



# Leigh-on-Sea Town Council

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



Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 20<sup>th</sup> March 2018** 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 p.m. and Councillors are requested to attend as the new Southend District Commander, Chief Inspector Neil Pudney will be in attendance to introduce himself, meet all the Councillors and say a few words prior to the meeting.**

## AGENDA

1. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS
2. COUNCILLOR RESIGNATION

The Council unfortunately have to announce the resignation of Cllr Donald Fraser. Cllr Fraser has been the longest serving Councillor for Leigh Town Council having been elected in 1996 at the formation of the Council. He was Chairman of Council in 2000/2001 and throughout his concurrent terms of office has been a fully active member, serving on all the Committees over the years and supporting many of the Council's events, services and programmes, even providing administration support in the office when required. He will be greatly missed by Members, staff and the electorate.

3. APOLOGIES FOR ABSENCE
4. DECLARATION OF MEMBERS' INTERESTS
5. APPROVAL OF THE MINUTES OF THE MEETING OF 16<sup>TH</sup> JANUARY 2018
6. PUBLIC REPRESENTATIONS ([Appendix 1](#)) page 9 **DECISION ITEM**

Leigh Town Council has representatives on various bodies mentioned within the report as well as Thames Estuary Partnership and therefore Council are asked to consider the request made within report 2684.

7. SOUTHEND BOROUGH COUNCIL

This is an agenda item inviting Southend Borough Councillors to report matters and issues either in person or by correspondence to Leigh Town Council relevant to the Town Council's area.

8. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

## COMMITTEES

9. COMMITTEE VACANCIES

Currently there is a vacancy on the following standing Committees:

- Planning, Highways & Licensing Committee
- Policy & Resources

In view of the approaching Council year end in two months, it is **RECOMMENDED** that these vacancies remain unfilled at this time.

10. COMMITTEES

To receive Minutes of Committees and Report 2684/Payments List

- a) Planning, Highways & Licensing Committee - To receive minutes of [23<sup>rd</sup> January](#), [13<sup>th</sup> February](#) and [27<sup>th</sup> February](#) and [13<sup>th</sup> March 2018](#)

**RECOMMENDATION TO COUNCIL**- None made

- b) Community Facilities Committee – To receive minutes of [6<sup>th</sup> February 2018](#)

**RECOMMENDATION TO COUNCIL** – see Agenda Items 11, 14 and 15 via P&R Committee

- c) Environment & Leisure Committee – To receive minutes of [20<sup>th</sup> February 2018](#)

**RECOMMENDATION TO COUNCIL** – see Agenda Item 11 and 15 via P&R Committee

- d) Policy & Resources Committee - To receive minutes of [6<sup>th</sup> March 2018](#)

**RECOMMENDATIONS TO COUNCIL:**

- Minute 87 – P&R Action Plan – See Agenda Item 11
- Minute 89 – Review of Risk Register – See Agenda item 12
- Minute 90 – Council Governance of Staffing Matters – See Agenda item 13
- Minute 96 – EMR of E&L and CFC – See Agenda item 14
- Minute 99 – LCC repair project fund – See Agenda item 15
- Minute 104 – Approve Expenditure (Report 2684/Payments list - [Appendix 2](#)) page 11
- Minute 106 – EMR of P&R – See Agenda item 14

<b>DECISION ITEMS</b>
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11. COMMITTEE ACTION PLANS ([Appendix 3](#)) page 15

All the Committee have now reviewed and resolved their Action Plans. It is **RECOMMENDED** that Council adopt the reviewed combined plans at Appendix

12. ADOPTION OF REVISED RISK REGISTER ([Appendix 4](#)) page 26

It is **RECOMMENDED** that Council adopt the Register following the annual review by P&R Committee.

13. STAFFING COMMITTEE ([Appendix 5](#)) page 36

It is **RECOMMENDED** that Council appoint a Staffing Committee with the Terms of Reference as suggested.

In view of the approach of the end of the Council year, Council may wish to effect this from the May Annual Council Meeting. P&R Committee will undertake a review of Standing Orders, Financial Regulations and other Committees and Council's Terms of Reference at its meeting 1<sup>st</sup> May. Any alterations to these documents in light of a new Committee will be considered with recommendation to the May Annual Council Meeting.

14. EARMARKED RESERVES OF COMMITTEES AND CAPITAL RESERVES OF COUNCIL ([Appendix 6](#)) page 38

It is **RECOMMENDED** that Council approve the following movements to Earmarked Reserves and Capital Reserves at the year-end.

15. LCC REPAIR PROJECT FUND ([Appendix 7](#)) page 39

It is **RECOMMENDED** that Council approve a repair budget of £389,984.63 to undertake the Phase 1 repair works identified in the Conditions Survey by Johnson Gillies and subsequent arising issues reported to the CFC Committee. This budget to be funded as follows to a separate project fund:

Capital Reserve	£138,407.95
Major Project budget 2018/19	£50,000.00
Major Project budget 2019/20	£50,000.00
CC Infrastructure Costs EMR & budget 2018/19	£35,576.68
CC External Maintenance EMR & budget 2018/19 & 19/20	£88,000.00
CC Internal Maintenance EMR & budget 2018/19 & 19/20	<u>£28,000.00</u>
<b>TOTAL PHASE 1 REPAIR PROJECT FUND</b>	<b><u>£389,984.63</u></b>

16. DISPOSAL OF ASSETS

With the continued refurbishment of the street Christmas decorations to replace defunct lighting, it is **RECOMMENDED** that the following be removed from the Council's Asset Register:

3 x old style crossover displays  
36 old style lamp column displays

17. FISHERIES LOCAL ACTION GROUP ([Appendix 8](#)) page 41

The Council are invited to participate in the formal consultation process (Report 2685) for the Leigh Port Infrastructure Feasibility and Options Appraisal study led by Southend Borough Council.

18. GOVERNANCE STATEMENT ([Appendix 9](#)) page 42

To comply with year-end audit requirements, it is **RECOMMENDED** that Council consider each of the 8 statements of assurance and that the annual governance statement, together with each accounting statement be adopted.

FOR NOTING
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19. TOWN CLERK'S REPORT ([Appendix 10](#)) page 49

20. STRATEGIC PLAN UPDATE

Following the Strategic Plan Workshop in January for Councillors and Staff and update will be provided at the Council Meeting.

21. ANNUAL COMMUNITY MEETING

This will take place on Friday 20<sup>th</sup> April 2018 commencing 7 pm. Refreshments will be available from 6 pm with community displays. The same format will apply as this is not a Council meeting but an electorate meeting. Chairmen of Committee along with the Chairman of Council are requested to submit their review of the Council year to the Marketing and Profile Officer by 31<sup>st</sup> March 2018 to enable the Annual Report to be printed in a timely manner.

22. TIMETABLE OF MEETINGS 2018/19 ([Appendix 11](#)) page 53

To assist with members' diary planning, the proposed timetable is attached. This will be recommended at the Annual Council Meeting in May. If formation of a Staffing Committee is resolved then an annual date will be added to the timetable which will cover Financial Regulation

4.4 in that 'Salary budgets are to be reviewed at least annually in October for the following financial year'.

23. REVIEW OF MEMBERS' INTERESTS

Councillors are asked to review their Declaration of Interest on the website to ensure it is current and to advise the Town Clerk should a new Declaration be needed. Councillors will be asked to confirm at the Annual Council Meeting that all individual interests are up-to-date.

FINANCIAL
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24. COPY OF FINAL COUNCIL BUDGET 2018/19

As per Financial Regulation 3.4, a copy of the resolved budget will be provided at the meeting for members.

CONFIDENTIAL
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25. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SO 3(d))

26. GOOD FOR LEIGH AWARDS

27. BELFAIRS ACADEMY AWARD



Helen Symmons  
Town Clerk  
15<sup>th</sup> March 2018

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

DATE OF NEXT MEETING: Tuesday 15<sup>th</sup> May 2018



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MINUTES OF A MEETING LEIGH-ON-SEA TOWN COUNCIL  
7.30PM, TUESDAY 16<sup>TH</sup> JANUARY 2018  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jane Ward (Chairman), John Duprey, Anita Forde, Patrick Fox, Jill Healey, Richard Herbert, Fr. Clive Hillman, Valerie Morgan, Carole Mulroney, Declan Mulroney, Caroline Parker, Ron Owen and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk)

## ***The meeting opened at 7.30 pm***

### 94. CHAIRMAN'S OPENING REMARKS

The Chairman invited Cllr Morgan to speak about the recent litter pick run in conjunction with Make Southend Sparkle. Cllr Morgan was delighted that 37 volunteers had attended and there were plans to make this a monthly event. As she was the only Leigh Councillor in attendance she expressed disappointment. Thanks were given to Cllr Parker by the Chairman for her attendance at the Armed Forces Day on Canvey and Eastwood Memorial Service. The Chairman believed also, that thanks to Cllr Parker it has become a tradition for her to source and provide donations of mince pies from local shops for the Carols on Strand Wharf event. She also thanked Cllr Morgan and the Town Clerk for their recent attendance at funerals representing the Council. The Chairman then advised the meeting that with regard to the school catchment consultation she had attended the School Consultation Open Session on 23<sup>rd</sup> November. She spoke to Cllr James Courtney about a very disappointing response from him to a request for LTC to be consulted, particularly as Leigh seem to be adversely affected. Unfortunately owing to illness and there being little time remaining she advised that a formal response on behalf of the Council by the 15<sup>th</sup> December had not been possible. Finally Councillor Duprey was welcomed to his first Council meeting.

