



# Leigh-on-Sea Town Council

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

Chairman: Cllr. Pat Holden  
Vice Chairman: Cllr. Carole Mulroney  
Town Clerk: Paul Beckerson



31<sup>st</sup> March 2011

Notice is hereby given that the next meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 3<sup>rd</sup> May 2011** at the Town Council office, 67 Elm Road, Leigh-on-Sea commencing at 8.00pm.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 5<sup>th</sup> APRIL 2011.

## GENERAL PURPOSES

5. REPORT OF LEIGH CRIME PREVENTION PANEL MEETING of the 4<sup>th</sup> April 2011 – Report 1893/PD (Appendix 1) – To Follow
6. EALC AUDIT COURSE - Report 1889/TC (Appendix 2)
7. LICENSING ACTIONS FROM PROTOCOL MEETING – Report 1886/DP (Appendix 3)
8. PROPOSED EXPANSION OF RADIOTHERAPY IN ESSEX (CONSULTATION) – Report 1887/NHS (Appendix 4)
9. GENERAL PURPOSES BUDGET
  - General Purposes Budget Report 1891/FGP 31<sup>st</sup> March 2011 (Appendix 5)
10. COMMITTEE MEETING DATES  
At the March Council meeting, revised dates for the May Planning meetings were amended to 17<sup>th</sup> and 31<sup>st</sup> May. In view of the fact that the F&GP meeting is due to be held on 31<sup>st</sup> May, it is proposed that the Planning Committee meeting arranged for that day be held on the 1<sup>st</sup> June.

## FINANCE


11. REFERENCES FROM OTHER COMMITTEES  
None
12. TO RECEIVE INTERIM INTERNAL AUDIT REPORT – (Appendix 6)
13. OFFICE AND COMMITTEE BUDGETS
  - Office Budget Report 1890/FGP 31<sup>st</sup> March 2011 (Appendix 7)
  - Committee Budget Report 1892/FGP 31<sup>st</sup> March 2011 (Appendix 8)

14. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 1888/I&E (Appendix 9)

15. CURRENT STATUS OF BANKING ARRANGEMENTS

16. BANK ACCOUNT BALANCES as at 31<sup>st</sup> March 2011
- |                            |             |
|----------------------------|-------------|
| HSBC Current A/c           | £ 44,581.26 |
| HSBC Community Savings A/c | £115,129.54 |



Paul Beckerson  
Town Clerk  
21<sup>st</sup> April 2011

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



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## Report of the Leigh Crime Prevention Panel Meeting on 4<sup>th</sup> April 2011

### REPORT 1893/PD

Insp. Brad Dickel was the Police representative together with Pc Steve Dewberry from the Youth Offending Service. Catherine Andrews from Connexions and Mick Holland - Community Engagement Officer for Southend CDRP tabled reports.

#### Insp. Dickel reported: -

- Burglary dwelling and other e.g. sheds continue even though significant arrests have been made. Areas affected include Belfairs, houses in Woodside backing on to the woods, and on into Eastwood. Incidents include daylight breaks with jewellery and cash targeted. Police presence, including neighbourhood groups and plain clothes officers on bikes, has been increased. Try to leave your house less obviously empty when going out. Also, make sure that sheds, garages and cars are left secured and locked. If there is any doubt as to unusual behaviour call 999.
- Operation 'Wild Rose' has helped to reduce antisocial behaviour in the Eastwood area.
- Operation 'Simmer' continues to succeed with over £200,000 of drugs seized in the last two raids.
- Operation 'Julep' has helped achieve a 32% reduction in retail and petrol theft in the first three months of 2011 over the same months in 2010. Most petrol stations have CCTV which helps arrest rates.
- Theft from motor vehicles continues. It was noted that criminals test hundreds of cars until they find one which is unlocked. Keep your car locked and keep valuables out of site.

#### Catherine Andrews reported: -

Leigh Youth Centre is remaining open for youth activities, school, other agency and community use. There will be no drop-in sessions for young people. There will be staff in the centre when required and a youth worker attached to the area. Youth activities will remain in the West locality but may take on a "new look". There will be a focus on reaching out to the communities. We will be taking part in the Leigh Art Trail this year and will be open to the public during that whole period for viewings of art created by our young people across the whole locality.

#### Pc Dewberry reported: -

- The new integrated youth service is now operational with Connexions moving in next week.
- Funding of Operations 'Redbull' and 'Staysafe' has not been cut and they continue to good effect.
- Calls of nuisance youths were 30% down for the first three months of 2011 against the same period in 2010.
- This year's Southend Community-in-Harmony's 'Big Event' is on Sunday 19<sup>th</sup> June from 12.30 pm to 5.30 pm at Southend High School for Boys.

