

Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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



29th September 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 4th October 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 6th September 2011.

GENERAL PURPOSES

5. INTERNAL & EXTERNAL AUDIT Working Party – 7th September 2011 Report 1938/AWP (Appendix 1)
6. FARMER'S MARKET VENUE POST JULY 2012
7. 'VISION FOR LEIGH' AND CORPORATE PLAN – Report 1943/TC (Appendix 2)

Motion: "A review and update of the 'Vision for Leigh' should be carried out prior to the Annual Town Meeting in 2012"

Proposed by Cllr Richard Herbert and seconded by Cllr Alex Coulson

8. REVISED STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT – Report 1934a/TC (Appendix 3)
9. ELECTION OF REPRESENTATIVE (SOUTHEND) TO EALC EXECUTIVE COMMITTEE
10. EALC 'MAKING THE LINKS' and AGM 27th September 2011 – Report 1945/EALC (Appendix 4)
11. GENERAL PURPOSES BUDGET

General Purposes Budget Report 1942/FGP 28th September 2011 (Appendix 5)

FINANCE

12. REFERENCES FROM OTHER COMMITTEES

Allotments Meeting 28th September 2011

RECOMMENDATION: That £500 is taken from reserves to finance the installation of posts to close off tracks during the winter months.

13. RENT REVIEW AND OFFICE ACCOMMODATION

14. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1941/FGP 28th September 2011 (Appendix 6)
- Committee Income and Expenditure Report 1940/FGP 28th September 2011 (Appendix 7)

15. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 1944/I&E (Appendix 8)

16. BUDGET – FINANCE AND GENERAL PURPOSES for 2012/13 (Appendix 9)

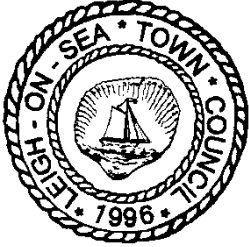
17. BANK ACCOUNT BALANCES as at 28th September 2011

HSBC BMM A/c	£ 148,972.73
HSBC Current A/c	£ 32,345.73
HSBC Payroll A/c	£ 2,065.42
HSBC Imprest A/c	£ 6,589.99



Paul Beckerson
Town Clerk
29th September 2011

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



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



QUALITY
TOWN
COUNCIL

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

Report 1938/AWP

INTERNAL & EXTERNAL AUDIT WORKING PARTY 7th September 2011

Present: Cllrs Jerry Holden (Convenor), Alex Coulson and Donald Fraser

In Attendance: Cllr Richard Herbert and Paul Beckerson (Town Clerk)

Apologies: Cllr Cliff Passmore

The meeting opened at 2.03pm

1. REVIEW OF RISK ASSESSMENTS

The WP reviewed the Risk Assessment in the Attached Appendix. The WP **RECOMMEND** the adoption of the revised Risk Assessment.

2. EVENTS RISKS

The WP **RECOMMENDED** the following:

- To take action to train the Events Officer to undertake Risk Assessments for the managing of events. There is a course run by the EALC on the 7th October 2011 for a cost of £75
- That third party risk assessments be provided if appropriate

3. OFFICE SECURITY

The WP **RECOMMENDED** the following:

- That all key holders be entered in a register for that purpose
- That out of office hours use be recorded in the same register
- That nominated key holders be appointed to respond in the case of emergency

The meeting closed at 3.55pm

			Appendix to Report 1938/AWP		07/09/11
	Item	Current action	Proposed action	Action by	Last done
A	Areas where there may be scope to use insurance to help manage risk				
A1	The protection of physical assets owned by the council – buildings, furniture, equipment, etc (loss or damage).	Annual review of insurance by Town Clerk and Chairman of Council	Annual review of insurance by Town Clerk and Chairman of F&GP	Town Clerk and Chairman of F&GP	Aug 11
A2	The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability).	Annual review of insurance by Town Clerk and Chairman of Council	Annual review of insurance by Town Clerk and Chairman of F&GP	Town Clerk and Chairman of F&GP	July 11
A3	The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).	Not covered	1. Establish a Disaster Recovery programme 2. Check with insurance co.	Town Clerk and Chairman of F&GP	To be done
A4	Loss of cash through theft or dishonesty (fidelity guarantee).	Annual review of insurance by Town Clerk and Chairman of Council	Annual review of insurance by Town Clerk and Chairman of F&GP	Town Clerk and Chairman of F&GP	Aug 09 To IA for advice
A5	Legal liability as a consequence of asset ownership (public liability).	Annual review of insurance by Town Clerk and Chairman of Council	Annual review of insurance by Town Clerk and Chairman of F&GP	Town Clerk and Chairman of F&GP	Aug 11
B	Internal controls				
B1	An up to date register of assets and investments.	The Town Clerk maintains an Asset Report for Council to meet the requirements of para 3.66 of the	No Change	Town Clerk/ Chairman of F&GP. This was dealt with	June 11

