



# 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 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 1<sup>st</sup> March 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 (Chairman), Vinice Cowell, Doug Cracknell, Keith Evans, Anita Forde, Jill Healey and Carole Mulroney (Vice Chairman)

*Helen Symmons*

Helen Symmons  
Town Clerk  
24<sup>th</sup> February 2022

**Any member who is unable to attend the meeting should send their apologies 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 [2<sup>ND</sup> NOVEMBER 2021](#)
5. PUBLIC REPRESENTATIONS

'Thank you' correspondence was received from all grant recipients awarded in November 2021

6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 5

Following the meeting to review grant applications in November, one application was missed from the pack and discovered following the applicant chasing for an answer. The Committee were consulted on the application and agreed it as follows:

Friends of West Leigh Schools                      £500 (LCC room hire)

## **POLICY DECISIONS**

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

7. STATEMENT OF COMMUNITY ENGAGEMENT – **DECISION ITEM**

It is **RECOMMENDED** that the Committee adopt the reviewed policy with **recommendation to Council.**

8. ANNUAL GOVERNANCE REVIEW – **DECISION ITEM**

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

- Risk Management Strategy
- Risk Register
- Governance Statements

## RESOURCES

### 9. SPATIAL PLAN - **DECISION ITEM**

A review meeting took place with Cllr Cracknell and Cllr Evans the only Councillors to attend, with Cllr Forde sending her apologies. One of the purposes of the Spatial Plan had been to provide Leigh Town Council with a coherent evidence base to inform project development with their partners and to influence the preparation of the Borough Council's new Local Plan. It was also to help set a framework for funding bids and investment in the future.

In this respect it was felt that the news of the Levelling up funding injection in to Leigh Port had achieved the objective of raising the profile of the working port and establishing a sustainable future for the commercial activities and would be a project that Leigh Town Council would follow and study in detail in their role as statutory consultees.

It was noted that the Leigh Partnership group had improved the wayfinding and signage in Old Leigh and had been well received. It was also acknowledged that the restrictions at Strand Wharf pertaining to the number of events that could be held annually was not an issue at present.

The meeting felt that there was some potential to pursue the following (via Southend Borough Council) which linked in with the vision and objectives of the Spatial Plan:

- Consideration of making Cockle Row one-way to traffic
- A pedestrian crossing by the pedestrian railway bridge on New Road
- Improvement of signage relating to available parking (vehicle and cycle)
- Find out what is happening with the building that was Simply Seafood as this could have a community benefit

It is **RECOMMENDED** that the Committee consider the next stage they wish to be undertaken.

### 10. STRATEGIC PLAN 2023-2027

Local Council Consultancy have now allocated us a consultant to work on the next Strategic Plan. He has been provided with the Council's structure and the current action plan as well as the budget for 2022/23. The next stage is to hold councillor workshops and the proposal is to do this one Saturday over 2 sessions in April to enable every councillor to participate. **Saturday 23<sup>rd</sup> April is the suggestion and it is requested that Councillors RSVP to the Town Clerk their workshop preference. Sessions will be 10 am to 12 noon and then 1.30 pm to 3.30 pm.**

## FINANCIAL

### 11. COMMITTEE BUDGET 2021/22 UPDATE ([Appendix 2](#)) page 6

### 12. REVIEW OF INTERNAL AUDITOR 2021/22

There has been a delay in providing the service this year to the Council. Whilst it is finally being undertaken and will not affect the year end audit process, the Town Clerk will be looking for alternative quotes for 2022/23.

### 13. REVIEW OF THE DECISION TO INVEST IN CCLA PROPERTY FUND

Whilst this Fund has re-opened and the Fund's total return for 2020/21 after all expenses was 3.8%, the Council would have to pay £795+VAT to have an external party assess suitability of

the Council to invest. The decision to invest in the fund took place early March 2020 before the world was plunged in to the COVID-19 pandemic and shortly after the Council's decision to invest, the Fund closed to new investors. The Town Clerk will provide a verbal report to the Committee for a decision to be made as to whether to still proceed with the original resolution.

14. RECOMMENDATION FROM COMMUNITY & CULTURE COMMITTEE – **DECISION ITEM**

**Minute 122 - To consider underspends in 2021/22 budget to earmark as a reserve**

**RECOMMENDED** as follows to Council via F&G Committee:

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Allotments Infrastructure	£2160.28	£2500.00	£4660.28
Allotments maintenance	£5120.19	£1500.00	£6620.19
Leigh side maintenance	NEW	£400.00	£400.00
C&C General Services	£5900.00	-£3112.00 (hanging baskets)	£2788.00
H & W General Events	£17086.30	-£2000.00 -£1000.00 -£1260.40 (various events resolved)	£12825.90
Bunting Workshop	NEW	£1000.00	£1000.00
Christmas Lights Structure	£12359.00	-£3357.00 (new timers)	£9002.00
Community Transport	£800.00	none	£800.00
Skate Park	£6902.25	£3595.50	£10497.75
CFC other	£1831.03	-	£1831.03
Community Centre	£23119.88	£12000.00	£35119.88
LCC Salaries	NEW	£6,000.00 (national wage settlement not yet made)	£6000.00
Paddling Pool	£2659.70	none	£2659.70
Strand Wharf Planters	£3041.67	£500	£3541.67
Community Specials	£7500.00	none	£7500.00
School Crossing Patrol	NEW	£6684.60 (accrued) £4700.00 (current year)	£11384.60
Good for Leigh	NEW	£500.00 (Safe Sun project)	£500.00

