



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 Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons *PSLCC*

Members are hereby summoned to a full council meeting of the Leigh-on-Sea Town Council on
Tuesday 21st January 2020 at Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**
when the following business will take place

Tea and coffee will be available from 7.15 pm.

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

The Chairman will make a presentation during this item to the parade entry winners of the Leigh Lights Yuletide Parade.

2. APOLOGIES FOR ABSENCE

3. DECLARATION OF MEMBERS' INTERESTS

4. APPROVAL OF THE MINUTES OF THE MEETING 19TH NOVEMBER 2019

5. PUBLIC REPRESENTATIONS

6. SOUTHEND BOROUGH COUNCIL

This is an agenda item inviting Southend Borough Councillors representing Leigh Town Council areas to report matters and issues relevant to the Town Council's area either in person or by correspondence to Leigh Town Council.

7. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

8. TOWN CLERK'S REPORT ([Appendix 1](#)) page 9

COMMITTEES / REPRESENTATIVE REPORTS

9. COMMITTEES

To receive the Minutes of Committees for 2019/20:

- a) Planning, Licensing & Highways Committee – To receive minutes of [26th November, 10th December 2019](#) and [7th January 2020](#).

There were no recommendations

- b) Community & Culture Committee – To receive minutes of [17th November 2019](#)

Minute 92 – Facilities Report

Following a survey in connection with the Phase 2 remodel works and a necessary fire risk survey, it has been established that the basement requires replacement beams and the external emergency staircase needs replacing. These items require urgent attention and

indicative prices sought mean a budget of £25,000 is required. The basement works will be included in the remodel works and this has contained the cost. These are unexpected items and not included in the original Phase 1 or Phase 2 refurbishment budgets approved by Council previously. The annual budget approved in principal for 2020/21 was £25,000 but due to the unexpected but essential works to the basement and external staircase, **RECOMMENDED** that the Refurbishment budget for 2020/21 be increased to £50,000.

Minute 96 – Petition Received from Manchester Drive Allotments Society (MDAS) ([Appendix 2](#)) page 13

RECOMMENDED that petition be referred to Council

10. REPRESENTATIVE REPORTS

Verbal reports from Councillor representatives on outside organisations will be made if any meetings have been attended.

DECISION ITEMS

11. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE ([Appendix 3](#)) page 19

Council are asked to **NOTE** the account transfers and **RESOLVE the expenditure**

12. SPATIAL PLAN PDG ([Appendix 4](#)) page 25

A further PDG meeting was held and there is a recommendation to Council.

13. COUNCIL BUDGET AND PRECEPT 2020/21 ([Appendix 5](#)) page 26

Council resolved in principle the Budget Pack for 2019/20 recommended by F& G Committee subject to the tax base being confirmed by Southend Borough Council.

The tax base now advised (subject to confirmation at full Council of SBC) is 8,845.24.

Council are asked to refer to Appendix 4 which shows the precepting options for 2020/21. For information, the Ministry for Housing, Communities and Local Government (MHCLG) recently published details of the precepts issued by all parish councils in England for 2019/20. There are currently 10,206 Town and Parish Councils in England of whom 8,858 raised a precept. The average Band D precept was £67.18, a 4.9% rise. Leigh Town Council have remained far below the average for the past 3 years. The Town Clerk has sought indicative percentage increases for 2020/21 from other parishes and the average seems to be 6-8% for the coming year.

14. SALARY BUDGET 2020/21 ([Appendix 6](#)) page 29

In accordance with Financial Regulation 4.4 the salary budget for 2020/21 is presented having been reviewed and agreed by Council. Such review is to be evidenced by a hard copy schedule signed by the Town Clerk and Chairman of the Council

FOR NOTING / CONSIDERATION

15. SOUTHEND 2050 AMBITION

The Town Clerk is attending a workshop event 29th January regarding the next five years of the roadmap (2023-2028), specifically relating to 'Our Streets and Public Spaces are clean and inviting'. Council may like to consider what milestones for this outcome over that time period might be. They could relate solely to the Borough, relate to partners activity or in a partnership. The Borough also asks for consideration as to whether we might like to be involved in work around this outcome on a more regular basis, potentially even leading it.

16. SOUTHEND STATEMENT OF COMMUNITY INVOLVEMENT

Southend Borough Council is seeking comments on a revised draft Southend Statement of Community Involvement. This can be accessed by visiting <https://www.southend.gov.uk/sci>

The Town Clerk has reviewed the Statement and has no recommendations as consultation with Leigh Town Council is not affected.

17. COMMUNITY ENGAGEMENT

- a) LTC News Magazine – planning has commenced for the 11th edition due in April. The news flash edition will be printed in the Leigh Times in February.
- b) Coffee with Councillors – 7th and 9th March. The office will organise the administration around these Councillor engagement sessions but as per my suggestion to Councillors 5th December, Councillors need to agree together what they would like from the events in March and how they might engage with those attending.

Cllr Rosier suggests that Councillors have an informal 'get together' one Saturday morning to get to know each other better and include some planning for these sessions. Most Councillors need to attend to make it work so if in agreement Cllr Rosier will circulate some dates.

18. COUNCIL BUDGET 2019/20 AS AT 3RD JANUARY 2020 ([Appendix 7](#)) page 30

19. COUNCIL BANK ACCOUNT BALANCES AS AT 14TH JANUARY 2020

Current Account	£10,360.53
Payroll Account	£992.42
Imprest Account	£977.90
BMM Savings	£123,041.37
Public Sector Deposit	£520,720.02

The Assistant Responsible Financial Officer requests that signatories on the bank accounts do check once a week whether they can assist with any cheque signings. This is of vital importance and Councillors have a responsibility to ensure financial transactions are made correctly in accordance with Financial Regulations.

20. INTERNAL AUDIT ([Appendix 8](#)) page 31

CONFIDENTIAL

21. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RECOMMENDED 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) other special reason and legal

22. ALLOTMENTS RIGHT OF WAY

Legal advice has been sought regarding a claim to a Prescriptive right on an allotment site boundary. The law firm providing the advice is one of the only law firms in England and Wales to provide legal services for all local council matters. The advice received is that they do not consider that the claimant has a right over the allotment land other than possibly a right to cut a hedge. The Council is entitled to block the entrance by means on their own land. If the claimant considers that they have any right then they need to take legal advice and present that evidence in an acceptable form setting out clearly the rights that they are claiming. In the absence of such evidence, the Council is entitled to deny the claimant has any rights and take such action, including blocking the access from the property. The claimant has been advised.

23. LEIGH LIGHTS SECURITY MATTER (Confidential Appendix)

The Town Clerk is presenting this matter for Council to consider as she became uncomfortable with the tone of the resident's later correspondence.

24. GOOD FOR LEIGH AWARDS & VOLUNTEER OF THE YEAR

Helen Symmons

Town Clerk
16th January 2020

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

DATE OF NEXT MEETING: Tuesday 17th March 2020



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MINUTES OF COUNCIL MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL
TUESDAY 19TH NOVEMBER 2019
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Vinice Cowell, Doug Cracknell, Keith Evans (from minute 92), Anita Forde, Paul Gilson, Alan Hart, Jill Healey, Caroline Parker (until minute 97), Vivien Rosier, Emma Smith, Mike Wells and Andy Wilkins

Also in attendance: Helen Symmons (Town Clerk) and Southend Borough Councillor Aylene (until minute 88)

Prior to the meeting prayers were said by Fr. Clive Hillman from St Clements Church

MINUTES

The meeting opened at 7.31 pm

83. CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcements. Three remembrance services had been attended plus the unveiling of the Cenotaph sculpture which the Chairman found amazing and had met the lad on whom the sculpture was modelled. Additionally she had attended the Southend YMCA Awards evening which was heart warming.

84. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Carole Mulrone and Declan Mulrone.

85. DECLARATION OF MEMBERS' INTERESTS

Cllr Gilson declared a non-pecuniary interest in Agenda item 10c relating to minute 65 of the Community & Culture Committee with regards to his relationship with North Thames FLAG. He abstained from voting.

86. APPROVAL OF THE MINUTES OF THE MEETING 17TH SEPTEMBER 2019

The minutes of the meeting 17th September 2019 were agreed to have been an accurate record of the meeting and were signed by the Chairman.

87. PUBLIC REPRESENTATIONS

The agenda report was noted and the Chairman advised that a further letter had been received from Leigh Royal British Legion thanking the Town Council for allowing the use of the Community Centre facilities for the post parade festivities after the Remembrance Service. It was noted that the poppies on the lamp posts were very popular and lovely to have the 'Charles Benford' bus in the parade.

