



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



ENSURING THAT LEIGH-ON-SEA TOWN COUNCIL PROVIDES VALUE FOR MONEY

Leigh-on-Sea Town Council's Financial Regulations are published online here; <https://bit.ly/3hplDp3>

Financial Regulations must be observed in conjunction with the Council's Standing Orders and any individual financial regulations relating to contracts. Standing orders are published online here; <https://bit.ly/2GZLWWw>

The Financial Regulations are followed and reviewed annually at the Annual Council meeting. A review of Internal Controls and Internal Audit procedures is conducted annually. Internal and External Audit procedures are outlined under section 2 of the Financial Regulations.

Committees and the Town Clerk have delegated powers as outlined in the Financial Regulations.

All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (l).

When it is to enter into a contract more than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services we shall obtain 3 quotations; where the value is below £1,000 and above £100 the Town Clerk/RFO shall strive to obtain 3 estimates.

Where the Town Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ('the Regulations') which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations – advertising the tender on the Contracts Finder website. Recent contracts that have received tenders are for Community Centre refurbishment programme and the skatepark extension.

Where possible, The Town Council investigates funding and grant schemes for projects. Most recently, a £13,000 grant was received from Enover Community Trust for the skatepark extension, which also involved a community funding initiative.

The Town Council also receives sponsorship every year from local traders and businesses for our biggest Christmas event, Leigh Lights and in the summer months for floral displays around town.

The Town Council also collaborates with a number of community groups to reduce costs whilst bringing benefits to the town. For example, most recently working with Leigh Lions to install another defibrillator unit in the Old Town.

Leigh-on-Sea Town Council has enhanced its budget by innovative ways to produce income. Sources of income include Allotments, market stalls, memorial benches on Strand Wharf, events and Leigh Community Centre room hire.