#### Southend Community Engagement Officer's Report:

Roadshows in the Panel's area are:

Belfairs Park (near the stables) Tuesday 19 April. 1 pm to 4 pm;

Chalkwell train station Tuesday 17 May, 5 pm to 7 pm;

Leigh Fire Station, Mounddale Gardens Saturday 2 July, 10 am to 4 pm;

Leigh Library gardens Saturday 10 September, 10 am to 2 pm

The CDRP Website, Community Safety Unit page will shortly boast a data base which details the e-mail and Website links for people to report scams received by e-mail or mobile phone text direct to the relevant

service providers. For example, if you receive a scam e-mail from someone using yahoo.com, the matter can be reported direct to Yahoo who can investigate and if necessary close the abuser's account. The hard copy version of *Communicate* has been distributed.

#### **Other matters discussed**

It was noted that the system of zones had not commenced in Belfairs Woods and whether the lack of zones was a problem to the Police. Insp Dickel will investigate and report back.

In response to the Panel's letter David Amess MP has tabled two Parliamentary Questions and has written to the Home Office concerning charity mugging ("Chugging Regulation") outlining how the current situation regarding charity collecting was open to abuse. The Home Office has passed the matter onto the Cabinet Office and a response is awaited.

Since the last meeting a Panel member had received two calls; one from the RSPB which was bona fide and one on behalf of Cancer Research which was from a Cardiff number not recognised by the charity. Details have been passed on to their legal dept.

A Leigh NW Assn had been formed. It covers the Leigh, Chalkwell and West Leigh wards and will meet quarterly with the first meeting scheduled for 5<sup>th</sup> July.

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Report 1889/TC

## EALC AUDIT BRIEFING 8<sup>th</sup> April 2011

The purpose of the briefing was to meet the co-ordinator of the Audit Commission's Bolton office, Dina Pejcinovic, who outlined some of the issues that surround the completing of the Annual Return and the Audit generally. The briefing contained the following sections:

- Common problems encountered
- General issues
- Vital statistics
- New guidance PAYE
- How Town and Parish Councils can help

Some of the common problems encountered were the fact that the Annual Return was not submitted on time, (the deadline this year will be the 20<sup>th</sup> June); not providing the information requested first time and not reading the annual return; not providing adequate information or sending information not required.

Not providing the information requested first time includes:

- Not completing all the boxes
- No explanation for 'no's' in section 2 – AGS – must have covering note
- No explanation for 'no's' in section 4 – IA report – must have covering note
- No explanation for high balances – more than 2x the precept
- Not providing the two pieces of additional information requested

Not providing adequate information:

- Variances (cannot accept R&P/I&E a/c) over £150 or 15% variance
- Bank reconciliation
- Reconciliation between boxes 7 & 8
- Annual return not adding up
- PWLB figure incorrect
- Box 9 of s1 not agreeing to asset register (basis of valuation doesn't matter as long as consistent – revaluation only in case of land and buildings)
- S1 not being calculated on I/E basis
- Resubmission of the annual return

General Issues

- Deadline dates for completion and sign-off of sections 1 and 2 of the annual return – can be displayed prior to IA statement.
- Internal Audit

- Not submitting annual return by audit date
- Not reading what has been requested
- Not addressing issues raised last year – must be addressed at a meeting
- Prompt response to queries / resubmitting the AR promptly
- Notice of appointment of date for the exercise of electors rights
- Addressing issues raised by internal/external auditor's report
- Accounting issues – I&E / R&P – incorrect accounting treatment – capital expenditure
- Has basis of accounting changed?

#### Vital Statistics

- 209 out of 286 Councils' returns were received by the calling date
- 116 out of 286 Returns were received by the statutory deadline of the 30<sup>th</sup> June 2010
- 89% of the 299 Council returns were completed by 30<sup>th</sup> September 2010
- The last audit was completed on 24<sup>th</sup> December 2010
- 167 Councils did not send the right documents first time

#### New Guidance PAYE

- Parish Clerk is an office holder – all office holders are subject to PAYE – also applies to RFO
- Clerks can never be considered to be self-employed for tax/NI purposes
- Can never be paid gross
- Must be taxed under PAYE
- Councils must register as an employer with HMRC
- Any previous agreements with HMRC are void