### 95. APOLOGIES FOR ABSENCE

Cllrs Jill Adair, Mark Bromfield and Donald Fraser.

### 96. DECLARATION OF MEMBERS' INTERESTS

***Should Strand Wharf or Leigh Community Centre be discussed, Cllrs C Mulroney & D Mulroney would declare interests.***

***Cllr Fr. Hillman declared a pecuniary interest in Agenda item 14.***

### 97. APPROVAL OF THE MINUTES OF THE MEETING OF 19<sup>TH</sup> DECEMBER 2017

The Minutes 21<sup>st</sup> November 2017 had already been approved at the meeting 19<sup>th</sup> December 2017. Therefore only the Minutes of the meeting 19<sup>th</sup> December 2017 were agreed and signed by the Chairman as a true and accurate record.

98. PUBLIC REPRESENTATIONS

There were none.

99. SOUTHEND BOROUGH COUNCIL

Cllr Carole Mulroney as a Borough Councillor reported that the Borough Council budget was now on line to review. This would be presented to Cabinet 18<sup>th</sup> January 2018 and she was happy to learn of any concerns Leigh Town Council had. It was raised that none of the Capital projects planned were in Leigh. Cllr Mulroney reminded members that money had been allocated for Leigh projects over the past few years e.g. Belton Steps.

100. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

There were none

COMMITTEES
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101. COMMITTEE VACANCIES

Cllr Duprey nominated himself for the vacancy on Planning, Highways & Licensing Committee. This was seconded by Cllr Herbert and **RESOLVED** by Council.

Cllr Mulroney nominated herself for the vacancy on Environment & Leisure Committee. This was seconded by Cllr Fr. Hillman and **RESOLVED** by Council.

102. COMMITTEES

To receive Minutes of Committees and Report 2676/Payments List

- e) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of 28<sup>th</sup> November, 12<sup>th</sup> December 2017 and 9<sup>th</sup> January 2018.

There were no recommendations to Council from the minutes.

- f) Community Facilities Committee – Cllr C Mulroney presented the minutes of 5<sup>th</sup> December 2017

There were no recommendations to Council from the minutes.

- g) Environment & Leisure Committee – Cllr Morgan presented the minutes of 19<sup>th</sup> December 2017.

There were no recommendations to Council.

- h) Policy & Resources Committee – Cllr Herbert presented the minutes of 2<sup>nd</sup> January 2018 excluding minute 71, 80 and 78.

Minute 73 was clarified in relation to the cycle path suggestion for SBC.

**RECOMMENDATIONS TO COUNCIL:**

- Minute 78 – Use of Social Media, Internet & Email Policy – See Minute 103
- Minute 80 – Council Budget 2018/19 – See Minute 104
- Minute 78 – Approve Expenditure (Report 2676/Payments list)

Council **RESOLVED** the expenditure as per the payments list which was signed by the Chairman.

DECISION ITEMS
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103. USE OF SOCIAL MEDIA, INTERNET & EMAIL POLICY – **Agenda item 10**

Questions were raised and answered in relation to GDPR that will come in to effect May 2018 and the course of action should the policy be breached.

The Council **RESOLVED** to adopt the Policy with the next review date of January 2021

104. COUNCIL BUDGET 2018/19 – **Agenda item 11**

The Town Clerk presented amendments to the budget for Council to consider following the Borough Council's expectation that the Local Government Tax Support Grant be offset against the precept. The amendments were discussed.

Following a proposal (Cllr Herbert, seconded Cllr C Mulroney) the Council **RESOLVED**:

- a) That the P&R budget for Office Furniture & Equipment be increased to £4,000 to accommodate repairs and improvements to the computer systems to aid performance.
- b) That the P&R budget for Elections be set at £3,000 to maintain a sufficient reserve in preparation for the 2019 election year.
- c) That the P&R budget for Website be increased to £460 to allow for improvements to aid initiatives in the work of the Council.

A query was raised regarding the medium term budget from 2019/20. This was noted but it was reported this element of the budget is reviewed annually and did not affect the 2018/19 budget proposed.

The Council **RESOLVED** the amended budget.

The Council **RESOLVED** that the precept for 2018/19 be £46.89 for Tax Band D electors (subject to confirmation that the tax base of £8,779.95 is confirmed by Southend Borough Council after their appropriate meeting) and that the total precept will be £411,692.

105. SALARY BUDGET 2018/19 – **Agenda item 12**

Following a review, the hard copy schedule of the 2018/19 salary budget was signed by the Chairman.

106. MDAS SHOP AND CAFÉ

The Town Clerk explained why legal advice had yet to be sought and why an alternative option to formalise the arrangement of the Allotment Societies' buildings was presented. It was clarified that if the presented agreement was agreeable to Council then it would be reviewed by a Solicitor which would be a lesser cost to the Societies than preparation of a lease. Copies of the agreement had been given to the Societies and no adverse comments had been received to date.

Following a proposal (Cllr C Mulroney, seconded Cllr Ward) the Council **RESOLVED** that they were agreeable to the Permission to Use Agreement as a way to formalise the use of Allotment Societies' buildings on Leigh Town Council land subject to a legal review.

The Council confirmed that they were happy with all other aspects of the reply from MDAS with regard to the conditions raised.

107. COUNCILLOR LEAVE OF ABSENCE

***Cllr Fr. Hillman left the meeting***

The request was discussed and the Council **RESOLVED** to permit Cllr Fr. Hillman a leave of absence from Council from June to October 2018 due to a work sabbatical.

**Cllr Fr. Hillman returned to the meeting** and Council wished him well in his travels later in the year.

108. ANNUAL POLICE, FIRE AND CRIME COMMISSIONER'S PARTNERSHIP CONFERENCE

Cllr Morgan gave a precis of last year's conference. Cllr Herbert and Cllr Forde volunteered to attend this year's event on 15<sup>th</sup> March.

FOR NOTING
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109. TOWN CLERK'S REPORT

The Town Clerk provided an update on training since the report was written having had internal training that day and answered any questions in relation to the report. The Council **NOTED** the report. The Chairman reminded all of the Strategic Planning workshop this Saturday 20<sup>th</sup> January 2018 and advised that Cllr Rosier and herself had recently attended the launch of the superb new Art Wall display by Leigh Art Trail.

***The meeting closed at 8.25 pm***

## **REPORT 2684/HS**

### **PORT AT OLD LEIGH - SPATIAL PLAN**

The North Thames Fisheries Local Action Group (NTFLAG) is a programme of EU funding, managed by Thames Estuary Partnership and the Cultural Engine CIC, to support and enhance the fishing industry and related matters such as tourism and the environment.

One of the key projects is to identify how the Port at Leigh-on-Sea remain accessible by all maritime uses, including the fishing and cockling industry. There is an ongoing consultation on this which is being overseen by Southend Borough Council (SBC) working alongside other local partners.

The success in securing funding through the NTFLAG is recognition that the Port at Old Leigh needs to be a priority within the Borough and that getting appropriate policies in place before the end of the 2-year remaining funding period of the FLAG will provide important context for this. Leigh is an asset for Southend and the existing planning policies for the Old Leigh Port area are very limited. By obtaining a better economic understanding of the area it will give partners a stronger case for greater investment in the Port at Old Leigh.

With a lack of a dedicated organisation or authority (such as a Port or Harbour Authority) there is currently no strategic plan for the Port. There is also no collaborative representative organisation for the fishing or cockling industries which can present a coherent case for investment, facilities or industry priorities over the next few years. Work through the NTFLAG and the Leigh-on-Sea Coastal Community Team has helped to bring partners together and raise the profile, but there is more work to do.

While there are no proposals for major development in and around the Port at Old Leigh, the NTFLAG has recognised the need for a more detailed analysis of current and future demands on space, facilities and access needs across all sectors (maritime, fishing, tourism and hospitality).

Leigh Town Council is well placed to play an important strategic role in this process in view of our many links to local partnerships and organisations, SBC and other key partners such as the Cultural Engine. LTC has the opportunity to be the applicant for NTFLAG funding to oversee a Spatial Plan for the Port at Old Leigh. This would help take this important project forward and support other partners including Leigh Port Partnership (LPP) and SBC. It would also enable working with other local partners including LPP, Cultural Engine, local fisheries and maritime stakeholders. With Southend Borough Council now engaged in the process of putting together a new Local plan, there may be an opportunity to inform any new policies that affect the future of the Port.

The Spatial Plan should be a living document that will have to respond to emerging challenges and opportunities, providing local context. In addition, LTC taking a lead at this stage will directly support the development of LPP, helping them to work alongside partners to develop the capacity to take a lead on ensuring the long-term sustainability of the port and fishing industries in Leigh. The Spatial Plan would support this and demonstrate LTC's commitment to the future of the Port.

The NTFLAG funding would be largely directed towards engaging experienced consultants who would undertake the Spatial Plan on the ground, including consultation with stakeholders and a final report and plan which identifies the main opportunities and challenges. This would then become an important evidence base for partners to secure future investment in the Port.

The funding application needs to be submitted by an authority such as LTC because as a parish council we can receive 75% of the total amount required to carry out the work. LTC therefore would need to fund the remaining 25%. It is likely that the Spatial Plan, which will engage as many stakeholders as possible and should take 4-5 months to complete, will cost approximately £20,000. This means that LTC would have to support the Plan at a cost of £5,000.