88. SOUTHEND BOROUGH COUNCIL

Cllr Aylen was invited to speak. He introduced himself from Belfairs Ward and was most unhappy that his CIL suggestions had not been implemented and he had not heard anything further. He quoted that the breakdown of the CIL money was £4,000 for Belfairs Ward. The Town Clerk advised that the Council had not received this information and was advised by Cllr Aylen that the breakdown could be sought from the Borough. The Town Clerk informed Council that Cllr Aylen had been informed in July that his suggestions would go on the list for the CIL PDG and in September a report had been included in the Council agenda detailing the recommendations of the group. All Borough Councillors representing Leigh wards within the Town Council's area receive a copy of both the agenda and minutes of Leigh Town Council meetings. The Chairman informed Cllr Aylen that his comments were noted. Cllr Aylen further asked that Leigh Town Councillors communicate better with Southend Borough Councillors in their ward.

Cllr Aylen left the meeting

Council noted that there have been no changes to the polling places/stations in Leigh Wards.

89. QUESTIONS FROM COUNCILLORS

There were none.

90. TOWN CLERK'S REPORT

The report was **NOTED** along with all the Councillor training that is taking place. Cllr Parker pointed out that both herself and Cllr Evans had represented Leigh Town Council at the Eastwood Memorial Hall Remembrance Service.

COMMITTEES

91. COMMITTEE VACANCIES – Agenda item 9

Cllr Cowell was nominated (Cllrs Cracknell and Healey) for Planning, Highways and Licensing Committee. This was **RESOLVED** by Council.

Cllr Gilson was nominated (Cllrs Healey and Rosier) for Finance & Governance Committee. This was **RESOLVED** by Council

Cllr Evans joined the meeting

92. COMMITTEES – Agenda item 10

- a) Cllr Healey presented the minutes of the Planning, Licensing & Highways Committee as per the Agenda. There were no recommendation.
- b) Cllr Healey presented the minutes of the Staffing Committee as per the Agenda. There were no recommendations.
- c) Cllr C Forde presented the minutes of the Community & Culture Committee as per the Agenda. There were two recommendations:

Council **RESOLVED** to adopt the new Partnership Working Proposal only if Southend Borough Council agreed to the proposal cost terms;

Council **RESOLVED** to adopt the new Allotments Mediation Procedure

- d) Cllr Healey presented the minutes of the Finance & Governance as per the Agenda with five recommendations.

Council **RESOLVED** to adopt the amended Code of Conduct and incorporate the new rule in the Protocol Member/Officer relations.

Council **RESOLVED** to approve expenditure of £8,270.56 + VAT for a complete replacement of the IT Server and processors from IT Earmarked Reserve

Council **RESOLVED** to approve an expenditure budget of £9,000 for a Fire alarm system from LCC Earmarked Reserve

Council **RESOLVED** in principal the draft Council budget for 2020/21 subject to final confirmation of the Tax Base from Southend Borough Council.

Council **RESOLVED** the expenditure and the Chairman signed the report as acknowledgement.

93. REPRESENTATIVE REPORTS

Cllr Parker had attended a recent London Southend Airport Consultative Committee where it was reported that flights still remained within limits, cargo planes are not flying every night, the airport is donating £15,000 per year to charities, another new airline is due to commence operation in another year, that Southend is the happiest London city airport and the terminal and runway are being extended. Cllr Evans is currently trying to clarify whether the figure of 120 movements a month is actual movements of aircraft or flights. Many complaints had been forwarded to Councillors lately but the recommendation is to ensure each individual complains via Jo Marchetti at the airport. Leigh Town Council can lobby but would only be counted as one complaint. Therefore it would be far better for residents to lobby individually so as many complaints as possible are recorded. At the same time they should also copy in their Borough Councillors.

Cllr Wilkin reported that he had been invited to be a part of a steering group to open a further youth club in Prittlewell through Southend Youth Council and the Southend YMCA.

Cllr Cracknell reported that he had attended the Community Crime meeting 7th October and informed Council of crime numbers. Forty five patrols of Leigh Broadway including Library Gardens had taken place. Advice regarding any drug dealing being spotted is if possible to obtain car details and descriptions and to report this on 'MySouthend'. The next meeting is Monday 2nd December.

DECISION ITEMS

94. CIL PDG – Agenda item 12

After discussion, Council **RESOLVED** to provide agreement in principle subject to further research into a suitable donation amount.

The Town Clerk reported that the two litter bins were now installed at the skate park and the Parks department advised that the Library Garden bins are available for installation.

FOR NOTING / CONSIDERATON

95. SPATIAL PLAN PDG

All who attended the meeting with Cllr Woodley said it was most interesting. Councillors **NOTED** the report.

96. COMMUNITY ENGAGEMENT

- a) LTC Magazine – There was a consensus that the magazine continues to improve with compliments from outside the Town Council area. Cllrs Cowell and Smith volunteered to be on the editorial group and a meeting will be arranged.
- b) Councillors advised which events they would be able to attend.

Cllr Parker left the meeting

97. DRESS STANDARDS

Councillors **NOTED** the report but felt that the standards were acceptable and no formal dress code should be implemented

98. FREEDOM OF INFORMATION REQUEST

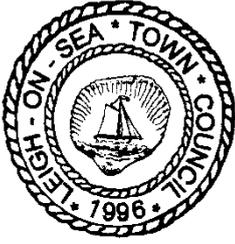
Council **NOTED** the request. The Town Clerk reported that MDAS would like the last five years financial information. The Town Clerk has informed the Treasurer that this can be provided from the accounting system but that in many areas the bills are not split between allotments as work is often undertaken for both sites at the same time e.g. tree survey.

99. RECORDING OF A COMPLAINT

Council **NOTED** the reports. The Chairman was delighted to have received an email from a resident contrary to the complaint regarding the magazine article by the youth group as follows:

'I wanted to write and say how happy and enthused I was to see the central spread of the Leigh Town Council News this week. Such care and compassion for the environment by the Youth Forum within the council shows a very progressive and vibrant youth culture within my home town that gives me a great deal of hope for the future. In these bleak austere times facing unprecedented challenges with runaway climate change and unstable governments in charge of delicate negotiations to turn round the risks into opportunities, I felt that the young people were totally on track to be ready to deliver what needs done when they get the chance to make political decisions. I hope that the council are already taking their opinions into account and are using their voices to make policy changes. I work with youth as part of my job as Mental Wellbeing coach and tutor and I am Deeply concerned about the environment and have extensive experiences in permaculture and environmental protection. I would love to have an opportunity to speak with the young people in the Forum and get to hear what they would like support with. With thanks'

The meeting closed at 9.06 pm



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REPORT 2734/HS

TOWN CLERK'S REPORT JANUARY 2020

TRAINING

Staff

Internal training sessions will recommence imminently along with some online training availability.

To ensure best working practice is maintained the Town Clerk will be introducing Best Practice sessions approximately once a month. In order for these to fully effective, the Council office will need to close for a few hours. We will ensure that advance notice is provided and ensure that this will be in a quieter section of the week e.g. Friday afternoon.

Councillor

Councillors have undertaken the following training:

Cllr Cracknell	Advanced Councillor Days 1 & 2
Cllr Smith	Cllr training with the Town Clerk

TOWN CLERK'S DIARY

EALC Executive Committee

I am in the process of carrying out an exercise on the Governance and Democracy of the EALC as part of my executive committee duties. It is an interesting exercise highlighting that whilst Town and Parish Councils are regulated, Local Council associations are not. I will be providing a report to EALC in due course. It has been announced that the replacement for the CEO of the Essex Association will be the current Finance Officer.

Leigh Partnership Group

It is hoped that the new wayfinding signage will be in situ late Spring. A local artist has been commissioned to create the maps. The partnership group will now become a stand-alone group from the Borough Council due to the imminent retirement of the Southend Town Centre Manager. Trader involvement at meetings remains quite poor with just myself and 4 other traders/business owners leading the way, however we are making good progress in establishing the group and creating continuity with Borough Council officers. It is confirmed that CCTV is now 'live' on the Broadway and Leigh Road and we will be visiting the control room and undertaking promotion to businesses and residents of this fact. The group hope to make advances with the next project on the agenda which relates to a Christmas incentive to unite the traders and businesses.

SLCC (Society of Local Council Clerks)

The Essex branch hope to introduce a peer support group and guidance is being provided by the national society. Meetings are to be held 22nd January and in February with a national adviser to advance this.

I will be attending the annual Practitioner's Conference in February.

Social Media

The Council now has various social media platforms which have helped to raise the profile and awareness of Leigh Town Council:

Leigh TC Events – Facebook and Twitter
Leigh Town Council - Instagram
Leigh Community Centre – Facebook and Twitter
Leigh Town Council Arts Group – Instagram
Leigh Farmers Market – Facebook

On the whole this remains a positive engagement source with a mixture of Council and local information being posted to the various pages. Residents recognise that it is not the formal communication channel for the Council and still actively use the website enquiry page for this.

