

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

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 3rd May 2016** 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 1st March 2016

An amendment is required to the minutes noting the Councillor resignation that was reported on the Agenda (item 5).

POLICY

5. REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE – **DECISION ITEM**

It is **RECOMMENDED** that a P&R PDG be arranged to consider amendments to both Standing Orders and Terms of Reference for presentation to Council at the July meeting. Amendments to section 20 are required as a result of the Public Contracts Regulations 2015 and this will be presented for resolution at the Annual Council Meeting.

6. GRANT AWARDS (Confidential Papers – For Committee members only) – **DECISION ITEM**

Grant requests have been made as follows:

Leigh Folk Festival	£500	(general Festival costs for children's events & stages)
Southend Area Bus User Group	£96	(for room hire at the Community Centre)
Royal British Legion	£76.50	(for room hire at the Community Centre)
Thursday Club	£70 p.w.	(for room hire at the Community Centre)

Maximum grant is £500 under the Grant Award Scheme.

It is **RECOMMENDED** that the Committee consider the applications received.

7. CO-OPTION OF COUNCILLORS - PROCEDURE POLICY (Appendix 1) – **DECISION ITEM**

EALC advise it would be wise to adopt a policy for co-option of Councillors. As LTC has no such policy, it is **RECOMMENDED** that Appendix 1 be adopted.

REFERENCES FROM P&R GROUPS AND OTHER COMMITTEES

8. VOLUNTEER PROGRAMME PDG

Following the resignation of the Volunteer Co-ordinator, it is **RECOMMENDED** that a review of this programme be undertaken to assess the future structure.

9. ACTION PLAN PROFORMA (Attached)

This is now to be trialled by each Committee and therefore needs completion prior to the new administrative Council year to ensure continuity of business.

10. MINUTES OF THE PERSONNEL SUB-COMMITTEE – 8TH MARCH 2016 (Appendix 2)

RESOURCES

11. STAFF

- A Janitorial Apprentice has been appointed
- Maternity cover is being arranged for the office
- A member of office staff has resigned

12. QUARTERLY FINANCE CHECK

Cllr Donald Fraser is going to be completing this imminently.

13. BANK RECONCILIATION CHECK

Cllr Ron Owen is undertaking this at present.

14. COMMITTEE AND COUNCIL BUDGETS

- P&R Budget Reports as at 31st March 2016 (Appendix 3)
- Due to finalising year-end figures, Leigh Town Council Main Budget Report is not available for submission

15. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **DECISION ITEM**

See report 2597/I&E (Appendix 4) The Committee is asked to note the income and **RECOMMEND the expenditure to Council.**

16. BANK ACCOUNT BALANCES as at 31st March 2016

CCLA a/c	£222,765.52
HSBC BMM a/c	£110,000.65
HSBC Current a/c	£ 9,248.35
HSBC Payroll a/c	£ 1,643.67
HSBC Imprest a/c	£ 1,000.00

17. CLOSURE OF A DORMANT BANK ACCOUNT

The bank account set up to administer Community Centre funds has been dormant for several years following a change of Council procedure. It is **RECOMMENDED** this account be closed.

18. CLASS EXPENDITURE (Appendix 5) – **DECISION ITEM**

It is **RECOMMENDED** that the Committee agree the headings relating to Policy & Resources with **REFERRAL** to Council thereafter.

19. COUNCIL IT PROGRAMME

With the increase of Council and Community Centre business, IT facilities have increased over the years. To ensure efficiency, security and to maintain systems it is **RECOMMENDED** that an audit be undertaken by our existing IT support and that a spam filter be applied to the whole organisation. The cost of this will be £500 and should be split equally between P&R IT budget and Community Facilities IT budget. Additionally, it is noted that a Business Continuity Plan has still to be developed and it is **RECOMMENDED** that this be instigated by the Acting Town Clerk and IT support. The cost of this will be £300 from the P&R IT budget. Following the audit, it will be considered whether anti-virus maintenance is a necessity.