		<p>Governance and Accountability document, giving full details of</p> <ul style="list-style-type: none"> • dates of acquisition, upgrade and disposal (it is useful to keep a record of disposed assets as an asset management tool); • costs of acquisition and any expenditure which increases the life of the asset; • useful life estimate; • location; • responsibility (it may be appropriate to assign responsibility for each asset to members of staff); • present use and capacity, for example in terms of site area, internal floor areas, and measures of occupancy and/or usage; • corresponding periodic measures of usage or occupation; • any available indications of asset value and condition; and • charges for usage or occupancy. 		by F&GP when approving the Annual Accounts and will be undertaken in May of each year.	
B2	Regular maintenance arrangements for physical assets	<ol style="list-style-type: none"> 1. Annual review of Bus shelters. 2. Monthly review of Allotment Buildings and equipment 3. Weekly review of Youth Facility 4. Annual Review of bollards 5. Annual review of Notice Boards 6. Leigh Lights 	No change	Town Clerk in consultation with relevant officer, committee or Working Party	On-going
B3	Annual review of risk and the adequacy of cover.	Annual review of insurance by Town Clerk and Chairman of Council	Annual review of insurance by Town Clerk and Chairman of F&GP. Formal annual review of risk, to be approved by Council	Town Clerk and Chairman of F&GP	July 11
B4	Ensuring the robustness of	Review biennially and/or when	No change	Town Clerk and	July 11

	insurance providers.	deemed necessary (New Quotes being obtained)		Council	
C	Internal audit assurance				
C1	Review of the effectiveness of our system of Internal Audit	Effectiveness Reviewed	Working Party to review and report to F & G.P. to make a recommendation to Council	Working Party	May 11
C2	Review of internal controls in place and their documentation.	Meet with internal auditor to confirm checks undertaken	No change	Town Clerk and a Councillor	June 2011
C3	Review of management arrangements regarding insurance cover.	Meet with internal auditor to confirm checks undertaken	No change	Town Clerk and Cllr Fraser	June 2011
C4	Testing of specific internal controls and reporting findings to management.	Meet with internal auditor to confirm checks undertaken	No change	Town Clerk and Cllr Fraser	June 2011
D	Areas where there may be scope to work with others to help manage risk				
D1	Security for vulnerable buildings, amenities or equipment.	Annual review of buildings and lock up procedure identified to and signed up to by outside users.	Replace Lock Register of Attendance Review of Allotment Building	Town Clerk and Chairman of Premises W.P.	To be done by November 2011
D2	Maintenance for vulnerable buildings, amenities or equipment.	Annual review of buildings	No change	Town Clerk and Premises Working Party, link with asset review	To be done by May 2012
D3	The provision of services being carried out under agency/partnership agreements with principal	Not applicable	Sale of Garden and Food Waste Bags Stock Control & Security of Money.	Town Clerk and appropriate Officers	Sept 2011

	authorities.		Float and bags kept secure and income banked regularly		
D4	Banking arrangements, including borrowing or lending.	Review biennially and/or when deemed necessary.	Undertake a review of deposits, and Financial Gaurentee Arrangements	Town Clerk and Chairman of Finance & G.P. with Internal Auditor	To be done by November 2011
D5	Ad hoc provision of amenities/facilities for events to local community groups.	Agreed by Town Clerk or ratified by committees if any doubt	No change	Town Clerk	On going
D6	Markets management.	Reviewed at least annually by farmers Market W.P.	No change	Farmers Market W.P.	Sept 10
D7	Vehicle or equipment lease or hire.	Community Transport vehicles: Check on vehicle condition when taken out and returned Equipment for events: Hire agreed by Council and covered by event Risk Assessments	No change	Community transport Officer and drivers Event Working Parties	On going
D8	Trading units (leisure centres, playing fields, burial grounds, etc).	See B2 item 3			
D9	Professional services (planning, architects, accountancy, design, etc).	Specified checks on financial security, insurance and previous work for other customers, and confirm approval by Southend B.C. if required	No change	Town Clerk and Council	As and when required
E	Internal controls				
E1	Standing orders and financial regulations dealing with the award of contracts for services	Standing Orders reviewed annually and reported to Finance & G.P	No change	Town Clerk and Governance WP	22 March 2011