Staffing

Annual appraisals are currently being undertaken and a report will be made to the Staffing Committee in February.

TOWN COUNCIL INVITATIONS/ATTENDANCE

The following engagements have been attended by the Chairman and various Councillors:

YMCA Awards Evening
Leigh Lights
Winter Fayre
Community Transport Christmas Lunch
St Clements Folk Carol Service
Age Concern Christmas Lunch (Chairman only)
Southend Mayor's Civic Carol Service

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is in progress. Maker has had surgery and recuperating		TC
COUNCIL 19-03-19	113 Pastoral Chaplain	RESOLVED		Contact has been made with Churches Together and consideration is being given with regard to the best implementation of this provision	The TC will follow this up asap	TC
COUNCIL 17-09-19	76. CIL PDG	RESOLVED 4 fire retardant bins and purchase of new see saw	27-11-19	2 bins installed in skate park. SBC Parks Dept installing Library Gardens ones SBC Parks advised of see saw agreement and awaiting exact cost	NFA Exact cost advised of £3,044.12 + VAT Purchase order supplied	TC
COUNCIL 17-09-19	77. Defibrillator	RESOLVED to accept offer from Leigh Lions		Planning contacted with regard to suitability in the conservation area and whether planning permission required	Planning permission not required, planning authority happy with proposed location. Defibrillator to order following liaison with Leigh Lions	TC
COUNCIL 17-09-19	78. Execution of Legal Deed	RESOLVED		Still to be executed	Awaiting from solicitors	TC
COUNCIL 17-09-19	81. Community Engagement	RESOLVED two Coffee and Cake with Council dates		Dates diarised and planning to now commence	Councillors to decide on community engagement approach	ATC
COUNCIL 19-11-19	91. Committee Vacancies	RESOLVED Cllr Cowell to Planning & Cllr Gilson to Finance	19-11-19	Website updated	NFA	

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 19-11-19	92. Committees	RESOLVED new partnership working proposal with SBC subject to proposal cost terms being agreed RESOLVED allotments mediation procedure RESOLVED amended Code of Conduct and Protocol RESOLVED IT expenditure RESOLVED Fire alarm system expenditure RESOLVED draft budget in principal RESOLVED expenditure	19-11-19 19-11-19 19-11-19	Meeting held with SBC. Site visit awaited and further details from SBC so a business case can be submitted On website On website Order placed Further quotes to receive Tax base confirmation received	Prepare a business case for Council once all cost details known. NFA NFA IT server & equipment replaced Agenda item NFA	TC FM
COUNCIL 19-11-19	94. CIL PDG	RESOLVED in principle subject to research			Awaiting results of Geo survey at SBC	



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Allotment Non-Residents Levy Petition

Report 2732b/HS

Small Holdings and Allotments Act 1908

Section 23 – Duty of certain councils to provide allotments

(1) If the council of any parish are of opinion that there is a demand for allotments in the parish, the council shall provide a sufficient number of allotments, and shall let such allotments to persons resident in the parish, and desiring to take the same.

(2) On a representation in writing to the council of any parish, by any six registered parliamentary electors or [persons who are liable to pay an amount in respect of council tax] resident in the parish, that the circumstances of the parish are such that it is the duty of the council to take proceedings under this Part of this Act therein, the council shall take such representation into consideration.

Strategic Objective (resolved March 2018)

To identify community facilities that would enhance the quality of life of local residents and to explore ways of securing the necessary resources with minimum impact on the precept.

Good Councillor Guide – Value for Money

It is essential that the council is seen to provide value for money. This means ensuring that public money is spent efficiently to provide an effective service. The aim is to get more council activity for the least possible expense without compromising value. It helps the council to assess 'value for money' if it regularly asks whether it is really necessary to spend the money or whether it can find a way of doing it better.

Resolution to implement non-resident allotment levy

Report 2711 was submitted to the Environment & Leisure Committee in February 2019 with recommendation to Council in March 2019 via Report 2711b. Council resolved to implement a non-resident allotment levy of £20 per plot with effect from October 2020 giving tenants a year's notice of this in October 2019.

At the Allotment Associations Liaison Group Meeting in April 2019, this was advised to the Allotment Societies and the report accompanies the E&L Agenda in April 2019. There was significant discussion at the time and the Town Clerk explained the reasoning behind.

The Town Clerk received 2 emails from allotment plot holders. One on the 1st May 2019 stating 'I have been given to understand by the Manchester Drive Allotment Association that LTC are proposing to impose an annual penalty levy on ploholders' and another on the 2nd May 2019 stating

'I am disappointed to learn that my allotment rentis going to increasemerely because I live on the wrong side of....'. The Town Clerk responded to both emails as follows:

I attach the Council agenda which had a full report relating to the matter upon which the Council made the decision. The Council felt they had to take in to consideration our precept payers, who have been subsidising the cost of running of the allotment sites for many many years, yet do not have allotment plots.

A letter will be issued to accompany the September 2019 invoices as this levy will not be imposed until September 2020. It is not a penalty levy but a non-resident in the parish levy. Residents with an allotment plot pay the annual precept (currently £47.70) plus their allotment rental and water charge, non-residents currently pay just the allotment rental and water charge.

Nothing further was heard from the two plotholders although both have signed the petition.

At the time of the decision, certainly the Leigh side of Manchester Drive had a significant waiting list of residents within the Leigh Town Council area wanting allotment plots and priority has been given to them throughout the year. Any non-residents wishing to have an allotment plot on the Leigh Side and Marshall Close allotment side since March 2019 have been advised that they will have to pay a non-resident levy from October 2020 and none have objected. We have assumed that MDAS in administering the waiting list for their side have been advising the same.

Current Position

We currently have 375 allotment plots occupied across the 3 sites. The non-residents split is per the table below.

	Reside within the LTC boundary	Reside outside the LTC boundary	Total number of plots occupied
MDAS	147	97*	244
Leigh Site	55	51**	106
MCAA	23	2	25
Total	255	150	375

*up by 2 from original report **down by 10 from original report

Letters were sent to every allotment tenant at the end of September with their allotment invoices stating the following:

'Additionally for those plot holders living outside the Leigh Town Council boundary, with effect from September 2020 there will be an Allotment Non-Resident Levy. The reason for this is that any plot holder living within the Town Council area pays a precept to Leigh Town Council, which this year was £47.70. In addition to this they pay their allotment rent and water charges. If you live outside the boundary then all you have been paying is your allotment rent and water charge. Leigh Town Council subsidise the annual cost of running the allotments which is funded by those residents living within the Town Council area, the majority of which do not benefit from the provision of the allotment sites.'

Allotment Provision Income and Expenditure

The Local Government & Housing Act 1989 s.36 amended the Local Government Act 1972 s.137 with the effect that a council must ensure that the direct benefit to its area or residents is proportionate to the amount of expenditure incurred

Year	Allotments Income	Allotment Expenditure	Deficit (subsidised by precept)
18/19	£15,303.10	£25,636.75	£10,333.65
17/18	£14,771.84	£21,686.22	£6,914.38
16/17	£11,898.31	£20,433.20	£8,534.89
19/20	£15,230.80	£24,737.00	£9,506.20
Forecast			
20/21 Budget	£19,000 (with levy)	£31,850.00	£12,850 (tree survey with works budgeted)

Without a levy then the deficit budget for 20/21 would be £15,850 which would mean a rise in the 20/21 precept already agreed in principle by Council at its meeting in November 2019.

20/21 Budget

Allotments budget £12,850 for a maximum of 405 allotment plots (150 pay no precept)

Leigh Lights budget £16,000 for 17,000 electorate (approx. 5,000 attend)

Leigh Community Centre £39,200 for 17,000 electorate (approx. 102,000 users annually)

Allotment rent

Currently the allotment holders that reside within the Town Council boundary pay their allotment rent and precept. Residents that do not live within the boundary only pay their allotment rent.

