



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 Carole Mulroney
Town Clerk: Paul Beckerson

16th July 2015

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 21st July 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.

Tea and Coffee will be available from 7.00pm, with Prayers and a Talk at 7.15pm prior to the Council Meeting.

AGENDA

1. CHAIRMAN'S OPENING REMARKS / TOWN CLERK'S REPORT (Appendix 1)
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. REQUEST FOR DISPENSATION UNDER THE CODE OF CONDUCT S.O. 15 FROM CLLRS ALISTAIR HANMAN AND MADELAINE HANMAN-MURPHY – **ITEM CONSIDERED** and brought forward by the Chairman and Vice Chairman of Council.

"In view of the specialist knowledge and interest that Cllr Madeline Hanman-Murphy and I bring to the subject of art in both the community centre and elsewhere in Leigh we would like to apply for a dispensation from declaring a pecuniary interest as artist in residence in order to allow us to speak and vote on matters related to art both in the community centre and in Leigh in general and use of Council facilities for artistic purposes".

This dispensation would not extend to any matters related to financial arrangements in the community centre nor the licence for the use of the attic space.

5. APPROVAL OF THE MINUTES OF THE MEETING OF 2nd JUNE 2015
6. PUBLIC QUESTIONS
7. QUESTIONS FROM COUNCILLORS
8. MOTION RELATING TO VOLUNTEERING WITHIN THE COUNCIL (Appendix 2)

Motion Proposer Cllr Carole Mulroney, Seconder, Cllr Helen Robertson

That the Town Council reaffirms its decision of 7 January 2014 to inaugurate a programme of volunteering for within the Centre and the wider town as outlined in the report.

That a budget of £7,500 be allocated to this programme to be taken from reserves and controlled under the Community Engagement budget head.

That Councillors Mulroney, Herbert, Ward, Morgan and Robertson form a task and finish group to co-ordinate the relevant documentation and procedures and report back on progress to the next P & R meeting.

That the help and advice of Mrs Louise Powell be formally acknowledged

Extract from Finance and General Purposes Committee Meeting 7th January 2014 Minute 16.

VOLUNTEERING – Report from Louise Powell (Appendix 1 to the agenda)

Louise Powell stated that the main expense of the project would be covering volunteers travel and subsistence expenses if the Council were prepared to cover other costs within its normal budgets. Some members considered that volunteers should not be able to have their expenses covered but it was explained that choice should not be limited by the ability to pay.

A proposal was put:

The Council accepts and adopts the report and that £5,000 be vired from the Capital Projects Fund to make resources available and that the project comes within the remit of the Good for Leigh Working Party.

Proposed Cllr Richard Herbert; Seconded Cllr Carole Mulroney.

An amendment was moved that the funding be reduced to £2,000

Proposed Cllr Pat Holden; Seconded Cllr Caroline Parker

On learning that the £5,000 was for the year the proposer withdrew the amendment.

The Committee **RESOLVED** to approve the proposal. The Committee further **RESOLVED** that all communication to the Volunteer Co-ordinator from Councillors should come through the Town Clerk.

Louise Powell left the meeting.

9. COMMITTEES

To receive Minutes of Committees

- a) Planning, Highways & Licensing Committee - To receive minutes of 14th and 26th May, 9th and 23rd June and 14th July 2015
- b) Community Facilities Committee – To receive minutes of 2nd June 2015
- c) Environment & Leisure Committee – To receive minutes of 16th June 2015
- d) Policy & Resources Committee - To receive minutes of 30th June 2015

9. FINANCIAL REPORT

To receive report 2530/I&E – (Appendix 3)

10. COUNCIL BUDGET REPORT – Report 2538 – 13th July 2015 (Appendix 4)

11. CLERK'S ATTENDANCE AT SLCC NATIONAL CONFERENCE 15th – 17th OCTOBER 2015 – (Appendix 5)

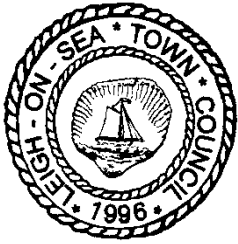
The Council is **requested** to approve the attendance of the Town Clerk to the National Conference at a cost of £395 plus travel to be taken from the Staff Training Budget.



