



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 3rd May 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 Mulrone (Vice Chairman)*

Helen Symmons

Helen Symmons
Town Clerk
27th April 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 [1ST MARCH 2022](#)
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. REVIEW OF STANDING ORDERS – **DECISION ITEM**

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

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

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

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

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

10. INVESTMENT STRATEGY – **DECISION ITEM**

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

11. CODE OF CONDUCT – **DECISION ITEM**

At its meeting 24th March 2022 the Southend City Council adopted the LGA Model Code of Conduct and supporting guidance from the start of the new municipal year in May. Leigh Town Council has always adopted the same code and it is therefore **RECOMMENDED** that the LGA Model Code of Conduct with supporting guidance be adopted.

12. GDPR 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**.

- Privacy Notices – General and Staff/Cllrs/Volunteers
- Retention of Documents and Records
- Subject Access Requests procedures
- Data Protection Policy

RESOURCES

13. OFFICE RENTAL

In accordance with the lease arrangement for the Community Centre, a rent review should have taken place in January 2020 but was only recently completed. The rent of £3,500 has been uplifted to £3,944.12 as per the mechanisms set out in the lease. This will rise again to £5,544.12 once the lease variation (relating to the remodel work) has completed. This has been budgeted for and an Earmarked Reserve is in place.

14. STRATEGIC PLAN 2023-2027

The workshop session for Councillors took place 26th April. The Town Clerk will update Councillors on the next stage as soon as known.

FINANCIAL

15. COMMITTEE AND COUNCIL ACCOUNTS AS AT 31ST MARCH 2022 ([Appendix 2](#)) page 5

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	£139,286.18
Capital Reserves	£ 64,975.03
Earmarked Reserves	£314,556.94
TOTAL RESERVES	£518,818.15

16. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST COUNCIL MEETING ([Appendix 3](#)) page 6
17. BANK ACCOUNT BALANCES AS AT 26TH APRIL 2022

Current Account	£8,463.84
Payroll Account	£8,762.92
Imprest Account	£1,000.00
Deposit Account	£408,682.75
PSDF Account	£322,745.01

18. QUARTERLY FINANCE CHECK

The final quarter checks are in progress and will be completed imminently.

19. BANK RECONCILIATION CHECK

The final quarter checks are in progress and 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. GRANT AID AWARDS (Confidential papers – for Committee members only) - **DECISION ITEM**

Grant requests have been submitted as follows:

Friends of Love Leigh Cliffs	£500	Plants, equipment, advertising, signage, insurance.
Musicality CIC	£500	Venue hire, facilitator, equipment
U3A	£320	Room hire at LCC for exhibition
Leigh Folk Arts Assoc	£500	Room hire at LCC for Folk & Ale Festival
Friends of Leigh Library Gardens	£144	Room hire at LCC
Lions Club of Leigh	£500	Childrens' Entertainment at the Regatta
Cake Club	£500	Venue hire and refreshments
Lower Thames Rowing Club	£500	Room hire at LCC
Artist in Residence	£500	AIR Scholarship programme
RBL Leigh Branch	£200	Room hire at LCC
Yoga4all	£500	Room hire LCC

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

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
F&G 01-03-22	24-25 Policy Decisions	RESOLVED reviewed policies	01-03-22	Recommended to Council	On Council agenda for March - NFA	
F&G 01-03-22	26. Spatial Plan	TC asked to make enquiries with City Council		On hold until May elections complete		TC
F&G 01-03-22	30. Review of CCLA Property fund	RESOLVED not to invest at this time	01-03-22		NFA	
F&G 01-03-22	33. Consider Underspends	RESOLVED as recommended	01-03-22	Recommended to Council	On council agenda March - NFA	
F&G 01-03-22	34. Library Gdns sponsorship	RESOLVED movement	01-03-22	Recommended to Council	On council agenda March - NFA	
F&G 01-03-22	38. Christmas Lighting Contract	RESOLVED with recommendation to Council	01-03-22	Recommended to council	On council agenda March - NFA	

[Agenda](#)