Council may wish to note that a creation of a Spatial Plan for the Old Leigh Port, an important part of the Town economically and heritage wise, would be expected to be a substantial inclusion in any Neighbourhood Plan that might be taken forward in the future. Additionally, the work could substantially assist Southend Borough Council in creation of their Local Plan and would be an enormous contribution from Leigh Town Council in planning positively through partnership.

The consultants that would be engaged to undertake a Spatial Plan would have experience in this field of work and would be aware that it could contribute to a Neighbourhood Plan baseline report (a necessary part of the Neighbourhood Plan process). Therefore in taking this project forward and becoming the applicant, LTC is potentially securing £15,000 of investment that could directly support a future Neighbourhood Plan.

An example of Neighbourhood Plan baseline reports can be found on the following link:

<https://www.dropbox.com/s/llc4j4ywwfieg2w/Burnham%20Neighbourhood%20Plan%20Baseline%20Report.pdf>

As the work will be undertaken by consultants, there are no implications for staff other than the general reporting of findings and consideration of the plan.

Council are therefore asked to consider this request. An EMR of £2,000 for a Neighbourhood Plan has existed since 31<sup>st</sup> March 2016 and it could be used for the creation of the Spatial Plan along with £3,000 from General Reserves.

[Agenda](#)



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## Payments List 16<sup>th</sup> Dec 2017- 23<sup>rd</sup> Feb 2018 Report 2684/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102387	£15.57	SSE	Electricity – Strand Wharf
102388	£150.54	Essex Supplies (UK) Ltd	Cleaning materials
102389	£3500.00	Southend BC	Rent at LCC
102390	£33.00	Miskos Ltd	Set up new franking machine
102391		Cancelled issued in error	
102392	£54.60	Acumen Wages Service	Payroll processing
102393	£126.00	Miskos Ltd	Spam filtering and server monitoring
102394	£2920.82	Southend Borough Council	By-Election charges Leigh Road Ward
102395	£4332.00	Premier Civil Engineering Ltd	Traffic management Leigh Lights (replacement chq)
102396	£60.00	Allen Bros Electrical (Factors) Ltd	Bulbs and timer for Comm Centre
102397	£50.00	Admirals Court Care Home	Refund allotment plot deposit
102398	£50.00	J Timcke	Refund allotment plot deposit
102399	£295.00	CTA (UK)	Annual membership
102400	£35.18	Viking	Office stationery
102401	£33.00	Miskos Ltd	Set up new email account
102402	£21.47	SSE	Electricity – Strand Wharf
102403	£2,745.00	Aylesford Electrical Cont. Ltd	Part pymt – Leigh Xmas Lights
102404	£840.00	St John Ambulance	Staff cover – First Aid Post, Apr-Sep
102405	£954.00	Linda S Russell Ltd	CLL training fees
102406	£320.00	Matthew Butler	Half term Entertainer fees
102407	£100.00	Brentwood Community Transport	MiDAS training – Reginald Wells
102408	£29.29	Recognition Express Essex	Name badges
102409	£100.00	EALC	End of Year Acctg course- E Stratton

102410	£45.00	SAVS	Recruiting Volunteers training-E Dean
102411	£49.31	SSE	Electricity – skate park
102412	£26.87	Greyhound Homer RGT	Distribution of Leigh Lights collection
102413	£72.90	Lorna & Lottie's CIC	Food and drinks at Council meeting
102414	£189.27	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
102415	£54.60	Acumen Wages Service	Payroll processing charges
102416	£125.00	Tiny Tales Storytellers	Easter events entertainment
102417	£100.00	Brentwood Community Transport	Deposit for MIDAS course for 2 volunteers
102418	£126.00	Miskos Ltd	Server monitoring and spam filtering
102419	£24.00	AC Marquez-Leaman	Refund room hire
102420	£25.00	Mr M McGurk	Allotment plot deposit refund
102421	£174.40	Essex County Council	DBS check fees
102422	£500.00	Leigh Art Trail	Grant Award - replacement chq 102321 lost
102423	£291.60	SLCC Enterprises Ltd	Practitioners Conference fee
102424	£714.00	Crown Services Organisations Ltd	Service of the flag pole at Strand Wharf
102425	£22.75	SSE	Electricity Strand Wharf
102426	£32.00	SEEOG	Entertainer costs at Children's Events
102427	£140.00	Cash	Top up Petty Cash
102428	£41.07	Helen Symmons	Travel expenses
102429	£198.00	Miskos Ltd	IT Audit
102430	£10.00	Wyvern Community Transport	Minibus hire deposit
102431	£44.10	Fulton Paper	Paper
102432	£825.60	Quantum Services	Lift repair
Bk Trs	£150.00	FP Teleset	Top up postage
Bk Trs	£232.00	The Arts Ministry	Ticket sales half term event
Bk Trs	£110.00	FP Teleset	Top up postage
Bk Trs	£20000.00	Payroll	To cover December payroll
Bk Trs	£19000.00	Payroll	To cover January payroll
Bk Trs	£22000.00	Payroll	To cover February payroll

		<b>Expenditure – Imprest Items</b>	
	£19.99	B & Q	Community Centre attic key safe
	£350.60	Sarah Moore	Christmas lunch CT
	£184.94	Sarah Moore	Christmas lunch CT
	£64.43	CNM Online	Baby changing table safety strap
	£40.08	Dulux Decorator Centre	Paint & sandpaper for Comm Centre
	£25.00	Money Claim Online	Fee for claim re Comm Centre unpaid invoices
	£25.00	Disclosure Scotland	Staff disclosure check fee
	£25.00	Disclosure Scotland	Staff disclosure check fee
	£31.00	Solopress	Leaflets for Nearly New Fair
	£25.00	Disclosure Scotland	Staff disclosure check fee
	£25.00	Disclosure Scotland	Staff disclosure check fee
	£48.90	Decowall London	Frosted window film
	£27.00	Solopress	Easter Event flyers
		<b>Expenditure – Direct Debits</b>	
	£62.32	Global Payments	Card processing fee
	£257.58	Edenred	Childcare vouchers & fees
	£198.00	FP Mailing	Lease of franking machine
	£687.57	SSE	Electricity Comm Centre
	£36.67	The Calls Warehouse	Call charges 477248
	£109.68	Biffa Environmental	Bin collection Comm Centre
	£65.93	Biffa Environmental	Recycling Comm Centre
	£85.67	Biffa Environmental	Bin collection Skate Park
	£425.99	Wave / Anglian Water	Sewerage charges Comm Centre
	£753.52	SSE	Gas Comm Centre
	£769.00	Southend BC	Business rates Comm Centre
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Coffee order costs recovered by LTC
	£61.86	Global Payments	Card processing fee

	£257.58	Edenred Ltd	Staff Childcare vouchers
	£256.46	British Telecom	Line rental and calls 716288
	£33.56	The Calls Warehouse	Call charges 477248
	£109.62	British Telecom	Line rental and call charges 716287
	£571.06	SSE	Electricity Community Centre
	£482.99	British Telecom	Line rental 477248 & 477987
	£88.84	Biffa Environmental	Comm Centre bin collection
	£50.77	Biffa Environmental	Comm Centre recycling collection
	£85.67	Biffa Environmental	Skate Park bin collection
	£151.42	DOTS	Photocopying costs
	£73.16	Global Payments	Card processing fee
	£80.39	GO CARDLESS (Verde Coffee Ltd)	Coffee order costs recovered by LTC
	£257.58	Edenred	Childcare vouchers & fees
	£675.54	SSE	Electricity CC

[Agenda](#)



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# COMMITTEE ACTION PLANS 2016-2020

RESOLVED AT COMMITTEES AUGUST & SEPTEMBER 2016

REVIEWS – ANNUALLY FEBRUARY/MARCH THEN AUGUST/SEPTEMBER

PRESENTED TO FULL COUNCIL MARCH 2018

**LEIGH TOWN COUNCIL ACTION PLAN 2016-2020  
POLICY & RESOURCES COMMITTEE**

**Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY**

Objective	Action	Timescale	Budget	Review	Forward Plan
<p><b>Leigh Town Council News</b></p> <p>Develop the magazine to invite participation/dialogue on Council responsibilities etc</p>	<p>Build in comments/letters page.</p> <p>Encourage committees to involve and invite dialogue</p>	<p>By end of September</p>	<p>£11,000 2017/18</p>	<p>Overall timescales need to be specific as 5 yr action plan</p> <p>Staff restructuring allows for Marketing &amp; Profile Officer to assist Editor Review undertaken. New editor, new timing, QR code included for feedback on CiL</p>	<p><b>Interim pages in Leigh Times to comply with Quality Council Gold Award Application in due course.</b></p> <p><b>Review January 2018 with regard to changes implemented</b></p> <p><b>Action complete</b></p>
	<p>Build in method for Council website for site visitors to leave messages</p>	<p>End of May</p>	<p>Website development budget implications</p>	<p>Website (launched May) and social media presence is having significant increase in this area of community engagement</p>	
<p><b>Volunteers</b></p> <p>Clarify roles and responsibilities for the volunteers, co-ordinator and office. Budget in place to pay co-ordinator.</p>	<p>Meeting of Volunteer PDG</p> <p>Decision to be made on appointing a Volunteer Co-ordinator</p> <p>Advertise and appoint</p>	<p>By end of June</p>	<p>Review Pay and expenses for this role</p> <p>Cost item from appropriate budget stream</p>	<p>PDG decided not to re-appoint.</p> <p>Decision made to refer the need and activity to a specific Office staff member with responsibility for developing and</p>	<p><b>Events &amp; Projects Officer now developing the programme. Will refer to P&amp;R with reports as appropriate.</b></p> <p><b>Initial discussion with SAVS has taken place.</b></p>