Paul Beckerson
Town Clerk
16th July 2015

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

DATE OF NEXT MEETING: Tuesday 15th September 2015



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Report 2540/PB

TOWN CLERK'S REPORT JUNE/JULY 2015

Highlights from the Town Clerk's Desk!

STRAND WHARF

The tender process is nearing completion and with the return deadline for delivery imminent. A draft lease has been sent from our solicitors for comment, with a copy forwarded to SBC.

MAGAZINE

The delivery of the 7,000 has been completed this was not sufficient to deliver everywhere within Leigh and the company is being approached to ascertain where the gaps are with the intention of possibly delivering further copies from the 3,000 that we hold in stock.

ANNUAL REPORT

The Annual Report has been published in the 14th July 2015 edition of the Leigh Times.

STAFFING

The staff team is now complete with the addition of Francesca Smith (Community Centre Administrator) and Jackson Rainey (20 hour Caretaker).

ESSEX LARGER LOCAL COUNCIL'S FORUM 23rd June 2015

Cllr Donald Fraser and I attended the meeting at Loughton on the Council's behalf. Fears were expressed by some regarding the future of PCSO's with all recruiting halted and a review later in the year.

Canvey Island Town Council gave a presentation on their Community Warden Scheme, these staff members patrol on foot, engaging with community groups and schools regarding dog fouling, anti-social behaviour. They provide regular reports to Council including Council property defect reports. There is a lake watch event twice a year involving visitor volunteers.

ELAS – EMPLOYMENT & HEALTH & SAFETY ADVISORY SERVICE

Outlined what service they could provide to the Council. They could produce all risk assessments and visit the Council's premises twice a year to assess risks. H&S is monitored by a computer programme that requires tasks to be done and recorded otherwise it alerts the Council that it has not been completed. They would provide training as required and update and maintain all employment policies within the monthly charge. At a cost of £250 per month.

COUNCILLOR & STAFF PHOTO BOARD

The A0 board has been produced and is now in place in the LCC Foyer Area.

REVISED BUDGET REPORTS

The reporting sheets have all been completely remodelled to remove all net accounting practices which had the effect of confusing people when presented with negative figures. In future the main

Council budget sheet will be presented to both Council and Policy and Resources to give the most up to date position.

PARKING SPACES AT FRONT OF LCC

These have been remarked as resolved by Council in 2014. One disabled bay and two short stay which can also be used by disabled vehicles if required.

SOCIETY OF LOCAL COUNCIL CLERKS – LEADERSHIP IN ACTION – STRATFORD UPON AVON

‘Taking over a Heritage Asset’ Historic England

Explanation of the changes that occurred in April 2015, this saw English Heritage split into a charity responsible for managing the National Heritage Collection – **English Heritage Trust** and **Historic England** the government’s advisor on all aspects of the historic environment.

Historic England, advises on listing will assist in Community Heritage Asset Transfer, the retention of buildings by the use of constructive conservation. They will give advice on the heritage aspects of Neighbourhood Planning, additionally funding is available to repair War Memorials.

‘Social Media don’t fall into the trap’ Came and Co. Local Council Insurance.

A presentation regarding having policies in place relating to the use of Social Media and how this affects libel and slander insurance and the greater potential for claims.

‘The Morning After The Night Before – Lessons identified following a potentially serious incident’ Salisbury City Council

This related to a firework incident where members of the public were burnt etc. The main lessons being that don’t become complacent with risk because the last five events went ok. Always review and check that plans are implemented as they are meant to be and reassess risk.

‘How to lead a team’ VBA Partners

The main thrust was how your demeanour influences how people behave and carry out their tasks. The theory of availability bias using Padesky’s Model of behaviour, regarding triggers and influences and conscious communication, should it be withheld or spray and pray!

‘Strengthening parish and town council accountability’ – Extending the remit of the Local Government Ombudsman to larger parish and town councils DCLG

A consultation is taking place regarding the extension of the remit to larger town and parish councils, under the current proposals this will only affect 7 councils (greater than 35,000 population and/or £1m precept).