15. RECOMMENDATION FROM STAFFING COMMITTEE **DECISION ITEM**

**Minute 38 To consider underspends in 2021/22 budget to earmark as a reserve**

**RECOMMEND** as follows to Council via F&G Committee:

Salaries	£24958.00	£7000.00	£31,958.00
LCC Salaries	-	£6000.00	£6,000.00

16. TO CONSIDER ANY UNDERSPENDS IN THE 2021/22 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **DECISION ITEM**

It is **RECOMMENDED** that the Committee **recommend to Council** the following movement to Earmarked Reserves at the year-end:

Purpose of Reserve	Opening Balance	Movement	Closing Balance
Elections	£27344.77	£4000	£
Renewals Fund	£26586.02	-	£26586.02
Grant Aid	£7471.18	-	£7471.18
Volunteer Programme	£4004.40	£500.00	£4504.50
Legal costs	£3855.00	£1000.00	£4855.00
Office Admin	£9750.00	£850.00	£10600.00
Furniture & Equipment	£4500.00	£1000.00	£5500.00
IT	£2500.00	£1500.00	£4000.00
Training	£4500.00	£1000.00	£5500.00
Office Rent	£1650.00	£1650.00	£3300.00
Social Isolation Projects	£4767.60	-	£4767.60
Emergency Community Fund	£8580.00	-£1216.50	£7363.50
Strategic Plan Projects	£15,000.00	-£5000.00	£10000.00
Old Mess Room	-	£4,030	£4030.00

17. LIBRARY GARDENS FESTIVE DISPLAY SPONSORSHIP MONEY

As the cost of the installations did not exceed budget, it is **RECOMMENDED** that the sponsorship money received, being £1,700, be added to the Leigh Lights Structure EMR with **recommendation to Council**

18. QUARTERLY FINANCE CHECK

The quarter checks for the current financial year are all up to date with no issues.

19. BANK RECONCILIATION CHECK

Reconciliation checks are up to date with no issues raised. The next quarter will be completed imminently.

**CONFIDENTIAL**

20. 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) (proposals and counter-proposals in negotiations for contracts)

21. CHRISTMAS LIGHTING CONTRACT (Confidential Appendix 1) **DECISION ITEM**

The lighting contract is now up for renewal and contract quotes have been obtained for discussion and **recommendation to Council**.

**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>
P&R 05-03-19	83. CIL Projects	RESOLVED £6,000 of CIL for Belton Hills nature boards	January 2022	Signs installed by SBC	NFA	
F&G 03-03-20	55. Investment Product	RESOLVED £100k to invest in CCLA Property Fund		Fund has now re-opened but the Town Clerk will provide a report to the Committee	Will be reported on agenda NFA under this minute	TC
F&G 02-11-21	7-8 Review of Policies	RESOLVED all with recommendation to Council	30-11-21	Added to Council Agenda	NFA	
F&G 02-11-21	9. Spatial Plan	RESOLVED to hold PDG to review		Review held	Reported on agenda NFA under this minute	
F&G 02-11-21	10. Strategic Plan	RESOLVED to use LCC to produce plan and allocate 5 days in total at cost of £1750 + VAT		Initial Council documentation sent for consultant to review.	Reported on agenda NFA under this minute	
F&G 02-11-21	12. Annual Budgeting Process	RESOLVED draft budgets all with recommendation to Council	30-11-21	Added to Council Agenda	NFA	
F&G 02-11-21	16. Leigh Community Centre Debtor	RESOLVED to write off debt of £190.40	03-11-21	Debt written off	NFA	
F&G 02-11-21	17. Grant Aid Awards	RESOLVED 12 awards, deferred one for more information RESOLVING Town Clerk in consultation with Chairman of Committee be delegated to review and decide and deferred another as possible joint partnership project to explore	03-11-21	Applicants advised.	NFA	

[Agenda](#)

