



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 Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson

You are hereby summoned to the annual meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 13th May 2015** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm** when it is hoped to transact the following business.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. ELECTION OF CHAIRMAN
The Chairman will sign the Declaration of Acceptance of Office as Chairman
3. ELECTION OF VICE CHAIRMAN
4. REPORT ON DELIVERY OF DECLARATIONS OF OFFICE AND ARRANGEMENTS FOR ACCEPTANCE AT A LATER MEETING IF REQUIRED
5. DECLARATIONS OF MEMBERS' INTERESTS
6. APOLOGIES FOR ABSENCE
7. CO-OPTION OF COUNCILLOR FOR HIGHLANDS WARD
8. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES
To review Terms of Reference for Committees (Induction Pack)
9. MEMBERSHIP OF COMMITTEES FOR 2015/16
A note on Committee membership will be circulated to Councillors prior to the meeting
 - a) Planning, Highways & Licensing Committee (6 Members)
 - b) Environment & Leisure Committee (7 Members)
 - c) Community Facilities Committee (7 Members)

Following this, the meeting will be adjourned, and Committee meetings for each of the above will be held to elect a Chairman, to sit on Policy & Resources Committee.

 - d) Policy & Resources Committee (4 Members) (Terms of Reference 3)

Following this, the meeting will be adjourned, and a meeting of the Policy & Resources Committee will be held to elect a Chairman and Vice Chairman.
10. MEMBERSHIP OF SUB-COMMITTEES FOR 2015/16
 - a) Personnel Sub-Committee (4 Members)
 - b) Allotments Sub-Committee (6 Members)
 - c) Events Sub-committee (4 Members)
 - d) Community Transport Sub-Committee (4 Members)
11. TO APPOINT CO-OPTED MEMBERS TO COMMITTEES & SUB-COMMITTEES
 - a) Allotments Sub Committee – Site Representatives etc.
 - b) Community Transport Sub-Committee
12. REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS
To review and adopt Standing Orders and Financial Regulations (Induction Pack) adopted by Council on 9th July and 10th September 2014 respectively.

13. RESOLUTION OF TOWN COUNCIL TO EXERCISE THE GENERAL POWER OF COMPETENCE

Leigh-on-Sea Town Council **RESOLVES** to pass a resolution under paragraph 1 meeting the conditions set out in paragraph 2 of the schedule in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965 in exercise of powers conferred by sections 8(2) and 235(2) of the Localism Act 2011.

14. REPRESENTATIVES TO OUTSIDE BODIES (Current representatives in brackets)
Representative to Public and Passenger Transport Group – 1 + Reserve (Cllr Donald Fraser, Reserve Cllr Caroline Parker)
Thames Estuary Partnership – 2 (Cllr Carole Mulroney)
Leigh Port Partnership – 1 (Cllr Richard Herbert)
Southend Airport Consultative Committee – 1
Leigh Crime Prevention Panel – 1
First Aid Liaison - 1
EALC Larger Local Councils Forum & AGM – 2 + Town Clerk (Cllrs Donald Fraser & Carole Mulroney)
EALC Executive Committee – 1
Southend Business and Tourism Partnership – 1 + Town Clerk (Cllr Carole Mulroney)
Southend Business and Ratepayers Forum – 2 (Cllr Caroline Parker)

15. DATES AND TIMES OF MEETINGS

To note the arrangements resolved at 11th February 2015 Council meeting.

The arrangements are:

- Policy and Resources - 1st Tuesday in month 1, at 7.30pm
 - Environment and Leisure – 3rd Tuesday in month 2, at 7.30pm
 - Planning - 2nd and 4th Tuesdays in each month, at 7.30pm
 - Allotments Sub-Committee – 1st Wednesday in each quarter, at 7.30pm
 - Community Facilities Committee – 1st Tuesday in month 2 at 7.30pm
- Please refer to Committee Timetable attached (Appendix 1).

Please note that there are generally no meetings in August, except for Planning.

16. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT – Report 2511 (Appendix 2)

17. CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

The Council entered into a new three agreement with Aviva in August 2014 at £5,147.59 the renewal notice and schedule of cover is attached as Appendix 3. Additionally the Council pay SBC to insure the Leigh Community Centre at a cost of £2,702.34.

Council is **requested** to confirm the arrangements.

18. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE (Section 30 Standing Orders – Induction Pack)

Council is **requested** to review and adopt the Procedure.

19. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998 (Appendix 4)

Council is **requested** to review and adopt the Procedures.

20. REVIEW OF COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA (Appendix 5)

Council is **requested** to review and adopt the Procedure.