Falmouth: Spirit of the Sea – Effective partnership working models to deliver community services to the town centre and beyond

Has a population of 22,000 with a precept of £1.35m – 25 staff has increased from 8 in 3 years. They gave an outline of the services they provide and the partnerships formed to deliver them. A BIDS district was created with a vote of 86% for the second 5 year term. There are 800 email contacts, a full time Town Centre Manager and two part timers. A Park and Ride scheme with a shuttle bus delivered by a private provider the Council underwrite a % of any loss. Cornwall have transferred assets to the Council the latest being the former Post Office. They have a corporate brand that is on all signage and vehicles.

Fit for the future? Exploring the dilemmas facing local government over the next 5 years – Professor John Raine, INLOGOV

The key messages are to be:

- Balance economic considerations with those of process and outcomes
- Balance sound administrative competence with the spirit of innovation and creativity; and a concern with decisiveness and accomplishment with a concern for team commitment and openness.

Future Challenges of Local Government & Leadership – Barry Quirk, Chief Executive, Lewisham Council

Barry was the author of the Quirk Report published by the then Labour Government which discussed the potential transfer of public assets to community groups and the savings this could produce. He outlined his experience in his latest post and how he saw the challenges involved.

Paul Beckerson 15th July 2015

VOLUNTEERING FOR THE COUNCIL

Motion Proposer Cllr Carole Mulroney, Seconder, Cllr Helen Robertson

That the Town Council reaffirms its decision of 7 January 2014 to inaugurate a programme of volunteering for within the Centre and the wider town as outlined in the report.

That a budget of £7,500 be allocated to this programme to be taken from reserves and controlled under the Community Engagement budget head.

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That the help and advice of Mrs Louise Powell be formally acknowledged
Background

From the time the Council took over the Community Centre there was always the view that the work in the Centre and of the Council could be enhanced by the use of volunteers. This would also be a major step in the Council's Community Engagement programme.

This was progressed until about 18 months ago when with the help of a very experienced volunteer co-ordinator a report was made to the then F & GP Committee with a view to setting up a volunteering system and several tasks were identified which could kick this off.

Members can review the documentation on our website under Meetings2013/14 - Finance and General Purposes Minutes and agenda for 7 January 2014.

Unfortunately for various reasons the project did not proceed.

In the intervening period there has been a huge increase in the usage of the Community Centre and other areas of the Council's work have also increased to the extent where volunteers are looking to be essential to ensure that our events and other functions are supported and enhanced to a greater degree.

The situation on the original tasks envisaged has changed due to the changing nature of the Council and the employment of dedicated staff encompassing those tasks.

The way forward

Despite the previous setbacks, the volunteer co-ordinator who assisted us in 2013 agreed to a meeting to discuss a possibility of resurrecting the idea and moving forward.

From this meeting it was clear - as it was previously - that the requirement for volunteers must be Council led - we must decide why we want volunteers and how we would deploy them.

Several very positive ideas have come forward including -

- use of volunteers at events (stewarding, marshalling etc)
- delivery of letters and notices
- erection of road closure notices
- use of volunteers to deliver LTC News
- manning the buggy park when this is initiated
- updating notice boards in and outside the centre
- assistance at weddings and other inside events (meeters and greeters)
- Neighbourhood Plan distributing and collating questionnaires.
- Co-ordination of the Heritage Assets programme
- Co-ordination of attendance of councillors at external events
- Litter picks of Church Hill and beach (this may be a job for the community payback team)
- Friends newsletter
- Social media output (working from home)
- Friends fund raising events

Evening receptionist
Co-ordinating heritage assets programme

This is a major exercise in community engagement and can have benefits for all concerned.

The Roles

It was clear from the discussions that there needed to be a separate paid volunteer co-ordinator, this work would be too onerous for staff to supervise and co-ordinate. Connections to SAVS and the Community Centre Friends would act as very useful links. There is a certain amount of work which has to be undertaken in advance of starting the programme, namely

Agreeing a Volunteer Policy and management agreement
Agreeing a budget
Agreeing a role description and hourly rate
Staff handbook updates
Recruiting a volunteer co-ordinator - this would be at an hourly rate and demand led
Agreeing tasks

An organised volunteer programme will need a coordinator to:

Work with Council to design/write a volunteer policy which covers such things as equal opportunities, confidentiality, data protection, volunteer recruitment (i.e. policy on ex-offenders, need for criminal record checks), insurance, induction, expenses and training for example.

