



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 hereby summoned to attend the Annual Council Meeting
of Leigh-on-Sea Town Council on
Tuesday 28th March 2023 in Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Helen Symmons

Helen Symmons PSLCC
Town Clerk
23rd January 2023

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

Tea and coffee will be available from 7.15 pm.

Prior to the meeting, Gavin Dixon from Kings Church will lead the Council in prayers.

AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS
2. STATEMENT FROM STAFFING COMMITTEE

At their meeting 7th March 2023, the Staffing Committee **RESOLVED with recommendation to Council** that a public statement be made as follows and posted on the Town Council website:

'As a Council we are proud to have signed up to the Civility and Respect Pledge and we fully support all our councillors, officers and community centre staff in the execution of their duties without harassment, bullying or intimidation and that should such behaviour be found to occur we will do all within the powers available to us to highlight and eradicate it.'

The Chairman of Council has invited the Monitoring Officer to attend the meeting to remind Councillors of the seven principles of public life and their responsibilities as Councillors.

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 [24TH JANUARY 2023](#)
6. PUBLIC REPRESENTATION (on agenda items)
7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
8. SOUTHEND CITY COUNCIL

This is an agenda item inviting Southend City 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 5

COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

10. COMMITTEES

To receive the Minutes of Committees for 2022/23.

- a) Planning, Licensing and Highways Committee – To receive the minutes of [31st January](#), [21st February](#) and [14th March 2023](#).

There are no recommendations to Council

- b) Community & Culture Committee – To receive the minutes of [14th February 2023](#)

There are no direct recommendations to Council

- c) Staffing Committee – To receive the minutes [31st January](#), [28th February](#) and [7th March 2023](#)

Recommendations to Council

MINUTE 40 Proposal of Public Statement – covered in agenda item 2 above

- d) Finance & Governance Committee – To receive the minutes of [7th March 2023](#)

Recommendations to Council (all documents will have been sent to Councillors in advance of the meeting)

MINUTE 52 Proposed amendment to Staff handbook

This recommendation was subject to wording confirmation from the Monitoring Officer at Southend City Council. This has now been received and the proposed amendment by the Monitoring Officer to the Staff Handbook is as follows:

LTC Staff Handbook - Section 8.4 Harassment - page 54 - at para.4 add:

A definition of bullying is given in the next section of this policy, but harassment and bullying are closely linked and may occur face-to-face, in meetings, through written communication, including electronic communication such as email or on social media, by telephone, or through automatic supervision methods. It may occur on or off work premises, during work hours or non-work time.

LTC Staff Handbook - Section 8.5 Bullying - page 56 - after para.1 add:

Consequences

Where it is considered that a member has been bullying or harassing another person(s), a referral under the Code of Conduct to the Monitoring Officer may be an appropriate step. Once a complaint is received by the Monitoring Officer, s/he will follow the "[Complaints against Members Rules](#)" as set out in the Southend on Sea City Council's Constitution.

Depending on the nature of the complaint, the Monitoring Officer may attempt to resolve the matter informally through e.g. an apology or training in appropriate skill areas such as interpersonal communication, assertiveness, chairmanship, etc. Alternatively, the Monitoring Officer may appoint an investigation officer to investigate the complaint. If the investigation Officer concludes that the member has breached the Code, the Monitoring Officer will either refer the complaint to the Standards Sub-Committee for a hearing or will seek to resolve the matter informally.

The council has a duty of care towards its employee and must seek to always provide a safe working environment.

In some circumstances a complaint to the police under the [Protection from Harassment Act 1997](#) or [Malicious Communications Act 1988](#) may be warranted.

MINUTE 53 Councillor-Officer Protocol – adopt the reviewed policy

MINUTE 54 Grant Aid Policy – adopt the reviewed policy.