**LICENSING ISSUES RAISED AT PROTOCOL MEETING 25<sup>th</sup> January 2011**

Dear Mr Beckerson,

Our Chief Executive, Rob Tinlin met with Leigh Town Council recently, and a number of issues were raised regarding our services. The majority of these issues were addresses in a letter from Andrew Meddle, to yourself, on 29<sup>th</sup> March, however, the queries regarding Licensing were outstanding. Please now see requested information below:

- The Leigh Town Council asked that they be involved in consultations for all licensing applications.
- We are pleased to confirm that you have been supplied with a link to all applications which is updated weekly. The Town Council is recognised by The Licensing Authority as an "interested party" and we accept valid representations from them on applications within their area, and invite them to speak at hearing as appropriate. As you may be aware S6 of the Act precludes anyone but the licensing committee being involved with the final decision
- The Leigh Town Council asked that they be provided with plans of the defined areas of licensed premises especially in Leigh Broadway and Old Leigh so that they can better assess when to take issue with apparent breaches.
- The Police and The Licensing Authority are designated under The Licensing Act to enforce breaches of licences. Adam Penn has explained that plans do not show (nor are required to show) drinking areas. Plans over A3 size cost a considerable amount to reproduce.

The options for the Leigh Town Council are as follows:

1. They can come to the civic centre to view licences
2. They can request copy licences at £10-50 each
3. They can contact the Licensing team by telephone or email and we will strive to resolve any issues or concerns
4. We are working towards summary licences being available online so eventually they will be able to access them via the web
5. It would be possible to supply them with a copy of the public register, but this is very basic and does not include plans

Adam Penn (Team Leader – Licensing) is happy to meet with you to discuss these issues further, please do not hesitate to contact him on 01702 534 341.

I trust that this above information will be of assistance in responding to your enquiries.

Regards,

Dipti Patel  
Head of Public Protection  
Southend-on-Sea Borough Council

Enterprise, Tourism & Environment  
2nd Floor, Margaret Thatcher House, Victoria Ave, SS2 6ER  
Tel: 01702 215 325



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Report 1887/NHS

## **NATIONAL HEALTH SERVICE PROPOSED EXPANSION OF SERVICES TO PROVIDE RADIOTHERAPY IN ESSEX (CONSULTATION)**

Deadline 25<sup>th</sup> May 2011

The proposal is to increase the number of *Linear Accelerators (linacs)* from the current level of 7 to 10 by 2016. There are presently 4 linacs including one continuity machine (standby) at Southend University Hospital and 3 linacs at Essex County Hospital at Colchester.

### **Option 1 (Preferred Proposal)**

5 linacs at Southend (includes 1 continuity machine)  
5 linacs at Colchester (Includes 1 continuity machine)

### **Option 2**

4 linacs at Southend (includes 1 continuity machine)  
4 linacs at Colchester (Includes 1 continuity machine)  
2 linacs at Bromfield Hospital Chelmsford (new untried site)

### **Option 3**

4 linacs at Southend (includes 1 continuity machine)  
4 linacs at Colchester (Includes 1 continuity machine)  
3 linacs at Bromfield Hospital Chelmsford (Includes 1 continuity machine) (one extra machine)

### **Option 4**

4 linacs at Southend (includes 1 continuity machine)  
3 linacs at Colchester  
3 linacs at Bromfield Hospital Chelmsford (Includes 1 continuity machine)

The consultation asks 5 questions

1. What is your overall view of the proposal to expand radiotherapy?
2. What improvements to services would you like to see as part of the expansion?
3. What concerns do you have regarding the proposals?
4. Are there any particular issues for the people affected by these proposals that you feel should be taken into account?
5. What suggestions do you have to help implementation go smoothly?



**Finance & General Purposes Committee Budget 2010/11**

Heading	B/F 2009/10	Budget		Spent to Date	Balance	% Spent
		Income	Expenditure			
Crime Prevention		0	0	0.00	0	
Schools		0	0	50.00	-50	
Community Affairs		0	1,000	190.18	810	19
Premises		0	1,000	1,124.24	-124	112
Elections		0	0	0.00	0	
Legal Costs		0	500	0.00	500	0
Annual Town Meeting		0	500	575.57	-76	115
Publicity		0	1,000	489.50	511	49
Youth Facility		0	4,000	3,089.44	911	77
Donations		0	0			
<b>Totals</b>		<b>0</b>	<b>8,000</b>	<b>5,518.93</b>	<b>2,481</b>	<b>69</b>
Nett cost			8,000			
Skate Park Lighting	20,000			2,075.00	17,925	

Two ATMs in 2010/11

Cheque paid after 31/03/11 £5093.50 + VAT

Skate Park  
Various

3,089.44
<b>240.18</b>

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# **Leigh-On-Sea Town Council**

*Internal Audit Report 2010-11 (Interim)*

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*Prepared by Nigel Archer*

*Stuart J Pollard*

**Director**  
**Auditing Solutions Limited**

## **Background and Scope**

The Accounts and Audit Regulations introduced from 1<sup>st</sup> 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. However, subsequent to the retirement of the previous Clerk and the recruitment of the present incumbent, alternate suppliers from the EALC recommended list were asked to submit their expressions of interest and, as a result, Auditing Solutions Limited were appointed for 2010-11.

