



# Leigh-on-Sea Town Council

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

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

**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 28<sup>th</sup> June 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, Doug Cracknell, Keith Evans, Anita Forde, Jill Healey, Carole Mulrone and Andy Wilkins*

*Helen Symmons*

Helen Symmons  
Town Clerk  
23<sup>rd</sup> June 2022

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

## **AGENDA / BUSINESS TO BE TRANSACTED**

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF MEMBERS' INTERESTS
5. APPROVAL OF THE MINUTES OF THE MEETING [3<sup>RD</sup> MAY 2022](#)
6. PUBLIC REPRESENTATIONS

Thank you correspondence has been received from all recipients of grant awards in May.

7. TOWN CLERK'S REPORT ([Appendix 1](#)) page 3

## **POLICY DECISIONS**

8. COUNCIL STANDARDS – **DECISION ITEM**

Whilst training is not mandatory for members, Leigh Town Council is a town council awarded the gold standard in the Local Council Award Scheme. Part of that standard is to demonstrate ongoing training of both staff and councillors. The Town Clerk provides Council with a training update at every meeting. The Council is in effect a medium sized business and Councillors have a responsibility to ensure it is properly managed. There are both legal and financial responsibilities involved especially as the Council is an employer too. The Town Clerk is a fully qualified Clerk and achieves the required level of continuous professional development for Council to maintain the standards of the gold award.

It should therefore not be unreasonable for members to have standards of training commensurate with the responsibility placed on the committees they sit on or the roles they undertake. Other Town Councils such as Falmouth Town Council operate a system where it is obligatory to undertake training to be able to sit on certain Committees and be Chairman.

It is therefore **RECOMMENDED** that the Committee consider the following inclusions to the Council's Standing Orders or Terms of Reference:

- To Chair a committee or be Chairman of council, a member is to have proven chairmanship experience or have already undertaken appropriate Chairmanship Training sourced by the Town Clerk
- To sit on the Staffing Committee, a member is to have proven experience in employment management or to have already undertaken appropriate Employment training sourced by the Town Clerk.
- To sit on the Town Clerk's appraisal panel, a member is to have proven experience in conducting appraisals or to have already undertaken appropriate Appraisal training sourced by the Town Clerk.
- To sit on the Planning, Highways & Licensing Committee, a member has to undertake regular training via Southend City Council or sourced by the Town Clerk.

<b>RESOURCES</b>
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9. COMMUNITY INFRASTRUCTURE LEVY **DECISION ITEM**

A report will be presented to Councillors at the meeting to consider and make appropriate recommendations to Council in July.

<b>FINANCIAL</b>
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10. COMMITTEE AND COUNCIL BUDGET UPDATE 2022/23 ([Appendix 2](#)) page 4

**TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2021/22**

<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 being contacted		TC
F&G 03-05-22	45-50 Policy decisions	RESOLVED with recommendation to Council	03-05-22	On council agenda 24-05-22	NFA	
F&G 03-05-22	54. Approve expenditure	RESOLVED with recommendation to Council	03-05-22	On council agenda 24-05-22	NFA	
F&G 03-05-22	59. Grant Awards	RESOLVED	03-05-22	Recipients advised	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	£ 226,440.00	£ 226,440.00	50.00%	Grant Award Fund	£ 7,471.18	£ 3,000.00	£ 2,759.43	£ 240.57	26.35%
Settlement of insurance claims		£ -			Furniture & Equipment	£ 5,500.00	£ 2,000.00	£ 790.63	£ 1,209.37	10.54%
Bank Interest	£ 150.00	£ 310.90	-£ 160.90	207.27%	Elections	£ 31,344.77	£ 4,000.00	£ -	£ 4,000.00	0.00%
Other Income	£ 1,000.00	£ 370.09	£ 629.91	37.01%	Legal Costs	£ 4,855.00	£ 1,000.00	£ -	£ 1,000.00	0.00%
VAT Refund (for info only)		£ -			Annual Town Meeting		£ 1,000.00	£ 254.78	£ 745.22	25.48%
					Community Engagement		£ 12,250.00	£ 6,634.00	£ 5,616.00	54.16%
					Volunteer Programme	£ 4,504.00	£ 2,500.00	£ 2.99	£ 2,497.01	0.04%
					LTC Website		£ 500.00	£ 140.00	£ 360.00	28.00%
					Civic		£ 250.00	£ -	£ 250.00	0.00%
					Renewals Fund	£ 19,586.02	£ 7,000.00	£ -	£ 7,000.00	0.00%
					Other Expenditure		£ 1,300.00	£ 421.50	£ 878.50	32.42%
					Localism Act		£ 1,750.00	£ -	£ 1,750.00	0.00%
					Social Isolation Projects	£ 4,767.60	£ 1,000.00		£ 5,767.60	0.00%
					Emergency Community Fund	£ 7,363.50	£ -	£ 10.95	£ 7,352.55	0.15%
<b>TOTAL INCOME</b>	<b>£ 454,030.00</b>	<b>£ 227,120.99</b>	<b>£ 226,909.01</b>	<b>50.02%</b>	<b>TOTAL EXPENDITURE</b>		<b>£ 37,550.00</b>	<b>£ 11,003.33</b>	<b>£ 26,546.67</b>	<b>29.30%</b>
CIL Receipt		£ 37,678.73			Strategic Plan Projects	£ 20,000.00	£ 15,000.00		£ 35,000.00	
					CIL Expenditure				£ -	

<b>OFFICE ADMIN DETAILED BUDGET</b>				
<b>EXPENDITURE</b>	Budget 2022/23	Expenditure	Balance	% Spent
<b>Premises</b>				
Office Rental	£ 5,150.00		£ 5,150.00	0.00%
LCC Premises Use Grant	£ 5,000.00	£ 701.89	£ 4,298.11	14.04%
<b>EMR - Office Rent £3300</b>	<b>£ 10,150.00</b>	<b>£ 701.89</b>	<b>£ 9,448.11</b>	<b>6.92%</b>
<b>EMR - Office Admin £10600, IT £4,000</b>				
Stationery	£ 1,000.00	£ 141.00	£ 859.00	14.10%
Insurance	£ 4,000.00	£ -	£ 4,000.00	0.00%
Library	£ 200.00	£ -	£ 200.00	0.00%
Communication	£ 2,000.00	£ 350.97	£ 1,649.03	17.55%
Photocopying	£ 3,250.00	£ 741.56	£ 2,508.44	22.82%
Subscriptions	£ 500.00	£ -	£ 500.00	0.00%
Postage	£ 750.00	£ 99.00	£ 651.00	13.20%
Entertaining	£ 250.00	£ 50.00	£ 200.00	20.00%
Licences	£ 50.00	£ -	£ 50.00	0.00%
Bank Charges	£ 500.00	£ 85.53	£ 414.47	17.11%
Miscellaneous	£ 300.00	£ -	£ 300.00	0.00%
Professional Advice	£ 1,500.00	£ -	£ 1,500.00	0.00%
Audit	£ 3,750.00	£ -	£ 3,750.00	0.00%
IT	£ 3,500.00	£ 1,521.91	£ 1,978.09	43.48%
<b>Training EMR £5500</b>				
Training - Staff	£ 2,500.00	£ 699.00	£ 1,801.00	27.96%
Expenses/Travel Costs - Cllrs	£ 500.00	£ -	£ 500.00	0.00%
Training - Cllrs	£ 1,500.00	£ 95.00	£ 1,405.00	6.33%
Mileage & Expenses - Staff	£ 1,500.00	£ 107.23	£ 1,392.77	7.15%
	<b>£ 27,550.00</b>	<b>£ 3,891.20</b>	<b>£ 23,658.80</b>	<b>14.12%</b>
	<b>£ 37,700.00</b>	<b>£ 4,593.09</b>	<b>£ 33,106.91</b>	<b>12.18%</b>