<p>Revise job description and specification. Advertise and appoint a new co-ordinator</p>				<p>involving volunteers to help and support Council activity and events as required</p>	<p><b>Presentation to be made to P&amp;R by SAVS in May 2018</b></p>
<p><b>3 Year Action Plan</b> Established and currently under trial period. The Strategic Aims should now be embedded within the individual objectives and clearly identified.</p>	<p>Town Clerk to work closely with new Chairmen to ensure the Action Plan is completed with sufficient detail to be used as a framework for the work of each committee</p> <p>Identify possible training needs</p> <p>Ensures set dates for Review are met and reported on</p>	<p>End of May</p> <p>May 2019</p> <p>August/November/ February</p>	<p>Potential impact on Training Budget</p> <p>£1500 2018/19</p>	<p>Completed although staffing issues have arisen so review not undertaken as promptly as intended.</p> <p>Training need identified in defining actions and reviewing</p>	<p><b>Development of Council Strategic plan will link in with Action plans needing further review as no overall Council plan established. To be looked at through Chairman's Forum by all Committee Chairmen</b></p> <p><b>New Training &amp; Development Policy now in place.</b></p> <p><b>Ongoing training needs will be identified and preparation for new Council administration</b></p> <p><b>Structured action plan review dates implemented Feb/March and August/September dependent on Committees. Action complete</b></p>
<p><b>Neighbourhood Plan Development</b></p>	<p>Review and Revise core strategy, Vision for Leigh, CCT &amp; SBC plans</p> <p>Plan &amp; implement series of workshops to develop outline proposal and actions to engage with community groups and individuals representing specific focus</p>	<p><del>To resolve ACM 2017</del> By year end 2018</p> <p>End of November 2017</p>		<p>Workshop taken place January 2018 as first step.</p> <p>On hold until Council decision with regard to NHP</p>	

	<p>Establish Chairman's meetings calendar to co-ordinate activity</p> <p>Town Clerk to ensure set dates and review period are held and reported on.</p> <p>Training support needs for Cllrs introduced</p>	<p>For ACM 2017</p> <p>Ongoing as project develops</p> <p>Ongoing as project develops</p>		<p>Awaiting confirmation from SBC with regard to their Local Plan schedule</p> <p>EALC training undertaken October 2017</p>	<p><b>Meeting calendar established. Action complete</b></p> <p><b>TC will report as soon as response received</b></p>
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**Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES**

Objective	Action	Timescale	Budget	Review	Forward Plan
Build into the Review scrutiny of all service provision, inviting feedback from recipients/public, noting production costs, and identify savings  Review revise standing orders	Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim  In discussion with Town Clerk	May/June  Annually	Aim to reduce budget, make savings where possible	Should be on future Agendas and acted upon  Calendar for this item	<b>Process has begun with E&amp;L and CFC instigating feedback after events. To be ongoing in other areas.</b>  <b>Annual requirement now diarised. Action complete</b>

**Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE**

Objective	Action	Timescale	Budget	Review	Forward Plan
Work with contributors to magazine to submit on time quality items and images.	Review and revise writing guide and distribute online and at receptions	By September	Photocopy cost	Writing guide reviewed and modified with each issue.	<b>MO now assisting Editor to aid with. On going for each magazine</b>

**Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN**

Objective	Action	Timescale	Budget	Review	Forward Plan
Consider developing a Policy Document that proposed methods that involve the community participating in identifying what are the needs of the Town	If agreed develop the policy	October	Aim to reduce budget, make savings where possible	This is likely to be covered by NHP.	<b>Consideration for consultations, resident, business &amp; visitor feedback. Look at ways forward for effective methodologies.</b>

**REVIEW COMPLETED MARCH 2017, SEPTEMBER 2017  
REVIEWED MARCH 2018**

**LEIGH TOWN COUNCIL ACTION PLAN 2016-2020  
COMMUNITY FACILITIES COMMITTEE**

**Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY**

Objective	Action	Timescale	Budget	Review	Forward Plan
<b>Leisure Development Project</b>  Engage with the public in the development and implementation	Advertise and enrol suitable local residents and service users to the development and implementation groups	With immediate effect and continuing throughout project		Achieved and continuing	<b>Further consultation when appropriate</b>
<b>Community Centre refurbishment</b>  Engage with the public in the development and implementation of the future refurbishment	Advertise and enrol suitable local residents and service users to the development and implementation groups	With immediate effect and continuing throughout project		Full consultation of all residents only required if the project has an impact on the precept. A level of consultation recommended with regard to any major restyling	<b>Consultation when appropriate and with consideration to the recommendation of DCLG if a PWL is required</b>
<b>Services</b>  Communicate plans and aspirations and consult where appropriate to ensure services provided are required	Inform local press of projects at an early stage and implement formal consultations utilising LTC news, website and other media	As appropriate		Undertaken when appropriate	

**Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES**

Objective	Action	Timescale	Budget	Review	Forward Plan
<b>Capital Assets</b>					
Maintain and improve particularly skate park, Strand Wharf and paddling pool	Carry out full safety survey of assets and review scheme of regular safety and maintenance checks	Surveys and review to be reported at <del>October meeting</del> April 2018	2017/18 budget being finalised	Operational risk reviews now in place with the next review date of February 2018. Paddling pool has been dredged. FM inspected Bonchurch Park gym. No issues to report to SCB. Strand Wharf now utilised well as is Skatepark although limited promotion until refurbishment finalised.	
Maximise the utilisation and benefit of existing assets	Continue existing program for CC and further marketing and development by CC administrator.	Ongoing			
	Develop promotion of use of skatepark and Strand Wharf	<del>3 months</del>			<b>Continue promoting these assets</b>
Develop a refurbishment and development plan for Community Centre and to implement these works	<del>Establish a refurbishment group/SC.</del>	<del>3 months</del>		Sub-committee formed	
	<del>Review staffing requirements for major projects</del>	<del>3 months</del>	<del>£5000</del> Used	Staffing implemented	<b>Recommendations asap to be submitted to Council for approval</b>
	<del>Professional consultation</del>	<del>As required</del>	<del>£2000</del>	<del>On going</del>	
	<del>Finalise business plan utilising intern</del>	<del>6 months</del>		<del>Intern scrapped and budget removed</del>	
	<del>Develop and finalise scheme of refurbishment</del>	<del>12 months</del>		<del>Feasibility report received and internal discussions taking place as the resolution was to consider repair &amp; refurbishment programme combined.</del>	
	<del>Identify and secure funding</del>	<del>12 months</del>			
Leisure Development – consider outdoor activity area on Leigh Marshes	Implement refurbishment scheme	Report October Meeting 3 months	£2000 None at present	Sub-committee formed	Ongoing

	Establish development group/SC Carry out feasibility study and local survey Review staffing requirements to support and implement scheme	To be considered once Skatepark element complete		Skate park is the priority. Refurbishment idea identified. Investigation into scheme in progress. LD Sub-Committee will be held early 2018  Research undertaken – skatepark is priority Staffing in place	
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**Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE**

Objective	Action	Timescale	Budget	Review	Forward Plan
Assist with development of other bodies through community engagement and liaison.	Review working arrangements	Ongoing		Ongoing where applicable	

**Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN**

Objective	Action	Timescale	Budget	Review	Forward Plan
CFC supports work of other committee and Council by providing and maintaining physical assets	Chairman to engage with other Chairmen and report back	Ongoing		Undertaken at Chairmen's Forum	
Interact with SBC		Ongoing			
Consideration of a NHP				Still under consideration	Awaiting emergence of SBC Local Plan

Reviews due ~~December 2017~~ and June and December 2018

No review was undertaken in November 2016, nor February 2017

**LEIGH TOWN COUNCIL ACTION PLAN 2016-2020  
E & L COMMITTEE**

**Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY**

Objective	Action	Timescale	Budget	Review	Forward Plan
To engage proactively with the community by gathering feedback on council activities and events in order to respond positively and tailor and/or initiate subsequent events more closely to that feedback	<p>Continue with, and review, relevant PDGs and community forums (events, tourism, community transport)</p> <p>Consider the need for other community forums</p> <p>Allotments – quarterly meetings between Allotment Forum and LTC officer</p>	On-going	Overall E&L budget	<p>Surveys have been undertaken with regard to Summer Series on Strand Wharf and Leigh Lights</p> <p>Environment PDGs with SBC &amp; Veolia have been held</p> <p>Chairman has attended Veolia Community Group</p> <p>Ongoing meetings with AALG</p>	<p><b>Town Clerk is now part of Leigh Partnership Group and working with group on survey for traders &amp; businesses in Leigh</b></p> <p><b>SBC working in conjunction with us for a 'Friends of Library Gardens' group. Introductory meeting March 2018</b></p>

**Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES**

Objective	Action	Timescale	Budget	Review	Forward Plan
To work collaboratively with the LCC staff to monitor objectives, budget and expenditure in the light of feedback	<p>LCC staff to report to E&amp;L meetings on response to feedback on events/activities and to offer recommendations for consideration.</p> <p>Leigh Lights - continue with refurbishment of lights, introduce max 10 new pieces, renew 3 year installation and storage contract</p>	<p>Ongoing</p> <p>Contract expires January 2019</p>	<p>Overall E&amp;L Budget Easter 2018/19 budget £1,000</p> <p>£10,000</p>	<p>Easter programme survey reported to E&amp;L in June</p> <p><b>New events recommended to E&amp;L</b></p> <p>Further pieces ordered to complete Broadway section</p>	<p>Easter Event to be part of holiday programme</p> <p><b>If resolved action plan to be updated with details</b></p> <p>Continue with refurbishment add £5,000 to capital lighting programme 2018/19 <b>2018/19 budget £10,000 as all new metal columns</b></p>