MINUTE 55 Annual Governance Review – adopt the following:

- Risk Management Strategy
- Risk Register
- Governance Statements – each individual statement to be adopted

The Council have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements with the specific control measures outlined

The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness with the specific control measures outlined

The Council took all reasonable steps to assure itself 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 the Council to conduct its business or on its finances

The Council has provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations

The Council has carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance where required.

The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems

The Council took appropriate action on all matters raised in reports from internal and external audit

The Council has considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and where appropriate have included them in the accounting statements

MINUTE 56 Councillor Communication – tablet screens are provided to Councillors from the new administration date for access to Councillor emails

Following the F&G meeting where discussion that took place, an **amendment to the above proposal is recommended.**

That for only those Councillors unable to access the Councillor email system on their personal devices, Council owned tablet screens be provided in accordance with an approved policy for that Councillor to access their Councillor email. The cost of the tablet will be from the Renewals earmarked reserve account (approx. £120 per tablet).

For Information:

Councils must process personal data securely and this is difficult to achieve if it's being processed through a personal email account or is stored on privately-owned devices. As a data controller, the Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the Council is accountable for any Council business conducted involving personal data on any device or through any email account. The use of personal devices and email accounts raises the risk of how personal

data is processed. Councils must process personal data securely and this can't be achieved if Councillors are processing through personal email accounts or it is stored on privately-owned devices. The Council has appropriate technical and organisational measure in place to prevent personal data being compromised and this includes physical and organisational security measures and also cybersecurity. As the data controller, the Council must ensure that personal data under its control remains compliant. Annually the Council has to demonstrate that they are UK GDPR-compliant. The data controller i.e. the Council must remain in control of the personal data for which they are responsible. This can be done through the councillor email system. The system the Council has implemented is one similar to Southend City Council as well as Town and Parish Councils around the country.

The Councillor email system is there to protect the Council and Councillors from GDPR breaches. Emails from residents to a Councillor email address cannot be forwarded to a Councillor's personal email address with the resident's details contained therein. For any Freedom of Information or Subject Access requests received, Councillors if conducting Council business from personal devices may have that device confiscated as part of an investigation by the Information Commissioner's Office. No Councillor should be disadvantaged due to their means in accessing suitable technology to carry out their role.

MINUTE 58 Approve expenditure at [Report 2801](#)

MINUTE 62-64 Earmark Reserves ([Appendix 2](#)) page 7

11. REPRESENTATIVE REPORTS

Cllr Forde previously distributed notes to members from the latest Southend Airport Consultative Committee meeting.

OTHER DECISION ITEMS

12. ADOPTION OF ACCEPTABLE USAGE POLICY ([Appendix 3](#)) page 8

13. STRATEGIC PLAN

The strategic objectives and recommended actions were adopted at the Council meeting 24th January 2023. The final Strategic Plan will be presented to Council at the meeting for adoption.

FOR NOTING / CONSIDERATION

14. DRAFT TIMETABLE OF MEETINGS ([Appendix 4](#)) page 9

The final timetable will be approved by the new administration at the annual meeting of Council in May.

15. GENERAL DATA PROTECTION REGULATIONS (GDPR) FOR MEMBERS

In accordance with GDPR, members are requested to review all Council correspondence on personal devices and ensure any personal data held is deleted. This is an annual action. Any member who leaves Council at any time must delete all Council related business from their records.

16. COPY OF FINAL [COUNCIL BUDGET 2023/24](#)

Under Financial Regulation 3.4 this is available to members at the link.

17. COUNCILLORS' COMMUNITY ENGAGEMENT

A Spring litter pick took place 12th March with four Councillors supporting it and several residents.

