



# 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 Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

**Town Clerk:** Helen Symmons PSLCC



Members are requested to attend an online meeting of the  
**FINANCE & GOVERNANCE COMMITTEE** of Leigh-on-Sea Town Council  
on **Tuesday, 4<sup>th</sup> May 2021** commencing at **7.30 p.m.**

This meeting is being held in accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

All participants are requested to enter the waiting room between 7.15 and 7.25 pm, ready for the meeting to commence at 7.30 pm. Members of the public are requested to email Council in advance of the meeting to give notice that they would like to attend and whether they would like to speak in the public participation section of the agenda.

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/2840165282?pwd=MVhpYnVNODBzSXk5U1hqUjFZKzJDZz09>

or use the Zoom App on your device and input:

Meeting ID: 284 016 5282

Password: 1996

Or you can phone dial into the meeting audio using one of the phone numbers:

One tap mobile

+442034815237,,2840165282#,,,,0#,,1996# United Kingdom

+442034815240,,2840165282#,,,,0#,,1996# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 284 016 5282

Password: 1996

Members of Council and members of the public are reminded that the meeting may be recorded by the Town Clerk in both audio and video to assist with the recording of Council minutes.

### **Committee Membership**

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

*Helen Symmons*

Helen Symmons  
Town Clerk  
22nd April 2021

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

## AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING [2<sup>ND</sup> MARCH 2021](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

## POLICY DECISIONS

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

7. SOCIAL MEDIA, EMAIL AND INTERNET POLICY – **DECISION ITEM**

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

8. REVIEW OF STANDING ORDERS – **DECISION ITEM**

It is **RECOMMENDED** that the Committee undertake the annual review and adoption of Standing Orders with **recommendation to Council**.

9. REVIEW OF FINANCIAL REGULATIONS – **DECISION ITEM**

It is **RECOMMENDED** that the Committee undertake the annual review and adoption of Financial Regulations with **recommendation to Council**.

10. TERMS OF REFERENCE – **DECISION ITEM**

It is **RECOMMENDED** that the Committee undertake the annual review and adoption of the Terms of Reference with **recommendation to Council**.

## RESOURCES

11. COMMUNITY ENGAGEMENT PDG ([Appendix 2](#)) page 5

The Committee are asked to consider the ideas of the group and advise as to whether they would like to proceed further on them and **recommend to Council**.

12. LTC MAGAZINE

Issue 13 of Leigh-on-Sea Town Council News Magazine has now been published.

## FINANCIAL

13. COMMITTEE AND COUNCIL ACCOUNTS AS AT 31<sup>ST</sup> MARCH 2021 ([Appendix 3](#)) page 6

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 3. Year-end reserves will be as follows (previous year in brackets):

General Reserve	£100,446.50 (£80,239.09)
Capital Reserves	£47,440.52 (£212,857.92)
Earmarked Reserves	£289,772.78 (£248,206.61)
<b>TOTAL RESERVES</b>	<b>£437,609.80 (£541,303.62)</b>

14. QUARTERLY FINANCE CHECK

The fourth quarter check will be completed imminently.

15. BANK RECONCILIATION CHECK

All reconciliation checks to the end of the financial year will be completed imminently.

16. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 4](#)) page 7 **DECISION ITEM**

The Committee is asked to **NOTE** the account transfers and **RECOMMEND** the expenditure to Council.

17. BANK ACCOUNT BALANCE AS AT 21<sup>ST</sup> APRIL 2021

HSBC Current	£ 7,480.25
HSBC BMM	£363,945.47
HBC Payroll	£ 823.11
HSBC Imprest	£ 993.50
CCLA (PSDF)	£322,515.91

N.B. The first precept receipt has been received which is included in the Bank Account balance

<b>CONFIDENTIAL</b>
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18. 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)

19. GRANT AID AWARDS (Confidential Papers – for Committee members only) - **DECISION ITEM**

Grant requests have been made as follows:

The Hoy at Anchor Folk Club	£500 (room hire at LCC)
Phoenix Rangers	£330 (Hoodies and hall hire of local campsite)
Royal British Legion – Leigh	£500 (Centenary projects incl room hire at LCC)
Incredible Edible Leigh on Sea	£500 (Workshops, materials and possible room hire)
Lower Thames Rowing Club	£1,300* (40 hours of room hire at LCC)
Four Oars Rowing Club	£500 (Refurbishment of an area for junior members)
Southend in Sight	£500(Leigh residents ‘talk and support’ calls)

