



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

17th September 2015

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 22nd September 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 2552/PB (Appendix 1)
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 21st JULY 2015
5. PUBLIC QUESTIONS
6. QUESTIONS FROM COUNCILLORS
7. TO FILL VACANT POSITIONS CAUSED BY RESIGNATION

Public Transport Representative
EALC Larger Local Councils Forum
EALC Representative at AGM
St John First Aid Post Liaison

8. CO-OPTION OF MEMBERS TO THE COMMUNITY TRANSPORT TASK & FINISH GROUP

The T&FG have recommended that Margaret Cotgrove and Paul Lawrence are co-opted onto the group.

9. TO CONSIDER ADOPTION OF VOLUNTEER POLICY DOCUMENT Report 2553/LP (Appendix 2)

At the P&RC meeting on 15th September 2015 a draft document was presented for initial discussion. The Committee referred it to the Volunteer Programme T&FG who have considered it and it is now presented to Council for **adoption**. The T&FG is made of Cllrs Valerie Morgan, Carole Mulroney, Helen Robertson and Jane Ward, Council is **requested** to confirm this.

It is **proposed** that all communication from Councillors regarding the programme should be to members of the group who will then feed into the Volunteer co-Ordinator for action and not the Town Clerk as stated in the motion in Council on 21st July 2015.

10. COMMITTEES

To receive Minutes of Committees

- a) Planning, Highways & Licensing Committee - To receive minutes of 28th July, 11th and 25th August and 8th September 2015

- b) Community Facilities Committee – To receive minutes of 29th July 2015
- c) Environment & Leisure Committee – To receive minutes of 22nd July 2015
- d) Policy & Resources Committee - To receive minutes of 15th September 2015

11. FINANCIAL REPORT

To receive report 2550/I&E – (Appendix 3)

12. COUNCIL MAIN BUDGET REPORT – Report 2551 – 17th September 2015 (Appendix 4)

13. TRANSFER OF PART PRECEPT INSTALLMENT TO CCLA

Council is **requested** to approve the transfer of £70,000 to the CCLA Fund.

14. EXTERNAL AUDITOR'S CERTIFICATE 2014/15 (Appendix 5)

There were no matters of concern.



Paul Beckerson
Town Clerk
17th September 2015

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

DATE OF NEXT MEETING: Tuesday 17th November 2015



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

Report 2552/PB

TOWN CLERK'S REPORT AUGUST/SEPTEMBER 2015

Highlights from the Town Clerk's Desk!

STRAND WHARF

The tender has been split with initially just the paving elements included, 6 paving firms have been contacted and expressed an interest in tendering. A new deadline date of the 14th September was set with works taking place in January/February 2016. There have been 4 tenders received. The two lowest tenderers have been sent the remainder of the works (Furniture and Electrics) to price with a 7 day turnaround, if prices are received in time they will be considered at this meeting failing that an Extraordinary Meeting will be called to appoint the contractor.

STAFFING

Richard Flint has resigned as the Ad Hoc Caretaker; the position will be advertised in due course.

LCC ADVERTISING SCREEN PLANNING PERMISSION

The application has been validated and is out for consultation.

GYPSY BRIDGE SHELTER

SBC Contractors have commenced work on the Shelter, the Facilities Manager is liaising regarding the painting, we are seeking prices from suitable contractors.

TRAINING

A training session took place on Friday 4th September on how to use the Booking System mainly for new staff but also to resolve some ongoing issues. The session was very good and value for money. A thankyou is owed to Cllr Helen Robertson who covered reception during the day.

BUDGET CYCLE

Work has commenced on preparing the budgets for all the Committees, with a Training Session on 29th September. The committees will consider their budgets at the following meetings:

Community Facilities – 6th October 2015
Environment & Leisure – 20th October 2015
Planning, Highways & Licensing – 27th October 2015
Policy & Resources – 3rd November 2015

If all agreed at P&R on 3rd November it will go to Council on 17th November if not 19th January 2016.

