



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

Notice is hereby given that a meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday, 5<sup>th</sup> September 2017** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.30pm**, when it is hoped to transact the following business.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS & HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE  
  
At the time of the agenda being sent, apologies had been received from Cllrs Jill Healey, Carole Mulroney, Declan Mulroney, Richard Herbert and Jane Ward.
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 4<sup>TH</sup> JULY 2017
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) – page 4
7. ACTION PLAN REVIEW ([Appendix 2](#)) – page 5

It is **RECOMMENDED** that the Committee review the revised Action Plan. It is understood that Action Plans will be a topic discussion at the forthcoming Chairman's Forum.

## POLICY

8. PROCUREMENT & IMPLEMENTATION PROTOCOL ([Appendix 3](#)) – page 8 **DECISION ITEM**

Council adopted the Protocol 8<sup>th</sup> November 2016. Since then there have been amendments to the Financial Regulations and a new staffing structure. It is therefore **RECOMMENDED** that the Committee adopt the revised Protocol which has also been amended to ensure better long term continuity in the Protocol, hence the payments list has been excluded as this is presented to Council at the Annual Council Meeting in May annually.

9. TRAINING & DEVELOPMENT POLICY ([Appendix 4](#)) – page 14 **DECISION ITEM**

The existing Training Statement of Intent has not been reviewed since December 2009. The staffing structure has significantly changed since then and therefore it is **RECOMMENDED** that the Committee adopt the new policy with a review date September 2020 and that this be **recommended to Council**.

The policy will form part of the staff manual which is read six monthly by staff and also part of the new Councillor's induction pack.

10. SAFEGUARDING POLICY ([Appendix 5](#)) – page 16 **DECISION ITEM**

The Council should hold a Safeguarding Policy and therefore it is **RECOMMENDED** that the Committee adopt this new policy with a review date September 2020 and that this be **recommended to Council**.

11. RECOMMENDATION OF COUNCIL TO P&R - **DECISION ITEM**

It was **RECOMMENDED** by Council (minute 49-18/07/17) that P&R Committee hold a PDG meeting to consider options for the use of the current CIL funds and at the same time consider SBC's Regulation 123 Infrastructure list and whether there are any items LTC would wish to lobby for inclusion. The Town Clerk suggests that the elected Chairman of P&R Committee contact members upon his return to arrange this matter.

<b>RESOURCES</b>
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12. STAFF – **DECISION ITEMS**

Staff Handbook

It has been two years since the adoption of the handbook and in order to ensure the Council remain up to date with legislation, it is **RECOMMENDED** that the process of reviewing the handbook be undertaken by an appropriate consultant with a budget of £350 (P&R Professional Fees).

Childcare Vouchers ([Appendix 6](#)) page 18

It is **RECOMMENDED** that the ARFO be authorised to set up a scheme with Edenred and start issuing vouchers from the September payroll.

13. WEBSITE AND SOCIAL MEDIA

The Town Council website launched in May and has been viewed by 3,790 users looking at the site 4,967 times (76% new sessions, 24% repeat visits). The majority of views have been through mobile phones with an average time of 2 minutes looking at 3 pages.

Social media interaction has been significant since the change in staff roles. One Face book post alone received nearly 7,000 views and our Summer Season on Strand Wharf reached over 16,000 people just on Face book.

The Community Centre website is a separate entity along with its social media. By being separate it means between the Town Council and Community Centre we reach a much bigger audience. The Community Centre website has been looked at 20,682 times since its launch in June 2016. 60% of the users are first time ones but 40% have been returning users, again spending an average time of 2 minutes each log in and mainly using mobile phones.

14. BUILDING THE COUNCIL PROFILE - **DECISION ITEM**

With the introduction of a Marketing & Profile Officer better scope is provided in raising the Council's profile and brand within the Town. As P&R Committee can deal under delegated powers with regard to internal and external communications and various other community/business related areas it is **RECOMMENDED** that a P&R PDG be held with the Marketing & Profile Officer in attendance to discuss ideas and initiatives and in this respect the elected Chairman of P&R Committee contact members upon his return to arrange this.

15. COMMITTEE AND COUNCIL BUDGETS

- P&R Budget Reports as at 30<sup>th</sup> August 2017 ([Appendix 7](#)) – page 19
- Leigh Town Council Main Budget Report as at 30<sup>th</sup> August 2017 ([Appendix 8](#)) – page 21

16. QUARTERLY FINANCE CHECK

Cllr Herbert undertook the 1<sup>st</sup> quarter check and found all to be in order with payments and petty cash.

17. BANK RECONCILIATION CHECK

Cllr D Mulroney will be undertaking the 1<sup>st</sup> quarter reconciliations check imminently.

18. ANNUAL AUDIT

The external auditor has completed their review of the Annual Return for the Council for the year ended 31 March 2017 which has been certified with no matters arising. The Notice of Conclusion of Audit along with the certified Annual Return will be published before 30<sup>th</sup> September.

19. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 9](#)) – page 22 **DECISION ITEM**

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

20. BANK ACCOUNT BALANCES AS AT 24<sup>TH</sup> AUGUST 2017

CCLA a/c	£389,095.24
HSBC BMM a/c	£ 39,740.08
HSBC Current a/c	£ 17,135.02
HSBC Payroll a/c	£ 9,278.67
HSBC Imprest a/c	£ 863.22



Helen Symmons  
Town Clerk  
31<sup>st</sup> August 2017

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

**TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18**

<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 04-04-17	7. Cllr Code of Conduct	RESOLVED	18-07-17	RESOLVED by Council	NFA	
P&R 04-07-17	8. Health & Safety Policy	RESOLVED	18-07-17	RESOLVED by Council	NFA	
P&R 04-07-17	16. Internal Tfms & Expenditure	RESOLVED	18-07-17	RESOLVED by Council	NFA	
P&R 04-07-17	19. NALC Pay Claim Consultation	RESOLVED NOT TO COMMENT	04-07-17	NFA		