21. TO CONSIDER THE PAYMENT OF ANNUAL SUBSCRIPTIONS (Last year's amounts in brackets)

Essex Association of Local Councils and National Association of Local Councils £1,550.14 (£1,516.86)
Essex Playing Fields Association £30.00 (£25.00)
Local Council Review £17.00 (£15.50)
Community Transport Association £295.00 (£295.00)
Thames Estuary Partnership £250.00 (£250.00)
Parish On Line £308.00 (£220.00)
RCCE Village Halls & Community Buildings £48.00 (£40.00)

Council is **requested** to confirm payment of the annual subscriptions.

22. TO NOMINATE COUNCILLORS TO SIGN CHEQUES AND SALARY PAYMENTS ON BEHALF OF THE COUNCIL
Financial Regulation 6.3 and 6.3 requires Council to nominate cheque signatories (at least four), any two of whom must sign each cheque and authorise staff salaries.
The current signatories are Cllrs: Donald Fraser, Richard Herbert, Carole Mulrone and Caroline Parker.
23. TO NOMINATE 2 REPRESENTATIVES TO SOUTHEND'S STANDARDS COMMITTEE
The previous representatives were Cllr Carole Mulrone and Reserve Cllr Caroline Parker
24. TOWN CLERK'S REPORT – Report 2512/PB – For Information Only (Appendix 6)
25. MINUTES OF PREVIOUS MEETING – 11TH MARCH 2015
26. TO RECEIVE THE MINUTES OF THE ANNUAL TOWN ELECTOR'S MEETING 20th March 2015
27. QUESTIONS FROM COUNCILLORS OF WHICH WRITTEN NOTICE IS RECEIVED
28. COMMITTEES
To receive Minutes of Committees
 - a) Planning Committee - To receive minutes of 10th, 24th March, 14th and 28th April 2015
 - b) Community Facilities Committee – To receive minutes of 7th April 2015
 - c) Environment & Leisure - To receive minutes of 21st April 2015
 - d) Policy & Resources - To receive minutes of 5th May 2015
29. FINANCIAL REPORT
To receive report 2510/I&E – (Appendix 7)



Paul Beckerson
Town Clerk
7th May 2015

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

DATE OF NEXT MEETING: Tuesday 21st July 2015

Leigh-on-Sea Town Council - Meetings timetable 2015/16

Meeting	Time	Regular Date	May 2015	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2016	Feb	Mar	April	May
Council	7.30	3rd Tuesday Month 1	13th\$\$		21st		15th		17th		19th		15th		17th
Policy & Resources	7.30	1st Tuesday Month 1	5th	30th*			1st		3rd		5th		1st		3rd
Planning & Licensing	7.30	2nd & 4th Tuesday	14th\$\$ 26th	9th 23rd	14th 28th	11th 25th	8th 22nd	13th 27th	10th 24th	15th**	6th**** 26th	9th 23rd	8th 22nd	12th 26th	10th 24th
Environment and Leisure	7.30	3rd Tuesday Month 2		16th	22nd\$			20th		16th***		16th		19th	
Allotments SC	7.30	1st Wednesday Quarterly			1st			7th			7th\$\$\$			6th	
Community Facilities	7.30	1st Tuesday Month 2		2nd	29th\$			6th		1st		2nd		5th	

* When the first day of the month is a Wednesday, held on Tuesday in the previous month

** It is recommended that the meetings on the 2nd (8th) and 4th Tuesday (22nd) December be replaced by one meeting held on 15th December

*** Held on a Wednesday because of Planning meeting

\$ Held on Wednesday in July because of August break

**** Planning meeting a week early on Wednesday to reduce gap from December meeting

\$\$ Variation due to elections

\$\$\$ Held on Thursday because of moved Planning on the 6th

REPORT 2511 - LEIGH-ON-SEA TOWN COUNCIL ASSET REGISTER AS AT 31st March 2015**Assets**

During the year, the following assets were purchased at the following cost:

Computers	£ 8,713.54
Seat	£ 891.00
Bollards	£ 570.63
Leigh Lights	£ 4,658.00
Notice Boards	£ 659.67
Flag Pole	£ 415.48
LCC Equipment	£ 5,607.13
LCC Fixtures & Fittings	£ 1,090.59
Allotment Fence	£ 3,884.48
Events Equipment	£ 135.27

During the year, the following assets were disposed of at an asset value of:

None

At 31st March 2015 the following assets were held:

Computers	£ 18,327.19*
Bus Shelters	£ 16,757.00*
Notice Boards	£ 5,017.67*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 58,407.00*
Buildings & Infrastructure on allotments	£ 31,623.60*
Seats	£ 1,932.00*
Bins	£ 1,393.00*
Bollards	£ 7,017.63*
Franking Machine	£ 1,109.00*
Skate Park Lighting	£ 7,866.65*
Leigh Sign	£ 2,220.00*
Allotments -	
Marshall Close	£ 1.00***
Manchester Drive	£ 1.00***
Leigh	£ 1.00***
Youth Facility	£280,000.00****

*The basis of valuation of these assets is purchase value.