	Community transport scheme – to continue to offer trips to the elderly and/or disabled residents within LTC boundary. Advertise in LTC Newsletter to encourage participation from other residents.	Ongoing	2018/19 budget set	Staffing in place and programme has recommenced August 2017  Article in December 2016 newsletter has encouraged better uptake of trips	<b>installed by SBC which can take motifs</b>  <b>Volunteer drivers now in place</b>
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**Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE**

Objective	Action	Timescale	Budget	Review	Forward Plan
To initiate and strengthen communication and relationships with voluntary, statutory and commercial organisations (for example, 'mums and toddler groups', schools, churches, etc) to encourage collaborative engagement in town events	Advertising on community website, council newsletter (2xyear)  Articles in LTC Newsletter to highlight events/activities targeted at specific groups (either as reports on what has happened or to raise awareness of activities at LCC) + invitation for any other groups to contact LCC	Approx 2 months prior to newsletter release in Dec/June	Overall E&L Budget	Website is live and response positive including contact through it.  MO is now active in working on Magazine with the Editor and assisting in sourcing articles	<b>Consider once developed</b>  Ongoing

**Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN**

Objective	Action	Timescale	Budget	Review	Forward Plan
To ensure that LTC events and activities are effectively and widely publicised for the benefit of the town and the community	Providing a platform for local groups at town events – circulate information of events to groups using LCC and		Community initiatives budget/good for Leigh budget	EPO involved groups at Summer Series on Strand Wharf and social media is aiding further contact	<b>Staff actively engaged in promoting news &amp; information where relevant and new events</b>

	<p>provide information to local press on up-coming events with an invitation to other local groups to contact LCC for further information.</p> <p>Farmers' Market – to continue with monthly markets and to consider ways of encouraging better trader participation and an increase in customers</p>		<p>Additionally budgeting £1793 staff cost 2017/18 £3717 staff cost 2018/19</p>	<p>LTC staff are now undertaking organisation and marketing of markets</p>	<p><b>will be providing additional platform</b></p> <p>Staff cost is now applicable and will be reflected in financial monitoring</p>
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**Outline actions agreed May 2016**  
**Enhance action plan agreed August 2016**  
**Reviewed March 2017, August 2017**  
**REVIEWED February 2018**

[Agenda](#)

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

Revised and adopted 21<sup>st</sup> March 2017 (Council Minute 121)

Under Review March 2018

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

	Failure to maintain buildings etc.	R: Medium (3)	LCC liability limited by Lease repair conditions. General maintenance programme is in place.	A prepared maintenance programme established for each site. LCC Maintenance budget allocation regularly reviewed and monitored by Committee. Programme is reviewed <del>in the autumn</del> annually or where necessary	
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Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
B. Finance	B.1. Failure to bank and care for funds	L: 1 I: 1 R: Low (2)	Funds not required immediately held on deposit CCLA & HSBC.	<b>B.1.1. Funds:</b> Funds deposited in interest bearing accounts. Level of deposit reviewed two monthly, prior to P&RC meeting.	Clerk/P&RC
			Financial Regulations updated annually	<b>B.1.2 Financial Regulations:</b> Financial Regulations reviewed annually each February/March.	Clerk/P&RC
	B.2.	L:1 I: 2	Cash held overnight in safe. Petty Cash reimbursed by Senior	<b>B.2.1. Petty Cash:</b>	Senior Administrator/

	Loss of cash through theft or dishonesty	R:Low (2)	<p><del>Administrator</del> <b>Assistant Responsible Finance Officer (ARFO)</b> on presentation of documentary evidence of expenditure.</p> <p>Petty Cash Account reconciled in accordance with Financial Regulations.</p> <p>Petty cash drawings limited to <del>£200</del> <b>£150</b></p> <p>Other income banked regularly and at least weekly.</p>	<p>Chairman or Vice Chairman of P&amp;RC carries out random checks on petty cash transactions and balances quarterly.</p> <p>Monthly reconciliations of all bank accounts carried out <b>in accordance with Financial Regulation 2.2</b> <del>by nominated Councillor, who is not Chairman or Vice Chairman of P&amp;RC</del></p> <p>Internal Audit checks on income.</p>	<p><b>ARFO/Chairman or Vice Chairman P&amp;RC</b></p> <p>Nominated Councillor <b>other than the Chairman</b></p>
	B.3.	L:1	Cheque payments and electronic	<b>B.3.1. Payments:</b>	<b>Senior</b>
	Failure to protect expenditure	I: 2 R:Low (2)	<p>transfers approved and signed by 2 Councillors and approved two monthly by Council.</p> <p>Payment procedures compliant with Financial Regulations <b>and in accordance with accounting control procedures determined by the RFO to ensure best practice.</b></p>	<p>Chairman or Vice Chairman of P&amp;RC selects at random four months per year and verifies that two Councillors have evidenced their approval for each item of expenditure</p> <p>Internal Audit checks on occurrence, valuation and regularity of payments.</p>	<del>Administrator</del> <b>ARFO/ Clerk/P&amp;RC</b>
	B.4. Failure to protect income	L:1 I: 2 R:Low (2)	<p>A receipt or an invoice supports each item of income received.</p> <p>Monthly reconciliation of each bank or petty cash account.</p> <p>Debtors monitored in accordance with Debtor Policy &amp; if required reported for action to Council</p>	<p><b>B.4.1. Income:</b></p> <p>Internal Audit checks for completeness of income brought to account and that all income is banked promptly.</p> <p>Internal Audit review of bank reconciliations.</p> <p>Debtor reports produced to action if required and deposits taken.</p>	<del>Senior Administrator</del> <b>ARFO</b>

Area:	Risk:	Level:	Control System:	Monitoring and Review Method:	Responsibility:
	B.5. Failure to comply with HMRC (VAT) Regulations	L:1 I: 1 R:Low(1)	VAT claims prepared biannually by <del>Senior Administrator</del> ARFO Senior Administrator. In conjunction with HMRC Guidelines  VAT Partial Exemption calculated by Accountants.	<b>B.5.1. VAT Claims:</b> Periodic inspection of claims by HMRC and response to queries. Claims subject to check by Internal Auditor.	<del>Senior Administrator</del> ARFO
	B.5. Failure to determine an Annual Budget	L:1 I: 1 R:Low (1)	Having regard to planned levels of expenditure, anticipated income and balances needed to be carried forward for contingencies and future levels of expenditure. Policy & Resources oversees budget compilation, during the autumn.  Detailed two monthly reports of income and expenditure against budget.  System of approved delegated	<b>B.5.1. Annual Budget:</b> Budget preparation to commence each autumn. Detailed Committee budgets, with breakdown to be submitted by November. Precept figure considered in November, confirmed as soon as possible after confirmation of grant funding and tax base from the Primary Authority but no later than the end of February.  <b>B.5.2. Monthly Reporting:</b> Bi - monthly review of reports to Committees and Council of outturn against budget.  <b>B.5.3. Compliance Checks:</b>	Clerk/P&RC
			limits of expenditure  A submission for all new projects costing in excess of £5000 to be considered and approved by the appropriate Committee for recommendation to Council	By Internal Auditor and Chairman or Vice Chairman of P&RC.  The findings to be reported to P&RC, three times per annum.	
	B.6.	L:1		<b>B.6.1. Business Continuity:</b>	Clerk/Appropriate Committee/P&RC

	Failure to ensure Business Continuity	I: 3 R:Medium (3)	Ensure Council evaluates risks and minimises occurrences of interruption by Budget planning and robust legal agreements  Robust Business Continuity Plan is in progress.	Two Monthly review of budgets and changes to business action plan reviewed and evaluated by appropriate Committee at least annually.  <b>B.6.2. Sufficient Reserves</b> Reserves maintained at a level to allow for fluctuations in income and expenditure.	
<b>Area:</b>	<b>Risk:</b>	<b>Level:</b>	<b>Control System:</b>	<b>Monitoring and Review Method:</b>	<b>Responsibility:</b>
C. General Liabilities	C.1. Failure to comply with Legal Requirements	L:2-1 I: 2 R:Medium (3)	Expertise and Training of Town Clerk with external guidance. Reference to Council Solicitor, SBC Solicitor or Administrators.  Regular updates from EALC, NALC & SLCC  Guidance and briefings to Councillors.  Induction Training for Councillors and Staff.  Specific training as required.	<b>C.1.1. Legal Advice:</b> Town Clerk – CiLCA qualified & Continuing Professional Development and Networking  <b>C.1.2. External Review:</b> Prior to change of Council at an election to review policies required by law.  <b>C.1.3. Members of Professional Bodies:</b> Town Clerk and Council members of appropriate bodies.	Clerk/P&RC