Liaise with staff/council as to specific needs for volunteers.

Create role descriptions and risk-assess these if necessary.

Design an application form.

Write a volunteer agreement.

Advertise for volunteers for specific roles (using SAVS, do-it.org, local press, posters etc.)

“Interview”, reference and DBS check (if so desired by council) potential candidates.

Carry out inductions/training.

Schedule/roster volunteers for specific roles.

Design and maintain a volunteer/role database,

Administer expense claims and payments

Deal with volunteer/staff issues/complaints should they arise.

Value volunteers by holding regular support/supervision meetings and organise “thank you” events for volunteers.

Attend events to promote volunteering and attract potential volunteers.

Keep up to date with legislation and attend forums such as those held at SAVS for volunteer involving organisations.

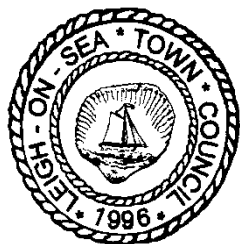
And, of course, any other administration surrounding such a programme.

Payments

Previously the scheme had foundered based on a view held by some that volunteers should not be paid out of pocket expenses such as reasonable travel and subsistence. This was a very blinkered view and unrealistic. No one who volunteers should be out of pocket for doing so - it is their time that they give freely. Unlike councillors who have to be elected.

Budgeting is difficult as it is not known at this stage what the take up will be, however, it is considered that a figure of £7,500 (pro rata'd for the remainder of this year) would be a realistic sum per annum to cover the pay for the volunteer co-ordinator and out of pocket expenses of the volunteers.

It cannot be underestimated the valuable work that volunteers could do in the Centre and town and how their involvement would enhance the Town Council's ability to service the needs of the residents.



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Income and Expenditure 29th April 2015 – 24 June 2015 Report 2530/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101325	£46.20	Mayfield Cleaning Ltd	Bus shelter cleaning April
101326	£32.23	DOTS	Photocopying costs
101327	£125.39	Essex Supplies(UK) Ltd	Cleaning materials CC
101328		Cancelled	
101329	£52.38	Acumen Wages Service	Payroll costs April
101330	£89.94	Graham Davison	Reimbursement of travel expenses & purchase of a pump dispenser for cleaning materials
101331	£149.10	Viking Direct	Stationery
101332		Cancelled	
101333	£272.00	EALC	16 New Councillor files
101334	£180.00	Michael Dempsey IT Contracts Ltd	Rectification of computer fault
101335	£304.30	Cory Environmental	Garden waste sacks
101336	£78.00	Leigh Times Series Ltd	Co-opted councillor advertisement
101337	£250.00	ATS Services & Supplies	Strip down flue & repair main boiler CC
101338	£42.00	Acumen Wages Service	Payroll - End of year online filing costs
101339	£84.60	Fulton Paper	A4 copier paper
101340		Cancelled	
101341	£32.23	Viking Direct	Stationery
101342	£270.00	Michael Dempsey IT Contracts Ltd	Resolve issues with PCI compliance & forwarding emails to Councillors
101343	£240.46	Recognition Express Essex	Name badges new Councillors & Paddling Pool sign
101344	£40.00	Essex Association of Local Councils	Good Councillor Guide x 20