<b>FINANCE &amp; GOVERNANCE DETAILED BUDGET</b>										
<b>INCOME</b>	Budget 2021/22	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2021/22	Expenditure	Balance	% Spent
Precept	£ 443,217.00	£ 443,217.00	£ -	100.00%	Grant Award Fund	£ 7,471.18	£ 5,000.00	£ 5,020.60	-£ 20.60	40.26%
Settlement of insurance claims		£ 3,640.02			Furniture & Equipment	£ 4,500.00	£ 2,000.00	£ 664.00	£ 1,336.00	10.22%
Bank Interest	£ 700.00	£ 127.01	£ 572.99	18.14%	Elections	£ 27,344.77	£ 4,000.00	£ -	£ 4,000.00	0.00%
Other Income	£ 1,300.00	£ 1,053.15	£ 246.85	81.01%	Legal Costs	£ 3,855.00	£ 1,000.00	£ -	£ 1,000.00	0.00%
VAT Refund (for info only)		£ 12,345.01			Annual Town Meeting		£ 750.00	£ 397.48	£ 352.52	53.00%
					Community Engagement		£ 12,000.00	£ 12,400.05	-£ 400.05	103.33%
					Volunteer Programme	£ 4,004.40	£ 2,500.00	£ 1,632.81	£ 867.19	25.10%
					LTC Website		£ 500.00	£ 175.00	£ 325.00	35.00%
					Civic		£ 250.00	£ 308.19	-£ 58.19	123.28%
					Renewals Fund	£ 26,586.02	£ 1,000.00	£ 860.20	£ 139.80	3.12%
					Other Expenditure		£ 1,300.00	£ 1,145.70	£ 154.30	88.13%
					Localism Act		£ 150.00	£ -	£ 150.00	0.00%
					Social Isolation Projects	£ 4,767.60			£ 4,767.60	0.00%
					Community Recovery Award	£ 8,580.00		£ 1,216.50	£ 7,363.50	14.18%
<b>TOTAL INCOME</b>	<b>£ 445,217.00</b>	<b>£ 448,037.18</b>	<b>£ 819.84</b>	<b>100.63%</b>	<b>TOTAL EXPENDITURE</b>		<b>£ 30,450.00</b>	<b>£ 22,604.03</b>	<b>£ 7,845.97</b>	<b>74.23%</b>
CIL Receipt		£ 2,558.04			Strategic Plan Projects	£ 15,000.00	£ 10,000.00	£ 970.00	£ 24,030.00	
					CIL Expenditure			£ 3,130.01	-£ 3,130.01	

<b>OFFICE ADMIN DETAILED BUDGET</b>				
<b>EXPENDITURE</b>	Budget 2021/22	Expenditure	Balance	% Spent
<b>Premises</b>				
Office Rental	£ 5,150.00	£ 3,500.00	£ 1,650.00	67.96%
LCC Premises Use Grant	£ 10,000.00	£ 1,558.15	£ 8,441.85	15.58%
	<b>£ 15,150.00</b>	<b>£ 5,058.15</b>	<b>£ 10,091.85</b>	<b>33.39%</b>
<b>EMR - Office Admin £9750, IT £2,500</b>				
Stationery	£ 750.00	£ 659.81	£ 90.19	87.97%
Insurance	£ 3,500.00	£ 3,537.24	-£ 37.24	101.06%
Library	£ 200.00	£ -	£ 200.00	0.00%
Communication	£ 1,750.00	£ 1,287.61	£ 462.39	73.58%
Photocopying	£ 2,500.00	£ 3,173.97	-£ 673.97	126.96%
Subscriptions	£ 350.00	£ 406.00	-£ 56.00	116.00%
Postage	£ 750.00	£ 714.60	£ 35.40	95.28%
Entertaining	£ 250.00	£ 90.96	£ 159.04	36.38%
Licences	£ 50.00	£ 105.00	-£ 55.00	210.00%
Bank Charges	£ 750.00	£ 231.69	£ 518.31	30.89%
Miscellaneous	£ 300.00	£ 150.00	£ 150.00	50.00%
Professional Advice	£ 1,500.00	£ 3,687.50	-£ 2,187.50	245.83%
Audit	£ 3,000.00	£ 1,300.00	£ 1,700.00	43.33%
IT	£ 6,500.00	£ 3,400.87	£ 3,099.13	52.32%
<b>Training EMR £4500</b>				
Training - Staff	£ 2,500.00	£ 1,752.00	£ 748.00	70.08%
Expenses/Travel Costs - Cllrs	£ 750.00	£ 27.40	£ 722.60	3.65%
Training - Cllrs	£ 1,500.00	£ 550.00	£ 950.00	36.67%
Mileage & Expenses - Staff	£ 1,500.00	£ 451.45	£ 1,048.55	30.10%
	<b>£ 28,400.00</b>	<b>£ 21,526.10</b>	<b>£ 6,873.90</b>	<b>75.80%</b>
	<b>£ 43,550.00</b>	<b>£ 26,584.25</b>	<b>£ 16,965.75</b>	<b>61.04%</b>