The precept for 2019/20 was £47.70. No precept has been set as yet for 2020/21

Current annual allotment rents are as follows:

Allotment Rent 2019/20									
	Starter Plot (A/B/C)			Half Plot (E/W)			Full Plot		
	Rent	Water	Total	Rent	Water	Total	Rent	Water	Total
over official retirement age	£10.00	£5.00	£15.00	£15.00	£6.50	£21.50	£29.00	£10.00	£39.00
Full	£20.00	£5.00	£25.00	£29.00	£6.50	£35.50	£57.00	£10.00	£67.00

Allotment rents rise 4% each year. Water charges are based on usage at the allotments

Allotment Rent 2015/16									
	Starter Plot (A/B/C)			Half Plot (E/W)			Full Plot		
	Rent	Water	Total	Rent	Water	Total	Rent	Water	Total
over 60's	£8.50	£2.00	£10.50	£13.00	£3.00	£16.00	£26.00	£6.00	£32.00
Full	£17.50	£2.00	£19.50	£26.00	£3.00	£29.00	£52.00	£6.00	£58.00

The total rise in allotment rent since 2015/16 (four years) has been as follows:

	Starter Plot	Half Plot	Full Plot
Retiree	£1.50	£2.00	£3.00
Full	£2.50	£3.00	£5.00

The Petition

MDAS displayed a petition against the levy with wording as follows:

M.D.A.S. PETITION AGAINST £20 LEVY

THOSE WHO DO NOT LIVE WITHIN LEIGH TOWN COUNCILS BOUNDARY WILL FROM NEXT SEPTEMBER 2020 BE CHARGED AN EXTRA £20 ON TOP OF THEIR RENT. THIS IS TO HELP LTC CATCH UP ON THEIR DEFICIT OF £10,000.

WE, THE COMMITTEE, FEEL THIS IS UNFAIR AND WE WISH TO GET UP A PETITION AGAINST THIS INITIATIVE. IF YOU WISH TO MAKE YOUR FEELINGS KNOWN AGAINST THIS CHARGE WOULD YOU PLEASE SIGN BELOW.

IF YOU FEEL STRONGLY AGAINST THIS CHARGE PLEASE WRITE TO YOUR MP, LOCAL PAPER AND COUNCIL.

The Town Clerk has tried to verify the addresses on the list to the tenants but there are no plot numbers against the addresses. 11 addresses on the petition are within the town council area. The Chairman of MDAS confirmed that all signatories are plot holders yet when undertaking a random sample, one address appeared 4 times yet the tenancy agreement only states one plot holder. Therefore, whilst there are 78 names on the petition, they are from 66 addresses. The levy would only apply per plot and not to each individual if more than one name recorded on an allotment tenancy agreement.

No petition or comment has been received from the other 2 allotment societies.

The Letter

The Town Clerk makes the following points to address comments made in the letter:

1. It was reported to Council in report 2711/AC that no formal decision could be found but that it was believed the allotments were opened to non-residents at a time when there was no waiting list.
2. The rental paid by allotment tenants does not cover the provision of the allotment facilities.
3. All amenities that Leigh Town Council provide e.g. the skate park, Town events, the Community Centre, Strand Wharf can all be used by precept payers and non-precept payers

except the allotments which can only be used by approximately 400 people. Based on 2018/19 every precept payer was subsidising the allotments by £1.18 from their precept tax. The £20 non-resident levy is 38p a week extra for non-resident allotment holders to pay for an allotment plot. Allotment holders are able to use all the other amenities whether they chose to do so or not. Approximately 16,600 Leigh Town Council electorate are not able to use the amenity of the allotment sites.

4. All agendas and minutes of Council and Committees are available in the public domain along with the dates of all meetings
5. All meetings of the Council are public meetings
6. Every meeting has an agenda item 'Public Representation'
7. MDAS is an informal local allotment society and has no legal status as such
8. An allotment plot holder is technically a yearly tenant
9. The Leigh side at Manchester Drive allotments currently has a waiting list of 41 of which 21 would be non-residents and have all been informed of the non-resident levy, deposit payable, rental and water charges. All wish to remain on the waiting list. Marshall Close has a waiting list of 16 of which 3 are non-residents, know of the non-resident levy and still wish to remain on the list
10. Southend Borough Council have 14 allotment sites across the town in addition to the 2 that Leigh Town Council own.

M.D.A.S
MANCHESTER DRIVE ALLOTMENT SOCIETY
MANCHESTER DRIVE
LEIGH ON SEA
ESSEX

26th October 2019

Dear Mrs Symmonds (For the attention of Leigh Town Council),

We at MDAS are submitting this petition to you in objection to the proposed surcharge of £20 to non residents which will be activated next September.

Our objections are twofold, namely;

1. The people that are outside the area were originally invited to join MDAS by LTC at a time when there so many vacant plots that you wanted to draw in people to fill them regardless of their postal address. To now decide to charge them for accepting your offer is devious to say the least.

2. You say that these non residents should pay the same surcharge as your residents to use your amenities-but we should point out that they do not use the said amenities, we use the allotment for which we pay for anyway.

MDAS should also like to indicate that at no point were the said people made aware that this proposal was to be discussed at your council meeting. There was neither a notice put on our gates, or notice board, neither was our chairman alerted as to when the meeting would be so that we could attend to make our views known as is our legal right .

Furthermore if you are hoping that by this move you will have so many empty plots that you would be able to sell the land to Developers, MDAS would like to remind LTC that the Secretary of State is extremely averse to the idea in the present climate.

Having stated our opinions we hope that you will be happy to change your minds, and that at the next council meeting reconsider your decision and to ensure that we are informed of the same so that we may have a voice.

[Handwritten signature]

[Agenda](#)



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 Jill Healey
 Vice Chairman: Cllr Vivien Rosier
 Town Clerk: Helen Symmons *PSLCC*

Payments List 1st Nov 2019 – 10th Jan 2020 Report 2736/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102934	£25.00	Cancelled	Cancelled
102935	£504.00	Tindle Newspapers Essex & Kent Ltd	Distribution of magazine
102936	£60.00	Age Concern	Minibus hire
102937	£198.14	Essex Supplies (UK) Ltd	Cleaning materials
102938	£66.00	The National Allotment Society	Membership renewal
102939	£73.10	Viking Direct	Stationery
102940	£197.18	Francotyp Postalia Ltd	Service agreement franking machine
102941	£14.04	Allen Bros. Electrical (Factors) Ltd	Light bulbs
102942	£2622.45	Blake Contractors Ltd	Installation of CCTV system and maintenance agreement
102943	£144.00	Meyer Fire Protection Company Ltd	Fire Alarm service
102944	£50.00	Entertainer	The Grinch Leigh Lights
102945		Cancelled	
102946	£100.00	The Royal British Legion	Poppy wreaths
102947	£32.30	Councillor	Reimburse expenses re training
102948	£500.00	The Phab Shop	Grant award
102949	£500.00	N-Act	Grant award
102950	£500.00	Yantlet Residents Garden Club	Grant award
102951	£170.00	Petty Cash	Top up petty cash
102952	£40.50	Essex Wildlife Sales Ltd	Community Transport triip
102953	£68.20	Councillor	Reimburse travel costs re training

102954	£32.30	Councillor	Reimburse travel costs re training
102955	£60.00	Age Concern	Minibus hire
102956	£3443.81	Mansard Roofing Ltd	Final payment roof repairs
102957	£500.00	Friends of Leigh Library Gardens	Grant award
102958	£30.00	Plot holder	Return of plot deposit
102959	£39.00	Recognition Express Essex	Name badges
102960	£199.63	Essex Supplies (UK) Ltd	Cleaning materials
102961	£50.00	Southend BC	Lease of Skate Park
102962	£363.00	SLCC	Membership fee
102963	£450.14	Veolia ES (UK) Ltd	Leigh Lights cleaning
102964	£83.93	Viking	Stationery
102965	£35.31	Allen Bros. Electrical (Factors) Ltd	Light bulbs
102966	£25.00	Plot holder	Refund plot deposit
102967	£1509.78	PPL PRS Ltd	Music usage licence
102968	£275.00	Southend Carnival CIC	Donation for assistance at Leigh Lights
102969	£32.30	Councillor	Travel expenses re training
102970	£43.20	Essex County Council	DBS checks for volunteers
102971	£74.30	Essex Supplies (UK) Ltd	Cleaning materials
102972	£90.00	Entertainer	Entertainment at Community Transport Christmas Social
102973	£19.80	Recognition Express Essex	Badges
102974	£100.00	Neptune Ward	Parade prize winners donation
102975	£150.00	Scout & Guide Gang Show	Parade prize winners donation
102976	£150.00	Cash	Top up petty cash
102977	£310.86	James Todd & Co Ltd	Payroll processing
102978	£25.00	Plot-holder	Return of plot deposit
102979	£392.40	St John Ambulance	First Aid at Leigh Lights
102980	£166.87	Allen Bros. Electrical (Factors) Ltd	Light bulbs
102981	£249.81	Scout & Guide Gang Show	Parade collection distribution
102982	£44.68	Little Heroes	Parade collection distribution
102983	£184.54	Havens Hospice	Parade collection distribution
102984	£78.64	The Music Man Project	Parade collection distribution
102985	£162.73	Eastwood Lions	Parade collection distribution
102986	£71.09	Dogs Trust	Parade collection distribution
102987	£100.00	South Essex College	Employer contribution for apprentice