	C.2. Failure to protect Third Parties, Property, or Individuals	L:2	Insurances in place.  Regular inspection of spaces subject to Council ownership /control, as scheduled in the Asset Register.	<b>C.2.1. Third Party Risks:</b> Insurance cover in place – reviewed annually, or as needed. Record of inspections maintained and review of follow-up work undertaken following inspection report.	Clerk/Staff/P&RC E&LC/CFC
	Events	I: 2	Health and Safety Policy in place and detailed individual risk assessments completed as required.	Visual Inspection and Health and Safety Training undertaken by Cllrs and Staff.	
		R:Medium/High (4) In accordance with Risk Management Strategy, Operational risk measures in place plus event risk assessments	Risk assessments prepared for each event in order to identify and minimise risk.	Maintenance programmes instituted on all Council property/equipment.	Events Officer/ESC
			Training provided for staff and volunteers.	Risk assessment produced for each event along with an Event Management Plan.	
<b>Area:</b>	<b>Risk:</b>	<b>Level:</b>	<b>Control System:</b>	<b>Monitoring and Review Method:</b>	<b>Responsibility:</b>
	C.3. Failure to comply with legal responsibilities as a consequence	L:1	Insurances in place. Inspection regime in place.	<b>C.3.1. Insurances:</b> Regime of inspection required for <del>Skate Park</del> <b>asset ownership</b> areas, to insure insurance cover is retained.	Senior Administrator/E&LC Facilities Manager/Clerk
		I: 3			

	of asset ownership (e.g. Skate Park)	R:Medium (3)			
D. Employer Liability	D.1. Compliance with	L:1 I: 2	Regular Information updates – EALC, SLCC etc. H&SE and Working Method	<b>D.1.1. Employment Legislation:</b> Receive regular information and update from EALC, SLCC etc.	Clerk/P&RC
	Employment Law	R:Medium (3)	policies  Guidance from external HR advisors & ACAS	H&SE Policies reviewed annually or as events require.	
	D.2. Failure to comply with HMRC PAYE requirements	L:1 I: 2 R:Low (2)	Salary Administration contracted out to competent contractor.	<b>D.2.1. HMRC:</b> Changes and updates implemented by competent contractor. Internal Audit checks on payroll.	Senior Administrator/Acumen ARFO

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

	Reporting via the Minutes	R:Low (1)	Minutes altered as a consequence of any amendments immediately after signing.  Minutes also made available to Press and Public		
<b>Area:</b>	<b>Risk:</b>	<b>Level:</b>	<b>Control System:</b>	<b>Monitoring and Review Method:</b>	<b>Responsibility:</b>
	E.3. Failure to keep proper control of documents	L:1 I: 2 R:Low (2)	Legal documents kept in office along with legal documents in 'fire proof' cabinet.  All computer documents backed up daily and copy kept off site.  Financial records held on remote server as well as reports backed up locally with copy kept off-site.	<b>E.3.1. Documents:</b> Originals of leases and legal documents held in Council Office in fire-proof cabinet <b>or at Council Solicitors</b>  I.T. support contractor provides a back-up test service  Accounts provider bound by Service Level Agreement reviewed as appropriate by Policy & Resources Committee	Clerk/Staff   P&RC / Clerk
F. Councillor Propriety	F.1. Failure to register of interests & Gifts / Hospitality	L:1 I: 2 R:Medium (3)	Register of Interest completed & published on Web-Site.  Declarations of interest called at each meeting	<b>F.1.1. Register of Interests:</b> All Cllrs required to complete a declaration of interest – updated as necessary <b>and requested to be reviewed annually</b>  Declarations called at each meeting  Register of Interest published on website and subject to public scrutiny.	Cllrs
	F.2. Failure to have a Code of Conduct	L:1 I: 1	Council / Cllrs adopted Code of Conduct – 2017	<b>F.2.1. Code of Conduct:</b> Council adopted SBC Code of Conduct  Code of Conduct reviewed and updated if	Clerk/Cllrs

	R:Low (1)	legislation changes	
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[Agenda](#)

## Report 2678B/HS

### Council Governance of Staffing Matters

P&R Committee resolved with **RECOMMENDATION** to Council that a specific staffing Committee with specific Terms of Reference be set up.

This was as a result of advice received from the CEO of Essex Association of Local Councils. It was highlighted that within the Council's Governance, there seemed to be a little issue over the appointment of the Personnel Sub-Committee. As such, EALC recommends that a Council delegate power to a Committee responsible for Staffing matters. This Committee is able to meet, set strategic documents and agree a strategy for the Councils staffing requirements. Additionally it was felt that with the staffing numbers now a specific Staffing Committee could be beneficial.

As such, the P&R resolved with **RECOMMENDATION** to Council the following Terms of Reference for a Staffing Committee:

## **STAFFING committee**

### **TERMS OF REFERENCE**

- Membership shall comprise 5 Councillors.
- The quorum of the Committee shall be three members with one officer in attendance.
- The Chairman and Vice Chairman shall be elected at the Annual Council Meeting by the members on the Staffing Committee.
- The Committee shall meet once a year and where there is a staffing necessity.
- Meetings of the Committee will be held without press or public present and without public notice as the content of discussions falls under Standing Order 24.

### **PURPOSE**

To consider and deal with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to Full Council.

### **SCOPE**

To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters.  
The Committee is directly responsible to Full Council.

### **RESPONSIBILITIES**

The Town Clerk shall be responsible for the day to day management of staff and shall be responsible for:

- Setting standards of discipline, training and working systems.
- Providing and maintaining up to date job specifications.
- Ensuring proper standards of health and safety at work are adhered to.
- Resolving grievances and disputes in accordance with Council procedures and reporting to Council major disciplinary problems.
- Paying wages and salaries in accordance with agreed contracts.
- Advising Council on proper terms and conditions of employment and levels of staffing.
- Administering staff recruitment.
- Carry out annual staff appraisals

The Committee shall be responsible for:

1. To establish and keep under review the staffing structure and make recommendations to the Council.
2. To draft, implement, review, monitor and revise policies for staff
3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence
7. To make recommendations on staffing related expenditure to P&R Committee if the salary budget is to be exceeded
8. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
9. To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk.
10. To appoint from its membership three members when necessary to hear any formal grievance made by the Town Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Town Clerk.
11. To appoint an appraisal panel of three members to for the Town Clerk's appraisal process as defined.

[Agenda](#)

**P&R Committee 06-03-18 (Minute 96)****CFC Committee 06-02-18 (Minute 87)**

The Committee **RESOLVED** the Earmarked Reserves for recommendation to Council as follows:

<b>EMR</b>	<b>Proposed increase/creation</b>	<b>2017/18 Closing balance</b>
Skate Park (£4402.25)	£500	£4,902.25
CFC other (£1331.03)	£500	£1,831.03
CC General (£14094.88)	£4,000	£18,094.88
CC Refurb & Equip (£22576.68)	£47,000*	£69,576.68
Paddling Pool (1659.70)	£500	£2,159.70
Strand Wharf Planters (3634.72)	(£593.05)	£3,041.67

**E&L Committee 20-02-18 (Minute 80)**

The Committee **RESOLVED** the Earmarked Reserves for recommendation to P&R and Council as follows:

<b>EMR</b>	<b>Proposed increase/creation</b>	<b>2017/18 Closing Balance</b>
Allotments Infrastructure (£5006.73)	£1,250.00	£6,256.73
E&L Allotments (£2,120.19)	£500.00	£2,620.19
E&L General Services (£4,000)	£1,900.00	£5,900.00
E&L General Events (£4,728.30)	£1,358.00	£6,086.30
Leigh Lights (£4,659.00)	£4,300.00	£8,959.00

**P&R Committee 06-03-18 (Minute 106)**

The Committee **RESOLVED** the Earmarked Reserves for recommendation to Council as follows:

<b>EMR</b>	<b>Proposed increase/creation</b>	<b>2017/18 Closing Balance</b>
Elections (£22,265.59)	(£2920.82)	£19,344.77
Grant Aid (£3,471.18)	£500.00	£3,971.18
Legal Costs	£3,475.00	£3,475.00
Office Admin (£2,000)	£2,750.00	£4,750.00
Training	£1,500.00	£1,500.00

The Committee **RESOLVED** the following movement to the Capital Reserves at the year-end with recommendation to Council as follows:

<b>Capital</b>	<b>Proposed change</b>	<b>2017/18 Closing Balance</b>
Strand Wharf (£2276.53)	(£2,276.53)	£0.00
Other Projects Fund (£118,407.95)	£50,000	£168,407.95

In addition to the above, the Council will hold the following monies which cannot be held as part of the Council's reserves as they are accountable to SBC:

CiL	£6,719.60
Leigh Partnership Group	£10,000

**[Agenda](#)**

**LCC DILAPIDATIONS PROJECT BUDGET  
REPORT 2683B/HS**

The P&R Committee resolved with **RECOMMENDATION** to Council that a repair budget of £389,984.63 be set aside to a separate project fund to undertake the Phase 1 repair works identified in the Conditions Survey by Johnson Gillies and subsequent arising issues reported to the CFC Committee.

The comprehensive reports were submitted to CFC in the Autumn of 2017, with dilapidations identified that LCC need to attend to in order to comply with the lease. However, it had also become apparent over the past year that other essential remedial work needed to be undertaken. Furthermore if a refurbishment project did not proceed, there were some additional items identified that it could be considered to provide as these have been the most mentioned items by hirers and visitors to LCC.

The CFC Committee reviewed the proposed phases along with the associated costs and recognised that with repair works long outstanding, elements are becoming essential to preserve the building and the business of running the Community Centre. The Committee therefore requested consideration of a project budget to ensure that the work is scheduled and undertaken in the timescales recommended by the professional company that undertook the condition survey.