This is, therefore, our first report for the Council and sets out those areas examined during the course of our recent interim visit for 2010-11, which took place over one and half days on 30<sup>th</sup> and 31<sup>st</sup> March 2011.

Further work will be undertaken at our final visit, extending testing on those areas already examined to cover the remainder of the year, whilst examining in greater depth the Council's Statement of Accounts, Annual Return and supporting documentation. We shall update the content of this report accordingly following that final visit and that report, together with our file of working papers prepared during the year are available, on request, should the external auditors require any further assurances in any specific areas.

Our programme of coverage is designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner appropriate 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 of cover is also designed to facilitate our certification of the Annual Return that forms the Council's formal Statement of Accounts subject to external audit certification.

## **Internal Audit Approach**

In undertaking our review for the current year, we have had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts, employing a range of selective sampling techniques (or 100% substantive testing if appropriate) across a range of the Council's activities in accord with our previously circulated Internal Programme of Work.

## **Overall Conclusion**

We are pleased to report that no major issues have been identified at this initial visit for the year: any minor matters arising are embodied in the text of the Report and are summarised in the Action Plan appended.

## 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. We have, to date, undertaken the following checks in this area:

- Ensured that an appropriate nominal ledger coding structure is in place, although we are verbally advised that the new Clerk is preparing to streamline the existing Chart of Accounts to further assist the budget monitoring and reporting process in 2011-12;
- Checked and agreed transactions on the Current bank account, as recorded on the Edge accounting system software, with the entries on the relevant HSBC bank statements for three sample months (April & September 2010 and February 2011);
- Checked and agreed all transactions (due to the low volume) on the Reserve bank account, as also recorded on the Edge software, with the entries on the HSBC bank statements for the year to mid March 2011;
- Checked and agreed the Current account month-end bank reconciliations as at the end of the three sample months noted above; and
- Checked and agreed the Reserve account month-end bank reconciliations as at 21<sup>st</sup> September and 21<sup>st</sup> March 2011, noting the due clearance of several, previously long standing, uncleared effects;

### Conclusions

***No issues requiring formal recommendation have arisen in this area and we are pleased to note the high standard of record keeping and the retention of regular, hard copy reconciliations. There are no long-standing, unrepresented items on the Current account at present and we shall verify the closing bank reconciliations at 31<sup>st</sup> March 2011 as part of our final audit review.***

### Review of Corporate Governance

Our objective is to ensure that the Council has robust Corporate Governance documentation in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation. We have therefore undertaken the following work to date in this area: -

- Examined the minutes of meetings of the Full Council and its Standing Committees (except Planning) for the current financial year to 28<sup>th</sup> February 2011 to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist, also that no legal issues are in existence whereby the Council may either be considering or have taken decisions that might result in ultra vires expenditure being incurred;
- Noted that an appropriate review of the Effectiveness of Internal Audit had been undertaken and adopted by the Finance & General Purposes Committee at its meeting in October 2010; and
- We also note that the Council's Standing Orders and Financial Regulations have been subject to scrutiny, initially by a specific Working Party who compared and contrasted extant documentation with the revised NALC model documents and suggested detailed revisions. These revisions were agreed at Committee level and all appropriate typographical changes have now been made and the final documents, including revised Terms of Reference for each Committee, have now been circulated to members of the Finance Committee for formal adoption at their meeting in early April 2011.