**Insignia at Insurance value.

***Nominal value, not purchased, transferred from Southend B.C.

**** Insurance Value

Value of other assets not required to be individually identified £40,779.89



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Financial Conduct Authority and the Prudential Regulation Authority.

RENEWAL NOTICE

Your Services Policy

Policy Number 24896590 CCI

Produced on 14th August 2014

This Schedule forms part of Your policy

If the information in The Schedule is incorrect or incomplete or if the insurance does not meet Your requirements, please tell Us as soon as possible.

You are reminded of the need to tell Us immediately of any facts or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant facts may invalidate Your policy, or may result in the policy not operating fully.

Your Policy Details

		Annual Premium	£4856.21
Policy Expires	Midnight 18th August 2014	Premium Due	£5147.59
Renewal Date	19th August 2014	Inclusive of Vat of Insurance Premium Tax of	£0.00 £291.38

The Premium to renew this Policy from the Renewal Date shown should be paid by the Renewal Date or within fifteen days thereafter, to the Agent or if no Agent direct to the Branch. The attached Schedule forms part of your Policy and replaces the previous Schedule.

Your Details

The Policyholder Leigh-on-Sea Town Council
Address Leigh Community Centre, 71-73 Elm Road,
Leigh-on-Sea
SS9 1SP

Your Insurance Adviser's Details

Agency Number 37 0037140
Name WPS INSURANCE BROKERS SCHEME
Address SPARGO HOUSE PLYMOUTH, DEVON PL6 5FE
10 BUDSHEAD WAY

Branch Details IB PLY PO Box 3345
Norwich
NR1 3FJ
Telephone 08000 696347



Aviva Insurance Limited. Registered in Scotland, No. 2116.
Registered Office: Páhaavla, Perth PH2 0NH.
Authorised by the Prudential Regulation Authority and regulated by the
Financial Conduct Authority and the Prudential Regulation Authority.

**SCHEDULE
CONTINUED**

Policy Number	Effective From	Produced on
24896590 CCI	19th August 2014	14/08/14

The Policyholder : Leigh-on-Sea Town Council

The Business : Town Council, Property Owners and Community Bus Operator

The Premises : Leigh Community Centre, 71-73 Elm Road,
Leigh-on-Sea

SUMMARY OF COVER

Asset Protection		Revenue Protection	
-----		-----	
Property Damage -	Not Insured	Business Interruption	Insured
Specified Contingencies		Business Interruption -	Not Insured
Property Damage -	Insured	Producers Indemnity	
All Risks		Book Debts	Not Insured
Theft	Insured	Loss of Licence	Not Insured
Computer	Not Insured	Asset/Revenue Protection	
Electronic Equipment	Not Insured	-----	
Business All Risks	Insured	Terrorism	Not Insured
Goods in Transit	Not Insured	Legal Liabilities	
Money and Assault	Insured	-----	
Specialist and Property	Not Insured	Employers' Liability	Insured
Covers		Public and Products	Insured
Glass	Insured	Liability	
Frozen Foods	Not Insured	Commercial Legal	Insured
Engineering	Not Insured	Protection	
Employee Dishonesty	Insured	Professional Indemnity	Not Insured
Contract Works	Not Insured	Directors & Officers	Not Insured
		Management Liability	Insured
		Employee Benefits	

		Personal Accident	Insured
		Business Travel	Insured

The Schedule forms part of the Policy and replaces
the previous Schedule.

SUMMARY COMPLETED

CC031A

FREEDOM OF INFORMATION ACT

appendix 4 to Report 1544/TC

Information available from Leigh-on-Sea Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	<p>Electronically, go to website www.leighonseatowncouncil.gov.uk and click on Your Council</p> <p>Manually, the information can be obtained from the Council office</p>	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Electronically, go to website www.leighonseatowncouncil.gov.uk and click on Your Council</p> <p>Manually, the information can be obtained from the Council office</p>	Nil
Location of main Council office and accessibility details	<p>Electronically, go to website www.leighonseatowncouncil.gov.uk and click on Your Council.</p> <p>There is full disabled access throughout the building.</p>	Nil

Staffing structure	Electronically, go to website www.leighseatowncouncil.gov.uk and click on Your Council Manually, the information can be obtained from the Council office	Nil
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Annual return form and report by auditor	Available on the web-site www.leighseatowncouncil.gov.uk	Nil
Finalised budget	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil
Precept	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil
Borrowing Approval letter	Not currently available, no borrowing	
Financial Standing Orders and Regulations	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil
Grants given and received	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil

List of current contracts awarded and value of contract	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil Nil
Members' allowances and expenses	There are no members allowances. Details of expenses can be obtained electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil Nil
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Core Strategy and Committee Reviews	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil
Parish Plan (current and previous year as a minimum)	"Vision for Leigh" publication is available in hard copy from the office	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil Nil
Quality status	Only available manually by visiting or writing to the office	Nil
Local charters drawn up in accordance with DCLG guidelines	Not available	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		

<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Available electronically on website www.leighonseatowncouncil.gov.uk or manually from the office.</p>	<p>Nil Nil</p>
<p>Agendas of meetings (as above)</p>	<p>Available electronically on website www.leighonseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales</p>	<p>Nil – within reason Nil – within reason</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Council minutes can be found on the website www.leighonseatowncouncil.gov.uk by clicking on Meetings, and on particular meeting. Committee minutes are available electronically by e-mail request to council@leighonseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales</p>	<p>Nil – within reason Nil – within reason</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Available electronically on the website as part of the agenda papers www.leighonseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales</p>	<p>Nil – within reason Nil – within reason</p>

Responses to consultation papers	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales	Nil – within reason Nil – within reason
Responses to planning applications	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office. Depending on	Nil – within reason Nil – within
	how much information is required, it may be available immediately or sent on by post within the legal timescales	reason
Bye-laws	Not available	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>information only Current</p>	(hard copy or website)	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales</p>	<p>Nil – within reason Nil – within reason</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Available on the web-site www.leighseatowncouncil.gov.uk</p>	<p>Nil</p>
<p>Information security policy</p>	<p>Not available</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Not available</p>	

Data protection policies	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil
Schedule of charges (for the publication of information)	See end of document	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not available	
Assets Register	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office.	Nil Nil
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not available	
Register of members' interests	Available on the web-site www.leighseatowncouncil.gov.uk	Nil
Register of gifts and hospitality	Only available for inspection by visiting the Town Council office	Nil
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	

Allotments	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales	Nil – within reason Nil – within reason
Burial grounds and closed churchyards	Not available	
Community Centres and village halls	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales	Nil – within reason
Parks, playing fields and recreational facilities	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales	Nil – within reason Nil – within reason
Seating, litter bins, clocks, memorials and lighting	Not available	
Bus shelters	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales	Nil – within reason Nil – within reason
Markets	Available electronically by e-mail request to council@leighseatowncouncil.gov.uk or manually from the office. Depending on how much information is required, it may be available immediately or sent on by post within the legal timescales	Nil – within reason Nil – within reason
Public conveniences	Not available	

Agency agreements	Not available	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not available	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Office – Town Clerk, Mr. P. A. Beckerson, 71-73 Elm Road, Leigh-on-Sea SS9 1SP

e-mail – council@leighonseatowncouncil.gov.uk

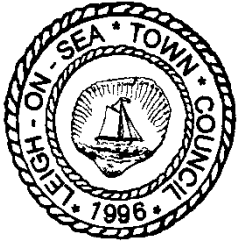
website www.leighonseatowncouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost if more than 10 sheets required *
	Photocopying @ 12p per sheet (colour)	Actual cost if more than 10 sheets required
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority



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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson

Draft Data Protection Policy & Information Security Policy

The Data Protection Policy

Leigh-on-Sea Town Council recognises its responsibility to comply with the Data Protection Act 1998. The act regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

The Data Protection Act

The Data Protection Act 1998 sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people, electronically or on paper.

As a local authority, Leigh-on-Sea Town Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 when holding personal information.

When dealing with personal data, Leigh-on-Sea Town Council staff and Councillors must ensure that,

- **Data is processed fairly and lawfully**

This means that personal information should only be collected from individuals if staff and Councillors have been open and honest about why they want the personal information.

- **Data is processed for specified purposes only**

- **Data is relevant to what it is needed for**

Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

- **Data is accurate and kept up to date**

Personal data should be accurate, if it is not it should be corrected.

- **Data is not kept longer than it is needed**

Data no longer needed will be shredded or securely disposed.

- **Data is processed in accordance with the rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

- **Data is kept securely**

Only staff and where necessary Councillors can access the data. It cannot be accessed by members of the public.

Storing and accessing data

Leigh-on-Sea Town Council recognises its responsibility to be open with people when taking personal details from them. This means that Councillors and staff must be honest about why they

want a particular piece of personal information. If, for example, a member of the public gives their phone number to staff or a member of Leigh-on-Sea Town Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else without the person's permission.