## LEIGH TOWN COUNCIL ACTION PLAN 2016-2020 POLICY & RESOURCES COMMITTEE

### Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
<p><b>Leigh Town Council News</b></p> <p>Develop the magazine to invite participation/dialogue on Council responsibilities etc</p>	<p>Build in comments/letters page.</p> <p>Encourage committees to involve and invite dialogue</p> <p>Build in method for Council website for site visitors to leave messages</p>	<p>By end of September</p> <p>End of May</p>	<p>Website development budget implications</p>	<p>Overall timescales need to be specific as 5 yr action plan</p> <p>Staff restructuring allows for Marketing &amp; Profile Officer to assist Editor</p> <p>Website (launched May) and social media presence is having significant increase in community engagement</p>	<p>Part of overall magazine review November 2017</p> <p>Magazine now approaching its 6<sup>th</sup> edition and therefore a full review is recommended.</p> <p>Action complete</p>
<p><b>Volunteers</b></p> <p>Clarify roles and responsibilities for the volunteers, co-ordinator and office.</p> <p>Budget in place to pay co-ordinator.</p> <p>Revise job description and specification.</p> <p>Advertise and appoint a new co-ordinator</p>	<p>Meeting of Volunteer PDG</p> <p>Decision to be made on appointing a Volunteer Co-ordinator</p> <p>Advertise and appoint</p>	<p>By end of June</p>	<p>Review Pay and expenses for this role</p> <p>Cost item from appropriate budget stream</p>	<p>PDG decided not to re-appoint.</p> <p>Decision made to refer the need and activity to a specific Office staff member with responsibility for developing and involving volunteers to help and support Council activity and events as required</p>	<p>Events &amp; Projects Officer now developing the programme. Will refer to P&amp;R with reports as appropriate. Can be removed from action plan</p>
<p><b>3 Year Action Plan</b></p> <p>Established and currently</p>	<p>Town Clerk to work closely with new Chairmen to</p>	<p>End of May</p>	<p>Potential impact on Training Budget</p>	<p>Completed although staffing issues have</p>	<p>Action plans need further review as no overall Council</p>

<p>under trial period. The Strategic Aims should now be embedded within the individual objectives and clearly identified.</p>	<p>ensure the Action Plan is completed with sufficient detail to be used as a framework for the work of each committee</p> <p>Identify possible training needs</p> <p>Ensures set dates for Review are met and reported on</p>	<p>August/November/February</p>		<p>arisen so review not undertaken as promptly as intended.</p> <p>Training need identified in defining actions and reviewing</p>	<p>plan established. To be looked at through Chairman's Forum by all Committee Chairmen</p> <p>New Training &amp; Development Policy recommended to be implemented as first stage</p> <p>Structured action plan review dates implemented Feb/March and August/September dependent on Committees. Action complete</p>
<p><b>Neighbourhood Plan Development</b></p>	<p>Review and Revise core strategy, Vision for Leigh, CCT &amp; SBC plans</p> <p>Plan &amp; implement series of workshops to develop outline proposal and actions to engage with community groups and individuals representing specific focus</p> <p>Establish Chairman's meetings calendar to co-ordinate activity</p> <p>Town Clerk to ensure set dates and review period are held and reported on.</p> <p>Training support needs for Cllrs introduced</p>	<p>To resolve ACM 2017</p> <p>End of November 2017</p> <p>For ACM 2017</p> <p>Ongoing as project develops</p> <p>Ongoing as project develops</p>			<p>Ongoing</p> <p>Ongoing</p> <p>Meeting calendar established. Action complete</p> <p>Ongoing</p> <p>EALC training mornings booked for October 2017</p>

**Strategic Aim** PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
Build into the Review scrutiny of all service provision, inviting feedback from recipients/public, noting production costs, and identify savings	Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim	May/June	Aim to reduce budget, make savings where possible	Should be on future Agendas and acted upon	Process has begun with E&L and CFC instigating feedback after events. To be ongoing in other areas. Action complete
Review revise standing orders	In discussion with Town Clerk	Annually		Calendar for this item	Annual requirement now diarised. Action complete

**Strategic Aim** ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
Work with contributors to magazine to submit on time quality items and images.	Review and revise writing guide and distribute online and at receptions	By September	Photocopy cost	Writing guide reviewed and modified with each issue.	MO now assisting Editor to aid with. Action complete.

**Strategic Aim** PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
Consider developing a Policy Document that proposed methods that involve the community participating in identifying what are the needs of the Town	If agreed develop the policy	October	Aim to reduce budget, make savings where possible	This is likely to be covered by NHP.	Agenda Consideration for consultations, resident, business & visitor feedback. Look at ways forward for effective methodologies.



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## LEIGH TOWN COUNCIL PROCUREMENT & IMPLEMENTATION PROTOCOL (SCHEME OF DELEGATION)

**ADOPTED:** 8<sup>TH</sup> November 2016  
**REVISED:** September 2017-

This protocol is designed to inform staff and members of the procedures that are to be followed when spending money from any revenue budget **and** the limits that Financial Regulation 4.1 sets on such expenditure; ~~together with the provisions of Standing Order 20 (for expenditure in excess of £25,000) which sets out the requirements of the Public Contracts Regulations 2015 and the regulations in the Public Contracts Directive 2014/24/EU (for expenditure in excess of £164,176).~~

**Financial Regulation 11 and Standing Order 20 must be referred to when dealing with Contract expenditure and expenditure in excess of £25,000 as these set out the requirements of the Public Contracts Regulations 2015 and the regulations in the Public Contracts Directive 2014/24/EU (expenditure in excess of £164,176)**

Under Financial Regulation 4.1 **expenditure items may be authorised up to the amounts included for that class of expenditure in the approved budget by Council. This authority is determined by: the following authorisation limits apply to any expenditure unless authorised by Council at start of financial year or a Committee decision relating to expenditure on a budget head e.g. such as a discrete event:**

Below £250 (any one occurrence) spending incurred by officers and authorised by the Town Clerk **unless pre-authorised in the budget.** ~~The purchasing officer will initial the invoice in the goods supplied box and the Town Clerk will authorise for payment.~~

Between £250 and £1,000 spending incurred by officers in consultation with the **Town Clerk and** Chairman of Council or Chairman of the appropriate committee **unless pre-authorised in the budget**

Above £1,000 and under £5,000 must be authorised by the relevant Committee before any expenditure is incurred **unless pre-authorised in the budget.**

Above £5,000 must be authorised by Full Council before the expenditure is incurred **unless pre-authorised in the budget.**

Who can incur expenditure?