BK TRS	£3500.00	Southend BC	Rent LCC
BK TRS	£93.62	Steve's Self Drive	Van hire
BK TRS	£100.00	Room hirer	Refund paid in error
BK TRS	£9924.67	DOTS	Replacement server and 8 computers
BK TRS	£972.00	Phuse Media Ltd	Update of Council & LCC websites
BK TRS	£101.99	Kieran Lucas Contractors Ltd	New drain bung Old Leigh Pool
BK TRS	£30.00	Stall holder	Refund stall fee
BK TRS	£22000.00	Payroll	Cover December payroll
BK TRS	£142.25	Steve's Self Drive Hire	Van hire Leigh Lights
BK TRS	£534.00	Auditing Solutions Ltd	Audit fee
BK TRS	£5110.00	Icicle Graphic Design	Magazine design
BK TRS	£60.00	Age Concern	Minibus hire
BK TRS	£20.00	Stall holder Winter Fayre	Refund pitch fee
BK TRS	£20.00	Stall holder Winter Fayre	Refund pitch fee
BK TRS	£15.00	Stall holder Winter Fayre	Refund pitch fee
BK TRS	£76.00	Hirer	Refund overpayment
BK TRS	£1363.32	Southend Borough Council	Parking suspensions Leigh Lights
BK TRS	£4560.00	Marlborough Highways Ltd	Traffic management Leigh Lights
BK TRS	£690.00	Vicarage Marquees Ltd	Marquee Carols on Strand Wharf
BK TRS	£235.00	DJE Creative	Carols on Strand Wharf booklets
BK TRS	£8235.00	Aylesford Electrical Contractors Ltd	Storage and installation of Leigh-on-Sea Christmas lighting scheme
BK TRS	£220.00	The Art Ministry	Entertainment at Children's event and Community Transport
BK TRS	£921.60	The Stage Bus	Balance for stage at Leigh Lights
BK TRS	£143.00	Ignite My Party Ltd	Entertainer Leigh Lights
BK TRS	£22000.00	Payroll	November payroll
BK TRS	£2378.40	Amberol Ltd	Bins for Skate Park and Leigh Library Gardens
BK TRS	£645.00	First Class Effects & Entertainment	Equipment hire Leigh Lights
BK TRS	£527.42	DJE Creative	Leigh Lights programmes
BK TRS	£120.00	Tindles Newspapers Essex & Kent Ltd	Adverts re Leigh Lights
BK TRS	£11828.70	Gowlain Building Group Contractors Ltd	Internal alterations Community Centre
BK TRS	£70.00	The Art Ministry	Children's event
BK TRS	£45.00	Forestrall Ltd	Wood for allotments

BK TRS	£280.00	Entertainer	Leigh Lights entertainment
BK TRS	£30.00	Stall holder Winter Fayre	Refund pitch fee
BK TRS	£15.00	Stall holder Winter Fayre	Refund pitch fee
BK TRS	£30.00	Stall holder Winter Fayre	Refund pitch fee
BK TRS	£221.00	Leigh Operatic and Dramatic Society	Tickets for Community Transport outing
BK TRS	£100.00	Ignite My Party Ltd	Deposit for entertainer
BK TRS	£313.20	Urban Design & Print Ltd	Correx signs for Leigh Lights
		Expenditure – Imprest Items	
	£145.69	Solopress	Leigh Lights leaflets
	£307.00	Expression Media Ltd	Hearing loop
	£27.59	Solopress	Christmas events banner
	£48.95	PPG Architectural Coatings	Floor paint Community Centre
	£15.47	Cable Ties Online	Cable ties
	£54.30	B & Q	Carpet and edge trim
	£23.98	Amazon	Shelving
	£14.42	B&Q	Community Centre internal maintenance
	£11.98	The Factory Shop	Batteries
	£160.78	PPG Architectural Coatings	Paint Community Centre
	£21.28	Vista Print	No parking sign
	£20.76	Safety Signs for Less	Lift signage
	£44.64	CEF	Electrical insulation mat
	£287.76	The Sarah Moore	Community Transport Christmas lunch
	£184.98	Picture Hanging System Ltd	Picture hanging
	£28.55	UK Extension Leads	Extension leads
		Expenditure – Direct Debits	
	£12.00	British Telecom	Mobile broadband
	£12.00	Retail Funding Ltd	Card machine charge
	£810.00	Southend BC	Business rates LCC

	£6.00	Paynetworkx	Virtual Terminal fee
	£308.92	DOTS	Photocopying and IT support
	£332.62	Wave	Water rates allotments
	£1861.99	Essex & Suffolk Water	Allotments water rates
	£34.51	Global Payments	Card payment processing
	£43.22	Global Payments	Card payment processing
	£503.29	Wave	Water rates Community Centre
	£771.82	SSE	Electricity Community Centre
	£18.02	SSE	Electricity Strand Wharf
	£161.88	SSE	Gas Community Centre
	£111.59	Biffa Environmental	Waste removal Community Centre
	£130.43	Biffa Environmental	Waste removal Community Centre
	£100.07	Biffa Environmental	Waste removal Skate Park
	£395.37	Wave	Allotments water rates
	£12.00	British Telecom	Mobile broadband
	£12.00	Retail Funding Ltd	Card machine charge
	£810.00	Southend BC	Business rates LCC
	£199.92	British Telecom	Community Centre broadband
	£297.78	DOTS	IT & Photocopying
	£6.00	Paynetworkx	Virtual Terminal fee
	£33.50	Global Payments	Card payment processing
	£22.48	Global Payments	Card payment processing
	£23.17	Essex & Suffolk Water	Allotments water rates
	£605.60	SSE	Gas Community Centre
	£19.23	SSE	Electricity Strand Wharf
	£105.53	Biffa Environmental	Waste removal Community Centre
	£90.46	Biffa Environmental	Waste removal Community Centre

	£100.07	Biffa Environmental	Waste removal Skate Park
	£833.86	SSE	Electricity Community Centre
	£138.00	Franco-Typ Postalia	Franking machine agreement
	£12.00	British Telecom	Mobile broadband
	£12.00	Retail Funding Ltd	Card machine charge
	£810.00	Southend BC	Business rates LCC

[Agenda](#)



Leigh-on-Sea Town Council

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Chairman: Cllr Jill Healey
Vice-Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons PSLCC

Spatial Plan PDG Report

Report 2733/HS

25th November 2019 – Cllrs Gilson, Healey, Rosier and Wilkins were present

Apologies were received from Cllr Parker.

The meeting followed on from reports 2722, 2727 and 2727b which were discussed in consideration of the Spatial Plan.

It was felt prudent to consider 4 areas:

1. Speed and safety in New Road
2. Multi storey car park in Elm Road
3. Reduction of traffic in Leigh Old Town
4. Walking route around Leigh

Councillors felt that working groups of Councillors should take on each subject undertaking research and consideration of a working model. In this respect notes were made as follows:

1. Planters and planting alongside the road may work visually to slow traffic, vital to do so before the Ship hotel. Check whether it is 20 mph as signage believed to be in existence opposite Uttons Road car park. Was thought that Great Dunmow and Newport may have ideas to consider for Leigh
2. A business case would be needed with consideration for night time permits and a living wall to conceal the structure for neighbouring residents.
3. Consideration for only residents and industry to have vehicle access at seasonal times. Positive effect on drug dealing/antisocial behaviour? Was thought that Hastings may have a model that could be considered.
4. Potential work with ramblers to clear alleyways and pathways. Cllr Rosier happy to take the lead on this.

RECOMMENDATION to Council for 4 working groups to be formed each taking on only one of the areas

[Agenda](#)

Within the Agenda is a recommendation to increase the LCC Refurbishment budget to £50,000. Also, within the Agenda, there is a request to Council to reconsider the non-resident allotment levy.

