

# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



26<sup>th</sup> February 2015

Notice is hereby given that the next meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 3<sup>rd</sup> March 2015** at the Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 3<sup>rd</sup> FEBRUARY 2015

## GENERAL PURPOSES

5. ANNUAL TOWN MEETING WORKING PARTY MINUTES 13<sup>th</sup> FEBRUARY 2015 – Report 2488/ATMWP (Appendix 1)

The Committee is **requested** to note the minutes.

6. COMMUNITY ENGAGEMENT WORKING PARTY – PROPOSED LEIGH PUBLICATION – Report 2487/CEWP (Appendix 2)

The Committee is **requested** to approve the recommendation in the report.

7. REVIEW OF CORPORATE GOVERNANCE & INTERNAL CONTROL MEASURES (Appendix 3)

To consider the adequacy and effectiveness of internal control measures and internal audit

8. REVIEW OF COUNCIL FINANCIAL RISK ASSESSMENT (Appendix 4)

To review Financial Risk Register and consider any updates and modifications that may be required.

9. STANDING ORDERS, TERMS OF REFERENCE AND FINANCIAL REGULATIONS

To **note** that the Standing Orders, Terms of Reference and Financial Regulations have all been reviewed and revised during the current financial year.

10. DISPLAY OF AUDIT NOTICE AND ANNUAL ACCOUNTS ON COMPLETION OF AUDIT

To **note** that the Annual Accounts have been displayed on Notice Boards and posted on the website in accordance with the Accounts and Audit (England) Regulations 2011 (SI 2011/817) and that all the other requirements have been fulfilled.

11. GENERAL PURPOSES BUDGET (Information Report for **noting**)

General Purposes Budget Report 2490/GP as at 24<sup>th</sup> February 2015 (Appendix 5)

**FINANCE**

12. REFERENCES FROM OTHER COMMITTEES

Environment and Leisure Committee – Minute 79 Strand Wharf Paving – Report 2481/PB (Appendix 3 to the E&L agenda)

It was **RESOLVED** that the option of using Pendle limestone setts be utilised in the Strand Wharf Project and that the budget sum previously agreed be increased to a maximum of £47,656.98 to be funded from the Capital Projects Fund and that this be **RECOMMENDED** to Policy & Resources Committee and Council.

The Committee is **requested** to approve the budget increase.

Community Facilities Committee – Minute 89 Creation of Earmarked Reserves

Skate Park Budget – that any underspend at the end of the financial year be an earmarked reserve for Skate Park Maintenance. Proposed Cllr Carole Mulroney; seconded Cllr Richard Herbert

Leigh Community Centre Budget – that any underspend at the end of the financial year be an earmarked reserve for Refurbishment Works and Equipment in the Community Centre. Proposed Cllr Carole Mulroney; seconded Cllr Richard Herbert.

Highway Budget - that any underspend at the end of the financial year be an earmarked reserve for bollard painting and street sign cleaning. Proposed Cllr Carole Mulroney; seconded Cllr Caroline Parker

The Committee **RESOLVED** to recommend the creation of the above earmarked reserves to Policy and Resources Committee.

The Committee is **requested** to agree the proposed earmarked reserves.

13. QUARTERLY FINANCIAL CHECKING – Report Cllr Donald Fraser

On 18<sup>th</sup> February I carried out the checking of expenditure items.

For cheques, imprest items and direct debits I selected the month of January 2015, I found one minor discrepancy and the lack of a second set of initials on three documents. All of these have subsequently been amended.

For petty cash items I selected the month of November 2014, finding all items to be correct.

Donald Fraser – 23<sup>rd</sup> February 2015

14. STAFF HANDBOOK FINANCIAL COSTING FROM HR CONSULTANT – Council 10<sup>th</sup> December 2014 - Minute 84d (i) Finance and General Purposes Committee.

i. Minute 110 PERSONNEL SUB-COMMITTEE MINUTES 21<sup>st</sup> NOVEMBER 2014

Minute 19 – Staff Handbook – Report 2441/PB (Appendix 1 to the PSC Agenda)

The Committee **RECOMMENDED** the Staff Handbook for adoption by Council subject to vetting by Vine HR regarding any changes in the law, followed by a regular review by Vine HR.

Council **RESOLVED** to agree the recommendation.

The HR Consultant anticipates that the revised Staff Handbook will take up to 3 days to review – possibly less. The day rate is £450 plus VAT and a standard day is 7.5 hours – if we want to go ahead with this they would keep us informed of the number of hours used.

The Committee is **requested** to approve the expenditure to be taken from the Legal Costs Budget with the balance if any funded from reserves.

15. OFFICE AND COMMITTEE BUDGETS (Information Reports for **noting**)

- Office Budget Report 2491/FGP as at 25<sup>th</sup> February 2015 (Appendix 6)
- Committee Income and Expenditure Report 2489/FGP as at 25<sup>th</sup> February 2015 (Appendix 7)

16. TO CONSIDER ANY UNDERSPENDS AND EARMARKED RESERVES 2014/15 BUDGET

17. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING

See report 2486/I&E (Appendix 8) The Committee is asked to note the income and **recommend** the expenditure to Council.

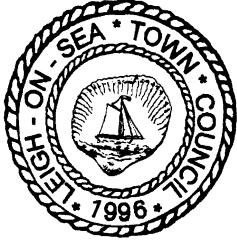
18. BANK ACCOUNT BALANCES as at 24<sup>th</sup> February 2015

CCLA A/c	£ 286,195.36
HSBC BMM A/c	£ -1,285.01
HSBC Current A/c	£ 24,138.11
HSBC Payroll A/c	£ 19,552.42
HSBC Imprest A/c	£ 1,469.97



Paul Beckerson  
Town Clerk  
26<sup>th</sup> February 2015

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



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## Annual Town Meeting Working Party Meeting Report 2488 /ATMWP H Symmons Notes of Meeting held on 13<sup>th</sup> February 2015

Present: Donald Fraser Caroline Parker Helen Symmons  
Richard Herbert

Apologies Syrie Cox

Date for meeting is Friday, 20 March 2015 starting at 19.30 with Elsie's Place open from 18.30

### Budget

Budget for this Event is £500

### Review

Format for 2014 worked well with potentially the best attendance. Same format for 2015 with emphasis on trying to increase numbers

#### 1. VENUE

The Lower Hall has been booked from 2.00 pm to allow for set up.