	or the purchase of capital equipment.				
E2	Regular reporting on performance by suppliers/providers/contractors.	Reviewed as and when necessary by Working Parties or Committees	No change	Appropriate Committees or W.Ps	As and when necessary
E3	Annual review of contracts.	Annual review and report to appropriate committee	No change	Town Clerk and appropriate Committee	As and when necessary
E4	Clear statements of management responsibility for each service	Through job descriptions for staff and terms of reference for Working Parties	No change	Town Clerk and Personnel SC for staff and Committee Chairmen for Terms of Reference of W.P.s	July 2009
E5	Regular scrutiny of performance against targets.	Chairmen of Committees are to review their minutes and monitor what was agreed to be done (targets) and what has been done (performance).	In the case of staff through the appraisal system. Also see H13	Committee Chairmen Chairman and Vice Chairman of Council and Chairman Personnel SC	April 11
E6	Adoption of and adherence to codes of practice for procurement and investment.	Financial regulations within standing orders	No change	Town Clerk and Governance WP	March 11
E7	Arrangements to detect and deter fraud and/or corruption.	1. Internal checking by staff. All expenses authorised, all cheques signed by 2 councillors with supporting bills or vouchers attached. All expenditure reported to Council monthly. 2. A councillor nominated to check bank statements, cheque books,	No change	Nominated Councillor	March 11

		bank reconciliations, petty cash etc., on an ad hoc basis			
E8	Regular bank reconciliation, independently reviewed.	A councillor nominated to check bank statements, cheque books, bank reconciliations, petty cash etc., on an ad hoc basis	No change.	Nominated Councillor	March 11
F	Internal audit assurance				
F1	Review of internal controls in place and their documentation.	See C2	No change		June 2011
F2	Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied.	Meet with internal auditor to confirm checks undertaken	Town Clerk and Chairman of F&GP to verify with internal auditor	Town Clerk and Chairman of F&GP	June 2011
F3	Review and testing of arrangements to prevent and detect fraud and corruption	Meet with internal auditor to confirm checks undertaken	Town Clerk and Chairman of F&GP to verify with internal auditor	Town Clerk and Chairman of F&GP	June 2011
F4	Review of adequacy of insurance cover provided by suppliers	Not done	Town Clerk and Chairman of F&GP to verify with internal auditor	Town Clerk and Chairman of F&GP	To follow internal audit
F5	Testing of specific internal controls and reporting findings to management	See C4	No change		June 2011
F6	Review of the effectiveness of our system of Internal Audit	See C1	No change	Reviewed annually in May of each year	June 2011
G	Areas where there may be a need to self-manage risk				
G1	Keeping proper financial records in accordance with statutory requirements	Currently being done by staff	No change	Town Clerk – checked by Internal Audit	On going
G2	Ensuring all business activities	Basis for legal action checked by	No change	Town Clerk –	On going

	are within legal powers applicable to local councils	Town Clerk and recorded in minutes as necessary		Checked by Internal Audit	
G3	Complying with restrictions on borrowing	Not applicable	When applicable		
G4	Ensuring that all requirements are met under employment law and regulations	Contracts of employment to be reviewed by the Personnel Sub-Committee annually and any changes in legislation to be checked.	No change	Personnel SC	June 2011
G5	Ensuring all requirements are met under HM Revenue and Customs Notices and regulations (Income Tax, National Insurance and VAT).	To be checked by Town Clerk and a nominated councillor.	Wages Contracted Out	Acumen Wages – Checked by Town Clerk	Ongoing
G6	Ensuring the adequacy of the annual precept within sound budgeting arrangements	Proper budgeting and precept process in place, checked by Finance and G.P. Committee and agreed by Council. Councillors trained in budget & precept	No change	Town Clerk and Council	
G7	Monitoring of performance against agreed standards under partnership agreements	Regular protocol meetings held with Southend. Review of action taken as a result of protocol meetings with Southend B.C.	No change	Town Clerk plus Chairman and Vice Chairman of Council	Sept 2011
H	Internal controls				
H1	Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	Reported in agendas and minutes and checked by Committees. Community bodies provide accounts or are followed up for confirmation of use of grants.	Power of Well Being – No longer applicable	Relevant committees	On going
H2	Proper, timely and accurate reporting of council business in the minutes	Already done and confirmed by acceptance and signing of minutes	No change	Town Clerk	On going

