



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

14th January 2016

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 19th January 2016** 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 a Talk at 7.15pm by Brenda Lewis of Thursday Club and prayers at 7.30pm by Rev Julia Monaghan prior to the Council Meeting.

During the Council meeting a live demonstration of a wireless conference system will be hosted by ON-AV Ltd.

AGENDA

1. CHAIRMAN'S OPENING REMARKS / TOWN CLERK'S REPORT 2578/HS (Appendix 1)
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 17TH NOVEMBER 2015
5. PUBLIC QUESTIONS
6. QUESTIONS FROM COUNCILLORS

DECISION ITEMS

7. SMALLER AUTHORITIES AUDIT

The Audit Commission ceased to exist 1st April 2015 and a new company – Smaller Authorities' Audit Appointments Ltd – has been created to take over the appointment of external auditors and the setting of audit fees for smaller authorities from 2017.

Owing to the way the legislation has been drafted, all Councils with an annual turnover of less than £6.5million are automatically part of the scheme unless they decide to opt out and appoint their own external auditors. The deadline for those wishing to take a decision to opt out is 31st March 2016. Procuring external audit is a complex statutory process which is probably beyond the capacity and/or capability of almost every parish council. In addition, it is unlikely that a parish or town council acting alone would get very good terms from an audit provider.

Decisions regarding fee structures have been made with a band rate applying. For the Income & Expenditure band £400,001 - £500,000, the fee will be £1,000 and for £500,001 - £750,000 the fee is £1,300.

This is in line with fees we have paid in the past and therefore it is **RECOMMENDED** to Council that they **do not opt out of the scheme.**

8. STRAND WHARF – Appendix 4

The Extraordinary Council meeting 6th October 2015 included Appendix B which informed Council of Strand Wharf Expenditure. Works commenced 14th December 2015 and the Lease has been exchanged. Appendix 4 is now submitted to provide up to date financial information.

Points to note:

- a) The number of stone logo slabs has been reduced as the original number was not necessary to the design
- b) A permanent TRO will be implemented imminently - this could have a cost implication as in 2007 it was acknowledged by LTC that 'we are happy to pay up to £3,000 for a TRO to extinguish Highway Rights across Strand Wharf, but this is contingent upon receiving an unencumbered lease for Strand Wharf'.
- c) Report 439/TC dated 27.11.2000 reported that there would be a number of conditions incorporated into the lease and there would be budgetary implications as LTC would need to pay for some legal costs. The final Lease Agreement records that it will only be costs incurred from 25 January 2013 in connection with the grant of the Lease and we have been advised of the figure.
- d) Surveyors fees paid are part of the fees figure charged at 4.9%. This has increased on the original figure quoted in October due to the increase in project costs.
- e) When work started a couple of issues came to light that could not have been foreseen until the existing concrete had been removed – these are reflected in the Total Omits and Total Adds figures.

The projected costs for the project were £9,405.03 under budget which in effect provided a contingency amount to cover TRO and legal costs not included in a formal budget. On advice, the decision was made to have resin joints in the paving and as such has used up this amount. In reality this cost was a design change to the project rather than a contingency cost and with hindsight a sufficient request should have been made at that time to Council to cover additional extras.

The true position as known is reported to Council. With the change of personnel and Council spanning the 20 years the project has taken to come to fruition unfortunately it has been recognised that some key costs of the project were not recorded correctly and became oversights in the budgeting process.

There is a current deficit of £8,295.35. However the following budgets are currently within 2015/16 Council figures without expenditure against them:

Strand Wharf cleaning/maintenance (E&L)	£2150
Legal Fees (P&R)	£1875

It is **RECOMMENDED** to Council that these budgeted amounts be vired to Strand Wharf Capital Reserve bringing the deficit to £4270.35 and that this deficit be paid from Capital Reserves. Virements will not take place until the end of the financial year in line with Council policy.

Additionally, it is **RECOMMENDED** to Council that it would be prudent to set a further contingency amount from Capital Reserves should additional expenditure be vital to complete the project.

9. APPOINTMENT OF PUBLIC TRANSPORT REPRESENTATIVE

Cllr Fraser resigned from this position last year and it is **RECOMMENDED** a new representative be appointed from within Council.

COMMITTEES

10. COMMITTEES

To receive Minutes of Committees

- a) Planning, Highways & Licensing Committee - To receive minutes of 24th November and 15th December 2015 and 6th January 2016
- b) Community Facilities Committee – To receive minutes of 1st December 2015

- c) Environment & Leisure Committee – To receive minutes of 16th December 2015
- d) Policy & Resources Committee - To receive minutes of 16th December 2015 and 5th January 2016

FINANCIAL

- 11. FINANCIAL REPORT - To receive report 2579/I&E – Appendix 2
- 12. COUNCIL MAIN BUDGET REPORT – 12th January 2016 – Appendix 3
- 13. CCLA ACCOUNT – **FOR NOTING**

£130,000 will be drawn down from this account before the end of the financial year to cover Strand Wharf project payments

- 14. COUNCIL BUDGET 2016/17

It was hoped to have submitted the final budget at this meeting. The proposed tax base and LCTSG figures have been advised from SBC but these are subject to formal ratification by Cabinet on 19th January. Additionally, with the change in the personnel situation, Strand Wharf works, Christmas closure and recent committee decisions, the Acting Town Clerk wishes to ensure maximum accurate preparation of the 2016/17 budget.