101345	£250.00	Thames Estuary Partnership Ltd	Annual membership to March 2016
101346	£57.05	Viking Direct	Stationery
101347		Cancelled	
101348	£13.82	Recognition Express Essex	Name badges
101349	£47.22	Acumen Wages Service	Payroll processing costs May 15
101350	£46.20	Mayfield Cleaning Ltd	Bus shelter cleaning May
101351	£47.20	Wyvern Community Transport	Hire of minibus for outing to Wat Tyler Country Park
101352	£42.60	Allen Bros Electrical (Factors) Ltd	Light bulbs for CC
101353	£136.65	DOTS	Photocopying costs
101354	£200.00	A Stoat Ltd	First Aid course for caretaking staff
101355	£111.20	Essex Supplies (UK) Ltd	Cleaning materials CC
101356	£750.00	ITEC Learning Technologies Ltd	Training costs for Business Admin Apprentice
101357	£510.00	SLCC Enterprises Ltd	Town Clerk Conference costs
101358	£90.00	Leigh Times Series Ltd	Advert re LTC magazine
101359	£96.00	Mushroom Theatre Company	Tickets for Community Transport outing
101360	£4,281.00	Icicle Graphic Design	Printing, design etc for LTC magazine
101361	£114.00	Edge IT Systems Ltd	Cost for additional user on Finance & Facilities systems
101362	£100.00	Petty Cash	Petty cash
101363	£138.25	Essex Supplies (UK) Ltd	Cleaning materials CC
101364	£495.00	Vision ICT Ltd	50% initial payment for design & development of CC website
101365	£80.00	Paul Beckerson	Refund of cost of Alpha Training SIA Upskill course
101366	£1,002.00	Abbeystar Print Solutions	CC promotional folders (2000) – design and production costs
101367	£16.83	Recognition Express Essex	Name badges
101368	£14.15	Abbie Cotterell	Mileage Expenses re notice boards
101369	£46.20	Mayfield Cleaning Ltd	Bus Shelter cleaning June
101370	£49.99	Essex Association of Local Councils	Local Councils Explained publication
Bk Trs	£111.50	Elsie's Place CIC	50% Room hire introduction fee
Bk Trs	£750.00	MDAS	ASA Agreement
Bk Trs	£400.00	LOSALGA	ASA Agreement
Bk Trs	£125.00	MARSHALL CLOSE	ASA Agreement

Bk Trs	£818.53	Baines Surveying Services	Contractor Admin services Strand Wharf
Bk Trs	£893.64	Baines Surveying Services	Quantity Surveying services Strand Wharf
Bk Trs	£20,000.00	Payroll	Payroll May
BK Trs	£17,500.00	Payroll	Payroll June
		Expenditure – Imprest Items	
	£1,128.00	Newsquest Media Ltd	Recruitment advertisements Janitor & Community Centre Administrator
	£60.09	247 Blinds	Blackout Blind for Lower Hall
	£792.29	Pass Ltd	Portable Appliance Testing (PAT) of electrical equipment
	£199.00	UK Border Agency	Intern sponsorship
	£185.00	Ikea	Oak table for weddings
	£94.00	Staples	Brother toner cartridge
	£8.50	Factory Shop	Glasses for magazine launch
	£52.90	Aldi	Drinks for magazine launch
	£26.00	Survey Monkey	Residents survey costs
		Expenditure – Direct Debits	
	£54.90	GO CARDLESS LTD (Verde Coffee)	Coffee machine rental (Cost recovered by LTC)
	£182.24	Cory Environmental	Bin collection CC
	£250.85	Cory Environmental	Skate Park bin collection
	£1325.49	SSE	Gas Community Centre
	£792.00	Southend Borough Council	Business rates CC
	£94.80	GO CARDLESS LTD (Verde Coffee)	Coffee machine rental (Cost recovered by LTC)
	£63.62	Global Payments	Card processing charges
	£72.13	The Calls Warehouse	Telephone call charges CC
	£822.95	BES Electricity	Electricity CC
	£139.73	Cory Environmental	Bin collection CC
	£59.80	Essex & Suffolk Water	Water rates Manchester Drive allotments
	£ 498.56	Essex & Suffolk Water	Water rates for Leigh site allotments

	£163.80	British Telecom	Internet charges CC
	£792.00	Southend Borough Council	Business rates CC
	£252.53	GO CARDLESS LTD (Verde Coffee)	Coffee machine rental (Cost recovered by LTC)
	£63.33	Global Payments	Card processing charges
	£378.53	BNP Paribas	Photocopier lease costs
	£850.46	BES Commercial Electricity	Electricity CC
	£67.88	Calls Warehouse	Telephone call charges CC

Income

Policy & Resources Committee	£749.84
Community Facilities Committee	£16,000.52
Environment & Leisure Committee	£1,556.00
Planning, Highways & Licensing Committee	
Total	£18,306.36