DATE OF NEXT MEETING: Annual Council Meeting Tuesday 23rd May 2023



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TOWN CLERK'S REPORT MARCH 2023

TRAINING

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

Staff:

- Health & Safety
- Introduction to Local Council Administration qualification x 3
- Financial Introduction to Local Council Administration qualification x 3
- Allotment administration
- Community buildings administration
- Allergen Awareness
- NCASS Level 2 Food Hygiene Training
- NCASS Level 3 Food Hygiene Training
- Practitioners Conference

Councillors:

Now on hold pending election

STAFFING

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

- Maternity Cover – social media and promotions, website updates, community engagement app posts
- Easter holiday activities and events
- Café administration, promotion and recruitment
- Annual Town Meeting organisation
- Annual Report administration
- Grant application for Coronation events
- Year-end preparation

MEETINGS ATTENDED:

- SLCC NATIONAL FORUM MEETING
- HERDS IN THE CITY ACTIVATION AND NETWORK MEETING
- ARTIST IN RESIDENCE INTERVIEWS
- DEMOCRATIC SERVICES COMMUNITY PHOTO ID IN POLLING STATIONS
- FLEXIBLE WORKING REQUEST MEETING
- GRIEVANCE HEARING
- STAFF APPRAISAL MEETINGS
- RECRUITMENT TRIALS FOR CAFÉ WORKERS
- SLCC ESSEX BRANCH EXEC COMMITTEE

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2022/23

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
Council 24-01-23	99. Committee Vacancies	RESOLVED Cllr Windass to Planning Committee	24-01-23		NFA	
Council 24-01-23	100. Council budget & precept	RESOLVED precept £462,056	24-01-23	Southend City Council advised	NFA	
Council 24-01-23	101. Expenditure	RESOLVED	24-01-23		NFA	
Council 24-01-23	102. Strategic Plan	RESOLVED objectives and actions	23-03-23	Town Clerk to update and present final plan to Council in March	On March agenda NFA under this minute	
Council 24-01-23	106. Community Engagement	RESOLVED installation of defibrillator at entrance to Manchester Drive allotments	24-01-23	Town Clerk will oversee purchase and installation	NFA under this minute	TC
Council 24-01-23	108. Good for Leigh nominations	RESOLVED	24-01-23	To be presented at Annual Community Meeting	NFA under this minute	

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RECOMMENDED movement of budget underspends to Earmarked Reserves

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Elections	£31344.77	-	£31344.77
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 -£916.00 OMR £3114.00 OMR	£37198.00
LCC Salaries	NEW	£5000.00	£5000.00
Salaries	£24958.00	£5000.00	£29958.00
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

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ACCEPTED USAGE POLICY

The following policy applies to any computer equipment (incl laptops, tablets, smartphones) provided by Leigh Town Council to employees or councillors.

1. Equipment remains the property of Leigh Town Council and must be returned on request.
2. Equipment is provided primarily for Council use, but it may be used for limited personal use provided that doesn't harm the equipment or damage the reputation of the council.
3. The equipment must not be used to download or view any offensive, indecent or obscene material including abusive images or literature.
4. The equipment must not be used for any form of gaming, lottery or betting activity.
5. The user of the equipment must not install their own software/apps or use for their own personal email.
6. All equipment must be password or passcode protected.
7. All equipment must be kept in an appropriate protective case.
8. Laptops must be transported in a padded carry case or backpack.
9. Equipment must not be taken abroad without the consent of the Town Clerk.

Version History

Date	Summary of Changes
	New Policy

The the next review is due March 2027.

[Agenda](#)

Leigh-on-Sea Town Council - Meetings timetable 2023/24 administrative year														
Meeting	Time	May 2023	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2022	Feb	Mar	April	May 2024
Council	7.30	23rd ACM		25th		19th		28th		23rd		26th		
Finance & Governance	7.30					5th		7th				5th		7th
						Policy reviews		Grants						Grants
Planning & Licensing	7.30	30th	20th	11th	1st & 22nd	12th	3rd & 24th	14th	5th & 19th	9th & 30th	20th	12th	2nd & 23rd	14th
Community	7.30		13th		15th		17th		12th		13th		16th	
						Allotment charges								
Staffing	7.30					26th					27th			
budget setting						Annual Town Electors Meeting		Friday 26th April 2023						
Precept setting														
Year end governance														

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