HS to arrange with Elsie's Café refreshments before and after the event, including wine after.

#### 2. TIMINGS

Open for preparation from 2 p.m.  
Admission of public from 6.30 p.m. with the Café open  
Start of official proceedings 7.30 p.m.

#### 3. AGENDA ORDER

- A) Chairman's Welcome and Opening Remarks by Cllr Richard Herbert
- B) Committee Reports – These are to be written historic reports of the year, maximum of 250 words which each Chairman of Committee will present and then LTC Chairman will invite any questions on the report. Cut-off date to submit each report is 9<sup>th</sup> March. They will then be re-formatted in office so all are regular.
- C) Good for Leigh Awards – before the day, each winner will be asked if they would like to speak
- D) Comments by Sir David Amess, M.P.
- E) Comments by Southend Borough Councillors
- F) Question Time – 20 minutes would be allowed for this section
- G) Music – David Stanley has been asked to play background music in the Café Foyer following the event for a more relaxed atmosphere

#### 4. LAYOUT

Chairman and Committee Chairmen will be on stage, other Cllrs will be at the side.  
Agreed to have a podium for Cllr's to speak at centre stage with standing microphone either side.  
PB to source. A roaming microphone to be available at question time.

#### 5. PUBLICITY

- A) Ad to be placed in Leigh Times and open letter printed to residents on letter page.
- B) Posters to go on notice boards

- C) Information to be sent to Peter Holmes of Essex Radio
- D) Flyers at reception and in community centre rooms
- E) Extra Banners to be printed for railway station and West Leigh Schools

## 6. INVITATIONS

To be sent to:

Sir David Amess, M.P.

Southend Borough Councillors plus Rob Tinlin and cabinet and head of SBC

Leigh Times and Southend Echo

Friends of Leigh Community Centre

Past Councillors

Leigh Traders and businesses, including those who have advertised in Town Guide

Local Associations, including Leigh Society, West Leigh Residents' Assoc & Old Town Community Group, St John Ambulance

Local Clubs, including sports clubs

Local Police

Heads of Local Schools

Church Ministers

Community Centre regular hirers

Potential candidates for the Town Council by-election

There is a Farmers' Market on the morning of the event so customers can be leafleted then.

## 7. DISPLAYS

Citizen Engagement – highlights many areas of the Council including allotments

2015 LTC events & forthcoming events promotion

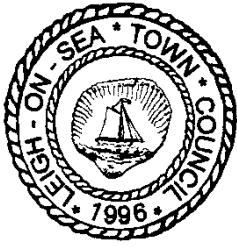
Community Centre overview with leaflets

Strand Wharf

Bonchurch Gym

Pink Sacks stand

Will not be a projected display in the Lower Hall during the meeting as this was found to be distracting. If space and time, HS will update the display to be shown in the foyer pre/post meeting



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Report 2487/CEWP

## The Community Engagement Working Party REPORT

### A Leigh Town Council Publication

#### The Objectives

The Community Engagement Working Party proposes production of a twice yearly parish publication distributed within Leigh in June and December. This will be an A4 full colour format with 32 page (including cover) ParishNews.

We propose that the title will be based on the existing LOGO and that it links with the Community Centre and Good for Leigh logos by having the words Leigh Town Council News as its title expressed round part of the circle.

The first edition will be distributed in the first week in June 2015 with a publicity launch leading up to delivery.

The main content will focus on the work of the Council, its committees, events, projects and current schemes. The first page will have essential TownInformation.

The next page will be an introduction from the Editor and Chair with page index

Post May elections, a group photo of the new Members of the Council with names and contact information feature will be included.

Reports from each committee will be followed by:-

A 2 page spread of the Council income and expenditure expressed as an infographic

The first major topical feature will be a 4 - 5 page spread about the Community Centre inc. hire costs, weddings and activities.

Events will have space to promote the summer and recent events

Belfairs College, Westleigh and North Street Schools will be invited to contribute.

Leigh Foreshore/Coastguard and Library will also be invited to contribute as will a number of local organisations, Associations, Societies, clubs etc.

#### LTC Strategic Aims

- Take part in an open dialogue with the community' to better understand their needs, and in turn explain how we will address these needs with the resources and powers available to the Town Council;
- encourages everyone within the community to work together to achieve continual improvement to the facilities and future prospects of the town; and
- provide high standard, value for money services to help meet the needs and wishes of the

- community;
- promote the best interests of the town for the benefit of the local community

## **Strategic Objectives**

1. To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of the community and visitors.
2. To encourage and support the economic and commercial vitality of the town.
3. To preserve the unique character and heritage, protect its conservation areas and maintain and enhance its maritime environment.
4. To seek a balance between developing commercial and residential requirements and existing amenities.
5. To work in partnership with other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs.
6. To protect and enhance the natural environment, its open spaces and public gardens.
7. To seek to improve sustainable transport infrastructure across the town.
8. To seek to create a socially inclusive and caring community.

## **The Benefits**

The principle aim is to inform the community of Leigh of the work of both the Council and Community Centre. This will be accompanied by an explanation of Council income and expenditure in order to demonstrate transparency.

Secondary objectives are to provide information about the many interesting events and groups that meet and organise for the benefit of the Leigh community.

The third objective is to begin a dialogue with the community of Leigh, to invite comment, participation, and collaboration and to discover what the people of Leigh would like the Council to do on their behalf and to get involved. It will enable consultations with the community to develop. The calendar can include Open Consultation Meetings.

## **Financial Cost**

We have had quotations from local Graphic Designers and recommend Icicle Design. Their quote was by far the best value for money at £1700 for design and layout with £2600 for a print run of 10,000. There is no VAT payable on Newsletters. Additional cost will be for delivery and therefore a total of £9,000 will be taken from the Community Engagement Budget Head.