### Conclusions

***No significant issues arise in this area at present: we shall consider the financial implications of the ongoing plans for the Old Town Community Group's partnership funding and Heritage Lottery bids at future visits.***

### Review of Purchasing and Payment Procedures

We have tested a sample of supplier payments made during the financial year to 22<sup>nd</sup> March 2011, examining all those individually in excess of £1,000 together with a more random sample of every 20<sup>th</sup> item of paid expenditure transactions, irrespective of their value. This sample totalled £67,742, and represents 61% of all non-pay related items processed to that date. We have examined the test sample measuring performance against the following criteria to ensure that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation;
- Supported by an official order, where appropriate;
- Supported by proper quotations and / or a formal tender process where applicable under the terms of the Council's Financial Regulations;
- Posted accurately to the Edge software nominal ledger expenditure headings;
- Authorised as seen by members during the course of the cheque approval processes and subsequently summarised for adoption by Full Council; and
- That the calculation and recording of VAT to the VAT control account for subsequent recovery has been actioned correctly.

### **Conclusions and Recommendation**

***As a “non-registered” body with no Vatable supplies, formal quarterly returns are not required to be submitted to HMRC: we note that recovery claims continue to be made bi-annually, with that for the period ending September 2010 issued on 24<sup>th</sup> November 2010: we shall verify the March 2011 year-end reclaim detail at our final visit, also ensuring the residual debt is appropriately accounted for in the Accounts and Annual Return for the year.***

***We are pleased to note the perfectly acceptable form of payments approval “slip” being applied to each invoice and that these are being initialled as evidence of inspection by two relevant members at the time they sign cheques. We note from our test sample that no significant expenditure requiring formal tender processes has occurred this year, also noting from the minutes that quotations are obtained and considered periodically.***

***However, we note that an official ordering process is virtually non-existent with just 8 such documents being issued during the current financial year. We discussed this area with the new Clerk as part of the “round up” at the conclusion of the visit and acknowledge that there are other controls in place, such as the detailed consideration of costs by the Finance Committee, in particular its hands-on Chairman, the regular budget monitoring reports issued at all Committee levels and the relatively low volume of transactions and absence of any significant external service provisions. Whilst not a formal, legal requirement, we consider that best practice would suggest that this area should be expanded and due consideration should be given to implementing an official ordering process in 2011-12 in accord with the revised Financial Regulations and Committee Terms of Reference shortly to be adopted.***

*R1. Further consideration should be given to expansion of the use of official orders in the forthcoming financial year.*

### **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 to date: -**

- Noted that an appropriate risk assessment register for all principal areas of the Council's activities was established in the 2009-10 financial year and have obtained a copy of that documentation. The new Clerk is aware that this should be seen as an area of regular review and update and we consider the extant documentation to meet the needs of the Council at present: however, it should be reconsidered in detail at regular, ideally annual intervals, and be re-adopted by members; and
- Examined the Council's current (to mid August 2011) insurance policy with Zurich Municipal to ensure that appropriate cover is in place and that members have reviewed its content and determined that cover in each area is appropriate to the Council's needs. We note that the level of

Public Liability cover remains at £5 million and, as discussed with the Clerk during the course of “round-up” at the end of this recent interim visit, suggested that consideration be given to increasing this to £10 million at the next renewal date. There are two principal reasons why we conclude this to be the case; firstly, the society in which we live and work would appear to be increasingly litigious and secondly we have identified from audit work in other parts of the country that District Councils and Unitary Authorities are increasingly requiring this level of cover to be in place at the Town Councils within their boundaries.

- Fidelity Guarantee cover stands at £300,000, which we consider to be more than adequate to meet the “rule of thumb” guidance levels of closing bank balances (currently £180,000) plus half-year’s precept (£100,000).

### **Conclusions and Recommendations**

***Other than to restate the comments noted above, no significant issues were identified at this interim stage: we shall compare and contrast the detailed levels of asset cover afforded by the insurance policy with the Fixed Asset Register as part of the final audit work at a later date.***

- R2. *Whilst the risk assessments registers are considered acceptable at present, they should be subjected to regular annual review and re-adoption by the Council.*
- R3. *Consideration should be given to increasing the level of Public Liability insurance cover to £10 million prior to the policy renewal date.*

### **Budgetary Control and Reserves**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the local Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. To meet this objective:

- We note from minutes and other documentation provided during the course of our work that the budget and precept deliberations for 2011-12 were concluded satisfactorily with the latter being formally adopted and recorded at £199,615 (no change from 2010-11) at the Full Council meeting in December 2010;
- We are pleased to record that members are provided with sound, periodic (usually monthly) and comprehensive management accounting information in order to provide an appropriate means for monitoring budgetary performance during the current year; and
- We noted from the closing Statement of Accounts for 2009-10 and the recently adopted “budget book” for 2011-12, that several specific Earmarked Reserves have been established previously and that the minutes indicate occasional virement, albeit none of any substantial sums worthy of note.