Leigh-on-Sea Town Council may hold personal information about individuals such as their addresses and telephone numbers. Except for the main contact details for the Councillors the information about individuals will be securely kept and are not available for public access. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Council's document retention policy, it will be shredded or securely deleted from the computer.

The Town Council is aware that people have the right to access any personal information that is held about them. If a person requests to see any data that is being held about them,

- They must be sent all of the personal information that is being held about them
- There must be an explanation for why it has been stored
- There must be a list of who has seen it
- It must be sent within 40 days

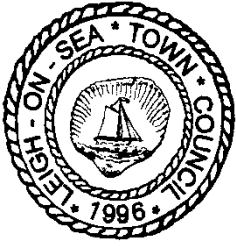
A fee to cover photocopying and postage charges will be charged to the person requesting the personal information. This fee will be agreed by the Town Council and amended in line with inflation from time to time. For postage the figure will be £2.00 and for photocopying it will be £0.15 per sheet.

Disclosure of personal Information

If an elected member of the council, for example a Councillor, needs to access information to help carry out their duties, this is acceptable. They are only able to access as much information as necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint about over hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. A Councillor may only do this providing they represent the area that the subject lives in. However, before they access any sensitive information about a person, they would need consent to do this from the Town Clerk. Data should never be used for political reasons unless the data subjects have consented.

Confidentiality

Leigh-on-Sea Town Council Councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.



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Vice Chairman: Cllr Syrie Cox
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DRAFT PRESS & MEDIA POLICY

1 INTRODUCTION

- 1.1 The purpose of this policy is to define the roles and responsibilities within Leigh-on-Sea Town Council (known as “the Council”) for working with the press and media (known as “the media”) and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with the media. The Council welcomes the opportunity to talk to the media and, through them, to debate issues in the public arena.

2 KEYS AIMS

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to Officers and Members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 THE LEGAL FRAMEWORK

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government’s Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:-
 - “Any publicity describing the Council’s policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both.”
 - “Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments.”
 - “Publicity should not attack, nor appear to undermine, generally accepted moral standards.”
 - “Local authorities should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.”
- 3.2 In particular, Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

- 3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action in accordance with the Standing Orders and Code of Conduct adopted by the Council.
- 3.4 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 3.5 There are a number of personal privacy issues for Officers and Members that must be handled carefully and sensitively in accordance with the Council's policies on Freedom of Information and Data Protection. These issues include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Town Clerk before any response is made to the media.

4.0 CONTACT WITH THE MEDIA

- 4.1 When responding to approaches from the media, the Chairman of the Council should be the authorised contact with the media in consultation with the Town Clerk. However, if the subject of an enquiry relates to the work of one of the Council's Committees, the Chairman of the Council may delegate the authorised contact role to the Chairman of that Committee.
- 4.2 Statements made must reflect the Council's opinion.
- 4.3 Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.
- 4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.
- 4.5 Letters representing the views of the Council should only be issued by the Town Clerk following agreement by the Council or relevant Committee. If individual Members choose to send letters to express their own opinions on Council policies, they are strongly advised to check their facts first with the Town Clerk. It should always be made absolutely clear whether the views put forward are those of the Council or of an individual Member.
- 4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

5 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS

- 5.1 Agendas and minutes of meetings will be on the Council's website.
- 5.2 The Local Government Act 1972 requires that all agendas, reports and minutes are sent to the media on request, prior to the meeting.
- 5.3 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available.
- 5.4 Filming or taping of Council or Committee is permissible.

6 ELECTIONS

- 6.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual Members unless it is relevant to the

particular position they hold in the Council. These extracts from the Code illustrate the main points:-

- “Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Chairman of a committee), and their responsibilities. Publicity may also include information about individual councillors’ proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council.
All such publicity should be objective and explanatory, and personalisation of issues or personal images making should be avoided.”
- “Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals.”
- “The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election.”

6.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, Members holding key civic positions should be able to comment.

7 PRESS RELEASES

7.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council’s position on a particular issue. It is the responsibility of all Officers and Members to look for opportunities where the issuing of a press release may be beneficial.

7.2 Any Officer or Member may draft a press release, however they must all be issued by the Town Clerk following agreement by the Council or relevant Committee in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

8 NOTICES

8.1 The Council website will be used to convey information on matters of interest and latest news and will be updated regularly by the Town Clerk.

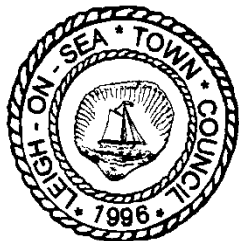
8.2 The Council notice boards will be used for the advertising of agendas, minutes and other council information.