## **Human Resource**

The Council office staff may be required to prepare text ready to forward on behalf of some Councillors but we hope this option will be kept at a minimum. Proof reading will be essential prior to copy being forwarded to [itcnews@leighonseatowncouncil.gov.uk](mailto:itcnews@leighonseatowncouncil.gov.uk) It will be necessary for an editor to take responsibility for the contents and approval of style and layout in collaboration with Icicle Design with final approval to rest with the Town Clerk.

Editorial support will be provided by the Community Engagement Task and Finish Group.

## **Future Development**

We have discussed giving the publication an initial two year commitment and when hopefully having captured a readership will perhaps publish online on a new Council website with a reduced print run for people that

may not have access to a computer available for collection. This will not however, impact on the overall cost.

### **Who will be invited to contribute?**

#### **The Council**

This is an opportunity for each Chair or Convenor of each committee to explain the challenges and positive solutions for their each half yearly agenda. The Chair may write his/her own reports but if it is preferred this can be delegated to an enthusiastic member of the committee if this is agreeable. It is essential that each report is written in a style that is easy to understand, is informative as well as being interesting. See \*Style writing Guide. 18th March is the deadline for all articles, images and features.

#### **Essential Town Information - opening times/contact information**

LTC/LCC

Leigh Library

Leighforeshore/Coastguard (local warnings) Belfairs Swim Centre

Belfairs Park Info Centre

#### **The Leigh Community**

We will extend an invitation to identified groups or individuals to contribute to the remaining pages. The style writing guide with details of format, words restrictions and image requirements that will be sent to the new council email address, [ltcnews@leighonseatowncouncil.gov.uk](mailto:ltcnews@leighonseatowncouncil.gov.uk). Final Proof reading will follow and then each item will be forwarded to Icicle design to a scheduled timetable prior to print production.

#### **Recommendation**

That the committee approves the twice yearly production of a Leigh Town Council Publication as outlined in the Working Party Report. That £9,000 be allocated to this from the Community Engagement Budget. That delegated authority for the production and content be given to the Town Clerk in consultation with the designated editor.



## New project assessment

# A Leigh Town Council Publication

CRITERIA	TARGET	RESULT
Objective	<p>The Community Engagement Working Party proposes production of a twice yearly parish publication distributed within Leigh in June and December. This will be an A4 full colour format with 32 pages (including cover) Parish News.</p> <p>We propose that the title will be based on the existing LOGO and that it links with the Community Centre and Good for Leigh logos by having the words Leigh Town Council News as its title expressed round part of the circle.</p> <p>The first edition will be distributed in the first week in June 2015 with a publicity launch leading up to delivery.</p> <p>The main content will focus on the work of the Council, its committees, events, projects and current schemes. The first page will have essential Town Information.</p> <p>The next page will be an introduction from the Editor and Chair with page index</p> <p>Post May elections, a group photo of the new Members of the Council with names and contact information feature will be included.</p> <p>Reports from each committee will be followed by:-</p> <p>A 2 page spread of the Council income and expenditure expressed as an infographic</p> <p>The first major topical feature will be a 4 - 5 page spread about the Community Centre inc. hire costs, weddings and activities.</p> <p>Events will have space to promote the summer and recent events</p>	

	<p>Belfairs College, Westleigh and North Street Schools will be invited to contribute.</p> <p>Leigh Foreshore/Coastguard and Library will also be invited to contribute as will a number of local organisations, Associations, Societies, clubs etc.</p>	
<p>Relationship to strategic objectives.</p>	<p><b>Strategic Aims</b></p> <ul style="list-style-type: none"> <li>• Take part in an open dialogue with the community' to better understand their needs, and in turn explain how we will address these needs with the resources and powers available to the Town Council;</li> <li>• encourages everyone within the community to work together to achieve continual improvement to the facilities and future prospects of the town; and</li> <li>• provide high standard, value for money services to help meet the needs and wishes of the community;</li> <li>• promote the best interests of the town for the benefit of the local community</li> </ul> <p><b>Strategic Objectives</b></p> <ol style="list-style-type: none"> <li>1. To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of the community and visitors.</li> <li>2. To encourage and support the economic and commercial vitality of the town.</li> <li>3. To preserve the unique character and heritage, protect its conservation areas and maintain and enhance its maritime environment.</li> <li>4. To seek a balance between developing commercial and residential requirements and existing amenities.</li> <li>5. To work in partnership with other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs.</li> </ol>	



Can benefit increase		
Can cost reduce		

## CORPORATE GOVERNANCE REPORT FOR THE POLICY AND RESOURCES COMMITTEE

### **Introduction**

Corporate governance is defined as "a system of law and sound approaches by which corporations are directed and controlled focusing on the internal and external corporate structures with the intention of monitoring the actions of management and directors and thereby mitigating agency risks which may stem from the misdeeds of corporate officers"

Corporate governance is about doing the right things in the right way. It's about demonstrating accountability and transparency in our actions and decisions. It affects us all.

The Audit Commission has defined corporate governance in the public services as *"the framework of accountability to users, stakeholders and the wider community, within which organisations take decisions and lead and control their functions, to achieve their objectives". It therefore requires "robust systems and processes, effective leadership and high standards of behaviour, a culture based on openness and honesty and an external focus on the needs of service users and the public".*

### **Responsibility for Financial Management**

The Council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk. The Council must conduct a review at least once a year of the effectiveness of its system of internal control. This review must be considered by the Council and they must approve an annual governance statement prepared in accordance with proper practices in relation to internal control and accompanied by the Accounting Statements.

### **Governance and Accountability**

It is the responsibility of small bodies (the Council) to put in place proper arrangements to ensure the proper conduct of their financial affairs, and to monitor the adequacy and effectiveness of those arrangements in practice. Small bodies are required to maintain proper accounting records and control systems and to maintain an adequate system of internal audit of those accounting records and control systems.

Small bodies meet their responsibilities by preparing and publishing, and providing the auditor with, the accounts prepared for the financial year, together with such additional information and explanation as is necessary to provide sufficient evidence that they have maintained adequate systems of internal control and internal audit throughout the financial year. With the relaxation of the two signature rule, such proper arrangements to ensure proper conduct of financial affairs is even more crucial.