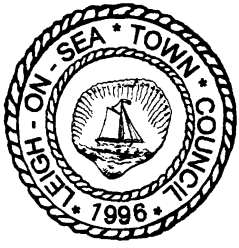
20. PURCHASE OF COMPUTER EQUIPMENT

The Acting Town Clerk has been advised that the computer system currently used at Reception is not an asset of the Council. It is therefore **RECOMMENDED** that a new system is purchased and the owner of the present system remove their property off site. The cost of a complete system including software and installation will be £1017 from the P&R Renewals budget.



Helen Symmons
Acting Town Clerk
27th April 2016

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



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CO-OPTION PROCEDURES AT A COUNCIL MEETING

Created May 2016
For review 2018

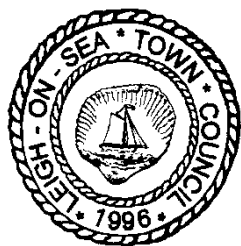
Introduction

If no request for an election is received by Southend Borough Council by the date on the Notice of Vacancy, the Town Council will be advised that it may co-opt to the vacancy. Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a Council meeting. Co-opted members are subject to the same eligibility process as elected Councillors.

The Town Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below.

Procedure

1. Leigh-on-Sea Town Council invites/advertises interested candidates to write to the Clerk by a specified date, including a CV if so desired. The correspondence once received is then circulated to all Councillors with the Agenda ahead of the meeting at which a Town Councillor is to be co-opted.
2. At the meeting, candidates are invited to speak about themselves (without other candidates present) for a maximum of 5 minutes and Councillors have the opportunity to ask questions of them (again without other candidates present).
3. A motion will then be made to exclude public and press for members to consider the candidates and discuss their findings. The public and press are invited back into the meeting before the voting takes place.
4. The Chairman will request the Councillors present to nominate any of the candidates. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a Councillor may only nominate or second one candidate. One candidate needs to receive an absolute majority of votes.
5. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.
6. Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted, asked to sign a Declaration of Acceptance of Office and to join the meeting.
7. Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining candidates until one person receives an absolute majority.
8. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.



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MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 8TH MARCH 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Richard Herbert, Fr. Clive Hillman and Ron Owen

In attendance: Jim Gray (HR advisor, SBC) until Minute 37, Helen Symmons (Acting Town Clerk) from minute 37

The meeting opened at 6.00pm

32. APOLOGIES FOR ABSENCE

None

33. DECLARATION OF MEMBERS' INTERESTS

There were none.

34. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 11th February 2016 were agreed as a correct record and signed by the Chairman.

35. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RESOLVED; That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing))

Start of confidential business

36. CONFIDENTIAL STAFFING MATTERS

The Sub-Committee **NOTED** the presentation of confidential staffing matters.

37. GRIEVANCE PROCEDURE

The Sub-Committee **NOTED** the report

38. STAFF RESIGNATION

The Sub-Committee **NOTED** the staff resignation

39. STAFF OVERTIME

The Sub-Committee **RESOLVED** staff overtime as per the report

40. RECRUITMENT

The Sub-Committee **RESOLVED** Option 2 as per the report

End of confidential business

The meeting closed at 6.20 pm

POLICY & RESOURCES DETAILED BUDGET					2015/16					
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
Precept	£ 361,694.00	£ 361,694.00	£ -	100.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 19,750.00	£ 19,750.00	£ -	100.00%	Bursary Fund LCC	£ 333.18	£ 1,400.00	£ 762.00	£ 971.18	43.97%
Bank Interest	£ 500.00	£ 1,374.90	-£ 874.90	274.98%	Furniture & Equipment		£ 500.00	£ 16.66	£ 483.34	3.33%
Other Income*		£ 42.84	-£ 42.84		Elections	£ 15,265.59	£ 7,000.00	£ -	£ 22,265.59	0.00%
Sale of Waste Sacks*		£ 1,485.80	-£ 1,485.80		Legal Costs	£ -	£ -	£ 510.00	-£ 510.00	
VAT Refund*		£ 3,460.64	-£ 3,460.64		Annual Town Meeting		£ 500.00	£ 357.72	£ 142.28	71.54%
					Community Engagement		£ 10,000.00	£ 10,204.54	-£ 204.54	102.05%
					Volunteer Programme		£ 7,500.00	£ 2,495.60	£ 5,004.40	33.27%
					Website		£ 850.00	£ 750.00	£ 100.00	88.24%
					Civic		£ 200.00	£ 145.00	£ 55.00	72.50%
					Renewals Fund	£ 7,837.69	£ 8,000.00	£ 1,251.67	£ 14,586.02	7.90%
					Capital Fund	£ 30,486.67	£ 45,000.00	£ -	£ 75,486.67	0.00%
					Localism Act		£ 300.00	£ 6.00	£ 294.00	2.00%
					Intern	£ 1,663.00	£ 4,000.00	£ 2,400.50	£ 3,262.50	42.39%
					GP Janitorial		£ 3,441.08	£ -	£ 3,441.08	0.00%
TOTAL INCOME	£ 381,944.00	£ 387,808.18	-£ 5,864.18	101.54%	TOTAL EXPENDITURE	£ 55,586.13	£ 88,691.08	£ 18,899.69	£ 125,377.52	13.10%