### **Conclusions**

***No matters arise warranting formal comment at this stage of the audit process: we shall examine the closing budget outturn for the year and consider the levels of Earmarked Reserves and General Funds at our final visit, noting that the latter stood at £50,000 at the commencement of this financial year and we consider this adequately meets CIPFA guidance of three to six months net revenue expenditure at present.***

### **Review of Income**

In this area of our review work, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale, also that it is banked promptly in accordance with the Council’s Financial Regulations. In addition to the precept, the Council’s principal sources of income are allotment rentals, monthly farmers’ market pitch fees, community transport / event ticket sales and ad-hoc activities such as Xmas Lights and Fishing Festivals. Our testing to date is as follows:

- We note from our review of minutes that members previously reviewed the scale of fees and charges to be applied in 2010-11 and that these have been appropriately reconsidered for 2011-12 agreeing increases in allotment rents whilst other charges remain unchanged;

- We note that the Market trader pitch fees are collected manually by Council officers “on the day” each month and that a suitable register is maintained to record attendance and payment;
- As noted earlier in this report, we have checked and agreed a sample of three months’ receipt transactions from the Edge software income report to relevant bank statements;
- We have identified that bankings are undertaken in a timely manner, at least fortnightly, and that the duplicate paying-in slips record a sound analysis to separate detail of cash and cheques; and
- We have identified that the allotment tenants are required to sign and return a copy of their tenancy agreement, which has recently been revised and up-dated, together with their rent payment slip. The latter form part of the back-up retained in support of each individual banking and we note that, in a similar manner to supplier invoices, an appropriate software input document is attached. We have checked examples of these with no issues arising.

### **Conclusions**

***No significant issues worthy of formal recommendation have arisen in this area of our work at present: we shall undertake further work as considered necessary and establish a year-on-year analysis of income arising across the range of budget headings as part of our final audit work and comment on any significant variances that might be identified.***

### **Petty Cash Account**

A relatively limited petty cash account is operated in the Council's office on a straightforward “top-up as required” basis, as exemplified during the course of our recent visit when a member attended to sign some cheque payments and subsequently walked to the local branch of HSBC to obtain the cash tin reimbursement on behalf of the Finance Officer.

We note from our examination of minutes that a maximum encashment of £200 per week has been authorised by members, although clearly from our visual review of the payments report, the levels of expenditure are materially lower than this limit.

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

### **Conclusions**

***At this interim stage we have not undertaken any further detailed testing of supporting till receipts, etc., nor did we undertake any physical verification of the cash holding: this will be addressed at our final visit.***

### **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 further amended with effect from 1<sup>st</sup> April 2009, as regards employee contribution bandings. To meet that objective, we have: -

- Ensured that the Council reviews and approves pay scales for staff annually;
- Noted that the payroll bureau provider Acumen has been engaged to provide their services in 2010-11 following the retirement of the previous Clerk. We have encountered this provider at other Councils elsewhere and consider that the work they undertake is of a high standard and cost efficient;
- Agreed the amounts paid to employees by reference to the approved pay scale on the NJC annual schedule of rates payable, where applicable, or to the individuals’ letters of annual amendment where not paid on those scales, examining a sample of all those salary payments made in February 2011;
- Ensured that tax and NI deductions for all employees have been made applying the appropriate PAYE code and NI Table;

- Checked that the correct superannuation percentage deductions, as amended from 1<sup>st</sup> April 2009, are being applied;
- Checked and agreed the net payments to staff from copy payslips to the cashbooks;
- Similarly checked and agreed the payments of deductions to HMRC and Essex County Council from copy payroll reports to cashbooks and have, as part of the supplier payments testing noted earlier, summarised the month by month total payments with explanations obtained for any variances arising therein; and
- Noted that overtime payments are not normally made, any extra hours worked being “rewarded” under the Time Off In Lieu scheme.

### **Conclusions**

***We are pleased to note that no significant errors or omissions have been identified in this area of our work. Two potential, very minor under-deductions of LGPS contributions were raised with the Clerk during the course of the “round up” discussion at the conclusion of this visit: he has agreed to review the position and make any necessary adjustments. Due to the relative immateriality of the potential errors, we do not consider it necessary to repeat the detail in this report.***

### **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.

***Currently the Council holds no specific investments or Treasury term deposits, any “surplus” funds being held for instant access in the HSBC’s Community Savings account.***

***Similarly, the Council has no loans either payable by, or repayable to, itself.***



Rec. No.	Recommendation	Response
<b>Review of Purchasing and Payment Procedures</b>		
R1	Further consideration should be given to expansion of the use of official orders in the forthcoming financial year.	
<b>Assessment and Management of Risk</b>		
R2	Whilst the risk assessments registers are considered acceptable at present, they should be subjected to regular annual review and re-adoption by the Council.	
R3	Consideration should be given to increasing the level of Public Liability insurance cover to £10 million prior to the policy renewal date.	