Phase 1 – immediate attention (and to be completed within 2 years)

Budget years 2018/19 & 2019/20

<b>Repairs/works identified</b>	<b>Cost</b>	<b>Phase Costs</b>	<b>TOTAL</b>
Bird Proofing	2,500		
New lift	32,000		
Heating System flush & thermostatic valves	7,500		
Lantern Light	17,000		
JG identified works to do (if no refurb)	49,250		
JG immediate works identified	2,995		
Kitchen (if no refurb) – to bring to correct standards	13,000		
JG identified repairs years 1-3	107,300	231,545	
JG Fees (for part works)		21,185	
Contingency (10%)		25,273	278,003
VAT			55,601
			<b>£333,604</b>

Council may wish to note that we are currently awaiting a report by a professional consultant on VAT which will be referred to Council in due course. In the event, that the Council becomes VAT registered and opts to tax the Community Centre then the VAT recoverable will in effect pay for the wish list items below and thus will offset other project funding identified in later years for repair works to take place 3 years onwards.

<b>Wish list items (if no refurb project)</b>	<b>Cost</b>	<b>Phase Costs</b>	<b>TOTAL</b>
Acoustic Panels to LH & Room 5 doors	18,000		
Comfort Cooling to LH	15,000		
Room 1 windows replaced	3,500		
Rear Access ramp	5,000	41,500	
Contingency (10%)		4,150	45,650
VAT			9,130
			<b>£54,780</b>

(these wish list items are non-essential repair item and therefore can be reconsidered in due course subject to final repair contracts and tender prices)

Phase 1 Project Funding Identified

	<b>CAPITAL RESERVE as at 31/03/18</b>	<b>EARMARKED RESERVE as at 31/03/18</b>	<b>BUDGET 2018/19</b>	<b>TOTAL</b>	<b>MT Forecasted budget 19/20</b>
MAJOR PROJECTS	£138,407.95*		£50,000	£188,407.95	50,000
CC EXTERNAL MAINTENANCE		£39,000	£39,000	£78,000	10,000
CC INTERNAL MAINTENANCE		£8,000	£10,000	£18,000	10,000
CC INFRASTRUCTURE COSTS (CAPITAL)		£22,576.68	£13,000	£35,576.68	
<b>TOTAL FUNDS</b>				<b>£319,984.63</b>	<b>£70,000</b>

\*assumes £30,000 resolved in the future for a skate park refurbishment project and set apart from the Capital Reserve

<b>TOTAL PHASE 1 EXPENDITURE - £388,384</b>
<b>TOTAL PHASE 1 PROJECT FUNDING - £389,984.63</b>

There is no forecasted effect on the precept for any of the repair work proposed.

All other repairs

<b>Repairs/works identified</b>	<b>Cost</b>	<b>Budget years</b>
Repairs 3-5 years	52,200	2020/21
Repairs 5-10 years (incl. boiler)	118,000	2021/22 & 22/23
Repairs 10-20 years	48,600	
Repairs 20-30 years	48,600	
All above costs exclude VAT		
And any fees		
	<b>£267,400</b>	

All other Project Funding Identified (which can be incorporated into LTC budgeting from years 20/21 onwards)

	<b>CAPITAL or EM RESERVE as at 31/03/20</b>	<b>Budget 2020/21</b>	<b>Capital or EM Reserve as at 31/03/21</b>	<b>Budget 21/22</b>	<b>Capital or EM Reserve as at 31/03/22</b>	<b>Budget 22/23</b>
MAJOR PROJECTS		£50,000	£17,800	£50,000	67,800	£50,000
CC EXTERNAL MAINTENANCE		£10,000		£10,000	10,000	£10,000
CC INTERNAL MAINTENANCE		£10,000		£10,000	10,000	£10,000
<b>TOTAL FUNDS</b>		<b>70,000</b>				<b>157,800</b>

Repairs 10 years + can be funded from LCC maintenance budgets set in future years.

[Agenda](#)

## REPORT 2685/HS

### LEIGH PORT INFRASTRUCTURE FEASIBILITY AND OPTIONS APPRAISAL STUDY

#### Background

Leigh-on-Sea has benefitted from an established fishing community for centuries. This community has been important in shaping how the area has developed. However, in recent times the fishing industry has come under increasing pressures, in part due to the silting up of Leigh Creek which restricts vessel access. The traditional and active fishing port of Leigh-on-Sea is the last of its kind within the Thames Estuary. Therefore, it is important to establish sustainable solutions for long-term access to the port. This Leigh Port Infrastructure Feasibility and Options Appraisal Study is a priority project and seeks to identify cost effective solutions to improve long-term sustainable access to Leigh Port for all vessels.

#### The objectives

1. Find cost effective and sustainable solutions to improve the long-term access to Leigh Port by all vessels.
2. Identify opportunities for effective long-term management and operation of port facilities.
3. Establish solutions which are compatible with the natural environment.
4. Provide solutions that support the aspirations for the future of Leigh Port as set out in the FLAG Local Development Scheme.

This is a first stage study that will consider evidence from the feedback that you provide to this consultation alongside other technical, financial and environmental information that is available. Further studies will be required before any final scheme is identified, and it may be the case that there are no feasible options given.

<http://www.southend.gov.uk/leighport>

#### QUESTIONS

1. Please provide us with your thoughts, information and any details you want us to be aware of when planning for any future scheme. The focus is on Leigh Creek, but you may want to comment on related areas or make general comments or observations.
2. Do you have any specific issues or challenges that affect you or your business accessing or exiting the port?
3. If so, what do you think can be done to resolve these?

[Agenda](#)

## CORPORATE GOVERNANCE REPORT FOR COUNCIL

Reviewed and Resolved at Council 20<sup>th</sup> March 2018 (Minute TBC)

### **Introduction**

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

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

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

### **Responsibility for Financial Management**

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

### **Governance and Accountability**

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

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

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

### **The Annual Return**

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

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

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

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

1. The Council have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements with the specific control measures outlined below.

Effective Processes	Action Taken	Further Actions Required
Budgeting	<p>Budget prepared and set in a timely manner before setting the precept prior the commencement of the financial year.</p> <p>Actual performance against budget is monitored bi-monthly during the year</p> <p>A financial appraisal undertaken before commencement of any significant project or long term commitment.</p>	Corrective action taken where necessary
Accounting records & supporting documents	<p>RFO appointed has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015.</p> <p>RFO appointed has put in place effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the year together with all necessary supporting information.</p>	
Bank Reconciliation	Statements reconciling each bank account with its accounting record are prepared on a regular basis, including at the financial year end and reviewed by members of the P&R Committee.	An Investment Strategy will be produced in accordance with DCLG guidance March 2018
Investments	The Council's funds are managed properly and any amounts surplus to requirements are invested appropriately	
Statement of Accounts	Arrangements are in place to enable preparation of accurate and timely accounts in compliance with statutory obligations and proper practices.	

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

Effective Processes	Action Taken	Further Actions Required
Standing Orders & Financial Regulations	<p>Standing Orders &amp; Financial Regulations are in place governing the operation of Council.</p> <p>Financial Regulations incorporate provisions for securing competition and regulating the manner in which tenders are invited.</p> <p>Standing Orders are reviewed regularly, are fit for purpose and adhered to.</p>	Further review May 2018
Safe and Efficient Arrangements to Safeguard Public Money	<p>Practical and resilient arrangements exist covering how the Council orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts.</p> <p>The RFO has formal responsibility and arranges the proper administration of the Council's financial affairs.</p> <p>Controls over money are embedded in Standing Orders and Financial Regulations with a 'two member signature' control.</p> <p>The Risk Register and internal controls focus on the safety of the Council's assets.</p>	<p>Internal dual controls procedures continually reviewed.</p> <p>Appropriate training is undertaken as necessary</p> <p>Appropriate training is undertaken as necessary</p>
Employment	<p>The remuneration payable to all employees is approved in advance.</p> <p>A robust payroll arrangement is in place to cover the accuracy and legitimacy of payments of salaries and associated liabilities.</p> <p>Duties under employment legislation and pension obligations are complied with</p>	

VAT	Robust arrangements are in place for handling VAT responsibilities.	The Council is to review its VAT arrangement annually
Fixed Assets and Equipment	Assets are secured, properly maintained and efficiently managed.  Appropriate procedures are followed for asset disposal	
Review of effectiveness	The internal auditor undertakes a review of the effectiveness of the system of internal control with reports made direct to Council.	

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

Effective Processes	Action Taken	Further Actions Required
Acting within its powers	The Council hold the General Power of Competence and is exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.	
Regulations and proper practices	The Town Clerk is CiLCA qualified and proper practices are regularly reviewed and new requirements or changes to existing ones are reported to members and applied.  The Council has not taken any decision during the year or authorised any action that exceeds its powers or contravenes any laws, regulations or proper practices.	GDPR changes to be continued to be reported with training of members as necessary.

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

Effective Processes	Action Taken	Further Actions Required
Exercise of public rights	<p>The Council provided for the exercise of public rights set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014.</p> <p>The RFO published Sections 1 and 2 of the annual return; a declaration that the status of the statements of accounts is 'unaudited' and a statement that set out the details of how public rights can be exercised.</p>	
External Auditor's Review	A notice of the conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information was published in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015	

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

Effective Processes	Action Taken	Further Actions Required
Identifying and assessing risks	<p>Financial Risk Assessment Register – Reviewed March 2018</p> <p>Risk Management Strategy reviewed May 2017</p>	
Addressing risks	Operational risk registers are in place and reviewed annually with appropriate use of insurance cover.	