OFFICE ADMIN DETAILED BUDGET				2015/16
EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 3,500.00	£ -	£ 3,500.00	0.00%
LCC Premises Use Grant	£ 25,000.00	£ 25,000.00	£ -	100.00%
	£ 28,500.00	£ 25,000.00	£ 3,500.00	87.72%
Administration				
Stationery	£ 1,400.00	£ 1,901.09	-£ 501.09	135.79%
Insurance	£ 5,500.00	£ 6,026.52	-£ 526.52	109.57%
Library	£ 300.00	£ 49.99	£ 250.01	16.66%
Communication	£ 2,000.00	£ 1,636.72	£ 363.28	81.84%
Photocopying	£ 2,700.00	£ 2,750.54	-£ 50.54	101.87%
Subscriptions	£ 2,300.00	£ 2,205.14	£ 94.86	95.88%
Postage	£ 1,700.00	£ 1,384.39	£ 315.61	81.43%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 500.00	£ 505.00	-£ 5.00	101.00%
Bank Charges	£ 1,200.00	£ 1,247.31	-£ 47.31	103.94%
Miscellaneous	£ 500.00	£ -	£ 500.00	0.00%
Professional Advice	£ 2,000.00	£ 1,042.50	£ 957.50	52.13%
Audit	£ 2,000.00	£ 2,640.00	-£ 640.00	132.00%
IT	£ 2,000.00	£ 3,229.91	-£ 1,229.91	161.50%
Waste Sacks	£ 1,000.00	£ 1,217.20	-£ 217.20	121.72%
Training - Staff	£ 3,500.00	£ 3,528.00	-£ 28.00	100.80%
Expenses/Travel Costs - Cllrs	£ 600.00	£ 42.76	£ 557.24	7.13%
Training - Cllrs	£ 2,000.00	£ 1,056.80	£ 943.20	52.84%
Mileage & Expenses - Staff	£ 550.00	£ 656.73	-£ 106.73	119.41%
	£ 32,000.00	£ 31,120.60	£ 879.40	97.25%
	£ 60,500.00	£ 56,120.60	£ 4,379.40	92.76%



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Income and Expenditure 23rd Feb 2016 – 22nd April 2016 Report 2597/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101656	£49.80	Acumen Wages Service	Payroll processing February
101657	£143.34	Essex Supplies (UK) Ltd	Cleaning materials
101658	£27.00	Urban Design & Print Ltd	Banner for Book Sale at Comm Centre
101659	69.28	Recognition Express Essex	Name badges for Volunteers
101660	35.86	Emma Stratton	Training – Mileage Expenses
101661	£52.68	Viking Direct	Stationery
101662	£121.22	DOTS	Photocopying costs
101663	£90.00	Miskos Ltd	Server monitoring
101664	£141.00	Fulton Paper Ltd	A4 paper
101665	£60.00	Rural Community Council of Essex	Membership 2016/2017
101666	£24.65	WPS Insurance Brokers & Risk Services Ltd	Additional premium to insure lighting & street furniture at Strand Wharf
101667	£328.63	E-on	Leigh Lights electricity charge
101668	£453.30	Southend Theatres Ltd	Comm Transport theatre tickets
101669	£60.00	P Monk	Strolling player at Leigh Lights
101670	£67.50	Miskos Ltd	Server access issues
101671	£1627.97	Essex Sound & Light Ltd	Conference system
101672	£300.00	Neopost Ltd	Postage
101673	£0	Valley Provincial Group Ltd	Chq returned unpaid due to signature
101674	£2596.80	Phuse Media Ltd	Website development Comm Centre £1696.80 LTC £900.00