Office Budget for 2010-11 as at 31/03/11  
(Premises WP)

Budget	Heading	2010/11	Spend to Date	Balance	% Spent	
2009/10						
50.00	Library	50.00	0.00	50	0.00	
100.00	Training - Staff	350.00	825.00	-475	235.71	
900.00	Training - Cllrs	1,000.00	122.00	878	12.20	
300.00	Mileage & Expenses - Staff	120.00	640.47	-520	533.73	
1,300.00	Stationery Cost	1,900.00	1,852.05	48	97.48	
3,400.00	Insurance	5,000.00	4,369.39	631	87.39	
1,500.00	Telephone, e-mail & telecomms	1,300.00	1,329.33	-29	102.26	
450.00	Photocopying	400.00	436.94	-37	109.24	
1,400.00	Stamps	1,900.00	1,710.74	189	90.04	
1,900.00	Subscriptions	1,600.00	1,699.19	-99	106.20	
5,200.00	General Rates	5,400.00	3,473.12	1,927	64.32	
240.00	Water Rates	280.00	231.98	48	82.85	
10,500.00	Rent	10,500.00	10,500.00	0	100.00	
900.00	Gas	960.00	1,390.52	-431	144.85	
650.00	Electricity	650.00	641.10	9	98.63	
2,500.00	Office Cleaning	2,300.00	1,692.80	607	73.60	
250.00	Expenses/Travel Costs - Cllrs	400.00	121.76	278	30.44	
50.00	Entertaining	50.00	0.00	50	0.00	
120.00	Licences	100.00	54.75	45	54.75	
300.00	Miscellaneous	300.00	762.81	-463	254.27	
800.00	Audit	1,200.00	875.00	325	72.92	
	Equipment / Computers	0.00	665.37	-665		Support Costs
	Professional Advice / Legal	0.00	2,475.00	-2,475		Fees to Maurice Howard
310.00	Accounting software Tech support	500.00	525.00	-25	105.00	
200.00	Contingencies	100.00	0.00	100	0.00	
	Office Tools		108.33	-108		Out of 2011/12 Budget
250.00	Minor Premises Repairs	100.00	112.56	-13	112.56	
<b>33,570.00</b>	<b>Total</b>	<b>36,460.00</b>	<b>36,615.21</b>	<b>-155</b>	<b>100.43</b>	

## Leigh-on-Sea Town Council

## COMMITTEE BUDGETS

31/03/2011

## Budgets Spend vs Budget to 31st March 2011

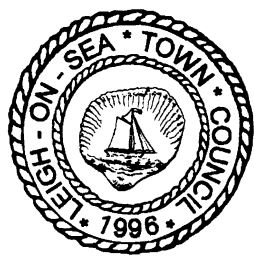
Budgets 2010/11 Committee	Item	Budget b/f 2009/10	2010/11	Spend to date	Balance	% spent	2009/10 spend
Council	Office Admin	0	36,460	36,615	130	100	46,657
	Salaries	0	72,473	72,393		100	67,381
		0	108,933	109,008	130	100	114,038
Leisure	Community Transport A	0	4,500	5,694	-1,194	127	
Foreshore & Environment	Flower Baskets	0	5,000	5,000	0	100	
	First Aid Provision	0	1,200	1,209	-9	101	
	Farmers Market A	0	40	-284		0	
	Strand Wharf	74,408	0	0	74,408	0	
	Leigh Lights A	1,300	22,120	20,123	1,400	86	
	Paddling Pool	1,798	0	0	1,798	0	
	Various B	0	12,559	10,929	230	87	
		77,506	45,419	42,671	76,633	35	68,904
							Includes Capital Lights £35,755
Transport & Highways	School Crossing Patrols	0	7,500	4,037		54	
	Bus Shelter Cleaning/Maint	0	3,000	1,382		46	
	New Bus Shelters	0	3,500	0		0	
	Transport Improvements	0	1,000	0	1,000	0	
	Signs	0	0	0			
	Bollards	0	500	508	-8	102	
	Phone Box, Seats and bins	0	750	300	450	0	
		0	16,250	6,226	1,442	38	1,518
Planning	Planning	0	4,000	3,779		94	
	Southend Airport	0	2,000	0		0	
		0	6,000	3,779		63	4360
General Purposes	Various C	0	1,000	240		24	
	Premises	0	1,000	1,124	-124	112	
	Elections	0	0	0	0		
	Legal costs	0	500	0		0	
	Annual Town Meeting	0	500	576	-76	115	
	Publicity	0	1,000	490		49	
	Youth A	0	4,000	3,089		77	
		0	8,000	5,519	-200	69	11,447
							Includes £7677 Section 137 Expenditure Grants
Allotments	Revenue A	0	8,998	7,379	1,020	82	8,475
	Capital Improvements	0	2,000	0	2,000	0	10,874
		0	10,998	7,379	3,020	67	
Total		97,506	195,600	174,582	81,025	53	219,616
<b>Income</b>			<b>Budget 2010/11</b>	<b>Received to date</b>	<b>Balance</b>	<b>% Rec'd</b>	
Precept 2010/11		0	199,615	199,615	0	100	167,893
Estimated Interest to 31.3.11		0	1,500	116		8	103
Unbudgeted income		0	0	180	0	0	
Premises hire		0	2,800	2,320	480	83	2,851
		0	203,915	202,231	480	99	
Add	Est Bank Balance at 31.03.11 inc Petty Cash				159,832		
					160,312		
	VAT refund due				7,082		
					167,394		
Less planned expenditure					81,025		
Less Allotment Fund					565		
Less Skate Park Fund					17,925		
Reserve					67,879		