STATIONERY BUDGET QUESTION FROM P&RC 15th September 2015

Members raised concern that the budget was 63.20% spent over the first 5 months. The reason is occasioned by several one off items which will not be repeated in the second half of the year. The following are a resume of the items:

Replacement Toner and Drum unit for the Brother DR 3300 Printer £201.00

Binders and Dividers for New Council	£56.00
Archive Boxes	£46.00
Laminating Pouches (additional for posters etc)	£47.00
Total	<u>£350.00 of the £857.72 expenditure</u>

QUESTION AT COUNCIL 21st July 2015

A question was asked relating to the publication date (July) of the Annual Report in the Leigh Times. The main reason was completion of the accounts was not until June 2015.

Paul Beckerson 16th September 2015

LEIGH-ON-SEA TOWN COUNCIL

VOLUNTEER POLICY – SEPTEMBER 2015

This policy will be reviewed on an annual basis.

Leigh-on-Sea Town Councils Mission Statement is “to promote, represent and provide for the community of Leigh-on-Sea” and its main strategic aim is “to promote the well being and quality of life” of that community.

To that end, Leigh-on-Sea Town Council believes that a volunteering programme serves to

- Increase its contact with the local community it serves
- Help ensure its facilities and services reflect the needs of the community and
- Increase the skills, experience, perspectives and diversity of those involved with the Council.

Leigh-on-Sea Town Council expects this programme to benefit volunteers, the wider community and the Council alike, and provide increased opportunities for interested residents to make a valuable contribution to their community in a practical way.

All Council employees will be expected to work positively with any volunteers and, where appropriate, will actively seek to involve them in their work.

The Council aims to provide volunteers with satisfying roles and the opportunity for personal development. The Council will seek to help volunteers meet these needs, as well as providing training where necessary in order for volunteers to carry out their role effectively.

The Town Council will not introduce volunteers to replace paid staff.

Guidelines

The following guidelines deal with practical aspects of volunteering with the Town Council. The Council is working towards the provision of a volunteer handbook but in the meantime copies of relevant staff policies are available.

Recruitment

All prospective volunteers will be invited to an informal discussion to fill out a registration form and for the volunteer coordinator to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Two references will be sought for each volunteer, we appreciate that checks of any kind can appear a very intrusive process but feel they are necessary for a number of reasons:

- It takes account of the Town Council's responsibility to the public and the community
- It gives the volunteer a degree of credibility
- It reassures colleagues

If the volunteer is to work in a regulated activity (as determined by the Disclosure and Barring Service) with or on behalf of the Council, the Council will carry out DBS checks.

Information about previous criminal convictions will be requested but this is purely designed to assist the selection process and will only be taken into account when the conviction is considered relevant to the role of volunteer.

Volunteers will need to be over 16 years of age to volunteer independently with Leigh-on-Sea Town Council and under-18s will be asked for parental consent. Younger people may get involved in some aspects of volunteering with the Council if they are accompanied by a responsible adult, or if they are part of a wider organisation that is volunteering with the Council. The Council does not have an upper age limit for volunteers but there may be situations that require the volunteer coordinator to ask someone to stop volunteering – for example when health issues are considered a risk to the person concerned or others around them.

Equal Opportunities

The Town Council operates an Equality and Diversity Policy in respect of both paid staff and volunteers, a copy is available to volunteers. The Council will do everything in its power to ensure that everyone is treated fairly and with respect at all times and expects volunteers to do the same.

Induction and training

All volunteers will receive an induction into the Town Council and into specific volunteer roles where applicable.

Training will be provided if necessary.

Expenses

The Council will reimburse reasonable out of-pocket expenses, such as travel costs and, if volunteering for more than four hours in one session the cost of a sandwich lunch or equivalent up to £3 will be reimbursed. Payment of reasonable expenses will be authorised by the volunteer coordinator in advance and receipts or tickets will be required.

Health and Safety

The Town Council has a legal obligation to ensure it complies with health and safety legislation and has a duty of care to avoid exposing volunteers to risks to their health and safety.

Practical issues will be discussed as part of a volunteer's induction and a copy of the Town Council's Health and Safety Policy is available on request.

Insurance

All volunteers are covered by the Town Council's insurance policy whilst they are on Town Council property or engaged in any volunteering on behalf of the council.