101675	£48.00	Abbeystar	Spring Spectacular banner
101676	£0.00	Mayfield Cleaning Ltd	Chq stopped in error
101677	£96.00	Leigh Times Series Ltd	Advert re Farmers Market
101678	£264.89	Safelincs Ltd	Fire Extinguisher servicing
101679	£2700.00	R C Baker Designs	New curtains Room 7
101680	£45.00	Miskos Ltd	Laptop/server issue
101681	£100.00	Cash	Top up petty cash
101682	£270.00	Southend Borough Council	Traffic management Maritime Festival
101683	£1080.00	Southend Borough Council	Hedge Cutting Manchester Drive
101684	£120.00	L Moore	Reptile/Pet Show at Spring Spectacular
101685	£45.00	Miskos Ltd	Network drive issue
101686	£47.22	Acumen Wages Service	Payroll processing costs
101687	£38.08	ELA Group	Lift repairs
101688	£180.00	Leigh Times Series Ltd	Adverts re Annual Town Meeting and for a new councillor
101689	£46.20	Mayfield Cleaning Ltd	Replacement chq re bus shelter cleaning
101690	£283.86	DOTS	Photocopying costs
101691	£10.94	Sheena Walker	Volunteer expenses
101692	£90.00	IT Helpdesk	Server monitoring
101693	£169.01	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
101694	£38.74	Joy Watson	Replacement for chq 101592 issued Dec 15 - lost
101695	£90.00	St John Ambulance	First Aid cover Spring Spectacular
101696	£23.12	Allen Bros Electrical (Factors) Ltd	Attic electrics
101697	£600.00	Southend BC	Clearance of rubbish allotments
101698	£33.00	N Walker	Refund room hire re cancelled event
101699	£30.00	The Salvation Army	Community Transport Mini bus hire
101700	£90.00	Taxi Drivers Charity Fund for Children	Community Transport Mini bus hire
101701	£55.00	Mr Brian Houssart	Community Transport Taxi hire
101702	£390.00	Lighthouse Media Group	Register Office EBrochure
101703	£250.00	Miskos Ltd	Hard drive replacement
101704	£42.00	Abbeystar	Annual Town Meeting banner

101705	£160.81	Neopost Ltd	Annual contract
101706	£481.20	Secom plc	Annual Intruder Alarm contract
101707	£500.00	Vicarage Marquees	Deposit re marquee for Maritime Festival
101708	£48.75	JR Moore	Matilda workshop
101709	£17.00	NALC	LCR Subscription
101710	£0.00	Cancelled cheque	
101711	£145.50	TV Licensing	Annual TV Licence CC
101712	£1717.49	EALC	EALC & NALC annual affiliation
101713	£48.00	Acumen Wages Service	End of year reporting
101714	£288.00	Greenworks Solutions Ltd	Sanitary bag holders
101715	£33.75	Deckchairs UK	Deposit re Maritime Festival
101716	£46.20	Mayfield Cleaning Ltd	Bus shelter cleaning
101717	£0.00	Cancelled chq	Columns & cables Leigh Lights
101718	£103.58	SSE	Skate Park electricity
101719	£18.12	SSE	Strand Wharf electricity
101720	£53.90	Mrs F Luton	Refund cancelled booking
101721	£95.00	Mark Keeble	Entertainment Maritime Festival
101722	£10.00	Wyvern Community Transport	Minibus hire Comm Transport
Bk Trs	£12161.95	Valley Provincial Group LLP	Refurbishment Strand Wharf – street furniture
Bk Trs	£6475.80	EO Burton	Air dried green oak for Strand Wharf
Bk Trs	£125.00	Marshall Close Allotments	ASA agreement
Bk Trs	£400.00	LOSALGA	ASA agreement
Bk Trs	£750.00	MDAS	ASA agreement
		Expenditure – Imprest Items	
	£102.00	Fast Key Services Ltd	Allotment keys
	£23.79	Screwfix Direct	T section pipes for allotment water troughs
	£56.96	Finefilters Ltd	Filters for water boiler
	£9.26	CN Ice Ltd	3 x table skirts
	£30.67	Speedy Stamps Ltd	Payment stamp
	£116.80	St John Ambulance Supplies	Defibrillator pads for First Aid Post