\*maximum grant is £500

**TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2020/21**

<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>
P&R 05-03-19	83. CIL Projects	RESOLVED £6,000 of CIL for Belton Hills nature boards		Working draft of the boards seen and LTC logo submitted to on boards	Awaiting further details from SBC	TC
F&G 03-03-20	55. Investment Product	RESOLVED £100k to invest in CCLA Property Fund	10-03-20	Before investment was arranged fund closed to new applicants due to COVID	The Town Clerk will monitor reopening of the fund but due to COVID the financial situation of Council has changed and therefore a referral will be made back to Council in due course	TC
F&G 02-03-21	37. Motion from Cllr Gilson	RESOLVED lanyards	02-03-21	All cllrs offered badges and those wanted now on order	NFA	

[Agenda](#)



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## COMMUNITY ENGAGEMENT WORKING GROUP - WEDNESDAY 31<sup>ST</sup> MARCH

### REPORT 2763

#### 1. Website Updates

Following points raised at the last meeting, an 'Ask the Councillors' banner has been added to the homepage, directing people to the Councillor profile page for contact information.

#### 2. Website FAQs

The aim of this page is to create factual responses that Councillors can direct enquiries to or share as a 'stock answer' on other platforms when needed. If Councillors would like to see a specific question/answer on this page please let the Events and Projects Officer know.

Examples include: What is a Precept? Where can I find a planning application? How is CIL money used? My rubbish hasn't been collected, what do I do? How do I report anti-social behaviour? Why is there no Christmas light switch on?

#### 3. Q&A virtual surgery sessions

Grown from the idea of the initial Councillors coffee and cake meeting, friendly Q&A surgeries can be set up between residents, councillors and key speakers. In order to provide structure to these sessions, we can ask residents what they would like to discuss and allow them to submit questions both in advance of the meeting and at the meeting. Councillors are asked to produce a list of 3-5 topics for these sessions can focus on, residents will be asked to choose two. These meetings will need to be chaired and councillors should feel comfortable and informed enough to advise on the topics suggested, though research and reports to aid discussion will be produced in advance, where possible and 'expert' speakers will be invited to attend e.g. Police, SBC etc. If the Annual Town Meeting is not able to take place in May, the first surgery could be held as a replacement to this.

#### 4. Community Representatives

To engage with residents directly the council could consider a recruitment campaign for community representatives who are passionate about helping to spread positive messages around the town. These representatives would feedback to us about what the community want to know more about, and any issue/concerns we could address to promote two-way conversation. This could also be used as a response to any negative social media reactions. We can share the campaign with them and ask them to join to express their concerns – promoting positive interactions.

### [Agenda2](#)

31/03/2019		31/03/2020	Budget
£	<b>INCOME</b>	£	
421,625.00	BC - Precept	447,392.00	447,392.00
3,910.00	Council Grants	13,000.00	
	Insurance Claims	2,265.00	
12,824.92	C&C - Health & Wellbeing	-147.80	13,000.00
1,211.92	C&C - LCC Friends	0.00	-
1,541.63	C&C - Environmental Facilities & Services	0.00	2,000.00
150,547.13	C&C - LCC Room Hire	7,413.87	132,000.00
	C&C - LCC Grants Received	71,511.21	
15,747.80	C&C - Allotments	21,784.30	19,000.00
20.83	C&C - Community Facilities	0.00	-
11,079.98	F&G - Cil Receipts	21,911.07	-
3,836.51	F&G - Interest on Investments	938.59	800.00
5,269.32	F&G - Other	224.25	1,300.00
<b>£627,615.04</b>	<b>INCOME TOTAL</b>	<b>586,292.49</b>	615,492.00
	<b>EXPENDITURE</b>		
12,083.99	Capital Expenditure	175,379.46	15,000.00
54,453.16	C&C - LCC Premises & Administration	47,052.84	56,700.00
5,337.12	C&C - Community Facilities	12,482.95	14,200.00
123,529.56	C&C - LCC Staff	107,405.83	134,500.00
5,394.60	C&C - Community Services Funding	2,200.00	5,500.00
2,451.27	C&C -LCC Friends	0.00	-
4,226.75	C&C - Community Partnership Program	0.00	5,000.00
29,855.70	C&C - Allotments	27,209.00	31,850.00
36,364.99	C&C - Environment & Services	9,150.00	21,050.00
33,630.90	C&C - Health & Wellbeing	34,874.12	57,100.00
72,491.24	C&C - Refurbishment Projects	84,519.40	75,000.00
13.90	F&G - Leigh Partnership	0.00	-
64,871.03	F&G - Office & Council Administration	29,913.94	57,650.00
22,214.02	F&G - Policy & Council Expenditure	21,676.54	35,450.00
229.70	F&G - Re-imburement of Councillors Expenses	0.00	-
99,752.97	F&G - Staff	117,193.84	111,900.00
10,857.92	Planning	9,161.47	9,200.00
	CIL Expenditure	11,766.92	
<b>£577,758.82</b>	<b>EXPENDITURE TOTAL</b>	<b>689,986.31</b>	630,100.00
90,026.34	Balance from Previous Year	80,239.09	
627,615.04	Add Total Income	586,292.49	
717,641.38		666,531.58	
577,758.82	Deduct Total Expenditure	689,986.31	
139,882.56		-23,454.73	
-59,643.47	Transfer from/ to Earmarked Reserves	123,901.23	
<b>£80,239.09</b>	Balance as at 31st March	<b>100,446.50</b>	95,000.00