Confidentiality

The Council and the Volunteer Programme take great care to protect the volunteer's information as part of our data protection responsibilities. As a volunteer we expect you to protect any personal and/or confidential information to which you may have access.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning the Town Council facilities and services to the volunteer coordinator.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. If a volunteer has a problem with a task, a member of staff or another volunteer they should first discuss it with the volunteer coordinator, as should a member of staff or councillor if they have a problem with a volunteer. If the issue is not resolved, or the complaint is with the volunteer coordinator, then it can be taken to the Town Clerk.

And finally

The volunteer programme is designed to benefit Leigh-on-Sea, its residents and Council. Whilst we also hope that your experience volunteering is beneficial to you, the volunteer, we do understand that volunteers are not employees but are giving their time, unpaid to help others and we appreciate it.

Leigh-on-Sea Town Council Volunteer Agreement

This agreement is intended to confirm Leigh-on-Sea Town Council's commitment to making a volunteers experience productive and rewarding.

The Town Council agrees to accept the services of

..... (Volunteer)

The Town Council commits to the following:

- To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position
- To ensure diligent supervision to the volunteer and to provide feedback on their performance
- To treat the volunteer with respect and without discrimination
- To provide access to all policies and procedures relating to their role and duties with the Town Council when requested

I agree to serve as a volunteer and commit to the following:

- To perform my duties to the best of my ability
- To adhere to the Council's policies and procedures

Signed.....

Signed

Date.....

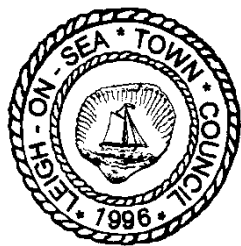
Date

Leigh-on-Sea Town Council

Volunteer

This agreement can be cancelled at any time at the discretion of either of the parties, but will expire automatically on the resignation, whether voluntarily or involuntarily of the volunteer.

This document is not intended to form a contract; Leigh-on-Sea Town Council has no intention of creating a contract with any volunteers.



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

Income and Expenditure 25th June 2015 – 9th Sept 2015 Report 2550/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101371	£54.86	Essex Supplies (UK) Ltd	Toilet roll CC
101372	£2702.34	Southend Borough Council	Annual Commercial Insurance Premium re Comm Centre
101373	£372.40	Essex Association Of Local Councils	Code of Conduct councillors course
101374	£85.54	PMS International Group plc	Buckets & lines for Maritime Festival
101375	£49.80	Acumen Wages Service	June payroll processing
101376	£104.10	DOTS	Photocopying costs
101377	£30.00	Mr T Jordan	MDAS Allotment refund
101378	£30.00	Mrs L Webb	MDAS Allotment refund
101379	£30.00	Mrs A Whiteford	MDAS Allotment refund
101380	£1080.00	Vine HR Ltd	Staff Handbook review
101381	£90.00	Leigh Times Series Ltd	Heritage Assets advert
101382	£174.00	Evac & Chair International Ltd	Annual contract
101383	£89.37	Paul Beckerson	Travel expenses Stratford upon Avon, Loughton & Springfield
101384	£130.00	Vivien Choppen	Community Transport trip to Tropical Wings
101385	£272.84	Baines Surveying Services Ltd	Strand Wharf Contractor Administrator
101386	£32.00	Mushroom Theatre Company Ltd	Community Transport – show tickets
101387	£30.00	Phoenix Water Coolers Ltd	Cups
101388	£40.00	CF Transport	Transport for Community Transport trip to Tropical Wings
101389	£97.56	Fulton Paper	A4 & A3 paper
101390	£100.00	Petty cash	Petty cash LTC