~~Scheme of Delegation agreed on 12<sup>th</sup> November 2014 and LCC 5<sup>th</sup> April 2016~~ Expenditure is incurred by the following staff and within budgets defined below:

Facilities Manager:

- LCC Building Maintenance and Repair
- Utility Contracts and Services relating to the LCC
- ~~New contracts must have committee approval~~
- LCC Purchase, replacement or repair of equipment
- First Aid Post Maintenance
- Strand Wharf Maintenance
- Skate Park Maintenance
- Cinder Path Shelter Maintenance
- Allotment Site Maintenance (in line with ASAs)**



~~Other expenditure within LCC budget in conjunction with Town Clerk~~

Community Centre Administrator:  
Marketing & Profile Officer

Placing routine adverts  
Web site maintenance  
Farmers Market Promotion & Advertising  
LCC Children's holiday programme

~~Environment & Leisure Officer:~~  
Events & Projects Officer

All Event expenditure in the Leigh Lights and General Events Budget  
~~Allotments; Waste Clearance, Maintenance, Keys and Grass cutting~~

Community Transport Officer:  
Assistant Finance Officer

Purchase of tickets relating to trips  
Hire of Mini-Buses  
Purchase of refreshments  
Any necessary auxiliary costs, licences required

Assistant Responsible Finance Officers: Stationary

Postage  
Office equipment replacements (Toners etc.)  
All Petty Cash Expenditure (Float of £200)  
Garden Waste Sacks

Town Clerk:

All pre-authorized annual budget expenditure for all Committees in line with their Terms of Reference, the Council's Financial Regulations and Standing Orders  
~~Elections  
Renewals Budget (Rolling Capital)  
Furniture & Equipment  
Civic  
Localism Act (Land Registry Fees)  
Office Budget with the exception of subscriptions and those budgets delegated to the Finance Officers  
Debit Card expenditure up to one item of £1,000~~

The purchasing officer will initial the invoice in the goods supplied box and the Town Clerk will authorise for payment along with a Chairman if applicable. For any pre-authorized expenditure, the minute number or reference to the pre-authorization in the budget must be recorded on the invoice.

Any expenditure from Earmarked Reserves must be approved by Council under Financial Regulation 4.9

In cases of extreme risk to the delivery of Council Services the Town Clerk in consultation with all Committee Chairmen (a quorum being acceptable to make a decision) may authorise expenditure may be incurred up to a limit of £500 £2,500 whether budgeted for or not, Chairman to have such action reported to them as soon as practical. The action shall be reported to the appropriate Standing Committee and to Council asap thereafter.

Additionally the Town Clerk has delegated authority to authorise payments in the following circumstances under Financial Regulation 5.5

1. Payment of debts that may incur interest if not paid
2. Continuing contractual obligations
3. Fund transfers between bank accounts up to £100,000

The following Regular payments and Direct Debits are were authorised at the start of the administrative year 17<sup>th</sup> May 2016.

**Subscriptions**

<b>Name/Reason</b>	<b>Frequency/Payment Type</b>	<b>Annual Spend</b>
EALC & NALC – Local Council Review Subscription	Annually/Cheque	£17.00
EALC & NALC – Affiliation fee	Annually/Cheque	£1550.14
National Society of Allotments – Subscription	Annually/Cheque	£55.00
CTA (UK) – Subscription/membership	Annually/Cheque	£295.00
Parish on Line – Subscription	Annually/Cheque	£308.00
Rural Community Council – Annual membership	Annually/Cheque	£50.00
Thames Estuary Partnership	Annually/Cheque	£250.00
Essex Playing Field Association	Annually/Cheque	£30.00

**Annual Contracts/Agreements**

<b>Name/Reason</b>	<b>Frequency/Payment Type</b>	<b>Annual Spend</b>
Secom – Security Alarm CC	Annually/Cheque	£471.00
JK Fire Systems – Fire Alarm CC	Annually /Cheque	£460.00
Safelines – Fire Extinguishers CC	Annually/Cheque	£259.27
Edge IT Systems – Facilities & Finance systems	Annually/Cheque	£1521.00
Auditing Solutions – Internal Audit	Twice Yearly/Cheque	£1640.00
Greenworks Washrooms – Washroom services	Annually/Cheque	£1761.84
ATS Services – Boiler service	Annually/Cheque	£1000.00
Miskos Ltd – Server Monitoring	Monthly/Cheque	£900.00
Neopost – Franking Machine service agreement	Annually/Cheque	£347.59
Acumen Wages Services – Payroll processing	Monthly/Cheque	£503.00
Global Payments – Card processing Fees	Monthly/Direct Debit	£312.00
BNP Paribas – Photocopier lease	Quarterly/Direct Debit	£1301.76

**Licences**

<b>Name/Reason</b>	<b>Frequency/Payment Type</b>	<b>Annual Spend</b>
PRS & PPL – Music licences	Annually/Cheque	£2870.00
Southend BC – Premises Licence	Annually/Cheque	£70.00
TV Licensing – TV Licence CC	Annually/Cheque	£145.50