PRECEPT OPTIONS FOR COUNCIL

1. Council resolve the increase to the Refurbishment budget as recommended at Agenda Item 9b

Leigh Town Council 2020/21 Budget Document											
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Finance & Governance						Finance & Governance					
Interest	£ 1,090.11	£ 3,309.24	£ 800.00	£ 1,750.00	£ 800.00	Policy & Council Resources	£ 25,885.59	£ 27,565.51	£ 39,350.00	£ 38,850.00	£ 35,450.00
Other Income	£ 1,555.99	£ 2,248.44	£ 1,300.00	£ 1,300.00	£ 1,300.00	Office & Council Administration	£ 61,132.74	£ 58,127.68	£ 65,750.00	£ 58,782.91	£ 57,650.00
	£ 2,646.10	£ 5,557.68	£ 2,100.00	£ 3,050.00	£ 2,100.00	Strategic Objectives Fund		£ -	£ -	£ -	£ 25,000.00
							£ 87,018.33	£ 85,693.19	£ 105,100.00	£ 97,632.91	£ 118,100.00
						Staffing Committee					
						Council Staffing	£ 98,403.62	£ 99,213.50	£ 105,308.00	£ 105,319.00	£ 111,900.00
Community Facilities						Community & Culture					
Leigh Community Centre	£ 124,333.29	£ 127,862.81	£ 131,000.00	£ 130,000.00	£ 132,000.00	Leigh Community Centre	£ 47,263.00	£ 38,458.22	£ 53,850.00	£ 46,125.00	£ 56,700.00
LTC Use of LCC	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 20,000.00	Community Centre Staffing	£ 138,926.26	£ 136,626.66	£ 128,464.00	£ 120,000.00	£ 134,500.00
Allotments Income	£ 12,803.84	£ 13,538.10	£ 14,540.00	£ 15,610.00	£ 19,000.00	Allotments	£ 21,216.65	£ 25,072.75	£ 26,737.00	£ 26,870.00	£ 31,850.00
Community Facilities	£ 340.00	£ 40.00	£ 50.00	£ 21.00	£ -	Community Facilities	£ 7,598.29	£ 7,282.59	£ 11,331.00	£ 11,192.00	£ 14,200.00
Health & Wellbeing Programme	£ 14,071.60	£ 16,839.87	£ 13,150.00	£ 13,000.00	£ 13,000.00	Health & Wellbeing	£ 30,644.73	£ 36,711.05	£ 42,857.00	£ 42,021.00	£ 45,600.00
Environment Facilities & Services	£ -	£ -	£ -	£ 1,500.00	£ 2,000.00	Community Services Funding	£ 5,151.75	£ 5,393.34	£ 5,400.00	£ 5,240.00	£ 5,500.00
						Community Partnership Progs.	£ -	£ 676.00	£ 4,000.00	£ 2,800.00	£ 5,000.00
						Environment Facilities & Services	£ 24,209.73	£ 27,783.54	£ 24,050.00	£ 27,242.00	£ 21,050.00
						Committee Staffing	£ 14,917.27	£ 10,079.97	£ 13,376.00	£ 9,103.00	£ 11,500.00
	£ 178,548.73	£ 185,280.78	£ 185,740.00	£ 187,131.00	£ 186,000.00		£ 289,927.68	£ 288,084.12	£ 310,065.00	£ 290,593.00	£ 325,900.00
						Planning & Licensing					
Planning & Licensing						Staffing	£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
		£ -		£ -	£ -		£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
						Resolved Capital Projects					
Total Income	£ 181,194.83	£ 190,838.46	£ 187,840.00	£ 190,181.00	£ 188,100.00	LCC Refurbishment	£ -	£ 164,845.47	£ 70,000.00	£ 70,000.00	£ 50,000.00
Capital Reserves 31/03/19	£ 30,000.00			£ -		LCC Remodel	£ -	£ -	£ 25,000.00	£ 25,000.00	£ 25,000.00
Earmarked Reserves 31/03/19	£ 216,281.90			£ 200,000.00				£ 164,845.47	£ 95,000.00	£ 95,000.00	£ 75,000.00
General Reserves 31/03/19	£ 90,026.34			£ 90,000.00							
LCC Project EMR	£ 155,139.16			£ 140,000.00		Total Expenditure					
						Budget Net Totals per Committee	F & G				£ 118,100.00
							C&C				£ 325,900.00
							Staffing				£ 111,900.00
							Planning, Highways & Licensing				£ 9,200.00
							LCC Repair/Remodel				£ 75,000.00

Precept is £457,000
Band D figure is £51.66, increase of £3.96 (8.3%)

If Council resolved to also withdraw the non-resident allotment levy, Precept is £460,000 and Band D figure is £52.02 (9.1%)

2. Council resolve the increase to the Refurbishment budget as recommended at Agenda item 9b but reduce the Strategic Objectives Fund to £15,000

Precept is £447,000
Band D figure is £50.58, increase of £2.88 (6%)

If Council resolved to also withdraw the non-resident allotment levy, Precept is £440,000 and Band D figure is £50.85 (6.6%)

3. Council resolve the increase to the Refurbishment budget as recommended at Agenda item 9b but reduce the Strategic Objectives Fund to £10,000

Precept is £442,000
Band D figure is £49.95, increase of £2.25 (4.7%)

If Council resolved to also withdraw the non-resident allotment levy, Precept is £445,000 and Band D figure is £50.31 (5.5%)

RECOMMENDATION

Whilst it would be ideal to recommend Option 1, which addresses both the essential repairs and allows for considerable advancement of the Strategic Projects action plan for the town, the percentage increase may have a negative effect with residents.

It is therefore **RECOMMENDED** that Option 2 or 3 be considered without withdrawing the non-resident allotment levy. This will enable some projects in line with the Strategic Plan to commence as well as completing essential repair works at the Community Centre.

The budget below represents Option 2

Examples of Strategic Plan projects are:

Spatial Plan proposals introduced

Friends of Bonchurch Park campaign

Devolution of Library Gardens community building to Leigh Town Council

Completion of skate park refurbishment (Council have only resolved groundworks budget)

Environmental projects

Leigh Town Council 2020/21 Budget Document											
INCOME	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21	EXPENDITURE	Actuals 2017/18	Actuals 2018/19	Budget 2019/20	Yr End Projected Actuals	Budget 2020/21
Finance & Governance						Finance & Governance					
Interest	£ 1,090.11	£ 3,309.24	£ 800.00	£ 1,750.00	£ 800.00	Policy & Council Resources	£ 25,885.59	£ 27,565.51	£ 39,350.00	£ 38,850.00	£ 35,450.00
Other Income	£ 1,555.99	£ 2,248.44	£ 1,300.00	£ 1,300.00	£ 1,300.00	Office & Council Administration	£ 61,132.74	£ 58,127.68	£ 65,750.00	£ 58,782.91	£ 57,650.00
	£ 2,646.10	£ 5,557.68	£ 2,100.00	£ 3,050.00	£ 2,100.00	Strategic Objectives Fund			£ -	£ -	£ 15,000.00
							£ 87,018.33	£ 85,693.19	£ 105,100.00	£ 97,632.91	£ 108,100.00
						Staffing Committee					
						Council Staffing	£ 98,403.62	£ 99,213.50	£ 105,308.00	£ 105,319.00	£ 111,900.00
Community Facilities						Community & Culture					
Leigh Community Centre	£ 124,333.29	£ 127,862.81	£ 131,000.00	£ 130,000.00	£ 132,000.00	Leigh Community Centre	£ 47,263.00	£ 38,458.22	£ 53,850.00	£ 46,125.00	£ 56,700.00
LTC Use of LCC	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 20,000.00	Community Centre Staffing	£ 138,926.26	£ 136,626.66	£ 128,464.00	£ 120,000.00	£ 134,500.00
Allotments Income	£ 12,803.84	£ 13,538.10	£ 14,540.00	£ 15,610.00	£ 19,000.00	Allotments	£ 21,216.65	£ 25,072.75	£ 26,737.00	£ 26,870.00	£ 31,850.00
Community Facilities	£ 340.00	£ 40.00	£ 50.00	£ 21.00	£ -	Community Facilities	£ 7,598.29	£ 7,282.59	£ 11,331.00	£ 11,192.00	£ 14,200.00
Health & Wellbeing Programme	£ 14,071.60	£ 16,839.87	£ 13,150.00	£ 13,000.00	£ 13,000.00	Health & Wellbeing	£ 30,644.73	£ 36,711.05	£ 42,857.00	£ 42,021.00	£ 45,600.00
Environment Facilities & Services	£ -	£ -	£ -	£ 1,500.00	£ 2,000.00	Community Services Funding	£ 5,151.75	£ 5,393.34	£ 5,400.00	£ 5,240.00	£ 5,500.00
						Community Partnership Progs.	£ -	£ 676.00	£ 4,000.00	£ 2,800.00	£ 5,000.00
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	£ 178,548.73	£ 185,280.78	£ 185,740.00	£ 187,131.00	£ 186,000.00		£ 289,927.68	£ 288,084.12	£ 310,065.00	£ 290,593.00	£ 325,900.00
						Planning & Licensing					
						Staffing	£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
							£ 14,276.75	£ 10,453.70	£ 12,145.00	£ 12,274.00	£ 9,200.00
		£ -		£ -	£ -						
Total Income	£ 181,194.83	£ 190,838.46	£ 187,840.00	£ 190,181.00	£ 188,100.00	Resolved Capital Projects					
						LCC Refurbishment	£ -	£ 164,845.47	£ 70,000.00	£ 70,000.00	£ 50,000.00
						LCC Remodel	£ -	£ -	£ 25,000.00	£ 25,000.00	£ 25,000.00
								£ 164,845.47	£ 95,000.00	£ 95,000.00	£ 75,000.00
Capital Reserves 31/03/19	£ 30,000.00			£ -		Total Expenditure					
Earmarked Reserves 31/03/19	£ 216,281.90			£ 200,000.00			£ 489,626.38	£ 648,289.98	£ 627,618.00	£ 600,818.91	£ 630,100.00
General Reserves 31/03/19	£ 90,026.34			£ 90,000.00							
LCC Project EMR	£ 155,139.16			£ 140,000.00		Budget Net Totals per Committee					
						F & G					£ 108,100.00
						C&C					£ 325,900.00
						Staffing					£ 111,900.00
						Planning, Highways & Licensing					£ 9,200.00
						LCC Repair/Remodel					£ 75,000.00