101391	£286.99	SSE	Skate park electricity
101392	£594.00	Highline Roadmarkings Ltd	To mark out disabled & short stay parking bays at CC
101393	£300.00	Leigh Times Series Ltd	Advertisement re Annual Town Meeting
101394	£372.40	EALC	Code of Conduct Short course 7 July 15
101395	£46.20	Mayfield Cleaning Ltd	Bus shelter cleaning July 15
101396	£41.30	Viking Direct	Stationery
101397	£120.00	Mark Johnson Southend Deckchairs	Deckchair hire Maritime Festival
101398	£49.80	Acumen Wages Service	July payroll processing costs
101399	£110.00	Southend Borough Council	Planning application fees external display screen
101400	£145.51	Viking	Purchase Henry Hoover
101401	£70.76	G Davison	Reimburse for purchase of cable ties
101402	£1189.00	Vicarage Marquees Ltd	Balance due for hire of marquees Maritime Festival
101403	£900.00	Richard Longstaff Associates	Architectural fees Strand Wharf
101404	£72.00	Dickies Store	Caretakers uniform
101405	£25.00	LOSALGA	Redding tenancy deposit withheld
101406	£80.00	MDAS	Murray, Bishop tenancy deposits withheld
101407	£27.00	Abbeystar	Printing of Councillors photo board
101408	£30.00	Essex Playing Fields Association	2015 Annual subscription
101409	£360.00	Footrope Knots	Rope making display at Maritime Festival
101410	£95.00	Paul Kelly	Party with Sid – entertainment at Maritime Festival
101411	£155.16	DOTS	Photocopying costs
101412	£227.20	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
101413	£75.00	Lady McAdden Breast Screening Trust	Refund of room hire received twice in error
101414	£430.00	St John Ambulance	First Aid cover April-May 15 and Maritime Festival
101415	£500.00	Leigh Folk Festival	Donation from LTC
101416	£680.40	VIP Security Services	Security staff Maritime Festival
101417	£25.00	Southend West Activity Centre	Donation re Maritime Festival
101418	£20.00	J Hodis	Donation re Maritime Festival
101419	£30.00	Yardarm Folk Orchestra	Donation re Maritime Festival

101420	£50.00	Leigh Sailing Club	Donation re Maritime Festival
101421	£20.00	Leigh Heritage Centre Ltd	Donation re Maritime Festival
101422	£25.00	3 rd Chalkwell Bay Scouts	Donation re Maritime Festival
101423	£25.00	The Hoy at Anchor Folk Club	Donation re Maritime Festival
101424	£120.00	Steve Ellis	Donation re Maritime Festival
101425	£56.00	Miss V de Souza	Refund Comm Trans tickets
101426	£76.80	Dickies Store	Caretakers uniform
101427		Cancelled	
101428	£163.80	Fisherman's Mission	Distribution of collection money at Maritime Festival
101429	£163.80	RNLI	Distribution of collection money at Maritime Festival
101430	£199.70	Steve's Self Drive Hire	Van hire for Maritime Festival
101431	£189.60	Tormax United Kingdom Ltd	Repair to automatic door at CC
101432	£5242.65	WPS Ltd	Commercial Combined Insurance renewal
101433	£213.02	Viking Direct	Stationery
101434	£46.20	Mayfield Cleaning Ltd	Bus shelter cleaning August
101435	£120.00	Paul Kelly	Party with Sid puppet show at LCC
101436	£9.92	Recognition Express Essex	Name badge
101437	£510.00	PFS Group Ltd	Cabling for fire alarm at LCC
101438	£304.30	Cory Environmental	Garden sacks
101439	£85.00	M. Frost & Associates Ltd	Energy Certificate renewal CC
101440	£759.22	WPS Ltd	Commercial Combined Insurance additional premium re adjustment
101441	£100.00	D Walton	Entertainer fee re Viking Workshop at Comm Centre
101442	£100.00	Cash	Petty cash
101443	£180.00	Southend BC	Renewal of premises licence
101444	£86.20	Wyvern Community Transport	Minibus hire for CT trip
101445	£97.50	JR Moore	Entertainer fee re Lion King Dance workshop
101446	£42.54	Viking Direct	Stationery
101447	£157.06	DOTS	Photocopying costs
101448	£53.13	Essex Supplies (UK) Ltd	Cleaning materials CC
101449	£49.80	Acumen Wages Service	Payroll processing costs August
101450	£86.13	Miss R Upton	Skate Park cleaning holiday cover
101451	£369.60	Getmapping Plc	Parish Online annual subscription renewal