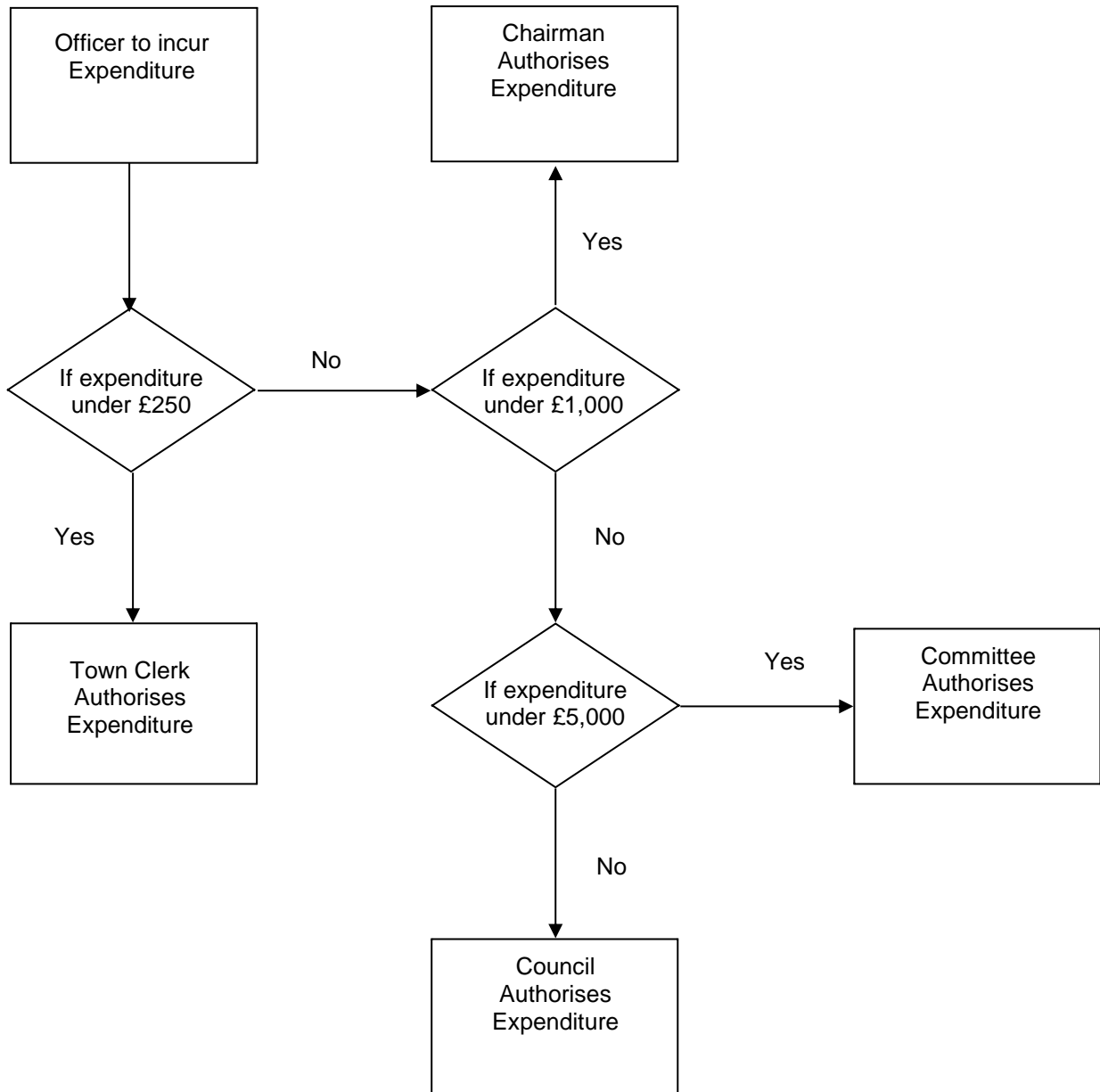
**Regular Direct Debits**

<b>Name</b>	<b>Reason</b>	<b>Average Annual Spend</b>
Biffa Commercial	Waste/Bins CC & Skate Park	£2576.27
Southend BC	Business Rates	£7950.00
Anglian Water	Sewage fee Comm Centre	£844.79
BES Electricity	Electricity Comm Centre	£9032.00
BT	Line rental & call chgs	£2299.23
The Calls Warehouse	Call chgs LCC	£814.97
Essex & Suffolk Water	Water rates CC	£808.29
Heart Internet	Website domains for LCC & LTC	£315.00
SSE Gas	Gas CC Electricity Skate Park & Electricity Strand Wharf	£7257.78

Wessex Leasing	Hand Drier leasing	£630.32
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~~The following payments will be added to the list in May 2017~~

External Audit	£1,300	
Garden Sacks	£1,200	
LTC Magazine	£10,000	
School Crossing Patrol	£4,500	
Flower Baskets	£6,600	
First Aid Post	£1,100	
Insurance	£6,300	
Leigh Lights Contract	£9,500	
Lights Security	£6,000	
Allotments Hedge Cutting	£1,000	
Marquees Maritime Festival	£1,500	
Column Test Leigh Lights	£3,500	Next due in 2019
ASA Agreement	£5,100	



**DECISION AUTHORISATION FLOW CHART**

## **FINANCIAL REGULATION 11 relating to the letting of contracts**

### 11.1 (i)

~~Contracts less than £25,000 – Three quotations will be sought with priced descriptions of the proposed supply.~~

~~Contracts below £1,000 and above £100 LTC will strive to get three estimates, otherwise FR 10(3) shall apply in that the Officer and Members are responsible for obtaining value for money at all times.~~

### **EXPENDITURE IN EXCESS OF £25,000**

~~For tenders above £25,000 a formal tender process shall be applied with a minimum of three tenders in sealed envelopes, not opened until the prescribed date for opening the tenders refer to Financial Regulation 11 (e).~~

~~The provisions of the Public Contracts Regulations 2015 articles 109 – 114 (detailed guidance is set out in Legal Topic Note 87) shall be applied to the process including the following:~~

- ~~• Advertise the contract on the 'Contract Finder' website~~
- ~~• Must be advertised on 'contract Finder' within 24 hours of it being advertised elsewhere~~
- ~~• If a tender list is used restricting applications this is not deemed to be advertising~~
- ~~• Information published on the site shall include; the time by which a response is required; how and to whom the potential contractor must respond; any other requirements for participating in the procurement.~~
- ~~• Where information is published on the Contracts Finder website; there must be public free access to the tender documents; the internet address to access the documents must be published on the Contract Finders website.~~
- ~~• Regulation 111 requires that there can be no pre-qualification stage although suitability questions can be applied to the process.~~
- ~~• Regulation 113 contains a provision that all undisputed invoices must be paid within 30 days.~~
- ~~• Regulation 112 states that when a contract is awarded it must publish on the Contract Finders website the following:~~
  - ~~○ The name of the contractor~~
  - ~~○ The date the contract was entered into~~
  - ~~○ The value of the contract~~
  - ~~○ Whether the contractor is an SME or VCSE~~

### **EXPENDITURE IN EXCESS OF € 209,000 (£164,176) – Public supply and public service contracts and Public Works Contracts of € 5,225,000 (£4,104,394)**

~~The full requirements of the Public Contracts Regulations 2015, shall be followed in respect of tendering and award of a public supply contract, public service contract or public works contract.~~

[Agenda](#)



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## TRAINING & DEVELOPMENT POLICY Staff & Councillors

### The Town Council's Commitment to Training & Development

Leigh-on-Sea Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation.