LTC Staffing 2020/21				
Allocations			Budget	Projected
			2019/20	
Council Staffing	£108,200.00		£ 105,308.00	£ 103,645.00
LCC	£134,500.00		£ 128,464.00	£ 116,656.00
Skatepark	£8,000.00		£ 6,601.00	£ 7,612.00
Allotments	£13,750.00		£ 13,197.00	£ 14,962.00
Com Transp	£4,750.00		£ 5,434.00	£ 5,474.00
Farmers Market	£7,500.00		£ 6,443.00	£ 6,687.00
E&L	£11,500.00		£ 13,376.00	£ 9,103.00
Planning	£9,200.00		£ 12,145.00	£ 10,379.00
Volunteer	£2,500.00		£ 3,888.00	£ 2,471.00
	£299,900.00		£ 294,856.00	£ 276,989.00
Gradings 2020/21 predic	Gross Wage		Full Time	Part Time
Apprentice			1	
SCP1	£17,364.00		1	
SCP4	£18,426.00			1
SCP5	£18,795.00		1	1
SCP6	£19,171.00			1
SCP11	£21,166.00			1
SCP12	£21,589.00			1
SCP13	£22,021.00		1	
SCP14	£22,462.00		1	
SCP22	£26,317.00		1	1
SCP40	£42,683.00		1	
Total on costs	£63,098.35		58019 (19/20)	

[Agenda](#)

Leigh Town Council Main Budget Report					2019/20				
INCOME	Budget 2019/20	Income Received	Balance	% Received	EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
		£ 90,026.34							
General Reserve B/F									
Finance & Governance Committee					Finance & Governance Committee				
Precept	£421,625.00	£ 421,625.00	£ -	100.00%	Policy & Council Resources	£ 39,350.00	£ 17,562.28	£ 21,787.72	44.63%
Grants	£ 3,910.00	£ 3,910.00	£ -	100.00%	Office & Council Administration	£ 65,750.00	£ 47,831.05	£ 17,918.95	72.75%
Interest	£ 800.00	£ 2,547.08	-£ 1,747.08	318.39%	Strategic Plan Projects Expenditure	£ -	£ -	£ -	
CIL Income		£ 11,079.98			CIL Expenditure	£ 21,000.00	£ 1,796.00	£ 19,204.00	8.55%
Other Committee Income	£ 1,300.00	£ 1,292.50	£ 7.50	99.42%		£ 126,100.00	£ 67,189.33	£ 58,910.67	53.28%
	£427,635.00	£ 440,454.56	-£ 1,739.58	103.00%					
					Staffing Committee				
					Council Staffing	£ 105,308.00	£ 74,140.13	£ 31,167.87	70.40%
Community & Culture Committee					Community & Culture Committee				
Leigh Community Centre	£131,500.00	£ 90,184.42	£ 41,315.58	68.58%	Leigh Community Centre	£ 53,850.00	£ 33,972.96	£ 19,877.04	63.09%
LTC Use of LCC	£ 27,000.00	£ 20,250.00	£ 6,750.00	75.00%	Community Centre Staffing	£ 128,464.00	£ 87,503.90	£ 40,960.10	68.12%
Allotments	£ 14,540.00	£ 15,362.30	-£ 822.30	105.66%	Allotments	£ 26,737.00	£ 23,320.05	£ 3,416.95	87.22%
Community Facilities	£ 50.00	£ 20.83	£ 29.17	41.66%	Community Facilities	£ 10,831.00	£ 7,520.09	£ 3,310.91	69.43%
Health & Wellbeing Programme	£ 16,150.00	£ 10,601.59	£ 5,548.41	65.64%	Health & Wellbeing Programme	£ 43,357.00	£ 37,719.26	£ 5,637.74	87.00%
Environment Facilities & Services	£ -	£ 1,541.63	-£ 1,541.63		Community Services Funding	£ 5,400.00		£ 5,400.00	0.00%
Friends of LCC	£ -	£ 345.92	-£ 345.92		Community Partnership Programmes	£ 6,500.00	£ 3,158.75	£ 3,341.25	48.60%
					Environment Facilities & Services	£ 24,050.00	£ 16,234.86	£ 7,815.14	67.50%
					Committee Staffing	£ 13,376.00	£ 8,223.01	£ 5,152.99	61.48%
	£189,240.00	£ 138,306.69	£ 50,933.31	73.09%	Friends of LCC		£ 2,451.27		
						£ 312,565.00	£220,104.15	£ 92,460.85	70.42%
Planning, Highways & Licensing					Planning, Highways & Licensing	£ 12,145.00	8658.25	£ 3,486.75	71.29%
Total Income	£616,875.00	£ 578,761.25	£ 49,193.73	93.82%	Resolved Capital Projects				
					LCC Refurbishment	£ 70,000.00	£ 9,736.99	£ 60,263.01	13.91%
	YR end 18/19		YR end 19/20 forecast		LCC Remodel	£ 25,000.00	£ 20,963.15	£ 4,036.85	83.85%
Capital Reserves	£185,139.16		£217,500.00		Skate Park Improvements	£ 30,000.00	£ 990.00	£ 29,010.00	3.30%
Earmarked Reserves	£177,901.67		£ 225,000.00			£ 125,000.00	£ 31,690.14	£ 93,309.86	25.35%
CIL Reserve	£ 26,311.50		£ 24,500.00						
3rd Party monies	£ 12,068.73		£ 10,000.00		Total Expenditure	£ 681,118.00	£401,782.00	£ 279,336.00	
					Current General Reserves		£267,005.59		
					Est. General Reserve @ yr end		£ 95,000.00		



Leigh-On-Sea Town Council

Internal Audit Report 2019-20 (Interim)

Prepared by John Watson

*For and on behalf of
Auditing Solutions Limited*

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied accordingly, in terms of independence from the Council decision making process, appointing a local practice to provide the service for the Council from the outset. Subsequently, we at Auditing Solutions Limited, were appointed to provide the function to the Council for 2010-2011 and subsequent years.

This report sets out the work undertaken in relation to the 2019-20 financial year, during the course of our first interim visit to the Council, which took place on 27th November 2019.

Internal Audit Approach

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/AGAR. Our programme of cover has again been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work undertaken to date this year, the Council has once again maintained more than adequate and effective internal control arrangements. We are pleased to again acknowledge the quality of records maintained by the Clerk and the Finance Assistant and thank them both for their assistance, which has again ensured the smooth progress of our review process.

This report has been prepared for the sole use of Leigh-on-Sea Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely on, for any reason whatsoever, this report, its content or conclusions.

Detailed Report

Review of Accounts and Accounting Arrangements

Our objective has been to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. The Council operates four bank accounts with HSBC Bank and also holds an account with the Public Sector Deposit Fund. We have: -

- Checked and agreed the opening balance detail for 2019-20 to the closing Trial Balance and certified AGAR for 2018-19;

- Ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Commenced checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of July and October 2019 with the HSBC Current, Payroll and Imprest accounts bank statements;
- Similarly, commenced checking and testing of detail in the cashbooks as produced by the Edge accounting system software, verifying all payment and receipt transactions for the HSBC Bank for the months of July and October 2019 with the HSBC Savings account bank statements;
- Also checked and agreed transactions on the CCLA Public Sector deposit account from cashbooks to statements for the months of July and October 2019;
- Verified that regular, monthly bank reconciliations continue to be undertaken on all bank accounts, noting that appropriate hard copies are retained on file and that members are regularly provided with same. We have checked and agreed the bank reconciliations as at 31st July and 31st October 2019 on all five accounts with no matters arising; and,
- Ensured that no long outstanding unrepresented cheques or other anomalous entries exist

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall review at least one further month's transactions at a further visit also ensuring the accurate disclosure of year-end balances in the Statement of Accounts and AGAR.

Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Reviewed the minutes of meetings of the Full Council and its Standing Committees (except Planning), where available, to the end of September 2019 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred with no such issues apparent;
- Previously noted that the Council properly adopted the General Power of Competence at the Full Council meeting in May 2015: subsequently, we note that following the Local Authority elections in May 2019 the Council re-adopted the General Power of Competence at their meeting on 14th May 2019 (minute 18 refers); and
- Also previously noted that both Standing Orders and Financial Regulations had been reviewed by the Policy & Resources Committee and subsequently

ratified by Council at their meeting on 15th May 2018 (minute 11.2 refers). We remind the Clerk and Members that NALC have recently issued new model Financial Regulations and suggest that Council review their current Financial Regulations to ensure that they incorporate any requirements of the newly issued documents.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall continue to monitor the Council's approach to Governance at future visits.

Review of Purchasing and Payment Procedures

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Invoices are supported by an official order, where appropriate;
- Alternatively, invoices are supported by quotations and / or a formal tender process, where applicable under the terms of the Council's Financial Regulations;
- Members are provided with, and subsequently authorise, all supplier payments and that appropriate details are recorded in the Council minutes;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- And VAT has been appropriately identified and coded to the control account for periodic recovery.

We have commenced testing in this area, examining a sample of all those payments individually in excess of £2,000, together with a more random sample of approximately every 30th cashbook transaction irrespective of value, for the six months to 30th September 2019. Our sample comprised 45 items, totalling £67,011 and representing 64.4% of all non-salary expenditure to that date with no issues arising.

We note that the Council holds a debit card which is available for urgent goods, services and internet purchases. We have checked transactions in respect of the debit card as part of the testing process as mentioned above.

We have confirmed that VAT has been appropriately identified and coded to the control account for periodic recovery. We have previously noted that the Council has registered the Town Hall for VAT this registration being backdated to 1st October 2016. We are pleased to note that VAT Returns have been submitted for the quarters to 30th June and 30th September 2019. We do note however that the accounting software

suppliers had not completed their update of the system to comply with the requirements of “making VAT Digital” and had to provide a bridge between their system and HMRC to enable the VAT Return for the quarter to 30th September 2019 to be submitted. We understand that they are working on updating their system.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall extend our test sample at our next visit, also verifying the accuracy of the VAT Returns submitted by reference to the Edge accounting system.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition. We have: -

- Previously noted that an appropriate review of the risk assessment register for all principal areas of the Council’s activities was undertaken and that a formal Strategy and detailed risk registers were re-adopted by the Full Council at its meetings in March 2019. We understand that the Register will be reviewed again in March 2020. We remind the Clerk and Members of the Governance and Accountability Manual - Practitioners Guide (2014 edition)” mandatory requirement that risk assessments are reviewed and re-adopted formally by the Council each year;
- Examined the current year’s insurance policy schedules to 18th August 2020, cover being provided by Zurich Insurance, noting that Employer’s and Public Liability cover stands at £10 million and £15 million respectively and that Fidelity Guarantee cover stands at £1 million. Loss of Revenue cover stands at £255,000. We also note that the Town Hall insurance is provided by Southend Borough Council; and,
- Noted that the Council’s skatepark continues to be inspected on a weekly basis by in house staff, records being kept of these inspections and the appropriate action being taken if any issues arise. We also note that an annual inspection is carried out by a RoSPA accredited independent contractor.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation. We shall continue to monitor the Council’s approach to risk management at future visits and take this opportunity to remind the clerk and Members of the now mandatory requirement (Governance and Accountability Manual – 2014 edition refers) for risk assessments to be subjected to annual review and formal adoption by the full Council.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that, at the time of our visit, Council had not yet commenced its budget and precept calculations for 2020-21. We shall at our next visit review the work undertaken in this regard.

We are pleased to note that members continue to be provided with sound, periodic and comprehensive management accounting information in order to provide an appropriate means for monitoring budgetary performance during the current year.

We further note that Earmarked Reserves were agreed at the previous year end and that £2,500 has been vired from the Volunteer EMR to the Youth Club budget in the period under review.

Conclusions

The Council had not formally considered its budget and precept requirements for 2019-20 at the time of our interim visit: consequently, we shall consider this area at our next visit to ensure that a proper and appropriate exercise has been undertaken and that closing levels of Reserves are fit for purpose for a Council of this size.

Review of Income

In this review area, we aim to ensure that the Council has appropriate procedures in place to ensure that all income due is identified, invoiced (where appropriate), recovered and banked in a timely manner.

In addition to the Precept, the Council's principal source of income is the Town Hall Community Centre, supplemented by allotment rentals, monthly farmers' market pitch fees, community transport ticket sales and activities such as Christmas Lights and other events.

Consequently: -

- We have noted that, at their meeting on 18th June 2019, the Community and Culture Committee approved allotment fees for the ensuing year (minute 11 refers);
- We have further noted that Council agreed at their meeting on 17th July 2018 that hire charges in respect of the Town Hall Community Centre are not increased except for 3 categories in 2019/20 and remain the same for 2020/21 but that VAT should be passed on to hirers with immediate effect from becoming VAT registered (minute 46 refers);
- We also note that the bookings and receipting processes for the Town Hall Community Centre continues to utilise the bespoke Edge software; we have tested a sample of sales ledger invoices for the Town Hall Community Centre

bookings by reference to a sample of the bookings diary for the week commencing 5th August 2019, to ensure that each entry had been invoiced, that the fees charged were in accord with the approved scale of fees and that payments had been received in a timely manner; and,

- We have also tested a sample of the Finance Officer's banking control sheets in September 2019 to cashbook postings and bank statement entries; we are pleased to note that funds are deposited with the bank in a timely manner.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; we shall undertake further testing as considered necessary at our next visit.

Petty Cash Account and Debit Card Usage

The Council operates a limited petty cash account which is periodically topped up as and when required. Four top up cheques have been issued in the year to date.

Payment transactions are entered into the Edge Expenditure reports in the same manner as other supplier cheque and direct debit payments with full details of the payee and goods with VAT separately recorded for periodic recovery where applicable.

We have tested a sample of payment transactions for the month of August 2019 and are pleased to report that all expenditure items were properly supported by till receipts or supplier invoices and correctly entered in the ledgers.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme as regards employee contribution bandings. To meet that objective, we have:

- Ensured that the Council reviews and approves pay scales for staff annually and has duly implemented the NJC award for 2019-20;
- Noted that a payroll bureau provider, James Todd, was engaged to provide the service in the year under review;
- Agreed the amounts paid to employees by reference to the approved pay scales on the NJC annual schedules, examining a sample of all those salary payments made in August 2019;

- Ensured that Tax and National Insurance deductions for all employees have been made applying the appropriate PAYE code and NIC Table;
- Checked that the correct superannuation percentage deductions are being applied where applicable;
- Checked and agreed the net payments to staff from copy payslips to the Bacs summary reports and resultant cashbook entries; and
- Similarly checked and agreed the payment over of deductions to HMR&C and Essex Pension Fund from copy payroll reports to the cashbooks.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation.

Asset Registers

The Governance and Accountability Manual requires all Councils to maintain a record of all assets owned.

We have noted that the Clerk continues to maintain an Asset Register and that this will be updated at the year end.

We further note that the Facilities Manager is currently undertaking a review of all Assets held by the Council and it is intended that the findings of this review will be incorporated in the year end Asset Register.

We understand that, currently, the Council does not have a “de minimus” figure in respect of the value of assets to be added to the Register. We suggest that Council should give consideration to this and possibly introduce a “de minimus” level of £500

Conclusions

We are pleased to report that no matters have been identified in this area of our review process warranting formal comment or recommendation; we shall review this area at our final visit ensuring that the correct figure of Fixed Assets is reported in the AGAR.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

The Council currently has one CCLA Public Sector Deposit Fund account in place and, as noted earlier in this report, we have checked and agreed movement on this account for the months of July and October 2019 also verifying the Edge cashbook balance to their statements as at the same date.

We are pleased to note that that, following a recommendation from the Resources and Policy Committee, Council approved an Investment Policy at their meeting on 15th May 2018 (minute 11.d refers). We understand that this Investment Policy will be formally reviewed in May 2022. We also understand that the Clerk keeps a watching brief on statutory and economic factors and will be preparing an interim report in March 2020. Finally, we understand that the Clerk is investigating the CCLA Property Fund.

The Council has no loans either repayable by, or to, it.

Conclusions

We are pleased to report that no matters have been identified in this area of our review process warranting formal comment or recommendation.