The Council maintains and regularly reviews its Corporate Governance, Financial and Physical Risk Assessment, Standing Orders and Financial Regulations.

## **The Annual Return**

The Council must submit an Annual Return in accordance with proper accounting practices. The Annual Return:

- Reports the annual statement of accounts as approved by the Council
- Certifies that the Council has discharged its statutory duties in relation to its financial affairs
- Records that the external auditor has fulfilled their statutory responsibility
- Informs the local taxpayer and elector about how their council has operated during the last financial year
- Informs government and other stakeholders about the activity of local councils

## **Annual Governance Statement and Financial Risk Register**

Leigh-on-Sea Town Council has the responsibility to adhere to the guidelines. Specifically the Town Council has to consider the 8 statements below and to consider how it manages them (see the tables supporting each statement).

1. The Council approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices with the specific control measures outlined below.

<b>Risk Area</b>	<b>Further Definition</b>	<b>Action Taken</b>	<b>Further Actions Required</b>
Legal	HMRC regulations	Followed Real Time Information requirements throughout year and at year end Salary Provision outsourced to External Expert Provider.	
	Pensions DWP regulations for	Council is a Member of LGPS administered by ECC.	Dispensation Polices approved in September 2014
	Incurring expenditure without legal authority	Financial Regulations reviewed in September 2014	All payments made in accordance with Financial Regulations and Standing Orders
	Failure to use funds under appropriate powers	Hold General Power of Competence	
	Laws, regulations and codes of practice	Training on Code of Conduct undertaken by clerk.	Keep up to date with any changes in law – responsibility of Clerk to advise Councillors, but also for Councillors to keep abreast of changes.

2. The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness with the specific control measures outlined below.

<b>Risk Area</b>	<b>Further Definition</b>	<b>Action Taken</b>	<b>Further Actions Required</b>
Budget	Over/Under budgeting	Variance Spreadsheets as currently prepared.	Two Monthly report to Committees and Council, Reviewed by Councillors
		Budgets prepared in accordance with Financial Regulations.	Must now budget for at least 3 years forecast ahead as per new Financial Regs. All Committees to consider 3 year forecast when considering budget cycle.
		Project Budgeting	Continue to assess and review Committees projects on an annual basis together with forecasts of major expenditure and income over next 3 years.

Fraud, theft, loss	Internal Audit review	Internal Audit	Assess internal audit findings and take action to ensure they are addressed. Council reviews scope of Internal Audit on an annual basis.
	Stock Control Of Materials in LCC & LTC	We have introduced stock control. Head Caretaker responsible for stock control of LCC and Senior Administrator in respect of LTC stock	Regular checks made and recorded, then checked on a regular basis at least monthly.
	Procurement	Procurement undertaken in accordance with Financial Regulations and Schemes of Delegation under preparation.	Council reviews outturn against Budget Heads. Extension of Scheme of Delegation to non-discretionary budgets.
	Cheques and other payment methods	Most payments continue to be made by cheque with two signatures. Where BACS or direct debit introduced, the mandate or payment approval schedule is signed by two Councillors.	Council to review and approve Direct Debit mandates on a yearly basis.  Council to review and monitor future phasing out of cheque payments.
	Payment authorisations	Clerk has authority to make payments of up to £1000 within budget, Senior Administrator makes payment, not Clerk to ensure appropriate checks and balances.	Review cash amounts annually at time of insurance renewal to ensure adequate cover.
Handling and Holding	Cash	Reviewed cash holding/handling and discussed with internal audit. Value of cash holdings for banking in a single transaction are adequately covered on insurance policy	
	Receipts	All cash into the office is receipted.	
	Bad Debts	Policy written	Bad debts are submitted to P&RC for write off.



	Bank recon	Undertaken monthly by Senior Administrator	Councillor other than the Chairman or Vice Chairman of P&RC appointed to undertake quarterly reconciliation.
	Officer's decisions	New Legislation requires Officer's decisions to be published	Published as required and reported to relevant Committee.

3. The Council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

See legal risks as above.

4. The Council provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.

Risk Area	Further Definition	Action Taken	Further Actions Required
Legal	Accounts and Audit Regulations	Advertise as per Regulations and publish accounts on the website including two monthly payment schedules for all items.	To continue to publish all payment information on the website, specifically up to date budget vs actuals. Transparency

5. The Council have carried out an assessment of the risks facing the Council and have taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance where required. Internal controls listed below.

Risk Area	Further Definition	Action Taken	Further Actions Required
Financial		Financial Risk Assessment Register	To be updated regularly at least annually.
Physical		Physical Risk Assessment Programme	To be assessed regularly by Town Clerk in all areas of activity.
Review of risks.		Risk Assessment Policy adopted by Council and reviewed annually.	Risk Assessment reviewed on an annual basis
Insurance	Risks physical and financial.	All assets valued over last year. Annual review.	Value of cash insured ( <i>as in 2</i> ).

6. The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems. Controls listed below.

<b>Risk Area</b>	<b>Further Definition</b>	<b>Action Taken</b>	<b>Further Actions Required</b>
Auditing	Internal Audit	<p>Chair or Vice Chair of P&amp;RC checks cash books, payments to suppliers, authorisations, VAT returns and petty cash and reports to P&amp;RC.</p> <p>Quarterly reconciliation by appointed Councillor.</p> <p>Two monthly report to each committee. Variance reports assists.</p> <p>Arranged three visits from Internal Auditor per year</p>	<p>To continue to be done quarterly.</p> <p>To ensure P&amp;RC review variance monitoring by committees.</p> <p>To continue to ensure committees review their own budgets two monthly and that members have undertaken the appropriate budget and financial training.</p> <p>Annual review of effectiveness of internal auditor required</p>

7. The Council took appropriate action on all matters raised in reports from internal and external audit.

<b>Risk Area</b>	<b>Further Definition</b>	<b>Action Taken</b>	<b>Further Actions Required</b>
Audit	Internal Audit	Internal audit reports are considered at P&RC and appropriate actions taken and reported and discussed at Council.	RFO to ensure the matters raised by internal auditors are addressed.
	External Audit	Matters raised by external audit are reported to Council	To ensure the matters raised by auditors are addressed.