The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

The Town Council will commit itself to the following:

- To develop employees and members to achieve the objective of the Town Council
- To regularly review the needs of, and to plan training and development for employees and members
- To regularly evaluate the investment in training and training budgets.

### Identifying Training and Development Needs

#### Employees

- Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Town Clerk to hold CiLCA or equivalent. Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

#### Members

- An Induction folder will be provided for all newly elected members setting out the Town Council's policies and procedures.

- Training requirements for members will usually be identified by the Town Clerk and opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Council.
- Newly elected members are encouraged to attend the EALC 'Councillor Training'
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis.

### **Training Resources/Providers**

An annual budget will be set for employee training and Members' training. All employees or members attending training may claim travel expenses.

The Town Council is committed to offering support to its local area Parish/Town Councils. It is committed to networking with other Councils as it sees this as an effective means of information gathering and where possible to link in with training events held by itself or other Councils.

#### Training Providers for both employees and members

- Essex Association of Local Councils
- Principal Authority
- Society of Local Council Clerks
- National Association of Local Councils
- In-house – if the whole Council requires training on a particular subject the Clerk will source the appropriate qualified person to attend
- Other relevant training provider

### **Review**

In order to evaluate training, staff and Members are required to report on the training attended. This can either be verbally or by written report and advise of anything learned that Council can use and implement in the future. They should evaluate how successful and appropriate the training has been.

The purpose of feedback is to provide shared learning across the organisation which provided both training benefits and represents value for money.

**POLICY ADOPTED:**

**POLICY REVIEW:**

[Agenda](#)



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## **SAFEGUARDING POLICY**

### **Policy Statement**

In the interests of child protection and the welfare and protection of vulnerable adults, Leigh Town Council (LTC) is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with Leigh Town Council.

### **Definitions**

A **child** or **young person** is anyone under the age of 18 years.

A **vulnerable adult** is someone who by reason of mental or other disability, age or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

An **adult** for the purposes of this policy is anyone over 18 years of age.

### **Policy Objective**

- To ensure that where possible all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable adults.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.
- As the Town Council does not directly provide care or supervision services to children and vulnerable adults, it expects all children and vulnerable adults using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

### **Promoting a Safe Environment**

In order to promote a safe environment for children, young people and vulnerable adults LTC wishes to promote a safeguarding culture in its premises and activity areas. We will achieve this by:

1. Stating that all activities with children require a parent or guardian present.
2. The Events & Projects Officer and Town Clerk are Safeguarding Officers from within the Council and their role is to:
  - Ensure that before any Town Council organised event with children or vulnerable persons, they as the appointed Safeguarding Officer, brief all participants appropriately;
  - Ensure that Members are aware of the risk they may face in certain circumstances whilst carrying out their duties;
  - Ensure that whilst Council members are unlikely to be involved with children during the performance of their duties they are mindful of the risk(s) they face;
  - Ensure that before any volunteers recruited to work with children and vulnerable persons, are interviewed and two written references taken up;
  - Decisions on whether any person should be DBS checked will be made by the Town Clerk following the completion of a risk assessment.
3. Providing all Councillors and staff with a copy of the Safeguarding Policy who will adhere to the 'List of Recommended Behaviour', namely

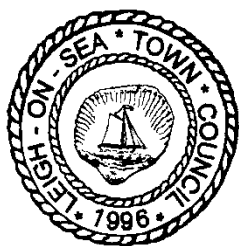


- A minimum of two adults present when supervising children.
  - Not to play physical contact games.
  - Adults to wear appropriate clothing at all times.
  - Ensure that accidents are recorded in an accident book.
  - Never do anything of a personal nature for a young person.
4. Keeping records in an incident book of any allegations a young person may make to any committee member staff or volunteer.
  5. If there is a child abuse incident it must be reported to the Safeguarding Officer who will be responsible for ensuring the matter is handled in accordance with the Local Safeguarding Children Board procedures and also referred to the Council for further action as appropriate and future risk assessment.
  6. In the event of a contractor, working directly for the Town Council, being deemed to be working in any area where children or vulnerable adults may be at risk, then that contractor will be asked to provide their Safeguarding Policy.

**POLICY ADOPTED:**

**POLICY REVIEW:**

[Agenda](#)



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

REPORT 2657/ES

## CHILDCARE VOUCHERS

### BACKGROUND

**Childcare vouchers are an employee benefit for all eligible working parents. They are an established Government initiative to support working parents.**

Launched in 1998, childcare vouchers are run by HM Revenue & Customs (HMRC).

They are a Government-approved, tax-efficient way of paying for childcare. If an employee joins the scheme, they can exchange up to £243 a month (£55 a week) of their gross salary for childcare vouchers.

The part of their gross salary they exchange for childcare vouchers is tax-free and exempt from National Insurance contributions (NI). Because of this, they can make savings of up to £933 a parent, a year. They are also NI exempt for employers, which means employers can save up to £402 a year in reduced NI contributions for each participating employee.

### FINANCIALS

Childcare Vouchers Schemes are available from a number of providers. The most well-established of these is Edenred. Their charge is 5% of the voucher amount claimed each month. This equates to £12.15 per month for one employee claiming their full entitlement of £243.00. As the salary sacrifice has the effect of reducing the gross pay and therefore the Employers NI, LTC will save £402.40 per annum in Employers NI. **There is a net saving to LTC of £256.60 per annum.**

### PENSIONS

Childcare Vouchers are a “salary sacrifice” scheme. The employee signs a contract agreeing to sacrifice part of their salary in return for the vouchers. The part of the employee’s salary that has been sacrificed remains “pensionable pay”, and both Employer and Employee contributions are unaffected. This should, in future, be clarified in their contract of employment. The employee should consider the impact of paying reduced NI on any other state benefits including the State Pension.

### OTHER BENEFITS

There is minimal additional administration time required to authorise the issue of vouchers as part of the payroll each month, and Edenred provide a full support service to both ourselves and the employee.

Whilst we currently only have one employee requesting Childcare Vouchers, it is probable that this number will rise in the future. Setting up a scheme now will give the Council a future proof benefits scheme that enhances the Council’s standing as an Employer, enabling LTC to attract and retain the best staff.