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

<b>Effective Processes</b>	<b>Action Taken</b>	<b>Further Actions Required</b>
Internal Audit	The Council have undertaken an effective internal audit to evaluate risk management, control and governance processes.	
Provision of information	The Council have taken all necessary steps to facilitate the work of the internal auditors, making available all relevant documents and records and supplying any information or explanations required.	

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

<b>Effective Processes</b>	<b>Action Taken</b>	<b>Further Actions Required</b>
	No matters were brought to the attention of Council by its external auditor and internal audit	Should this occur the Council will take corrective action as appropriate.

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

<b>Effective Processes</b>	<b>Action Taken</b>	<b>Further Actions Required</b>
Significant events	No such events are identified.	Should this occur the Council will determine whether the financial consequences need to be reflected in the statements of accounts..

**Conclusion**

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

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2017/18**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
COUNCIL 18-07	49. CIL	RESOLVED to contact SBC with regard to S106 agreements in Leigh		After chasing several times, a holding reply has been received advising still looking into the matter as complex and to be patient.	TC continues to research other Councils engagement with their Borough or Districts regarding this matter and will contact SBC thereafter	TC
COUNCIL 16-01	101. COMMITTEE VACANCIES	RESOLVED Cllr Duprey now on P,L &H and Cllr C Mulroney on E&L	16-01	Website and internal lists updated	NFA	
COUNCIL 16-01	102. d - COMMITTEES	RESOLVED expenditure as per payments list 2676	16-01	Signed and uploaded to website	NFA	
COUNCIL 16-01	103. Use of Social Media, Internet & Email Policy	RESOLVED	16-01	Adopted. Added to staff folder & uploaded to website. Review date diarised	NFA	
COUNCIL 16-01	104. COUNCIL BUDGET 2018/19	RESOLVED amendments to P&R budget. RESOLVED budget. RESOLVED precept	16-01	Finalised budget document prepared. SBC advised. Uploaded to website. Diarised to implement 1 <sup>st</sup> April 2018	NFA	
COUNCIL 16-01	106. MDAS SHOP & CAFE	RESOLVED Permission to Use Agreement subject to legal review		Legal quote received & Societies advised. Further meeting held with MDAS to clarify some points and matter raised as a question as part of the Legal review which is now taking place. Cost of legal review will be deducted from ASA money in due course.		TC
COUNCIL 16-01	107. CLLR LEAVE OF ABSENCE	RESOLVED leave of absence from June to Oct for Cllr Fr. Hillman	16-01		NFA	



# Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward  
Vice Chairman: Cllr Valerie Morgan  
Town Clerk: Helen Symmons

REPORT 2686/HS

## TOWN CLERK'S REPORT MARCH 2018

### STAFFING

The annual appraisal process for all staff is complete.

Recent new members of staff are integrating well into the team.

### TRAINING

#### Staff

The following external training has taken place since the last Council meeting:

Planning  
Edge Systems – Finance & Facilities  
External Audit year-end procedures  
Year-end Pension procedures  
Grants & Volunteer workshops  
Year-end Financial procedures briefing  
Lone HR Practitioners Forum  
SLCC Essex Branch Training Day

Additionally I attended the SLCC Practitioners Continual Professional Development Conference at the end of February and attended the following sessions:

#### Delivering Innovation in Local Councils – Jonathan Flowers, Improvement & Development Board

This session highlighted reflections on leadership and implications for innovation. Great leaders can tell the story of their organisation and their place in it. Innovation is in essence for Councils, the process of converting ideas into invoices; ideas into impact and ideas into improvement.

Innovation isn't about a massive idea or uniqueness but whatever is adapted should be adopted with pride. It is evident that there is lots of leadership and innovation in Town and Parish Councils but to understand a principal authority's differences to innovation it is recognised that there is a link between financial pressures and demand pressures placed on them.

The innovation choices for local councils are in the areas of:

Service deliverer  
Culture creator  
Place shaper  
Builder of community resilience  
Community leader

By learning from other councils and clerks, at events like the conference, from sector bodies and the Improvement and Development Board it will help to develop innovation. Improvement themes covered raising the standard, professional development of officers and democratic leadership of councillors. A workshop session afterwards highlighted that it was felt member training needs to be nationally led and

encouraged - perhaps introducing on-line training. There was also an exchange of ideas with regard to routes to the clerks' profession and examples of innovation nationwide.

#### Data Protection – Nicholas Hancock Solicitors

The General Data Protection Regulation (GDPR) takes effect 25<sup>th</sup> May 2018 and will give more rights to individuals, new obligations for Data Controllers (councils) and Data Processors (employees, members) and tougher regulations. The Data Protection Principles are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

The session covered all the relevant GDPR Articles covering lawfulness of processing data, processing of special categories of personal data, consent, the responsibility of data controllers and the rights of data subjects.

It is recognised that there is a huge amount of work in preparation of these changes which is placing a considerable administrative burden on councils' staff. There is still confusion between the sector bodies as to whether Clerks can be the Data Protection Officers – it seems no one can say definitively with one voice at the present time! NALC and SLCC are preparing toolkits to assist and these are expected imminently.

#### Conflict Management, Dealing with Difficult People – Gill Jeffery, GJ Workshops

This was an interactive session with tips and advice on the subject and an exchange of situations that have been experienced for all to learn from.

#### Employment Disputes & Resolution – Lis Moore, SLCC Head of SLCC Advisory Service

A good session clarifying the definitions of Grievance (complaint raised by an employee against their employer) and Disciplinary (complaint raised against an employee by their employer). Lis covered the ACAS Code, Local Government Law and Employment legislation. She highlighted the right process in addressing issues in terms of the initial investigation and then if the matter proceeds any hearings, appeals and the aftermath. Additionally she provided top tips in having an ACAS compliant procedure and following it, appointing panels and training members and highlighted that by not following policy and procedures, councils leave themselves open to Employment tribunals.

#### Running a Public Building – Adam Keppel-Green, Town Clerk to Knutsford Town Council

This was a useful session, almost a check list to reassure that we are running our public building correctly and gave the ability to share processes and procedures.

#### VAT – Avoiding Expensive Mistakes – Steve Parkinson, The Parkinson Partnership LLP

The timing of this session was most useful as it followed on from the visit to the office from another VAT consultant and reinforced and clarified some further points. I will be reporting on VAT in full following receipt of the report of the consultant.

#### Standards & Behaviour – Update on SLCC's work in this area – Lis Moore & David Preston

Responses to an SLCC's survey a while back has indicated 15% of parishes have issues. This is being processed at present and reports along with an oral presentation will be made to the Committee for Public Standards. There was discussion regarding a RESPCT Campaign/Charter and Shropshire branch of the SLCC are willing to share this with other SLCC branches. The acronym stood for:

R eputation  
E ducation  
S et a budget for responsibility training  
P olicies & Procedures  
C ode of Conduct  
T eamwork

Unfortunately there was one session I had to miss as I was dealing with an LTC work matter which required me to make some telephone calls. Additionally there were some good exhibitors there and it was nice to make face to face contact with some of our service providers. I also gained further knowledge with regard to funding sources and the networking with other clerks both from Essex and nationwide proved invaluable as always in this fairly isolated role.

By attending the conference, I gained 5 CPD points towards the 12 I have to accrue yearly.

### **Councillor**

An internal Planning session for Councillors was provided by an external trainer and this was well supported.

Chairman training has been booked for 3 Councillors later in the year.

### **Leigh on Sea Partnership Group**

This is gaining momentum with the group now being recognised in respect of a potential project at SCB. The group tries to meet every 6 weeks. Good links are being made between Town Council staff and other trader groups. The Facilities Manager now attends the monthly meetings of the Leigh Pubwatch. The survey is close to distribution date and the data will be analysed in due course electronically. In this respect, the Events & Projects Officer has been able to provide good support to the Group.

### **Internal Audit**

The Internal Auditor will be visiting 2<sup>nd</sup> May 2018 for the final inspection for 2017/18.

### [Agenda](#)

Leigh-on-Sea Town Council - Meetings timetable 2018/19															
Meeting	Time	Regular Date	May 2018	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2019	Feb	Mar	April	May
<b>Council</b>	7.30	3rd Tuesday Month 1	15th	5th*	17th		18th		20th		22nd	5th **	19th		21st
<b>Policy &amp; Resources</b>	7.30	1st Tuesday Month 1	1st		3rd		4th		6th		8th		5th		7th
<b>Planning &amp; Licensing</b>	7.30	2nd & 4th Tuesday (except Jan 19)	8th 22nd	12th 26th	10th 24th	14th 28th	11th 25th	9th 23rd	13th 27th	11th	15th 29th	12th 26th	12th 26th	9th 23rd	14th 28th
<b>Environment and Leisure</b>	7.30	3rd Tuesday Month 2		19th		21st		16th		18th		19th		16th	
<b>AALG</b>	2.00	1st Tuesday Quarterly			3rd			2nd			8th			2nd	
<b>Community Facilities</b>	7.30	1st Tuesday Month 2		5th		7th		2nd		4th		5th		2nd	
<b>Chairmen's Forum</b>	TBC	Chairmen to liaise													
* Extra Meeting to approve Accounts @ 7.00pm			<b>Annual Town Electors Meeting</b>						Friday 22nd March 2019 (earlier due to May elections)						
** Extra Meeting to approve Precept @ 7.00pm			<b>Council Elections</b>						Thursday 9th May 2019 (subject to confirmation)						

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