101452	£66.23	Graham Davison	Reimburse for paint purchase re decorating room 7
101453	£16.10	Allen Bros Electrical (Factors) Ltd	Light bulbs Comm Centre
Bk Trs	£2184.60	Premier Fire System	Replace fire alarm
Bk Trs	£125.00	Marshall Close	ASA Agreement
Bk Trs	£400.00	LOSALGA	ASA Agreement
Bk Trs	£750.00	MDAS	ASA Agreement
Bk Trs	£420.00	Ms A Burns-Donaldson	Delivery costs LTC newsletter
Bk Trs	£10.00	Wyvern Community Transport	Deposit minibus for CT trip
Bk Trs	£587.50	Paper Mill Lock Cruises Ltd	Tickets & buffet CT trip
Bk Trs	£23.40	X2Connect Ltd	Pay phone battery replacement
Bk Trs	£420.00	Edge IT Systems Ltd	Training day for staff
Bk Trs	£330.00	Edge IT Systems Ltd	Training day for staff
Bk Trs	£17500.00	Payroll	July Payroll
Bk Trs	£18000.00	Payroll	August Payroll
		Expenditure – Imprest Items	
	£26.00	Survey Monkey	Subscription costs residents survey
	£82.00	Shoecare	Allotment keys
	£95.84	B&Q	Fans, concrete & Manhole cover
	£220.00	Security Industry Authority	SIA Licence Paul Beckerson
	£155.82	Heart Internet	Community Centre website domain renewal
	£73.40	AnyLamp	Light bulbs Comm Centre
	£118.80	Newsquest Media	Advertisement re events at LCC and Community Transport
	£37.38	Angal Ltd	Bucket lids & seals Maritime Festival
	£10.94	B&Q	Cable ties
	£14.00	Part Hippo	Sailor Hats Maritime Festival
	£4.92	Mast Fancy Dress	Sailor Hats Maritime Festival
	£2.94	House of Choices	Bandanas Maritime Festival
	£38.94	Argos	Bookcase Comm Centre
	£189.60	247Blinds	Blinds Comm Centre
		Expenditure – Direct Debits	

	£34.26	Essex & Suffolk Water	Water rates Marshall Close
	£459.77	Essex & Suffolk Water	Water rates Comm Centre
	£54.90	GO CARDLESS LTD (Verde Coffee)	Coffee machine rental (cost recovered by LTC)
	£792.00	Southend BC	Business rates LCC
	£168.48	Wessex Leasing Ltd	Hand Drier rental
	£94.80	GO CARDLESS LTD (Verde Coffee)	Coffee machine rental (cost recovered by LTC)
	£63.38	Global Payments	Card processing fees LCC
	£155.99	Heart Internet	Council website domain charge
	£75.56	British Telecom	Line rental CC 477248
	£231.86	British Telecom	Rental & call charges 716288
	£70.16	The Calls Warehouse	Call charges 477248
	£85.11	British Telecom	Rental 716287
	£331.48	BES	Electricity Comm Centre
	£1920.34	SSE	Gas Comm Centre
	£250.85	Cory Commercial	Bin collection skate park
	£139.73	Cory Commercial	Bin collection Comm Centre
	£792.00	Southend BC	Business rates LCC
	£498.22	Anglian Water	Water rates CC
	£94.80	GO CARDLESS LTD (Verde Coffee)	Coffee machine rental (cost recovered by LTC)
	£63.56	Global Payments	Card processing fees LCC
	£65.99	The Calls Warehouse	Call charges 477248
	£1084.50	BES Electricity	Electricity Comm Centre
	£144.28	Cory Environmental	Bin collection CC
	£163.80	British Telecom	Internet chgs CC

Income

Policy & Resources Committee	£13436.26
Community Facilities Committee	£20658.73
Environment & Leisure Committee	£2085.11
Planning, Highways & Licensing Committee	£0.00
Total	£36180.10