Leigh Town Council Main Budget Report					2015/16				
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
Balances B/F		£ 303,691.84							
Policy & Resources					Policy & Resources				
Precept	£ 361,694.00	£ 180,847.00	£ 180,847.00	50.00%	P & R Expenditure	£ 85,621.00	£ 8,432.62	£ 77,188.38	9.85%
Local Council Tax Support Grant	£ 19,750.00	£ 9,875.00	£ 9,875.00	50.00%	Office & Admin	£ 57,000.00	£ 21,539.63	£ 35,460.37	37.79%
Interest	£ 500.00	£ 279.76	£ 220.24	55.95%	Staffing	£ 86,490.06	£ 17,130.08	£ 69,359.98	19.81%
Other Income		£ 826.84	-£ 826.84						
	£ 381,944.00	£ 191,828.60	£ 190,115.40	50.22%		£ 229,111.06	£ 47,102.33	£ 182,008.73	20.56%
Community Facilities					Community Facilities				
LCC Hire Income	£ 94,000.00	£ 30,063.57	£ 63,936.43	31.98%	LCC Expenditure	£ 69,656.49	£ 16,805.29	£ 52,851.20	24.13%
LTC Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing	£ 128,308.00	£ 22,439.60	£ 105,868.40	17.49%
Other Income	£ 2,000.00	£ 749.85	£ 1,250.15	37.49%	Highways Expenditure	£ 8,050.00	£ 115.50	£ 7,934.50	1.43%
LCC Fund-Raising		£ 534.12	-£ 534.12		Highways Staffing	£ 410.00	£ -	£ 410.00	0.00%
					Skate Park Expenditure	£ 4,400.00	£ 545.50	£ 3,854.50	12.40%
	£ 121,000.00	£ 43,847.54	£ 77,152.46	36.24%	Skate Park Staffing	£ 2,772.00	£ 814.47	£ 1,957.53	29.38%
						£ 213,596.49	£ 40,720.36	£ 172,876.13	19.06%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 12,875.00	£ 567.00	£ 12,308.00	4.40%	Allotments Expenditure	£ 13,286.00	£ 3,294.86	£ 9,991.14	24.80%
Community Transport Fees	£ 3,800.00	£ 511.00	£ 3,289.00	13.45%	Allotments Staffing	£ 5,503.00	£ 801.37	£ 4,701.63	14.56%
Farmers' Market Fees	£ 2,040.00	£ 491.00	£ 1,549.00	24.07%	Community Transport Expenditure	£ 4,060.00	£ 325.72	£ 3,734.28	8.02%
Leigh Lights Income	£ 3,050.00	£ 30.00	£ 3,020.00	0.98%	Community Transport Staffing	£ 4,203.00	£ 578.31	£ 3,624.69	13.76%
Other Events Income		£ 425.00	-£ 425.00		Farmers' Market Expenditure	£ 1,650.00	£ 7.44	£ 1,642.56	0.45%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 29,060.00	£ -	£ 29,060.00	0.00%
	£ 21,765.00	£ 2,024.00	£ 19,741.00	9.30%	Strand Wharf Expenditure	£ 2,150.00	£ -	£ 2,150.00	0.00%
					Events & Other Expenditure	£ 20,750.00	£ 2,461.79	£ 18,288.21	11.86%
					E&L Staffing	£ 8,719.78	£ 2,459.33	£ 6,260.45	28.20%
						£ 89,381.78	£ 9,928.82	£ 79,452.96	11.11%
Planning, Highways & Licensing					Planning Highways & Licensing				
					Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 7,031.00	£ 2,357.10	£ 4,673.90	33.52%
	£ -	£ -	£ -			£ 7,531.00	£ 2,357.10	£ 5,173.90	31.30%
Total Income	£ 524,709.00	£ 237,700.14	£ 287,008.86	45.30%	Total Expenditure	£ 539,620.33	£ 100,108.61	£ 439,511.72	18.55%
Capital Reserves 31/03/15	£ 157,197.07				Balances Remaining C/F		£ 442,876.47		
Earmarked Reserves 31/03/15	£ 45,377.21				Est. General Reserves @ 31st March 2016		£ 87,799.33		
VAT REFUND DUE		£ 1,593.10							