H3	Responding to electors wishing to exercise their rights of inspection	A record of those electors who want to exercise their rights is maintained	No change	Town Clerk	On going
H4	Meeting the laid down timetables when responding to consultation invitation	Being done, but not recorded	Maintain a register of consultations including dates of receipt response deadlines and dates of response	Town Clerk & Relevant Committee	On going
H5	Meeting the requirements for Quality parish status or other accreditation	Quality Council W.P. established reporting to F & G.P.	No change	Town Clerk and Quality Council Working Party	Dec 2010
H6	Proper document control	Register maintained of post received and sent. Register of post received includes e-mails and covers sender, subject and action, if any, to take	Review Document Retention Policies	Town Clerk	On going To be done by May 2012
H7	Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up to date	Maintained. Cllrs. reminded annually to check their register entries	No change	Town Clerk and councillors	On going
H8	Regular scrutiny of 1. Financial records and 2. proper arrangements for the approval of expenditure	1. Scrutiny by one or more nominated councillors 2. Report submitted to F & G.P. monthly	No change	1. Town clerk and Nominated Councillor 2. F&GP and Council	On going
H9	Recording in the minutes the precise powers under which expenditure is being approved	Done through Income and Expenditure Report to F & G.P.	When Power of Well Being enacted no longer necessary	Town Clerk	On going
H10	Regular returns to HM Revenue and Customs; contracts of employment for all staff, annually reviewed by the	1. See G5 2. See G4	No change		

	Council, systems of updating records for any changes in relevant legislation.				
H11	Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.	See G5	No change		
H12	Regular budget monitoring statements	Budget monitoring reports monthly to Finance & G.P.	No change	Town Clerk and Finance & G.P. Committee	On going
H13	Developing systems of performance measurement.	See E5	No change	Committee chairmen	
H14	Procedures for dealing with and monitoring grants or loans made or received	Any grants made are approved by Committee and Council. Compliance with the conditions of any grants received and that any grant funding or donations are used strictly for the purpose for which they were given. Also see H1		Town Clerk	On going
H15	Minutes properly numbered and paginated with a master copy kept in safekeeping	Done	No change	Town Clerk	On going
H16	Documented procedures to deal with responses to consultation requests	See H4	No change		
H17	Monitoring arrangements by the council regarding Quality Council status	See H5	No change		
H18	Documented procedures for document receipt, circulation,	See H6	No change		

	response, handling and filing				
H19	Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received	See H7	No change		
H20	Adoption of codes of conduct for members and employees	Done	No change	Town Clerk and councillors	
H21	Adoption of Customer Service Standards	Not Done	Code is going through Committee Process	Presentation WP	To be done by May 2012
I	Internal Audit Assurance				
I1	Review of internal controls in place and their documentation	See C2	No change		June 2011
I2	Review of minutes to ensure legal powers in place, recorded and correctly applied	Meet with internal auditor to confirm checks undertaken	No change	Town Clerk and Chairman of F&GP	June 2011
I3	Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions	Meet with internal auditor to confirm checks undertaken	No change	Town Clerk and Chairman of F&GP	June 2011
I4	Review and testing of arrangements to prevent and detect fraud and corruption	See F3	No change		June 2011
I5	Testing of disclosures	Not applicable. Only required if Council is sole Trustee	No change	N/A	

I6	Testing of specific internal controls and reporting findings to management	See C4	No change		June 2011
I7	Review of the effectiveness of our system of Internal Audit	See C1	No change		
J	Other				
J1	Risk assessment for events managed by the Council		Provide appropriate risk assessment training for the Events officer		Course 07/11/11



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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

Q
 QUALITY
 TOWN
 COUNCIL

Report 1943/TC

'VISION FOR LEIGH' AND CORPORATE PLAN

Background

There are a number of issues that are now forcing their way to the top of the agenda, not least the future of the Farmer's Market, the Youth Club in the 'Leigh Community Centre' and 'Connexions building', the current office accommodation and the future of the Civic Site centred on the 'Old Leigh Urban District Council Offices'. Because these issues are holistically linked and cross traditional committee remits it has become necessary to consider how best to deal with these issues in a coherent and inclusive manner.

In addition, the Localism Bill shortly to become law in the next couple of months, contains the following provisions that LTC will be able to avail itself off, although the detail and regulations that implement part of it will take longer to finalise.

- **Community Right to challenge** – Gives Town and Parish Councils (T&PC) the right to express an interest in taking over the running of a local authority service. The local authority (LA) must consider and respond to this challenge; and where it accepts it, run a procurement exercise for the service in which the challenging organisation can bid.
- **Community right to buy (assets of community value)** – Meeting rooms or other community facilities such as Leigh Community Centre could be closed and sold into private use, which can be a real loss to the community. The Localism Bill requires LAs to maintain a list of assets of community value. When these assets come up for sale or change of ownership, T&PCs and community groups will have time to develop a bid and raise the money to buy the asset when it comes on the open market.
- **Neighbourhood Planning** – T&PCs will be able to draw up a plan for their community and say where they think new houses, shops and businesses should go and what they should look like. Once formulated local people will be able to vote on it in a referendum. If the plan is approved by a simple majority the LA will bring it into force. LAs will be required to give technical advice and central government will also fund sources of help and advice.
- **Community right to build** – T&PCs can deliver development within their community without separate planning permission, providing it meets minimum criteria and can demonstrate support through a local referendum. Profits from letting the homes will stay within the community and be managed to benefit the community. Support will be provided to assist in this process.

