	Royal British Legion	Donation
BK TRS	£83.94	Couno Office Solutions Ltd	Photocopying
BK TRS	£165.60	James Todd & Co Ltd	Payroll processing
BK TRS	£19.93	Mark One Hire	Equipment hire
BK TRS	£541.80	SLCC Enterprises Ltd	National Conference
BK TRS	£250.00	Entertainer	Easter Punch & Judy
BK TRS	£125.70	Fulton Paper	Paper
BK TRS	£149.51	Amazon	Misc items LCC inc piano stool
BK TRS	£185.42	The Montine Food Company Ltd	Café supplies
BK TRS	£475.04	DJE Creative	Various printing works
BK TRS	£678.59	Kieran Lucas Contractors Ltd	Works at LCC
BK TRS	£31.00	Plot holder	Refund of deposits

BK TRS	£425.00	The Party Entertainers Ltd	Entertainment at children's Coronation Parties
BK TRS	£53.97	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£30000.00	Payroll	April Payroll
BK TRS	£384.00	Phuse Media	LTC & LCC website hosting
BK TRS	£1234.14	Hometech Centre Ltd	Office PC, office tablet & SSL certificate
BK TRS	£15.00	Plotholder	Plot deposit refund
BK TRS	£124.80	Francotyp Postalia	Franking machine ink
BK TRS	£250.00	The Party Entertainers Ltd	Entertainment at additional children's Coronation Party
		Expenditure – Imprest Items	
	£1.99	Factory Shop	Stain remover
	£3.95	Tesco	Washing up liquid
	£18.00	Trade Management Services Ltd	Café Staff training
	£18.00	Trade Management Services Ltd	Café Staff training
	£15.00	Trade Management Services Ltd	Café Staff training
	£12.99	Canva	Subscription
	£150.79	Makro	Café supplies
	£539.98	Nisbets	Chest Freezer
	£108.00	Bookwhen	Subscription
	£159.82	Makro	Café supplies
	£202.82	Makro	Café supplies
	£1.90	Post Office	Postage
	£12.60	Tesco	Café supplies
	£161.05	Bookers	Café supplies
	£21.12	EE	Mobile broadband
	£56.15	HMRC	Employers NI adjustment
	£89.46	Lincat Ltd	Water filter
	£16.15	Tesco	Café supplies
	£344.33	Makro	Café supplies
	£299.99	Visunext	Replacement projector Screen

	£12.99	Canva	Subscription
	£23.85	Tesco	Café supplies
	£147.33	Makro	Café supplies
	£10.35	Tesco	Café supplies
	£12.35	Co-op	Café supplies
	£12.99	Zoom Communications	Subscription
	£255.51	Makro	Café supplies
	£9.98	The Factory Shop	Batteries
	£135.70	Trophystore	Coronation pin badges

[Agenda](#)