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## Payments List 20<sup>th</sup> Feb 2021 – 21<sup>st</sup> April 2021 Report 2765/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
BK TRS	£210.00	SLCC Enterprises Ltd	Staff training
BK TRS	£216.00	Nicholas James Fire Prot & Security Eng Ltd	Fire alarm service visit
BK TRS	£14000.00	Payroll	Cover February payroll
BK TRS	£187.40	Room hirer	Room hire refund
BK TRS	£30.00	SLCC Enterprises Ltd	Staff training
BK TRS	£195.00	Vine HR	HR advice
BK TRS	£42.00	SLCC Enterprises Ltd	Staff training
BK TRS	£19.20	Councillor	Reimburse for lanyard
BK TRS	£120.00	Phuse Media	SSL certificate renewal
BK TRS	£270.00	Tindle Newspapers Essex & Kent Ltd	LTC newsflash
BK TRS	£17500.00	Payroll	Cover March payroll
BK TRS	£18.00	Mark One Hire Ltd	Acrow prop hire
BK TRS	£174.00	SLCC Enterprises Ltd	Staff training
BK TRS	£12.23	Amazon	Stationery
BK TRS	£1663.60	SLCC Enterprises Ltd	Staff training
BK TRS	£103.99	Amazon	Office furniture
BK TRS	£204.00	Meyer Fire Protection Company Ltd	Fire Extinguisher Service
BK TRS	£78.00	Edge IT Systems Ltd	EOY webinar x 2
BK TRS	£246.06	James Todd & Co Ltd	Payroll processing
BK TRS	£495.64	Secom plc	Security alarm contract
BK TRS	£84.00	Essex Maintenance Ltd	Central heating boiler adjustment LCC
BK TRS	£72.60	Manchester Drive Allotment Society	Reimburse padlock
BK TRS	£275.76	PPLPRS Ltd	Music licence LCC

BK TRS	£192.00	WALC	Councillor training
BK TRS	£386.05	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£30.27	Amazon	Batteries & charger
BK TRS	£20000.00	Payroll	Cover April payroll
BK TRS	£43.19	Staff member	Reimburse for camera
BK TRS	£95.04	Re-Essex Ltd	Councillor lanyards
BK TRS	£250.00	K Simpkin	Licensing training for councillors
		<b>Expenditure – Imprest Items</b>	
	£17.62	Adobe Systems Software	Adobe licence
	£13.00	B & Q	Paint
	£11.99	Zoom Communications	Monthly subscription
	£59.00	B & Q	Handrail
	£32.43	Amazon	Padlock
	£89.51	B & Q	Decorating materials
	£12.14	B & Q	Decorating materials
	£178.80	Viable Ltd	Replacement glass
	£2.34	B & Q	Steel chain
	£98.94	Sainsbury's	Donation re volunteer
	£11.99	Zoom Communications	Monthly subscription
	£16.25	Tesco	Tea & Coffee
	£4.99	Factory Shop	Batteries
	£145.00	Timpson	Allotment keys
		<b>Expenditure – Direct Debits</b>	
	£959.83	SSE	Gas LCC
	£17.46	SSE	Strand Wharf electricity
	£354.10	SSE	Electricity LCC



	£61.00	Biffa Environmental	Waste collection Skate Park
	£33.72	Biffa Environmental	Waste collection LCC
	£12.00	Retail Funding Ltd	Card machine fee
	£52.80	British Telecom	Mobile broadband
	£203.88	British Telecom	Broadband
	£296.18	DOTS	Photocopying and IT support
	£23.21	Global Payments	Card processing fees
	£671.84	SSE	Gas LCC
	£16.77	SSE	Strand Wharf electricity
	£308.46	SSE	Electricity LCC
	£96.00	FP Mailing	Franking machine lease
	£12.00	Retail Funding Ltd	Card machine fee
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£23.30	Global Payments	Card processing fees

[Agenda](#)