What are the possibilities?

The continuance of facilities such as the 'Leigh Community Centre' and Youth Club could be part of such plans. LTC, with other voluntary groups, could form partnerships to deliver a set of commonly agreed objectives. The community right to challenge or buy could secure a site for community use. A neighbourhood plan can specify areas for particular development. A new 'Vision for Leigh' can set out the Council's priorities for the next 10 years and what partnerships it will develop to deliver them.

There have been several schemes nationwide that have delivered community facilities, with financial income provided by the housing aspect of the development. Affordable homes to let in Leigh would be socially desirable.

RECOMMENDATIONS:

- That LTC, in consultation with other community groups and interests consider all of the options open to it to inform its corporate strategy.
- That a Steering Group be formed initially of Councillors and later expanded to include other community groups to take these options and issues forward.
- That LTC open immediate negotiations with SBC on the future of the 'Leigh Community Centre' post July 2012 to continue to deliver the Farmer's Market, Youth Club and other community uses.
- That LTC start the process of an update and revision of the 'Vision for Leigh'
- That LTC seek guidance and advice from SBC to start formulating a 'Neighbourhood Plan'



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



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

Report 1934a/TC

DRAFT STATEMENT OF INTENT AS TO COMMUNITY ENGAGEMENT

(WITH REFERENCE TO THE POWER OF WELL-BEING)

MAIN STATEMENT OF INTENT

Aims and Objectives

Leigh-on-Sea Town Council is an open and transparent Council, which values the opinions of the community, which it serves. It has in the past, and will continue to do so in the future, listen to the needs and concerns of that community, and will do everything within its power and financial constraints, to make Leigh-on-Sea a better place to live, and work.

Defining the Community

Leigh-on-Sea Town Council is keen to reach all groups and individuals who work, or live in the area. It has historical links with local Church Groups, educational establishments and the many voluntary groups working for the good of the Town, to ensure that as wide a cross section as possible of the community can have access to the Council, its Members, and its staff.

Provision of Information to the Community

Leigh-on-Sea Town Council has many avenues through which it communicates with its community. These include:

A web site that gives Councillor details and a statement about the Council's 'Freedom of Information' scheme, as well as going beyond the work of the Town Council, and provides links to many other useful services, including the principal authority. An Annual Report is published on the website and in hard copy. Publishing of agendas, outside the Town Council Office plus four other noticeboards around the town and on the web site for all Council and committee meetings. Publishing of minutes, on the Council web site, for all Council and Committee meetings. The Towns involvement in the Annual Town Meeting, with its public question time. The Town Council publishes a newsletter once a quarter 'Leigh Matters' to inform residents of issues and events within the town. The annual External Audit offers the opportunity for questions to be asked about the latest Statement of Accounts. A synopsis of the financial accounts is published within the Annual report.

Opportunities for Community Involvement

Leigh-on-Sea Town Council will make every opportunity available to the electorate to ensure excellent community involvement. These will include the following methods:

The Town Council have a public question session at every Council meeting, where the electorate can raise issues "in relation to the business on the agenda or request matters to be discussed at a subsequent meeting".

Once a month on the first Saturday Leigh Town Councillors conduct an open surgery to enable residents to put concerns and questions to the Council.

At all Committee meetings the public are permitted to ask questions and provide input at the discretion of the Chairman.

Opportunities for Formal Representations to the Council

Issues received in writing, providing they are received before the deadline for closure of the agenda, are considered for inclusion as a stated item on the next agenda.

It is a target that correspondence received from a member of the public is at least acknowledged, wherever possible, within two working days and actioned within 10 days.

Involvement in Partnerships

Leigh-on-Sea Town Council has representation on various partnerships, and committees. Representatives are elected at the Annual Council Meeting. The Town Council encourages and supports public meetings organised by the Police, Health Authority, and Southend-on-Sea Borough Council where they feel information should be made available to the residents of Leigh-on-Sea.

Role of Council members and Officers

As an open and transparent Town Council, both Members and officers seek to offer a high quality professional service to all whom they serve. Both Members and Officers are keen to maintain relevant Codes of Conduct in their business, and see the community as “customers” rather than an electorate.

Specific Areas for Community Involvement

Where there is a specific issue, or a new project, that the Town Council wish to consider, it is of value to the Town Council to seek the views of the community who will be most affected. The residents of the Town can have confidence that their “voice” will be heard, and that the Council will work with the community to reach a common goal.