8. The Council have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on the council and where appropriate have included them in the accounting statements.

Risk Area	Further Definition	Action Taken	Further Actions Required
Accounts	Accounts are correct for the current year (RFO Auditors Accountants)	<p>Suitable accounting policies are used that are applied consistently. Accruals are taken into account.</p> <p>Year-end accounts produced in accordance with regulations.</p>	<p>To maintain the standards required to produce the year end accounts efficiently.</p> <p>.</p>

**The internal audit**

The internal audit plan demonstrates how the audit work will provide assurance for the Council’s Annual Governance Statement. Internal audit maintains awareness of the Council’s corporate governance arrangement

**Conclusion**

The Council has updated its budget procedure to enable it to have more control and awareness of spending. Other risks are controlled through review of insurances, training, internal audit and review of this, and consideration of assets and reserves.

**Table: Risk Register - Level and Control (L = Likelihood, I = Impact, R = Risk – Low (1-2) Medium (3-4) High (6-9))**

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
A. Assets	A.1. Failure to protect physical assets	L:1	<b>Building and Property:</b> Assets register in place. Items insured, with value increased in line with RPI annually.  <b>Skate Park:</b> Funds set aside annually towards capital replacement costs.	<b>A.1.1. Asset Register:</b> Document to be updated annually each March. Also on each occasion that any changes are made to the Council's asset base. <b>A.1.2. Insurances:</b> Insurance levels reviewed bi-annually. Cover obtained for new items, as necessary during the year. <b>A.1.3. Skate Park Equipment:</b> Funding for repairs and replacement to be provided in budget and covered by insurance.	Clerk/P&RC  Clerk/P&RC  Clerk/P&RC
		I: 3			
		R: Medium (3)			
	A.2. Inadequate security of buildings & safe custody of equipment etc.	L:1	<b>Leigh Community Centre</b> The Centre operates a 24hr CCTV surveillance system, and alarm system when building not in use, to protect against unauthorised access  <b>Allotment Buildings</b> Secure Lock  <b>Xmas Lights</b> Stored in third party warehouse and fully insured by contractor	<b>A.2.1. Leigh Community Centre:</b> Review security arrangements – at least annually.  <b>A.2.2. Other Buildings:</b> Designated key holders. Buildings not alarmed – limit risk by only using for low value storage.  <b>A.2.3. Xmas Lights:</b> Stored in third party warehouse and fully insured by contractor	CF Cttee  E&L Cttee  E&L Cttee
		I: 2			
		R: Low (2)			
	A.3. Failure to maintain buildings etc.	L:1	Assets generally maintained on an ad hoc basis. LCC liability limited by Lease conditions. <b>General maintenance programme to be put in place.</b>	<b>A.3.1. Maintenance Programme:</b> <b>A prepared maintenance programme is being established for each site.</b> LCC Maintenance budget allocation regularly reviewed and monitored by Committee. <b>Programme is reviewed in the autumn</b>	CF Cttee
		I: 3			
		R: Medium (3)			

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
B. Finance	B.1. Failure to bank and care for funds	L: 1 I: 1 R: Low (2)	Funds not required immediately held on deposit CCLA & HSBC.  Financial Regulations updated annually	<b>B.1.1. Funds:</b> Funds deposited in interest bearing accounts. Level of deposit reviewed two monthly, prior to P&RC meeting.  <b>B.1.2. Financial Regulations:</b> Financial Regulations – (updated in February 2015). Regulations to be reviewed annually each February/March.	Clerk/P&RC  Clerk/P&RC
	B.2. Loss of cash through theft or dishonesty	L:1 I: 2 R:Low (2)	Cash held overnight in safe. Petty Cash reimbursed by Senior Administrator on presentation of documentary evidence of expenditure.  Petty Cash Account reconciled in accordance with Financial Regulations.  Petty cash drawings limited to £100 - £150  Other income banked regularly	<b>B.2.1. Petty Cash:</b> Chairman or Vice Chairman of P&RC carries out random checks on petty cash transactions, monthly reconciliations and balances quarterly.  Internal Audit checks on income.	Senior Administrator/ Chairman or Vice Chairman P&RC
	B.3. Failure to protect expenditure	L:1 I: 2 R:Low (2)	Cheque payments and electronic transfers approved and signed by 2 Councillors and approved two monthly by Council. Payment procedures compliant with Financial Regulations.	<b>B.3.1. Payments:</b> Chairman or Vice Chairman of P&RC selects at random four months per year and verifies that two Councillors have evidenced their approval for each item of expenditure Internal Audit checks on occurrence, valuation and regularity of payments.	Senior Administrator/Clerk/P&RC
	B.4. Failure to protect income	L:1 I: 2 R:Low (2)	A receipt or an invoice supports each item of income received.  Monthly reconciliation of each bank or petty cash account.  Debtors monitored & if required reported for action to Council	<b>B.4.1. Income:</b> Internal Audit checks for completeness of income brought to account and that all income is banked promptly. Internal Audit review of bank reconciliations.  Debtor reports produced to action if required and deposits taken.	Senior Administrator