It is **RECOMMENDED** that an Extra-Ordinary meeting for this purpose be held Tuesday 2nd February at 7.00 p.m.



Helen Symmons
Acting Town Clerk
14th January 2016

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

DATE OF NEXT MEETING: Tuesday 15th March 2016



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Report 2579/HS

ACTING TOWN CLERK'S REPORT

Having been in situ since 17th December, I can report as follows:

STRAND WHARF

Work commenced 14th December and is at present running to schedule. Since taking up the role of Acting Town Clerk, I have overseen exchange of the lease and am currently liaising with UK Power to have all the electrical work completed. We are waiting to hear from SBC with regard to the re-siting of the cycle racks which they have confirmed is acceptable.

STAFFING

A staff appraisal process for all staff has commenced.

GYPSY BRIDGE SHELTER

Work is complete.

TRAINING

A training session took place on 8th January for caretaking staff on the use of the EVAC chair.

2ND EDITION OF LEIGH TOWN COUNCIL MAGAZINE

Distribution of the magazine through the Leigh Times seemed to be a better method.

LOCAL COUNCIL AWARD SCHEME

The complimentary Foundation year expires this month and we may have to remove the logo from our headed paper but I am awaiting confirmation. We registered for the Gold Scheme in September but the application to the accreditation panel has not yet been started. When this is ready, Council will need to pass a resolution confirming all documentation and information is in place. Emma and I have started working on this but it is a large project and we will need to liaise with Council as additional Council documentation needs to be produced to obtain the Gold Award.

EVENTS AT LEIGH COMMUNITY CENTRE

A monthly calendar is produced and displayed in the Foyer and Abbie will continue to email to Councillors. The Health & Wellbeing Fair organised by us is happening Saturday 16th January. Francesca is currently organising the programme for half term week in February.

LEIGH POLICE STATION

The application sent to SBC to list the Police Station as a Community Asset has been withdrawn pending further information.

INTERNAL AUDITORS

The Internal Auditors visited on 23rd and 24th November, one minor issue was raised which has now been resolved.

ALLOTMENTS

All administration regarding collection of annual tenancy fees is complete. In total 38 plots are vacant at Manchester Drive with no waiting list. We will undertake an allotment promotion with the approach of better weather in Spring 2016.

REVIEW OF COUNCIL POLICY DOCUMENTATION

A programme will commence shortly looking at all documentation in addition to those traditionally reviewed annually.