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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



Report 1945/EALC

EALC 'Making the Links' and AGM 27th September 2011

The afternoon consisted of informal networking and a series of short talks by several speakers as follows.

1. Cllr John Jowers, Cabinet Member for Communities and Planning – spoke about the new planning regime that will be initiated by the Localism Bill. He expressed concern about the fact that only three principal local authorities (LAs) had produced Local Development Frameworks (LDFs) that were up to date. When the Localism Act is enacted there was a danger that developers could get permission on sites not covered by the current or saved plans, due to the presumption to build built into the Bill.
2. Cllr Michael Chater, Chairman of the National Association of Local Councils – spoke of the opportunities that the new localism agenda presented to Town and Parish Councils as leaders of their communities. He had never known a government to be so positive about the role of local councils.
3. Chief Constable Jim Barker-McCardle, Essex Police 'The Future of Policing in Essex' – outlined how the police were going to achieve a budget reduction of £41m. The closing of 46 front counters saving £2.5m, operational reorganisation and a reduction to 3 territorial policing commands.
4. Angie Balcombe, Big Society Development Officer, ECC – grants and funding available from ECC.
5. Jason Fergus, Head of Sports Delivery and 2012 Legacy, ECC – How the two venues (Hadleigh Farm – Mountain Bike and Waltham Abbey – White Water Ride) will be adapted for use after the games.
6. Justin Giggs, Development Officer, NALC – Dealings with the government departments and staff.

Presentation of the EALC awards – LTC for re-accreditation received by Cllrs Margaret Cotgrove and Donald Fraser.

Followed by the 66th EALC Annual General Meeting.

Finance & General Purposes Committee Budget 2011/12

Heading	B/F 2010/11	Budget		Spent to Date	Committed	Balance	% Spent
		Income	Expenditure				
Crime Prevention		0	0	0.00		0	
Schools		0	50	0.00		50	0
Donations		0	0	0.00		0	
Community Affairs		0	3,200	0.00		3,200	0
Premises		0	1,000	340.15		660	34
Elections		0	19,000	0.00	6,000.00	13,000	32
Legal Costs		0	500	0.00		500	0
Annual Town Meeting		0	500	0.00		500	0
Publicity		0	1,000	95.00	250.00	655	35
Civic			0	0.00		0	
						0	
Totals		0	25,250	435.15	6,250.00	18,565	26
Nett cost			25,250				
Skate Park Lighting	12,582			0.00	351.08	12,230	

Various

0.00

Office Budget for 2011-12 28-09-11

Budget	Heading	2011/12	Spend to Date	Committed	Balance	% Spent
2010/11						
	Premises					
10,500.00	Rent	10,500.00	2,625.00		7,875	25.00
5,000.00	Insurance	5,000.00	4,006.79		993	80.14
5,400.00	General Rates	5,400.00	3,634.48		1,766	67.31
280.00	Water Rates	280.00	37.19		243	13.28
960.00	Gas	960.00	427.71		532	44.55
650.00	Electricity	650.00	332.15		318	51.10
2,300.00	Office Cleaning	2,300.00	815.60		1,484	35.46
100.00	Premises Repairs & Services	300.00	64.26		236	21.42
	Office Tools	300.00	0.00		300	0.00
100.00	Contingencies	100.00	145.10		-45	145.10
		25,790.00	12,088.28		13,702	46.87
	Administration					
1,900.00	Stationery Cost	1,450.00	430.35		1,020	29.68
50.00	Library	50.00	0.00		50	0.00
1,300.00	Communication	1,750.00	703.06		1,047	40.17
400.00	Photocopying	830.00	1,142.36		-312	137.63
1,600.00	Subscriptions	1,600.00	1,448.65		151	90.54
1,900.00	Postage	1,900.00	356.48		1,544	18.76
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	100.00	35.00		65	35.00
400.00	Expenses/Travel Costs - Cllrs	400.00	88.18		312	22.05
300.00	Miscellaneous	300.00	317.79		-18	105.93
1,200.00	Audit	1,200.00	945.00		255	78.75
500.00	IT	2,600.00	1,618.97		981	62.27
350.00	Training - Staff	600.00	750.00		-150	125.00
1,000.00	Training - Cllrs	1,000.00	542.25		458	54.23
120.00	Mileage & Expenses - Staff	400.00	262.35		138	65.59
		14,230.00	8,640.44		5,590	60.72
9,270.00	Total	40,020.00	20,728.72		19,291.28	51.80