9 URGENT SITUATIONS

9.1 In the case of an urgent letter or press release being required in advance of a Council or Committee meeting, this may be issued by the Town Clerk with the agreement of the Chairman of the Council or relevant Committee following circulation of a draft version to other Members for comment.

9.2 In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:

- a) the Vice Chairman of the Council may act in the absence of the Chairman;
- b) the Vice Chairman of a Committee may act in the absence of the Chairman;
- c) the Town Clerk may act in the absence of the Vice Chairman of the Council or a Committee



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 Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson

Report 2512/PB

TOWN CLERK'S REPORT MAY 2015

This has been an extremely busy two months because of the elections and the changeover of Councillors. This report will highlight the main actions of the last two months since the last Council meeting in March.

STRAND WHARF

The planning permission has been granted. The technical details of the benching have been drawn up and have been agreed with SBC and have been incorporated into the Bill of Quantities. An invitation to tender advert has been placed in the Leigh Times as part of the procurement process (this was revised in February). Once the deadline of 19th May 2015 has passed the tender process will begin.

VACANCY IN HIGHLANDS WARD

The vacancy has been advertised in the Leigh Times (deadline 11th May) with a view to co-opting at the Annual Council Meeting on 13th May 2015.

NEW COUNCIL

Induction packs have been prepared and distributed in addition to welcome packs from the EALC. A training programme has been organised. Over the weekend in preparation for the 11th May when the new Council takes office the contact details and photos etc. will be updated on the website.

SKATE PARK

The repairs at the skate park have been carried out, although on the western end of the bowl damage occurred to the wet cement repairs which may necessitate further work. In addition the replacement bollard has been installed.

STAFFING

Adverts have been placed in the Southend Echo for a part-time 20 hours Janitor and a Community Centre Administrator with a deadline of 14th May 2015. This is to replace the LCC Manager and the Janitor that have left the Council's employ.

ALLOTMENT SERVICE ROAD BOLLARDS

These have been installed and have presented some issues, a full consultation is under way with residents and a report and decision on the way forward will go to the Allotments Sub-Committee on 1st July.

SEAT

The new seat has been installed in Bonchurch Park with a plaque indicating that the Town Council have purchased it.

MAGAZINE

The draft LTC magazine has been produced and is going through the proofing process.

POLICIES

New policies have been produced for Council; relating to Data Protection and Press and Media relations.

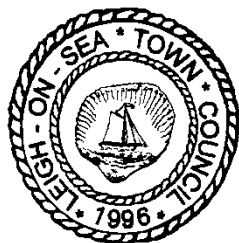
ACCOUNTS

Work is ongoing regarding the year end accounts, there are some difficulties regarding dealing with the partial VAT exemptions that have to be applied to the expenditure relating to the LCC. There seems to be no mechanism to transfer from the VAT account to an expenditure account to deal with the VAT that cannot be claimed back.

BRIEFING AND BACKGROUND REPORT ON ONGOING COUNCIL ACTIVITIES

A briefing will be prepared prior to the 12th May listing all the current projects the Council is involved in and what stage has been reached to inform Councillors.

Paul Beckerson Town Clerk



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Chairman: Cllr Richard Herbert
 Vice Chairman: Cllr Syrie Cox
 Town Clerk: Paul Beckerson

Income and Expenditure 24th February 2015 28th April 2015 Report 2510/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101242	£17.37	S Marx	Repayment purchase of drinks (£15.48) & bereavement card (£1.89)
101243	£47.22	Acumen Wages Service	February salary processing
101244	£73.20	LA Glazing	Replace broken pane of glass in Ladies toilet
101245	£76.00	Viking Stationery	Stationery order
101246	£349.34	Barriers Direct	Bollards for Allotment service road
101247	£90.00	Leigh Times Series Ltd	Display advert re Leigh Town Council Annual Town Meeting
101248	£237.60	Acacia Asset Holdings Ltd	Good for Leigh letterheads
101249	£48.00	Rural Community Council Of Essex	Membership fee
101250	£46.20	Mayfield Cleaning Ltd	Bus shelter cleaning
101251	£82.00	Petty cash	Petty cash
101252	£119.76	DOTS	Photocopying costs
101253	£900.00	Southend Borough Council	Full condition survey Community Centre
101254	£227.80	SSE	Skate park electricity costs
101255	£335.41	Barriers Direct	Replacement barrier Skate Park
101256	£80.40	Allen Bros Electrical (Factors) Ltd	Replacement light bulbs for the Community Centre
101257	£278.27	Eon Electricity	Electricity for Leigh Lights
101258	£60.00	LCA Electrical Ltd	Replacement of faulty fluorescent light fitting in office.
101259	£21.41	Viking Direct	Batteries
101260	£30.00	Phoenix Water Coolers Ltd	Plastic cups for water cooler
101261	£108.18	Essex Supplies(UK) Ltd	Cleaning materials