31/03/2021		31/03/2022	Budget
£	INCOME	£	
447,392.00	BC - Precept	443,217.00	443,217.00
13,000.00	Council Grants	0.00	-
2,265.00	Insurance Claims	3,640.02	-
-147.80	C&C - Health & Wellbeing	7,206.23	4,750.00
0.00	C&C - LCC Friends	578.00	-
0.00	C&C - Environmental Facilities & Services	0.00	1,400.00
7,413.87	C&C - LCC Room Hire	89,201.08	60,000.00
71,511.21	C&C - LCC Grants Received	7,013.98	-
21,784.30	C&C - Allotments	19,262.00	20,650.00
0.00	C&C - Community Facilities	2,118.00	1,000.00
21,911.07	F&G - Cil Receipts	2,558.04	-
938.59	F&G - Interest on Investments	263.01	700.00
224.25	F&G - Other	2,216.88	1,300.00
£586,292.49	INCOME TOTAL	577,274.24	533,017.00
	EXPENDITURE		
175,379.46	Capital Expenditure	18,313.10	20,000.00
47,052.84	C&C - LCC Premises & Administration	40,296.09	54,400.00
12,482.95	C&C - Community Facilities	10,279.49	10,650.00
107,405.83	C&C - LCC Staff	131,022.44	123,000.00
2,200.00	C&C - Community Services Funding	0.00	5,700.00
0.00	C&C -LCC Friends	494.61	-
0.00	C&C - Community Partnership Program	5,001.35	5,000.00
27,209.00	C&C - Allotments	24,679.53	28,700.00
9,150.00	C&C - Environment & Services	32,677.51	33,162.00
34,874.12	C&C - Health & Wellbeing	32,953.39	35,900.00
84,519.40	C&C - Refurbishment Projects	11,266.35	43,620.00
0.00	F&G - Leigh Partnership	0.00	-
29,913.94	F&G - Office & Council Administration	29,750.40	33,550.00
21,676.54	F&G - Policy & Council Expenditure	23,734.60	30,450.00
0.00	F&G - Re-imbusement of Councillors Expenses	27.40	-
117,193.84	F&G - Staff	109,852.84	104,500.00
9,161.47	Planning	12,507.52	12,250.00
11,766.92	CIL Expenditure	13,209.28	-
£689,986.31	EXPENDITURE TOTAL	496,065.90	540,882.00
80,239.09	Balance from Previous Year	100,446.50	
586,292.49	Add Total Income	577,274.24	
666,531.58		677,720.74	
689,986.31	Deduct Total Expenditure	496,065.90	
-23,454.73		181,654.84	
123,901.23	Transfer from/ to Earmarked Reserves	-42,368.66	
£100,446.50	Balance as at 31st March	139,286.18	110,000.00



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Payments List 15th Mar 2022- 26th Apr 2022 Report 2784/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
BK TRS	£10.00	Stall holder	Refund
BK TRS	£140.00	Entertainer	Children's events
BK TRS	£100.00	HARP	Donation for assistance
BK TRS	£70.06	Royal British Legion	Jubilee accessories
BK TRS	£29000.00	Payroll	March Payroll
BK TRS	£108.66	Amazon	Various
BK TRS	£31.50	Staff member	Mileage
BK TRS	£13.97	Viking	Stationery
BK TRS	£1332.36	Southend BC	Additional rent
BK TRS	£97.90	Amazon	Catering for Youth Forum
BK TRS	£450.00	Coulton Tree Services	Tree work at allotments
BK TRS	£10.80	Hirer	Refund overpayment
BK TRS	£13.80	Staff member	Reimburse expenses
BK TRS	£1063.96	Southend BC	Activity table and plot clearance
BK TRS	£32.40	Mark One Hire	Hedge trimmer hire
BK TRS	£204.00	Meyer Fire Protection Company Ltd	Fire Extinguisher service
BK TRS	£100.80	James Todd & Co Ltd	Payroll processing
BK TRS	£102.00	DJ Creative	Annual Report printing
BK TRS	£100.00	K Couzens	Kids events
BK TRS	£117.60	Abbeystar Print Solutions	Banner patches
BK TRS	£500.44	Secom plc	Annual contract intruder alarm
BK TRS	£6082.00	Icicle Graphic Design	LTC Magazine

BK TRS	£540.00	Tindle Newspapers	Magazine distribution
BK TRS	£19.93	Mark One Hire	Acrow prop hire
BK TRS	£174.16	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£100.44	Allen Bros. Electrical (Factors) Ltd	Light bulbs and strips
BK TRS	£25000.00	Payroll	April Payroll
BK TRS	£540.00	Crucis Designs Ltd	Site visit and structural report
BK TRS	£9432.00	Avenue Architectural Glazing Ltd	Replacement windows
BK TRS	£324.72	Tiger Supplies Ltd	Caretaker uniforms
BK TRS	£110.00	Entertainer	Circus sessions
		Expenditure – Imprest Items	
	£19.00	B&Q	Flowers for planters
	£13.05	Tesco	Refreshments CT Social
	£11.99	Zoom	Subscription
	£100.00	Kayes Textiles	Textiles for bunting workshop
	£21.00	Southend City Council	TENS notice
	£1.30	Tesco	Milk
	£6.78	The Factory Shop	Paper plates, napkins
	£11.99	Zoom	Subscription
	£8.25	Tesco	CT Social
	£12.50	Boni-Vee Ltd	Paint
	£9.98	The Factory Shops	Batteries
	£108.00	Timpson	Allotment keys
	£11.00	Boni-Vee Ltd	Paint
		Expenditure – Direct Debits	
	£150.00	Practical HR	HR advice