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	£ 94,417.00	£ 9,061.23	£ 85,355.77	9.60%
Local Council Tax Support Grant	£ 19,750.00	£ 9,875.00	£ 9,875.00	50.00%	Office & Admin	£ 58,500.00	£ 31,459.04	£ 27,040.96	53.78%
Interest	£ 500.00	£ 279.76	£ 220.24	55.95%	Staffing	£ 77,445.77	£ 32,778.43	£ 44,667.34	42.32%
Other Income		£ 1,343.84	£ -1,343.84						
	£ 381,944.00	£ 192,345.60	£ 189,598.40	50.36%		£ 230,362.77	£ 73,298.70	£ 157,064.07	31.82%
Community Facilities					Community Facilities				
LCC Hire Income	£ 94,000.00	£ 45,310.38	£ 48,689.62	48.20%	LCC Expenditure	£ 69,656.49	£ 28,395.98	£ 41,260.51	40.77%
LTC Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing	£ 127,652.00	£ 42,929.14	£ 84,722.86	33.63%
Other Income	£ 2,000.00	£ 1,191.32	£ 808.68	59.57%	Highways Expenditure	£ 8,050.00	£ 192.50	£ 7,857.50	2.39%
LCC Fund-Raising		£ 732.32	£ -732.32		Highways Staffing	£ -	£ -	£ -	
					Skate Park Expenditure	£ 4,400.00	£ 1,120.97	£ 3,279.03	25.48%
	£ 121,000.00	£ 59,734.02	£ 61,265.98	49.37%	Skate Park Staffing	£ 3,765.00	£ 1,395.88	£ 2,369.12	37.08%
						£ 213,523.49	£ 74,034.47	£ 139,489.02	34.67%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 12,875.00	£ 888.00	£ 11,987.00	6.90%	Allotments Expenditure	£ 13,286.00	£ 3,405.14	£ 9,880.86	25.63%
					Allotments Staffing	£ 4,414.37	£ 1,570.95	£ 2,843.42	35.59%
Community Transport Fees	£ 3,800.00	£ 1,676.50	£ 2,123.50	44.12%	Community Transport Expenditure	£ 4,060.00	£ 1,111.68	£ 2,948.32	27.38%
					Community Transport Staffing	£ 4,156.00	£ 1,320.87	£ 2,835.13	31.78%
Farmers' Market Fees	£ 2,040.00	£ 765.00	£ 1,275.00	37.50%	Farmers' Market Expenditure	£ 1,650.00	£ 446.72	£ 1,203.28	27.07%
Leigh Lights Income	£ 3,050.00	£ 50.00	£ 3,000.00	1.64%	Leigh Lights Expenditure	£ 29,060.00	£ -	£ 29,060.00	0.00%
Other Events Income		£ 787.61	£ -787.61		Strand Wharf Expenditure	£ 2,150.00	£ -	£ 2,150.00	0.00%
Other E&L Income			£ -		Events & Other Expenditure	£ 20,750.00	£ 7,352.64	£ 13,397.36	35.43%
	£ 21,765.00	£ 4,167.11	£ 17,597.89	19.15%	E&L Staffing	£ 12,773.00	£ 4,835.92	£ 7,937.08	37.86%
						£ 92,299.37	£ 20,043.92	£ 72,255.45	21.72%
Planning, Highways & Licensing					Planning Highways & Licensing				
					Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
	£ -	£ -	£ -		Staffing	£ 11,224.00	£ 4,560.54	£ 6,663.46	40.63%
						£ 11,724.00	£ 4,560.54	£ 7,163.46	38.90%
Total Income	£ 524,709.00	£ 256,246.73	£ 268,462.27	48.84%	Total Expenditure	£ 547,909.63	£ 171,937.63	£ 375,972.00	31.38%
Capital Reserves 31/03/15	£ 157,197.07				Balances Remaining C/F		£ 391,005.01		
Earmarked Reserves 31/03/15	£ 45,377.21				Est. General Reserves @ 31st March 2016		£ 80,921.00		
VAT REFUND DUE		£ 3,004.07							

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

LEIGH-ON-SEA TOWN COUNCIL Council/Meeting-

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

~~(Except for the matters reported below)*~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

(continue on a separate sheet if required)

External auditor signature



External auditor name

PKF Littlejohn LLP

Date

12/9/2015

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.