Leigh Town Council Main Budget Report									
INCOME	Budget 2022/23	Income Received	Balance	% Received	EXPENDITURE	Budget 2022/2023	Expenditure	Balance	% Spent
General Reserve B/F		£ 100,447.00							
<b>Finance &amp; Governance Committee</b>					<b>Finance &amp; Governance Committee</b>				
Precept	£452,880.00	£ 226,440.00	£ 226,440.00	50.00%	Policy & Council Resources	£ 37,550.00	£ 11,003.33	£ 26,546.67	29.30%
Insurance claims	£ -	£ -	£ -		Office & Council Administration	£ 37,700.00	£ 4,593.09	£ 33,106.91	12.18%
Interest	£ 150.00	£ 310.90	-£ 160.90	207.27%	Strategic Plan Projects Expenditure	£ 15,000.00		£ 15,000.00	0.00%
CIL Income		£ 37,678.73			CIL Expenditure		£ -	£ -	
Other Committee Income	£ 1,000.00	£ 370.09	£ 629.91	37.01%		£ 90,250.00	£ 15,596.42	£ 74,653.58	17.28%
	£454,030.00	£ 264,799.72	£ 226,909.01	58.32%					
					<b>Staffing Committee</b>				
					Council Staffing	£ 97,000.00	£ 14,002.37	£ 82,997.63	14.44%
<b>Community &amp; Culture Committee</b>					<b>Community &amp; Culture Committee</b>				
Leigh Community Centre	£100,000.00	£ 13,912.09	£ 86,087.91	13.91%	Leigh Community Centre	£ 53,150.00	£ 8,018.13	£ 45,131.87	15.09%
					Community Centre Staffing	£ 148,000.00	£ 23,698.79	£ 124,301.21	16.01%
Allotments	£ 19,325.00	£ 1,812.50	£ 17,512.50	9.38%	Allotments	£ 29,200.00	£ 1,153.12	£ 28,046.88	3.95%
Community Facilities	£ 3,900.00	£ 442.50	£ 3,457.50		Community Facilities	£ 23,275.00	£ 2,142.59	£ 21,132.41	9.21%
Health & Wellbeing Programme	£ 4,750.00	£ 3,141.00	£ 1,609.00	66.13%	Health & Wellbeing Programme	£ 21,600.00	£ 4,960.52	£ 16,639.48	22.97%
Environment Facilities & Services		£ -	£ -		Community Services Funding	£ 5,700.00	£ -	£ 5,700.00	0.00%
Friends of LCC	£ -	£ -	£ -		Community Partnership Programmes	£ 6,250.00	£ 246.25	£ 6,003.75	3.94%
		£ -			Environment Facilities & Services	£ 35,675.00	£ -	£ 35,675.00	0.00%
					Committee Staffing	£ 15,250.00	£ 2,141.22	£ 13,108.78	14.04%
	£127,975.00	£ 19,308.09	£ 108,666.91	15.09%	Friends of LCC		£ -		
						£ 338,100.00	£ 42,360.62	£ 295,739.38	12.53%
<b>Chairman's Charity Collection</b>		£ 72.30							
					<b>Planning, Highways &amp; Licensing</b>	£ 15,000.00	£ 1,902.54	£ 13,097.46	12.68%
<b>Total Income</b>	<b>£582,005.00</b>	<b>£ 284,180.11</b>	<b>£ 335,575.92</b>	<b>48.83%</b>					
	YR end 21/22		YR end 22/23		<b>Resolved Capital Projects</b>				
Capital Reserves	£ 64,975.03				LCC Refurbishment	£ 40,000.00	£ 9,392.00	£ 30,608.00	23.48%
Earmarked Reserves	£303,522.50								
CIL Reserve	£ 34,611.03					£ 40,000.00	£ 9,392.00	£ 30,608.00	23.48%
3rd Party monies	£ 11,034.44				<b>Total Expenditure</b>	<b>£ 580,350.00</b>	<b>£ 83,253.95</b>	<b>£ 497,096.05</b>	
					<b>General Reserves</b>		£301,373.16		
					<b>Forecast General Reserve @ yr end</b>		£110,000.00		