Once the scheme is set up any employees requesting Childcare Vouchers can be added easily. It can also be left dormant if there are no current employees wishing to use Childcare Vouchers.

The Assistant RFO has experience of administering an Edenred Scheme and the member of staff currently requesting Childcare Vouchers has an existing account with them.

<b>POLICY &amp; RESOURCES DETAILED BUDGET</b>					<b>2017/18</b>					
<b>INCOME</b>	Budget 2017/18	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2017/18	Expenditure	Balance	% Spent
					P&R Accruals 2016/17			-£ 1,600.00		
Precept	£ 400,904.00	£ 200,452.00	£ 200,452.00	50.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 9,800.00	£ 4,900.00	£ 4,900.00	50.00%	Grant Award Fund	£ 3,471.00	£ 5,000.00	£ 1,908.40	£ 6,562.60	22.53%
Bank Interest	£ 1,000.00	£ 272.78	£ 727.22		Furniture & Equipment		£ 500.00	£ 101.97	£ 398.03	20.39%
Other Income*		£ 45.99	-£ 45.99		Elections	£ 22,265.59	£ -	£ -	£ 22,265.59	
Sale of Garden Waste Sacks*	£ 1,200.00	£ 762.60	£ 437.40		Legal Costs		£ 3,500.00	£ -	£ 3,500.00	
		£ -	£ -		Annual Town Meeting		£ 500.00	£ 112.38	£ 387.62	22.48%
<b>CIL Income - FOR NOTING</b>		£ 5,834.54	-£ 5,834.54		Community Engagement		£ 11,000.00	£ 4,900.25	£ 6,099.75	44.55%
					Volunteer Programme	£ 19,504.40	£ 5,000.00	£ 1,971.58	£ 22,532.82	8.05%
					Website		£ 100.00		£ 100.00	
					Civic		£ 200.00	£ -	£ 200.00	0.00%
					Renewals Fund	£ 16,086.02	£ 2,000.00	£ 1,642.20	£ 16,443.82	9.08%
					Garden Sacks		£ 1,200.00	£ 311.98	£ 888.02	26.00%
					Localism Act	£ 2,000.00	£ 300.00	£ 150.00	£ 2,150.00	6.52%
<b>TOTAL INCOME</b>	<b>£ 412,904.00</b>	<b>£ 212,267.91</b>	<b>£ 200,636.09</b>	<b>51.41%</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 63,327.01</b>	<b>£ 29,300.00</b>	<b>£ 9,498.76</b>	<b>£ 83,128.25</b>	<b>32.42%</b>
* Other Income in Main Budget Sheet										
CIL EMR £885.06					Capital Fund	£120,684.48	£ 50,000.00	£ -	£ 170,684.48	0.00%

[Agenda](#)

<b>OFFICE ADMIN DETAILED BUDGET</b>				<b>2017/18</b>
<b>EXPENDITURE</b>	Budget 2017/18	Expenditure	Balance	% Spent
<b>Premises</b>				
Office Rental	£ 3,500.00	£ -	£ 3,500.00	0.00%
LCC Premises Use Grant	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%
	<b>£ 30,500.00</b>	<b>£ 13,500.00</b>	<b>£ 17,000.00</b>	<b>44.26%</b>
<b>Office Admin - EMR £2,000</b>				
Stationery	£ 2,000.00	£ 210.94	£ 1,789.06	10.55%
Insurance	£ 6,300.00	£ 6,511.51	-£ 211.51	103.36%
Library	£ 300.00	£ -	£ 300.00	0.00%
Communication	£ 2,450.00	£ 803.06	£ 1,646.94	32.78%
Photocopying	£ 3,500.00	£ 826.44	£ 2,673.56	23.61%
Subscriptions	£ 2,300.00	£ 1,793.16	£ 506.84	77.96%
Postage	£ 1,700.00	£ 351.76	£ 1,348.24	20.69%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 500.00	£ -	£ 500.00	0.00%
Bank Charges	£ 1,200.00	£ 402.75	£ 797.25	33.56%
Miscellaneous	£ 500.00	£ -	£ 500.00	0.00%
Professional Advice	£ 1,000.00	£ 208.33	£ 791.67	20.83%
Audit	£ 2,700.00	£ 420.00	£ 2,280.00	15.56%
IT	£ 4,500.00	£ 1,343.65	£ 3,156.35	29.86%
Training - Staff	£ 3,000.00	£ 649.40	£ 2,350.60	21.65%
Expenses/Travel Costs - Cllrs	£ 600.00	£ 188.05	£ 411.95	31.34%
Training - Cllrs	£ 2,000.00	£ 525.00	£ 1,475.00	26.25%
Mileage & Expenses - Staff	£ 650.00	£ 286.51	£ 363.49	44.08%
	<b>£ 35,450.00</b>	<b>£ 14,520.56</b>	<b>£ 20,929.44</b>	<b>40.96%</b>
	<b>£ 65,950.00</b>	<b>£ 28,020.56</b>	<b>£ 37,929.44</b>	<b>42.49%</b>