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	B.5. Failure to comply with HMRC (VAT) Regulations	L:1 I: 1 R:Lo(1)	VAT claims prepared biannually by Senior Administrator. In conjunction with HMRC Guidelines  VAT Partial Exemption calculated by Accountants.	<b>B.5.1. VAT Claims:</b> Periodic inspection of claims by HMRC and response to queries. Claims subject to check by Internal Auditor.	Senior Administrator
	B.5. Failure to determine an Annual Budget	L:1 I: 1 R:Low (1)	Having regard to planned levels of expenditure, anticipated income and balances needed to be carried forward for contingencies and future levels of expenditure. Policy & Resources oversees budget compilation, during the autumn.  Detailed two monthly reports of income and expenditure against budget.  <b>System of approved delegated limits of expenditure.</b>  A submission for all new projects costing in excess of £5000 to be considered and approved by the appropriate Committee	<b>B.5.1. Annual Budget:</b> Budget preparation to commence each autumn. Detailed Committee budgets, with breakdown to be submitted by November. Precept figure considered in November, confirmed by December at the latest January.  <b>B.5.2. Monthly Reporting:</b> Monthly review of reports to Committees and Council of outturn against budget.  <b>B.5.3. Compliance Checks:</b> <b>By Internal Auditor and Chairman or Vice Chairman of P&amp;RC.</b>  <b>By Internal Auditor and Chairman or Vice Chairman of P&amp;RC.</b>  <b>The findings to be reported to P&amp;RC, three times per annum.</b>	Clerk/P&RC
	B.6. Failure to ensure Business Continuity	L:1 I: 3 R:Medium (3)	Ensure Council evaluates risks and minimises occurrences of interruption by Budget planning and robust legal agreements  <b>Robust Business Continuity Plan being produced</b>	<b>B.6.1. Business Continuity:</b> Two Monthly review of budgets and changes to business plan reviewed and evaluated by appropriate Committee at least annually.  <b>B.6.2. Sufficient Reserves</b> Reserves maintained at a level to allow for fluctuations in income and expenditure.	Clerk/Appropriate Committee/P&RC

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
C. General Liabilities	C.1. Failure to comply with Legal Requirements	L:2	Expertise and Training of Town Clerk with external guidance. Reference to Council Solicitor, SBC Solicitor or Administrators.	<b>C.1.1. Legal Advice:</b> Town Clerk – Continuing Professional Development and Networking  <b>C.1.2. External Review:</b> Prior to change of Council at an election to review policies required by law.  <b>C.1.3. Members of Professional Bodies</b> Town Clerk and Council members of appropriate bodies.	Clerk/P&RC
		I: 2	Regular updates from EALC, SLCC  Guidance and briefings to Councillors.  Induction Training for Councillors and Staff.  Specific training as required.		
	C.2. Failure to protect Third Parties, Property, or Individuals	L:2	Insurances in place.  Regular inspection of spaces subject to Council ownership /control, as scheduled in the Asset Register.	<b>C.2.1. Third Party Risks:</b> Insurance cover in place – reviewed annually, or as needed. Record of inspections maintained and review of follow-up work undertaken following inspection report.  <b>Visual Inspection and Health and Safety Training undertaken by Cllrs and Staff.</b>  <b>Maintenance programmes instituted on all Council property/equipment.</b>  Risk assessment updated annually by Events Officer and reviewed by Events Sub Committee..	Clerk/Staff/P&RC E&LC/CFC
		I: 2	Health and Safety Policy in place and detailed individual risk assessments completed as required.  Risk assessments prepared for each event in order to identify and minimise risk.  Training provided for staff and volunteers.		
	Events	R:Medium (4)			Events Officer / ESC

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	C.3. Failure to comply with legal responsibilities as a consequence of asset ownership (e.g. Skate Park)	L:1  I: 3  R:Medium (3)	Insurances in place. Inspection regime in place.	<b>C.3.1. Insurances:</b> Regime of inspection required for Skate Park area, to insure insurance cover is retained.	Senior Administrator/E&LC
D. Employer Liability	D.1. Compliance with Employment Law	L:2  I: 2  R:Medium (4)	Regular Information updates – EALC, SLCC etc. H&SE and Working Method policies	<b>D.1.1. Employment Legislation:</b> Receive regular information and update from EALC, SLCC etc. H&SE Policies reviewed annually or as events require.	Clerk/P&RC
	D.2. Failure to comply with HMRC PAYE requirements	L:1  I: 2  R:Low (2)	Salary Administration contracted out to competent contractor.	<b>D.2.1. HMRC:</b> Changes and updates implemented by competent contractor. Internal Audit checks on payroll.	Senior Administrator/Acumen



Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	D.3. Failure to have sufficient resources for unexpected staff absences	L:1  I: 3  R:Medium (3)	Identified sources of staff-cover for senior staff absence.  <b>Specific operational tasks to be documented.</b>  <b>Operational Manuals for specialist systems kept up to date.</b>  Reserves kept at a level to enable acting staff to be engaged.  Succession Planning and additional staff training to provide absence cover.	<b>D.3.1. Support Staff:</b> Review staff training through the appraisal system.  General Reserves maintained at correct levels.	Clerk/P&RC
E. Legal Liability	E.1. Failure to ensure activities are within legal constraints	L:1  I: 1  R:Low (2)	Expertise and training of Town Clerk  Clerk to clarify any legal issue raised, seeking legal advice as necessary.  Elected members kept up-to-date with legislation	<b>E.1.1. Legal Requirements:</b> Clerk to clarify any legal points raised, after seeking legal advice as necessary.  Clerk circulates appropriate training courses and monitors attendance.	Clerk/P&RC
	E.2. Failure to keep proper and Timely Reporting via the Minutes	L:1  I: 1  R:Low (1)	All minutes published in draft form as soon as they are produced and published on website.  Minutes altered as a consequence of any amendments immediately after signing.  Minutes also made available to Press and Public	<b>E.2.1. Minutes:</b> Minutes published on web site as well as being made available to the Press and Public.	Clerk

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	E.3. Failure to keep proper control of documents	L:1	Legal documents kept in office along with legal documents in 'fire proof' cabinet.	<b>E.3.1. Documents:</b> Originals of leases and legal documents held in Council Office in fire-proof cabinet.  Town Clerk undertakes test restores on a weekly basis, to test integrity of back-up. With Full restore undertaken bi-annually.  Accounts provider bound by Service Level Agreement reviewed as appropriate by Policy & Resources Committee	Clerk/Staff
		I: 2	All computer documents backed up daily and weekly copy kept off site.		
		R:Low (2)	Financial records held on remote server as well as reports backed up locally with copy kept off-site.		
F. Councillor Propriety	F.1. Failure to register of interests & Gifts / Hospitality	L:2	Register of Interest completed & published on Web-Site.	<b>F.1.1. Register of Interests:</b> All Cllrs required to complete a declaration of interest – updated as necessary. Declarations called at each meeting  Register of Interest published on website and subject to public scrutiny.	Cllrs
		I: 2	Declarations of interest called at each meeting		
		R:Medium (4)			
	F.2. Failure to have a Code of Conduct	L:1	Council / Cllrs adopted Code of Conduct – 2013	<b>F.2.1. Code of Conduct:</b> Council adopted SBC Code of Conduct  Code of Conduct reviewed and updated if legislation changes	Clerk/Cllrs
		I: 1			
		R:Low (1)			