Thursday 15th October

09.30 - 12.45	Delegate Registration			
	Meeting of First Time Delegates A session dedicated to delegates attending their first National Conference. This informal welcome and briefing from officers and NEC members helps you settle in to enjoy your first conference - Conference 11	Reforming Local Government in Wales A Round table discussion with Mark Galbraith - Conference 14		
11.00 - 11.45				
12.00 - 13.00	Lunch & Networking with the Exhibitors in the London Suite			
13.00 - 13.10	Conference Opening with SLCC President Linda Roberts and Chairman Katherine Owen - Paris Suite			
13.10 - 14.10	Keynote address: Upside Down Management John Timpson CBE (TBC) - Paris Suite			One to one advice surgeries: Conference 13, 14 & 15
14.20 -15.20	How to Survive a Neighbourhood Plan Project Neil Homer, RCOH Paris Suite	Managing Risk - Are your play areas fit for purpose? Andy Cotter & Vicky Jacomb Came & Company Local Council Insurance & Keith Dalton The Play Inspection Company Conference 11	Local Democracy & the Enterprise Agenda. Ivan Annibal, Rural Services Network - Conference 12	One to one advice surgeries: Conference 13, 14 & 15
15.20 - 15.50	Networking with the Exhibitors in the London Suite			
15.50 - 17.00	The Value of England's Heritage - How to work with it for the benefit of the Community. Anthony Streeten & Shane Gould, Historic England - Paris Suite	There are two sides to every story. Lis Moore, Head of Advisory Services, SLCC & Rachel Lamsley, Ellis Whittam Conference 11	Practitioner Case Study - Conference 12	One to one advice surgeries: Conference 13, 14 & 15
18.45 - 19.30	VIP Drinks Reception in the Hanson Suite			
18.45 - 19.30	The Sponsors Pre Dinner Reception in the Rotunda			
19.30	Black Tie Dinner in the Paris Suite			

Friday 16th October

08.45 - 09.15	Delegate Registration			
09.15 - 10.30	Keynote Address: Lord Lamont Paris Suite			
10.30 - 11.00	Networking with the Exhibitors in the London Suite			
11.00 - 12.00	Data Protection & The Dangers of Non -Compliance Patricia Marks Paris Suite	Devolution of Services James Kingston & John Connell Conference 11	Transforming Seattle Monica Simmons IIMC President & City Clerk to Seattle - Conference 12	
12.10 - 12.55	The Local Council Sector & Your Society Howard Midworth CEO - Paris Suite			One to one advice surgeries: Conference 13 14 & 15 to include Local Council Award Scheme & Training Surgery
12.55 - 13.55	Networking & Lunch with the Exhibitors in the London Suite			
13.55 - 14.55	Managing Behaviour through Good Governance Sarah Mason & Lis Moore - Paris Suite	Transparency and Audit... Are you clear? Steve Parkinson SLCC Development Manager Conference 11	Data Protection & The Dangers of Non -Compliance Patricia Marks Conference 12	One to one advice surgeries: Conference 13, 14 & 15 - to include Local Council Award Scheme Surgery
15.00 - 15.30	Local Council Sector & Partnership Working Dr Jonathan Owen Chief Executive, NALC - Paris Suite			
15.30 - 16.00	Networking with the Exhibitors in the London Suite			
16.00 - 17.00	Annual General Meeting Paris Suite			
19.15 - 19.45	The Sponsors Pre Dinner Reception in the Rotunda			
19.45	Dinner: WWII 70th Anniversary Paris Suite			

Saturday 17th October

09.15 - 10.15	Digital Communications & Social Media for Local Councils Kate Doodson, Cosmic Paris Suite			One to one advice surgeries: Conference 13, 14 & 15
10.20 - 11.20	Legal Update 2015: All the News - Debbie Ashton & Nicholas Hancox B P - Paris Suite	Engagement, Marriage and....Divorce: Local Councils and their Communities- James Derounian, University of Gloucestershire - Conference 11	Transparency and Audit... Are you clear? Steve Parkinson SLCC Development Manager - Conference 12	
11.20 - 11.50	Networking with the Exhibitors in the London Suite			
11.50 - 12.50	The Art of Facilitative Communication – Breaking Down Barriers. Paul Ogden, Red Rag to a Bull Ltd Paris Suite			
12.50	Close of Conference with the Society President - Paris Suite			
13.00	Lunch in the Rotunda & Departure			

National Conference Tariff 2015				
	Early Bird (up to 11 Sept 15)		Post Early Bird (after 11th Sept 15)	
	Members	Non Members	Members	Non Members
Full Delegate	£395	£495	£440	£540