101262	£450.57	Ernest Doe & Sons Ltd	Water tanks for allotments at Manchester Drive.
101263	£27.53	Viking Direct	Stationery order
101264	£9.73	Recognition Express Essex	Name badge
101265	£702.00	Michael Dempsey IT Contracts Ltd	Install 3 access points and reconfigure network
101266	£5.78	P Holden	Reimburse expenses attendance of SBC Allotments Meeting
101267	£373.19	Safelincs Ltd	Fire Extinguisher servicing
101268	£4291.75	Southend Borough Council	Annual fee for School Crossing Patrol
101269	£955.20	WB Lemon Fencing Ltd	Palisade gate at Marshall Close Allotments
101270	£11.58	Viking Direct	Stationery order
101271	£369.81	PPL	Background music licence fee for Community Centre
101272	£525.00	St John Ambulance	First Aid Post cover from 18 th July – 31 st Aug 2014
101273	£84.60	Fulton Paper	A4 copy paper
101274	£450.00	EALC	Council's short course – Code of Conduct. Staff & Councillors
101275	£102.72	Essex Supplies (UK) Ltd	Cleaning materials
101276	£310.80	Mayfield Cleaning Ltd	Supply & fit new Perspex panel to east side of bus shelter – north side of Broadway
101277	£28.36	Viking Direct	Stationery
101278	£84.00	LCA Electrical Ltd	To fit light and un-switched spur. Also to PAT test 9 items at First Aid Post
101279	£155.97	Reliable Fire Protection Services Ltd	To service fire extinguishers at First Aid Post
101280	£343.20	Sign Factory (Essex) Ltd	Clean & change date on banner for Annual Town Meeting. Supply 2 banners for Bonchurch Park Outdoor Gym.
101281	£32.25	Helen Symmons	Reimburse for purchase of Easter Event sundries
101282	£18.79	Emma Stratton	Reimburse travel expenses to attend EOY Pensions Workshop Civic Centre Chelmsford
101283	£481.20	Secom Plc	Intruder alarm CC annual monitoring & maintenance
101284	£100.00	Harlequin Vane	Face Painting services at Easter Event
101285	£49.80	Acumen Wages Services	Payroll processing costs March

101286	£180.00	Jolly Kids Castles	Hire of bouncy castles for Easter Event
101287	£70.50	Southend Borough Council	Location fee & suspension of parking fees Library Gardens Easter Event 2014
101288	£190.00	Snakes Alive	Reptile Experience for Easter Event
101289	£50.00	Essex ACF Leigh Detachment	Donation to Army cadets for their help at Easter Event
101290	£1615.20	Kieran Lucas Contractors Ltd	Repairs & installation of bollard at Skate Park. Installation of bollards at Manchester Drive allotment. Install notice board at London Road.
101291	£12.96	Fulton Paper	A3 paper
101292	£25.00	L Shelley	Refund of key & tenancy deposits plot 2c Marshall Close
101293	£140.00	Cash	Petty cash
101294	£43.07	Ms R Upton	Cleaning cover skate park
101295	£127.81	DOTS	Photocopying costs
101296	£153.16	Neopost Ltd	Franking machine service agreement
101297	£1475.00	Southend BC	Parking & traffic management charges for Maritime Festival, Leigh Lights & Easter Event
101298	£25.00	Salvation Army	For use of car park during Easter Event
101299	£240.00	Abbeystar	2 banners for Easter Event
101300	£19.64	Viking Direct	Stationery
101301	£46.20	Mayfield Cleaning Ltd	Cleaning of bus shelters March
101302	£182.97	Essex Supplies (UK) Ltd	Cleaning materials CC
101303	£300.00	Colin Massey	Clearance of Willow tree & ivy from allotments
101304	£51.19	G Davison	Reimburse the purchase of paint for internal decoration at CC
101305	£84.49	Viking Direct	Stationery
101306	£5.22	Essex Supplies (UK) Ltd	Cleaning materials CC
101307	£30.00	Essex Playing Fields Assoc	Membership subscription
101308	£90.00	Leigh Times	Advert re café concession CC
101309	£43.07	Miss R Upton	Cleaning cover skate park
101310	£14.59	Viking Direct	Stationery
101311	£68.64	St John Ambulance	First Aid cover Easter Event
101312	£.9.92	Recognition Express Essex	Staff name badge