## Policy and Resources Committee Budget 2014/15

Heading	B/F 2013/14	Budget		Committed	Balance	% Spent
		Expenditure	Spent to Date			
Crime Prevention*		0	0.00		0	
Bursary Fund LCC*	671	1,000	949.23		722	57
Donations*		0	0.00		0	
Elections	11,212	7,000	2,945.92		15,266	16
Premises / Equipment*	500	500	985.93		14	99
Legal Costs	375	500	0.00		875	0
Annual Town Meeting		500	77.63		422	16
Community Engagement		4,700	1,175.02		3,525	25
Civic*		200	105.00		95	53
Renewals Fund	10,085	5,000	7,247.49		7,838	48
Strategy Sub-Committee*		3,000	0.00		3,000	0
Localism Act*		300	0.00		300	0
Capital Project Fund	50,000	50,000	14,986.00	47,656.98	37,357	63
GP Janitorial		2,670	0.00		2,670	0
Intern		4,000	904.00		3,096	23
VAT Due to HMRC		11,050	11,050.07		0	100
<b>Totals</b>	<b>72,843</b>	<b>90,420</b>	<b>40,426</b>	<b>47,656.98</b>	<b>75,180</b>	<b>54</b>

5,000	<b>2,040.16</b>
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\*Various on Committee Budget

## Office Budget for 2014-15

Budget	Heading	Budget 2014/15	Spend to Date	Committed	Balance	% Spent
2013/14						
	<b>Premises</b>					
	Rent	0	0.00			
23,500.00	LCC Premises use Grant	23,500.00	23,500.00		0.00	100.00
		<b>23,500.00</b>	<b>23,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Administration</b>					
900.00	Stationery	1,400.00	1,179.58		220	84.26
4,200.00	Insurance	4,900.00	5,162.48		-262	105.36
100.00	Library	150.00	70.93		79	47.29
1,800.00	Communication	2,000.00	1,093.94		906	54.70
2,400.00	Photocopying	2,700.00	2,407.41		293	89.16
2,040.00	Subscriptions	2,000.00	2,156.54		-157	107.83
1,700.00	Postage	1,700.00	1,127.49		573	66.32
50.00	Entertaining	50.00	33.50		17	67.00
120.00	Licences	450.00	285.00		165	63.33
400.00	Expenses/Travel Costs – Cllrs	600.00	263.87		336	43.98
	Bank Charges	1,200.00	964.26		236	80.36
500.00	Miscellaneous	500.00	0.00		500	0.00
	Professional Advice		185.00			
2,500.00	Audit	2,000.00	2,210.00		-210	110.50
2,000.00	IT	2,000.00	2,143.95		-144	107.20
300.00	Waste Sacks	460.00	847.96		-388	184.34
1,200.00	Training - Staff	1,000.00	639.00		361	63.90
500.00	Training - Cllrs	2,000.00	803.00		1,197	40.15
550.00	Mileage & Expenses - Staff	550.00	318.68		231	57.94
		<b>25,660.00</b>	<b>21,892.59</b>	<b>0.00</b>	<b>3,767</b>	<b>85.32</b>
<b>44,760.00</b>	<b>Total</b>	<b>49,160.00</b>	<b>45,392.59</b>	<b>0.00</b>	<b>3,767.41</b>	<b>93.74</b>