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

28/09/2011

Budgets Spend vs Budget to 31st March 2012

Budgets 2011/12 Committee	Item	Budget b/f 2010/11	2011/12	Spend to date	Balance	% spent	2010/11 spend
Council	Office Admin	0	40,020	20,729	19,291	52	38,370
	Salaries	0	76,518	33,387	43,131	44	74,984
		0	116,538	54,116	62,422	46	113,354
Leisure	Community Transport A	0	4,700	971	3,729	21	5,702
Foreshore & Environment	Flower Baskets	0	5,000	0	5,000	0	5,000
	First Aid Provision	0	1,000	350	650	35	1,194
	Farmers Market A	0	330	-41	371	-12	276
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A	1,400	18,003	1,480	17,923	8	20,578
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth D	0	4,000	1,650	2,350	41	3,322
	Various B	0	13,385	7,094	6,291	53	13,059
		77,606	46,418	11,504	112,520	9	49,131
Transport & Highways	School Crossing Patrols	0	8,500	0	8,500	0	4,037
	Bus Shelter Cleaning/Maint	0	5,000	772	4,228	15	1,382
	New Bus Shelters	0	0	0	0	0	0
	Transport Improvements	0	1,000	0	1,000	0	0
	Bollards	0	250	0	250	0	508
	Phone Box, Seats and bins	1,000	750	0	1,750	0	300
		1,000	15,500	772	15,728	5	6,226
Planning	Planning	0	4,600	1,578	3,022	34	3,779
	Southend Airport	0	0	0	0	0	0
		0	4,600	1,578	3,022	34	3,779
General Purposes	Various C	0	3,250	0	3,250	0	11
	Premises	0	1,000	340	660	34	105
	Elections	0	19,000	0	19,000	0	0
	Legal costs	0	500	0	500	0	0
	Annual Town Meeting	0	500	0	500	0	308
	Publicity	0	1,000	95	905	10	719
		0	25,250	435	24,815	2	1,143
Allotments	Revenue A	0	1,508	1,069	439	71	7,477
	Capital Improvements	2,000	4,500	0	6,500	0	0
		2,000	6,008	1,069	6,939	13	7,477
Total		80,606	214,314	69,474	225,446	24	181,109
Income		Budget 2010/11	Received	Balance	% Rec'd		
Precept 2011/12		0	199,615	99,808	99,808	50	199,615
Estimated Interest to 31.3.12		0	0	34	-34	0	116
Unbudgeted income		0	0	39	0	0	180
Premises hire		0	2,800	1,360	1,440	49	2,320
Add	Est Bank Balance at 28.09.11 inc Petty Cash	0	202,415	101,241	101,213	50	202,231
	VAT refund due			190,091			
				291,304			
				4,016			
				295,320			
Less planned expenditure (Balance to spend)				225,446			
Less Insurance Claim Received (Allotments) (2010/11)				1,020			
Plus Skate Park Lighting Payment (2010/11)				5,344			
Less Allotment Open Day Fund				565			
Less Skate Park Fund				12,582			
Estimated General Reserves at 31.03.12				61,051			
(Figure is an approximation as accounted for as Payments and Receipts)							

Reserve added after Budget
Neutral Effect not in Budget

Reserve added after Budget

From 3rd Draft (Final) Council Budget	
Committee Expenditure	319,258
Committee Income	31,336
Net Expenditure	287,922
less: Strand Wharf	74,408
plus: Room hire	2,800
	216,314
less: Allotment fence	2,000
	214,314
Planned Reduction in Reserves 11/12	
Est. Reserves at 31.03.11	62,852
Est. Reserves at 31.03.12	50,953
Planned reduction	11,899

72,202 Reserve at 01-04-11
11,899 Planned Reduction in reserves 11/12
60,303 Reserve at 31-03-12

- A Community Transport, Allotments Revenue, Leigh Lights and Farmers Market are balances of income and expenditure
 B Includes Community Initiatives, recreational facilities, events & conservation areas.
 C Includes Crime Prevention, community affairs and schools
 D Budget transferred from F&GP to LF&E

Allotment Open Day Accumulated Fund	Balance b/f 2010/11	Spend 2011/12	Income 2011/12	Balance 2011/12
	1,306	1,256	515	565
Skate Park Lighting	12,582			12,582



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
leighcouncil@btconnect.com www.essexinfo.net/leigh-on-sea