101313	£984.00	Auditing Solutions Ltd	Audit service 2014/2015
101314	£1550.14	Essex Association of Local Councils	EALC/NALC Affiliation fees 2015/16
101315	£36.41	Viking Direct	Stationery
101316	£300.00	Neopost Ltd	Franking machine top up
101317	£156.00	Vine HR Ltd	Advice re sickness absence & misconduct/disciplinary
101318	£145.50	TV Licensing	TV Licence CC 2015
101319	£286.99	SSE	Skate Park electricity costs
101320	£75.00	Mr J Peek	Punch & Judy shows at Easter Event
101321	£82.38	Viking Direct	Stationery
101322	£17.00	NALC	LCR Magazine Subscription
101323	£90.00	Mrs C Groves	Refund of room hire due to cancellation
101324	£180.00	Phoenix Water Coolers Ltd	Annual Service Fee
Bk Trs	£17000.00	Payroll	Pay for March
Bk Trs	£56.25	Lucy Holbrook	Refund of party fee – cancelled due to ill health.
Bk Trs	£165.00	Elsie's Place CIC	Buffet for Bonchurch Park opening event
Bk Trs	£374.52	MDAS	Balance of contribution to new water tanks – Manchester Drive
Bk Trs	£139.95	Elsie's Place CIC	Drinks for Annual Town Meeting
Bk Trs	£20.00	Elsie's Place CIC	Introduction fee re Amy Eden afternoon tea event
Bk Trs	£1590.00	Aqualite Outdoor TV Ltd	Refurbished outdoor TV for advertising events at CC
Bk Trs	£17500.00	Payroll	Pay for April
		Expenditure – Imprest Items	
	£439.60	Terralec	Wireless microphones
	£14.00	Transport for London	Congestion charge re collection of furniture
	£238.00	Studio Spares	Microphones for use with lectern
	£99.00	Amazon	Lectern
	£38.97	Edes	Kettle & electrical lead
	£151.50	Direct 365	Baby changing station
	£21.45	Terralec	Rack fitting for use with lectern
	£70.49	Steve's Self Drive	Van hire re collection of furniture

	£12.06	Jewson	Speedline paint for skate park
	£8.95	Amazon	Fire Brigade padlock for Allotment bollard
	£142.12	Brand Promotions	Volunteer T-shirts "Good for Leigh"
	£129.99	Currys	Fridge for office
	£180.93	AED Cabinets	Defibrillator cabinet
	£444.00	Pass Ltd	Course fee PAT Testing for G Davison & A Curtis
	£26.00	Survey Monkey	Subscription fee re Local Resident survey
	£244.80	Dickies Store	Uniform for caretakers
	£160.00	St John Ambulance	Lithium battery for Heartstart
	£63.54	Amazon	Panic alarms
	£24.60	TLC Basildon	Spotlights & bulbs CC
	£177.99	Spring Chicken Ltd	Collapsible wheelchair for use in CC
	£26.00	Survey Monkey	Subscription fee re Local Resident survey
	£340.00	Pc World	Monitors for use with new PC
	£659.97	Pc World	PC in office
	£3.59	Amazon	PC adaptor
	£189.99	Microsoft	Operating system for new PC
	£15.24	Adobe Systems	Adobe PDF Export subscription
	£5.98	Digiflex	VGA to HDMI Lead for Computer
	£9.99	Microsoft	Windows 8.1 Pro Backup disk
		Expenditure – Direct Debits	
	£144.28	Cory Environmental	CC Bin collection
	£123.80	GOCARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine rental (cost recovered by LTC)
	£163.80	British Telecom	Internet charges
	£378.53	BNP Paribas	Photocopier lease
	£109.74	GOCARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine rental (cost recovered by LTC)
	£44.41	Global Payments	CC Card transactions charge
	£1005.98	BES Electricity Ltd	Electricity CC
	£66.41	The Calls Warehouse	Call charges

	£130.27	Cory Environmental	CC Bin Collection
	£57.70	GO CARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine (cost recovered by LTC)
	£792.00	Southend BC	Business rates CC
	£168.48	Wessex Leasing	Hand drier lease Apr - Jul
	£113.50	Global Payments	CC Card transactions charge
	£165.54	GO CARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine rental (cost recovered by LTC)
	£75.80	The Calls Warehouse	Call charges
	£72.42	British Telecom	Line rental for CC tel 477248
	£206.55	British Telecom	Line rental & call charges for LTC tel 716288
	£81.26	British Telecom	Internet line rental
	£849.84	BES Electricity	Electricity CC

Income to 31st March 2015

Allotments Sub Committee	£338.50
Policy & Resources Committee	£202.22
Community Facilities Committee	£13,855.67
Environment & Leisure Committee	£360.63
Planning & Licensing Committee	0
Total	£14,757.02