Helen Symmons 8th January 2016

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	£ 361,694.00	£ -	100.00%	P & R Expenditure	£ 94,417.00	£ 16,517.15	£ 77,899.85	17.49%
Local Council Tax Support Grant	£ 19,750.00	£ 19,750.00	£ -	100.00%	Office & Admin	£ 58,500.00	£ 50,471.10	£ 8,028.90	86.28%
Interest	£ 500.00	£ 588.65	-£ 88.65	117.73%	Staffing	£ 77,445.77	£ 59,453.21	£ 17,992.56	76.77%
Other Income		£ 4,828.98	-£ 4,828.98						
	£ 381,944.00	£ 386,861.63	-£ 4,917.63	101.29%		£ 230,362.77	£ 126,441.46	£ 103,921.31	54.89%
Community Facilities					Community Facilities				
LCC Hire Income	£ 94,000.00	£ 81,414.12	£ 12,585.88	86.61%	LCC Expenditure	£ 69,656.49	£ 54,804.38	£ 14,852.11	78.68%
LTC Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	LCC Staffing	£ 127,652.00	£ 82,613.97	£ 45,038.03	64.72%
Other Income	£ 3,469.80	£ 2,590.26	£ 879.54	74.65%	Highways Expenditure	£ 8,050.00	£ 1,746.50	£ 6,303.50	21.70%
LCC Fund-Raising		£ 814.55	-£ 814.55		Highways Staffing	£ -	£ -	£ -	
					Skate Park Expenditure	£ 4,400.00	£ 2,354.25	£ 2,045.75	53.51%
	£ 122,469.80	£ 109,818.93	£ 12,650.87	89.67%	Skate Park Staffing	£ 3,765.00	£ 2,675.64	£ 1,089.36	71.07%
						£ 213,523.49	£ 144,194.74	£ 69,328.75	67.53%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 12,875.00	£ 11,842.44	£ 1,032.56	91.98%	Allotments Expenditure	£ 13,286.00	£ 7,458.21	£ 5,827.79	56.14%
					Allotments Staffing	£ 4,414.37	£ 3,513.36	£ 901.01	79.59%
Community Transport Fees	£ 3,800.00	£ 2,441.58	£ 1,358.42	64.25%	Community Transport Expenditure	£ 4,060.00	£ 2,302.51	£ 1,757.49	56.71%
					Community Transport Staffing	£ 4,156.00	£ 2,563.00	£ 1,593.00	61.67%
Farmers' Market Fees	£ 2,040.00	£ 1,353.00	£ 687.00	66.32%	Farmers' Market Expenditure	£ 1,650.00	£ 855.04	£ 794.96	51.82%
Leigh Lights Income	£ 3,050.00	£ 2,350.00	£ 700.00	77.05%	Leigh Lights Expenditure	£ 29,060.00	£ 16,700.25	£ 12,359.75	57.47%
Other Events Income		£ 2,092.48	-£ 2,092.48		Strand Wharf Expenditure	£ 2,150.00	£ -	£ 2,150.00	0.00%
					Events & Other Expenditure	£ 22,554.87	£ 18,052.92	£ 4,501.95	80.04%
Other E&L Income			£ -		E&L Staffing	£ 12,773.00	£ 9,693.04	£ 3,079.96	75.89%
	£ 21,765.00	£ 20,079.50	£ 1,685.50	92.26%		£ 94,104.24	£ 61,138.33	£ 32,965.91	64.97%
Planning, Highways & Licensing					Planning Highways & Licensing				
					Planning Expenditure	£ 500.00	£ 416.67	£ 83.33	83.33%
					Staffing	£ 11,224.00	£ 8,705.00	£ 2,519.00	77.56%
	£ -	£ -	£ -			£ 11,724.00	£ 9,121.67	£ 2,602.33	77.80%
Total Income	£ 526,178.80	£ 516,760.06	£ 9,418.74	98.21%	Total Expenditure	£ 549,714.50	£ 340,896.20	£ 208,818.30	62.01%
Capital Reserves 31/03/15	£ 157,197.07				Balances Remaining C/F		£ 485,857.05		
Earmarked Reserves 31/03/15	£ 45,377.21								
VAT REFUND DUE		£ 6,301.35			Est. General Reserves @ 31st March 2016		£ 83,883.21		

Strand Wharf Expenditure against Budget 2014-16				Tender Budget reported to Council 06-10-15		Actual to date	
Expenditure in 2014 before 16/10/14							
Architectural Services	04/09/2014	£ 4,340.00		Tender Price	£ 98,999.00	Tender Price	£ 98,999.00
LPC Stationers - Photocopies of Plans	10/07/2014	£ 13.50					
Land Registry Documents	27/08/2014	£ 16.80		24 No. Stone logo slabs	£ 1,100.00	16 No. Stone Logo Slabs	£ 900.00
Southend BC - Planning application	08/09/2014	£ 192.50					
Paul Robinson Sols	reported 06-10-15	£1,302.50				Extra Over Resin Jointing	£ 12,019.00
		£ 5,865.30					
						Extra Over Soft Landscaping	£ 1,268.00
Strand Wharf Capital Reserve 16/10/14		£ 68,678.00		Plus fees @ 4.9%	£ 4,850.95	Plus fees @ 4.9%	£ 5,545.55
Capital Projects Fund		£ 47,656.98					
Transfer from Highway Infrastructure		£ 2,613.97	re resin joints o/spend			Total Omits from B of Q	£ 3,509.00
Transfer from Capital Projects Fund		£ 2,600.00	TRO ratified P&R 16/12			Total Adds from B of Q	£ 4,397.50
				Total	£ 104,949.95	Total	£ 119,620.05
		£ 121,548.95					
Expenditure since 16/10/14						Electrical Supply	£ 1,785.25
			£ 121,548.95				
2014/15 expenditure		£ 1,483.00		Plus Topographical Survey	£ 480.00	Plus Topographical Survey	£ 480.00
2015/16 expenditure		£ 9,087.74					
			£ 110,978.21	Plus Re-Tender Costs	£600	Plus Re-Tender Costs	£ 600.00
				Architectural H&S	£ 900.00	Architectural & H&S	£ 900.00
						SBC Temporary TRO	£ 2,600.00
						SBC Lease Legal Costs	£ 2,600.00
						Robinson's Legal Costs	£ 1,259.00
				Gross Total	£ 106,929.95	Gross Total	£ 129,844.30
				Total Fees	£ 5,930.95	Total Fees	£ 6,625.55
				Budgeted Sum	£ 116,334.98	Budgeted Sum	£ 121,548.95
				Tender Sum = Extras	£ 106,929.95	Tender Sum = Extras	£ 129,844.30
				Difference	£ 9,405.03	Difference	-£ 8,295.35
				Surveyors Fees Paid	£ 3,137.18	Surveyors Fees Paid	£ 3,137.18