	£290.83	Jewson Ltd	Soundproofing for the lower hall CC
	£60.00	Money Claim Online	Court fees unpaid invoice claim
		Expenditure – Direct Debits	
	£768.66	BES Electricity	Electricity Comm Centre
	£66.82	The Calls Warehouse	Call charges 477248
	£149.75	Cory Environmental	Bin collection Comm Centre
	£480.00	GO CARDLESS (Verde Coffee)	Final payment for Coffee Machine paid by LTC
	£163.80	British Telecom	Internet services CC
	£378.53	BNP Paribas Lease Group	Photocopier lease costs
	£675.70	BES Commercial Electricity Ltd	Electricity Comm Centre
	£68.22	The Calls Warehouse	Call chgs 477248 CC
	£59.75	Global Payments Ltd	Card processing fees
	£139.94	Cory Environmental	Bin collection Comm Centre
	£54.90	GO CARDLESS (Verde Coffee)	Coffee order costs recovered by LTC
	£795.00	Southend BC	Business rates Comm Centre
	£138.53	Wessex Products (Leasing) Ltd	Hand driers Comm Centre
	£218.03	British Telecom	Line rental 716288

Income as at 31 Mar 2016

Policy & Resources Committee	£200.52
Community Facilities Committee	£15050.93
Environment & Leisure Committee	£1289.00
Planning, Highways & Licensing Committee	0
Total	£16540.45



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Report 2585

Budget Headings Defined as Classes of Expenditure under Financial Regulations 4.1 and 4.2

Financial Regulation 4.1 and 4.2 state as follows:

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget as approved by Council. This authority is to be determined by:

- The Council for all items over £5000;
- A duly delegated Committee of the Council for items over £1,000;
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Committee, for any items exceeding £250 but below £1,000;
- The Clerk for items below £250

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated standing committee. During the budget year and with the approval of council Policy and Resources Committee or if so delegated a standing committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

Report 2385 in July 2014 defined the classes of expenditure for the then Leisure, Foreshore and Environment and approved as Minute 15 LFE 17th July 2014.

15. BUDGET Report 2385 – 10th July 2014 (Appendix 3 to the Agenda)

The Committee discussed what were to be considered as a class of expenditure under Financial Regulation 3.2 (New Model 4.2). The Committee **RESOLVED** that the following would be main budget heads grouped as below:

Community Transport

Farmers Market

Strand Wharf

Leigh Lights

Skate Park (N.B. now part of Community Facilities)

Paddling Pool

General services including

Flower baskets, First Aid Provision, Grants to outside organisations, Good for Leigh, Electric Point LHC, Town Guide, Community initiatives and recreational facilities

General Events including

Leigh Maritime Festival, May Day, Carols on Strand Wharf ,Easter Event, WW1/LCC Centenary, Events/Inflatables, Events Equipment

At the time this process was not undertaken for the other Committees and this report seeks to correct that position.

Community Facilities Committee

(Proposed Items designated as a class of expenditure under FR 4.1 and 4.2)

Skate Park Budget (All)

Highways Budget (All)

Leigh Community Centre Budget

Insurance

Business Rates

Utilities

Infrastructure Costs and Fixtures and Fittings

Cleaning, Waste and Health & Safety

Advertising and Website

Security and Alarms

Maintenance including (Internal and External)

Other Costs including

Miscellaneous, Licences, IT, Janitorial Costs, Contingencies

Policy and Resources Committee (Proposed Items designated as a class of expenditure under FR 4.1 and 4.2)

Elections

Community Engagement

Volunteer Programme

Renewals Fund

Capital Fund

Other R&R Costs

Bursary Fund, Localism Act, Furniture and Equipment, Legal Costs and Civic

Office and Premises (All)

Council

Salaries (All)

Leigh on Sea Town Council Action Plan 2016 – 2020

Committee.....

Strategic Aim	Objective	Action	Timescale	Budget	Review
Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council					
Provide high standard, value for money services to help to meet the needs and wishes of the community.					
Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.					
Promote the best interests of the town for the benefit of the local community.					

Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

Chair.....

Date.....