Leigh Town Council Main Budget Report					2017/18				
INCOME	Budget 2017/18	Income Received	Balance	% Received	EXPENDITURE	Budget 2017/18	Expenditure	Balance	% Spent
<b>Balances B/F</b>		<b>£ 403,765.00</b>							
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Precept	£ 400,904.00	£ 200,452.00	£ 200,452.00	50.00%	P & R Expenditure	£ 29,300.00	£ 9,498.76	£ 19,801.24	32.42%
Local Council Tax Support Grant	£ 9,800.00	£ 4,900.00	£ 4,900.00	50.00%	Office & Admin	£ 65,950.00	£ 28,020.56	£ 37,929.44	42.49%
Interest	£ 1,000.00	£ 272.78	£ 727.22	27.28%	Staffing	£ 98,153.00	£ 53,911.84	£ 44,241.16	54.93%
Other Income	£ 1,200.00	£ 808.59	£ 391.41	67.38%	Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL Income (for noting)		£ 5,834.54	-£ 5,834.54			<b>£ 243,403.00</b>	<b>£ 91,431.16</b>	<b>£ 151,971.84</b>	<b>37.56%</b>
	<b>£ 412,904.00</b>	<b>£ 212,267.91</b>	<b>£ 206,470.63</b>	<b>51.41%</b>					
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC Hire Income	£ 125,000.00	£ 42,511.27	£ 82,488.73	34.01%	LCC Expenditure	£ 114,000.00	£ 23,916.55	£ 90,083.45	20.98%
LTC Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	LCC Staffing	£ 139,800.00	£ 49,949.13	£ 89,850.87	35.73%
Strand Wharf	£ -	£ -	£ -		Highway Facilities	£ 5,300.00	£ -	£ 5,300.00	0.00%
Other Income	£ 3,534.96	£ 2,877.11	£ 657.85	81.39%	Strand Wharf Expenditure	£ 1,300.00	£ 686.31	£ 613.69	52.79%
LCC Fund-Raising		£ 91.79	-£ 91.79		Skate Park Expenditure	£ 3,550.00	£ 348.20	£ 3,201.80	9.81%
					Skate Park Staffing	£ 4,000.00	£ 1,549.08	£ 2,450.92	38.73%
					Paddling Pool	£ 500.00	£ -	£ -	0.00%
	<b>£ 155,534.96</b>	<b>£ 58,980.17</b>	<b>£ 96,554.79</b>	<b>37.92%</b>	Strand Wharf Capital Expenditure	£ -	£ 2,880.00	-£ 2,880.00	
						<b>£ 268,450.00</b>	<b>£ 79,329.27</b>	<b>£ 188,620.73</b>	<b>29.55%</b>
<b>Environment &amp; Leisure</b>					<b>Environment &amp; Leisure</b>				
Allotments Income	£ 11,111.00	£ 1,877.00	£ 9,234.00	16.89%	Allotments Expenditure	£ 12,110.00	£ 4,535.83	£ 7,574.17	37.46%
Community Transport Fees	£ 3,200.00	£ 512.00	£ 2,688.00	16.00%	Allotments Staffing	£ 8,600.00	£ 3,678.20	£ 4,921.80	42.77%
Farmers' Market Fees	£ 2,000.00	£ 1,231.00	£ 769.00	61.55%	Community Transport Expenditure	£ 4,330.00	£ 375.84	£ 3,954.16	8.68%
Leigh Lights Income	£ 2,000.00	£ 80.00	£ 1,920.00	4.00%	Community Transport Staffing	£ 4,400.00	£ 1,496.96	£ 2,903.04	34.02%
Other Events Income	£ 550.00	£ 265.00	£ 285.00	48.18%	Farmers' Market Expenditure	£ 1,350.00	£ 931.53	£ 418.47	69.00%
Other E&L Income	£ 50.00	£ 50.00	£ 50.00	0.00%	Leigh Lights Expenditure	£ 35,750.00	£ -	£ 35,750.00	0.00%
	<b>£ 18,911.00</b>	<b>£ 3,965.00</b>	<b>£ 14,946.00</b>	<b>20.97%</b>	Events & Other Expenditure	£ 17,000.00	£ 8,285.99	£ 8,714.01	48.74%
					E&L Staffing	£ 15,319.00	£ 6,972.94	£ 8,346.06	45.52%
						<b>£ 98,859.00</b>	<b>£ 26,277.29</b>	<b>£ 72,581.71</b>	<b>26.58%</b>
<b>Planning, Highways &amp; Licensing</b>					<b>Planning Highways &amp; Licensing</b>				
		£ -	£ -		Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 10,500.00	£ 5,615.12	£ 4,884.88	53.48%
	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>			<b>£ 11,000.00</b>	<b>£ 5,615.12</b>	<b>£ 5,384.88</b>	<b>51.05%</b>
<b>Total Income</b>	<b>£ 587,349.96</b>	<b>£ 275,213.08</b>	<b>£ 317,971.42</b>	<b>46.86%</b>	<b>Total Expenditure</b>	<b>£ 621,712.00</b>	<b>£ 202,652.84</b>	<b>£ 418,559.16</b>	<b>32.60%</b>
<b>Capital Reserves 31/03/17</b>	<b>£ 120,684.00</b>	<b>YR END EST</b>	<b>£ 60,000.00</b>		<b>Balances Remaining C/F</b>		<b>£ 476,325.24</b>		
<b>Earmarked Reserves 31/03/17</b>	<b>£ 155,820.00</b>	<b>YR END EST</b>	<b>£ 90,000.00</b>						
<b>CIL 31/03/17</b>	<b>885.06</b>		<b>6719.60</b>		<b>Est. General Reserves @ 31st March 2017</b>		<b>£ 225,737.50</b>		



# Leigh-on-Sea Town Council

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 council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Jane Ward  
 Vice Chairman: Valerie Morgan  
 Town Clerk: Helen Symmons

## Payments List 24<sup>th</sup> June 2017- Report 2658/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102180	£311.98	Veolia Environmental Services	Purchase garden waste sacks
102181	£54.60	Acumen Wages Service	Payroll processing fees
102182	£6780.24	Southend BC	Hanging baskets
102183	£30.00	J Gosgree	Refund plot deposit
102184	£30.00	J Nevill	Refund plot deposit
102185	£37.50	A Forde	Travel expenses re Councillor briefing
102186	£45.00	EALC	Marketing masterclass F Smith
102187	£33.00	Miskos Ltd	Additional email address
102188	£174.00	Evac & Chair	Service 2 evac chairs
102189	£183.77	Essex Supplies (UK) Ltd	Cleaning materials
102190	£121.72	Cancelled	Cancelled
102191	£126.00	Miskos Ltd	Server monitoring & spam filtering
102192	£3.94	Allen Bros Electrical (Factors) Ltd	Miscellaneous electrical
102193	£3456.19	Valley Provincial Group LLP	Final payment re Strand Wharf
102194	£18.50	Mrs K Bell	Refund of Community Transport Xmas lunch. Original chq lost.
102195	£16.44	SSE	Electricity Strand Wharf
102196	£98.28	Theodora's Children's Charity	Replacement cheque collection at Leigh Lights by Theatretrain
102197	£360.00	Recognition Express Essex	Jute bags for Farmers Market at Christmas
102198	£95.00	Mark Keble	Entertainer fee summer events
102199	£320.00	Jolly Kids Castles	Soft play hire