A Community Transport, Allotments Revenue, Youth, Leigh Lights and Farmers Market are balances of income and expenditure

B Includes Community Initiatives, recreational facilities, events &amp; conservation areas.

C Includes Crime Prevention, community affairs and schools

	Balance b/f 2009/10	Spend 2010/11	Income 2010/11	Balance 2010/11
Allotment Open Day Accumulated Fund	1,306	1,256	515	565
Skate Park Lighting	20,000	2,075		17,925



# Leigh-on-Sea Town Council

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[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea)

Chairman: Cllr Pat Holden  
 Vice Chairman: Cllr Carole Mulroney  
 Town Clerk: Paul Beckerson



## Income and Expenditure 29<sup>th</sup> March to 21<sup>st</sup> April 2011 - Report 1888/I&E

Cheque	Expenditure	Payee	Purpose	Statute (In all cases, LGA means Local Government Act and s is for section)
100532	£129.99	Screwfix	Drill for Office	LGA 1972 s111
100533	£150.72	Mayfield Cleaning	Office Cleaning	LGA 1972 s111
100534	£84.60	Fulton Paper	Stationery	LGA 1972 s111
100535	£100.00	West Leigh Baptist Church	Minibus Damage – Insurance Excess	Transport Act 1985 s19
100536	£25.56	Acumen Wages Service	Wages processing – Mar 11	LGA 1972 s111
100537	£33.54	R Allan-Smith	Petrol for Allotments Diesel for Van Plumbing materials	Small Holdings & Allotments Act 1908 s26
100538	£92.84	Viking Direct	Stationery	LGA 1972 s111
100539	£100.00	Petty Cash	Cash	
100540	£250.00	Thames Estuary Partnership	Annual Subscription	LGA 1972 s143
100541	£1,760.71	Essex Pension Fund	Pension Contributions Mar 11	LGA 1972 s111
100542	£1,144.84	HM Revenue and Customs	NI and Tax – Mar 11	LGA 1972 s111
100543	£27.20	V L Choppen	Mileage Expenses	LGA 1972 s111
100544	£83.83	Mayfield Cleaning	Bus Shelters Cleaning	Local Govt Misc Provs Act 1973
100545	£35.96	David Elcock	Easter Eggs	LGA 1972 s144
100546	£291.71	Viking Direct	Stationery	LGA 1972 s111
100547	£150.00	Salvation Army	Use of minibuses	Transport Act 1985 s19
100548	£6,412.20	McDonald Highways	Further columns & cabling at Skate Park	LGA 1972 s144
100549	£168.00	Edge Designs	F/Y End Course Cost x 2	LGA 1972 s111
100550	£150.72	Mayfield Cleaning	Office Cleaning	LGA 1972 s111
100551	£110.25	Cllr P Holden/Leigh Timber	Wood for Staging	LGA 1972 s144
100552	£666.00	Auditing Solutions	Internal Audit	LGA 1972 s111
<b>Income</b>				
	£3.00	FHCCP	Use of Room	
	£10.00	Body's Opticians	Xmas Lights - Contribution	