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



Income and Expenditure 24th August to 29th September 2011 - Report 1944/I&E

Cheque	Expenditure	Payee	Purpose	Statute
				(In all cases, LGA means Local Government Act and s is for section)
100125	£35.00	Information Commissioner	Data Protection Registration	LGA 1972 s111
100126	£125.96	BT	Internet Services	LGA 1972 s111
100127	£264.00	Michael Dempsey IT Contracts Ltd	Symantec Antivirus Protection & Console Upgrade	LGA 1972 s111
100128	£25.56	Acumen	Wages Service – Aug 11	LGA 1972 s111
100129	£360.00	Edge Designs	Software Licence Renewal	LGA 1972 s111
100130	£234.55	Mayfield Cleaning	Office Cleaning (£150.72) Bus Shelter Cleaning (£83.83)	LGA 1972 s111 & Local Govt Misc Provs Act 1973
100131	£81.70	Miss R Upton	Youth Facility Cleaning Cover	LGA 1972 s144
100132	£90.00	Cllr Pat Holden	Gazebo – purchase of replacement side panels	LGA 1972 s111
100133	£112.07	Viking	Stationery	LGA 1972 s111
100134	£32.26	A Exley	Travel Expenses	LGA 1972 s111
100135	£100.00	Southend BC	Parking Suspensions – Fishing Festival	LGA 1972 s144
100136	£27.67	Cllr Paul Lawrence	Mileage Expenses	LGA 1972 s111
100137	£288.00	Getspatial LLP	Parish on Line Mapping Annual Subscription	LGA 1972 s111
100138	£468.00	Cable Test Ltd	Xmas Lights Storage	LGA 1972 s144
100139	£317.97	DOTS	Photocopies	LGA 1972 s111
D/Ds	£223.26	BNP Paribas	Photocopier/Printer rental	LGA 1972 s111
	£31.35	e-on	Electricity Skate Park	LGA 1972 s144
Imprest A/c	£40.00	Cash	Cash Float for sale of Green & Food Waste Bags	
	£6,191.24	AA Fencing	Fencing for Allotments	Small Holdings & Allotments Act 1908 s26
	£36.60	Elliot4tools	Makita Strimmer Head	Small Holdings & Allotments Act 1908 s26
	£65.00	Microsoft	Web Editing Software	LGA 1972 s111
	£53.23	Amazon	Manual for Web Editing Software	LGA 1972 s111
Payroll Transfer	£9,000.00		Tax, NI & Pensions for Sept Pay	

Income

£177.00	Farmer's Market	Stalls Holders
£30.00	Community Transport	Ticket Purchases
£10.00	Allotment Keys	Allotment Tenants
£33.00	Use of Upstairs Room	SABUG & FHCCP
£25.13	Allotment Rent	MDAS
£5,000.00	Grant towards Allotment Fencing	MDAS
£10.00	Body's Opticians	Xmas Lights - Contribution

Sheet 6

Finance & G.P. 1st draft budget F & G.P. 04-10-11

Heading	Income	Expenditure
Crime Prevention	0	0
Schools	0	50
Donations	0	0
Community Affairs*	0	3000
Premises	0	500
Elections	0	5000
Legal Costs	0	500
Annual Town Meeting	0	500
Publicity	0	3000
Civic	0	0
Renewals Fund**	0	12,500
Totals	0	25,050

* Grant Aid Budget subject to advertising and application

** New Rolling Renewals Programme

Sheet 7

First Provisional Office Budget for 2012-13

For information
Office budget and expenditure

Budget	Heading	2012/13
2011/12		
	Premises	
10,500	Rent	13,000
	Rent Reviews Arrears	8,400
5,000.00	Insurance	4,500
5,400.00	General Rates	5,600
280	Water Rates	300
960	Gas	1,100
650	Electricity	700
2,300	Office Cleaning	2,300
300	Premises Repairs & Services*	0
300	Office Tools*	0
100	Contingencies	300
25,790		36,200
	Administration	
1,450	Stationery Cost	800
50	Library	50
1,750	Communication	1,750
830	Photocopying	2,400
1,600	Subscriptions	1,600
1,900	Postage	1,700
50	Entertaining	50
100	Licences	100
400	Expenses/Travel Costs - Cllrs**	400
300	Miscellaneous	500
1,200	Audit	2,000
2,600	IT	1,000
600	Training - Staff	1,000
1,000	Training - Cllrs	1,000
400	Mileage & Expenses - Staff	450
14,230		14,800
40,020	Total	51,000

	Budget	Expenditure	% spent
1997/8	14,515	13,122	90
1998/9	17,260	14,401	83
1999/2000	14,075	10,850	77
2000/1	12,505	11,467	92
2001/2	12,865	11,130	87
2002/3	14,690	12,229	83
2003/4	13,925	15,560	112
2004/5	16,000	15,418	96
2005/6	21,000	20,766	99
2006/7	29,110	29,003	100
2007/8	28,360	29,164	103
2008/9	32,060	31,867	99
2009/10	33,570	32,998	98
2010/11	36,460	36,606	100
2011/12	40,020		

* Included in Renewals Fund General Purposes Budget

** Now including LTC area