## Leigh-on-Sea Town Council

## COMMITTEE BUDGETS

25/02/2015

Budgets 2014/15		Spend vs Budget to 31st March 2015					2013/14 spend
Committee	Item	Budget		Spend to date	Balance	% spent	
		2013/14	2014/15				
Council	Office Admin*	0	49,160	45,393	3,767	92	46,187
	Salaries	0	62,724	51,461	11,264	82	56,911
		0	111,884	96,853	15,031	87	103,098
Environment & Leisure	Community Transport A	0	5,461	4,947	514	91	4,400
	Flower Baskets	5,500	6,000	5,650	5,850	49	600
	First Aid Provision	0	1,000	394	606	39	1,019
	Farmers Market A	0	224	-1,049	1,273	-468	-853
	Strand Wharf	73,238	0	6,055	67,183	8	0
	Leigh Lights A	2,000	23,555	19,362	6,193	76	20,946
	Allotments Revenue A	3,899	1,005	-315	5,219	-6	-2,990
	Allotments Staffing Costs	0	5,250	3,570	1,680	68	4,861
	Allotments Capital Improvements	0	2,500	2,242	258	90	5,257
	Paddling Pool	1,798	0	0	1,798	0	0
	Staffing Costs	0	8,368	8,387	-19	100	11,723
	Various B	1,500	6,550	6,479	1,571	80	5,032
		87,935	59,913	55,722	92,126	38	49,995
Community Facilities	Revenue A	15,164	-57,264	-43,963	1,863	104	-41,948
	Staffing Costs	0	109,495	90,199	19,296	82	86,882
	Friend's Fund Raising A	2	0	-2,035	2,037		-326
	Youth (Skate Park)	0	5,351	4,371	980	82	6,080
	School Crossing Patrols	0	4,500	0	4,500	0	8,485
	Bus Shelter Cleaning/Maint	0	2,000	1,821	179	91	424
	New Bus Shelters	0	0	0	0	0	0
	Highway Infrastructure	0	4,250	1,359	2,891	32	100
	Staffing Costs	0	397	161	236	41	478
	Phone Box	0	300	300	0	100	60
		15,166	69,028	52,213	31,981	62	60,235
Planning	Planning Staffing	0	6,682	3,390	3,292	51	5,779
	Planning Other	0	500	0	500	0	25
	Neighbourhood Plan	2,000	0	0	2,000	0	0
		2,000	7,182	3,390	5,792	37	5,804
Policy & Resources	Various C	1,171	5,000	2,040	4,131	33	1,271
	Renewals	10,085	5,000	7,247	7,838	48	0
	VAT Payments		11,050	11,050	0	100	0
	Elections	11,212	7,000	2,946	15,266	16	0
	Legal costs	375	500	0	875	0	125
	Annual Town Meeting	0	500	78	422	16	180
	Capital Projects Fund	50,000	50,000	14,986	85,014	15	0
	Janitorial	0	2,670	0	2,670	0	0
	Intern	0	4,000	904	3,096	23	0
	Community Engagement	0	4,700	1,175	3,525	25	295
		72,843	90,420	40,426	122,837	25	1,871
<b>Total</b>		<b>177,944</b>	<b>338,427</b>	<b>249,354</b>	<b>267,767</b>	<b>48</b>	<b>222,633</b>
<b>Income</b>			<b>Budget 2014/15</b>	<b>Received to date</b>	<b>Balance</b>	<b>% Rec'd</b>	
Precept 2014/15		0	302,581	302,581	0	100	325,041
Local Council Tax Support Grant		0	27,000	27,000	0	100	33,000
Estimated Interest to 31.3.15		0	500	710	-210	142	533
Unbudgeted income		0	0	5	-5		647
Allotment Tenancy Deposits		1,623	0	750	873	46	
Waste Sacks		0	1,130	1,513	0	134	1,130
		1,623	331,211	332,558	658	100	360,351
Add	Est Bank Balance at 25.02.15 inc Petty Cash				330,166		
	VAT refund due				13,178		
	Less LCC VAT @ 89.17%		7,758		6,918		Partial Exemption Rules
			LCC VAT		336,426		
	Plus Debtors				450		Elsie's Place C.I.C.
	Less Creditors						
	Less planned expenditure (Balance to spend)				267,767		
	Estimated General Reserves at 31.03.15				69,109		
	(Figure is an approximation as accounted for as Payments and Receipts)						

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

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

C Includes Crime Prevention, community affairs, Bursary fund, Civic and Localism Act, Strategy &amp; Town Plan Sub.

\* Includes £23,500 payment to LCC



# Leigh-on-Sea Town Council

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[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Richard Herbert

Vice Chairman: Cllr Syrie Cox

Town Clerk: Paul Beckerson

## Income and Expenditure 27<sup>th</sup> January 2015 to 23<sup>rd</sup> February 2015 Report 2486/I&E

### Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
101213	£24.00	John Metcalfe	Refund duplicate Allotment rent payment.
101214	£110.40	LCA Electrical Ltd	Repairs to lights
101215	£9.73	Recognition Express Essex Ltd	New staff name badge
101216	£5272.10	McDonald Highway Services	Leigh Lights Event- Traffic management
101217	£78.24	Sign Factory (Essex) Ltd	Supply and printing Christmas banner
101218	£30.00	Essex Playing Fields Association	Membership fee
101219	£32.22	Viking Stationery	Stationery order
101220	£17983.20	HAGS-SMP Ltd	Bonchurch Park – Exercise equipment
101221	£46.20	Mayfield Cleaning Ltd	Bus shelter cleaning
101222	£141.87	DOTS	Photocopying costs
101223	£108.59	Viking Stationery	Stationery order
101224	£81.54	Acumen Wages Service	Dec & Jan salary processing
101225	£730.58	ELA Group	Lifts- Annual maintenance contract
101226	£300.00	Neopost RCB Credifon A/C	Postage
101227	£68.40	Great Ormond Street Hospital Childrens Charity	Donation re Carols on Strand Wharf
101228	£75.00	Chris Stevens	Easter Event – Entertainer fee
101229	£43.01	Councillor R Herbert	Refund expenses travel
101230	£9.73	Recognition Express Essex Ltd	New staff name badge
101231	£30.43	Viking Stationery	Stationery order
101232	£500.00	Vicarage Marquees Ltd	Deposit for marquee for Maritime Festival
101233	£9.73	Recognition Express Essex Ltd	New staff name badge

101234	£10.95	Paul Beckerson	Refund cost of copying plans for Strand Wharf
101235	£77.78	Essex Supplies(UK) Ltd	Cleaning materials
101236	£315.00	Michael Dempsey IT Contracts Ltd	Resolve in-house computer compliance problem re card reader
101237	£891.00	Southend-on-Sea Borough Council	Bonchurch Park metal seat & plaque
101238	£40.71	Paul Beckerson	Refund travel expenses Halstead 12/2/15
101239	£299.28	Cory Environmental Services	Garden sacks
101240	£167.96	Viking Stationery	Stationery order
101241	£6000.00	Southend-on-Sea Borough Council	Hanging baskets 2013
Bk Trs	£17000.00	Staff	February 2015 Payroll
Bk Trs	£441.60	GNB Media	Return of monies received in error
Bk Trs	£200.00	Elsie's Place CIC	LTC Pier Mentoring
		<b>Expenditure – Imprest Items</b>	
	£26.70	Direct Hygiene	Replacement tap for Urn
	£469.97	Currys	Dishwasher/Microwave
	£139.00	Tesco	2 x projection screens / mobile phone
	£54.00	Ikea	Glasses, cups & cutlery
		<b>Expenditure – Direct Debits</b>	
	£1033.96	BES Electricity	CC Electricity
	£250.85	Cory Environmental	CC Bin collection
	£170.68	Cory Environmental	CC Bin collection
	£94.80	GOCARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine rental (cost recovered by LTC)
	£113.38	Global Payments	Photocopier rental

### Income

Allotments Sub Committee	£34.00
Policy & Resources Committee	0
Community Facilities Committee	£7070.43

Environment & Leisure Committee	£343.00
Planning & Licensing Committee	0
<b>Total</b>	<b>£7447.43</b>