102200	£50.00	Kay Couzens	Entertainer fee Beauty & The Beast workshop
102201	£120.00	R Cohen	2 Balloon workshops
102202	£75.90	Jill Healey	Travel expenses 2 day course EALC
102203	£84.00	NALC	Annual Conference fee H Symmons
102204	£35.31	SSE	Electricity Skate Park
102205	£200.00	Neopost Ltd	Top up postage
102206	-	Cancelled chq	-
102207	£567.12	Brunel Engraving	8 brass nameplates
102208	£54.60	Acumen Wages Svce	Monthly salaries charge
102209	£75.00	Sarah Dodsworth	Summer holidays entertainer
102210	£1,500.00	Southend BC	Bus shelter donation
102211	£16.50	Miskos Ltd	Remote support for monitor
102212	£100.00	Miss S J Barlow	Holly Jolly Pirate Party fee
102213	£126.90	Essex Supplies (UK) Ltd	Cleaning materials
102214	£6511.51	WPS Insurance Brokers	Combined Commercial Insurance LTC
102215	£72.68	Viking	Stationery
102216	£17.00	NALC	LCR Subscription
102217	£126.00	Miskos Ltd	Spam filtering & server monitoring
102218	£15.00	SAVS	Excel training A Curtis
102219	£223.20	VIP Security Services	Security at Strand Wharf event
102220	£29.07	SEEOG	Reimburse for sowing materials for children's event
102221	£150.00	Petty Cash	Top up petty cash
102222	£385.00	EALC	Planning Training, Forde, Ward, Rosier, Symmons, Cotterell
102223	£1,472.40	Vicarage Marquees Ltd	Strand Wharf Heritage Day marquee
102224	£122.36	Viking Direct	Office chair – Helen Symmons
102225	£90.00	Wyvern Community Transport	Minibus hire for Museum of Power CT trip
102226	£49.50	Miskos Ltd	IT support re email
102227	£120.00	Kinect Services Ltd	Community Transport minibus hire
102228	£30.00	The Hoy Shanty Crew	Performance at "Music on Sea"
102229	£20.00	The Salvation Army	Performance at "Music on Sea"
102230	£20.00	The Yardam Folk Orchestra	Performance at "Music on Sea"
102231	£20.00	Leigh Orpheus Male Voice Choir	Performance at "Music on Sea"

102232	£18.63	SSE	Strand Wharf electricity
102233	£50.00	Southend Hospital Charity	Distribution of staff & councillor collection in memory of Paul Beckerson
102234	£50.00	British Lung Foundation	Distribution of staff & councillor collection in memory of Paul Beckerson
102235	£46.98	Hilary Le Marie	Volunteer expenses
102236	£39.37	Richard Herbert	Councillor expenses skate park research trip
102237	£222.96	Southend BC	Parking suspension Kids Zone event
102238	£20.00	Ben Eve	Music-on-Sea Strand Wharf
102239	£40.00	Leigh Heritage Centre Ltd	Music-on-Sea Strand Wharf
102240	£42.52	EALC	Neighbourhood Planning book
102241	£466.78	Veolia	Garden waste sacks
BK TRS	£22000.00	Payroll	August payroll
BK TRS	£304.50	Museum of Power	Tickets Community Transport trip
BK TRS	£110.00	MDAS	Retained deposits to clear plots
BK TRS	£540.00	Giles Wilson Solicitors	Café Licence report. Professional advice
BK TRS	£22000.00	Payroll	July payroll
BK TRS	£20.00	Wyvern Comm. Transport	Minibus deposit
BK TRS	£400.00	LOSALGA	ASA agreement
BK TRS	£125.00	Marshall Close allotments	ASA agreement
BK TRS	£750.00	MDAS	ASA agreement
BK TRS	£110.00	MDAS	Refund tenancy deposit
		<b>Expenditure – Imprest Items</b>	
	£57.56	Heart Internet	Domain renewals
	£59.99	Heart Internet	Security certificate Comm Centre
	£59.99	Heart Internet	Security certificate LTC
	£33.56	Heart Internet	Domain renewal
	£25.00	Disclosure Scotland	Basic disclosure W Connon Community Transport volunteer
	£23.00	Southend BC	Designated personal licence holder amendment fee
	£25.00	Disclosure Scotland	Basic disclosure C Broad Adhoc caretaker
	£12.00	Shoecare	CC keys for new adhoc caretaker
	£19.00	Solopress	Farmers Market flyers



	£76.80	Solopress	2 Roller Banners for Farmers Mkt
	£25.00	Southend BC	Event licence Leigh Lights
	£100.80	Williamson-Dickies	Staff uniform
		<b>Expenditure – Direct Debits</b>	
	£70.04	The Calls Warehouse	Call charges 477248
	£1354.14	SSE	Electricity Community Centre
	£343.39	NWG Business	Water rates Comm Centre
	£610.80	Essex & Suffolk Water	Water rates MDAS
	£85.67	Biffa	Waste collection Skate Park
	£166.88	Biffa	Waste collection Comm Centre
	£769.00	Southend BC	Business rates CC
	£121.72	DOTS	Photocopying costs
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee order (costs recovered by LTC)
	£1934.08	SSE	Gas Community Centre
	£62.60	Global Payments	Card processing fee
	£231.96	British Telecom	716288 line & calls
	£385.40	British Telecom	477248 / 477987 / 714603
	£55.44	Verde Coffee	Coffee order (reimbursed)
	£572.96	SSE	Electricity Community Centre
	£67.52	The Calls Warehouse	Call charges 477248
	£96.50	British Telecom	Charges for 716287
	£65.93	Biffa Environmental	Waste removal Comm Centre
	£69.19	Biffa Environmental	Waste removal Comm Centre
	£85.67	Biffa Environmental	Waste removal Skate Park
	£213.88	DOTS	Photocopying costs
	£769.00	Southend BC	Business rates CC
	£10.16	GO CARDLESS (Verde Coffee Ltd)	Coffee order (costs recovered by LTC)

	£80.39	GO CARDLESS (Verde Coffee Ltd)	Coffee order (costs recovered by LTC)
	£62.10	Global Payments	Card processing fee
	£525.92	SSE	Electricity Community Centre
	£66.71	The Calls Warehouse	Call charges 477248

[Agenda](#)