



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288

leighcouncil@btconnect.com www.essexinfo.net/leigh-on-sea

Chairman: Cllr. Pat Holden

Vice Chairman: Cllr. Carole Mulroney



QUALITY
TOWN
COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT 8.00 PM ON TUESDAY 1st JUNE 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Mike Dolby (Chairman) Donald Fraser, Carole Mulroney, Hilary Davison, Pat Holden, Jean Rowswell, Caroline Parker

Also attended: Town Clerk, Toni Cordery and Paul Lawrence

1. ELECTION OF CHAIRMAN

Cllr Carole Mulroney was elected as Chairman

The Chairman welcomed the new Town Clerk, Mr Paul Beckerson to the meeting and thanked Cllr Mike Dolby for his Chairmanship, also Cllr Donald Fraser for his help with the finances.

2. ELECTION OF VICE CHAIRMAN

Cllr Donald Fraser was elected as Vice Chairman

3. APOLOGIES FOR ABSENCE

Cllrs Jerry Holden, Peter Dolby and Bill Abbot

4. CO-OPTION OF COMMITTEE MEMBER

Cllr Bill Abbott was co-opted to the Committee.

5. DECLARATION OF MEMBERS' INTERESTS

Cllr Fraser declared an interest in respect of the main financial items as he had been involved in their compilation and would not take part in any vote in respect of them; however he was happy to answer any questions the Committee had.

6. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were approved with the following amendments noted:

Leisure Foreshore & Environment

Item 141 a) to add; for Old Leigh Regatta' at the beginning of the sentence.

Item 142 – to amend Wage Services to Wages Service.

GENERAL PURPOSES

7. ELECTION OF SUB-COMMITTEES AND WORKING PARTIES

The following members were appointed as follows:

Personnel Sub-Committee	
Cllrs Margaret Cotgrove, Hilary Davison, Donald Fraser, Jean Rowswell	
Licensing Sub-Committee	
Cllrs Mike Dolby, Donald Fraser, Carole Mulroney, Jean Rowswell	
*1 vacancy	
Youth Facility Management Working Party	Premises Working Party
Cllr Bill Abbot Cllr Mrs Cocks Cllr Hilary Davison Cllr Pat Holden Cllr Caroline Parker Co-opted: Members from Connexions and Belfairs High School	Cllr Hilary Davison Cllr Pat Holden Cllr Carole Mulroney Cllr Caroline Parker Cllr Jean Rowswell
Presentation Working Party	Internal & External Audit Working Party
Cllr Pat Holden Cllr Jerry Holden Cllr Carole Mulroney Cllr John Wren	Cllr Peter Dolby Cllr Mike Dolby Cllr Donald Fraser
Quality Council Working Party	Annual Town Meeting Working Party
Cllr Margaret Cotgrove Cllr Hilary Davison Cllr Carole Mulroney	Cllr Hilary Davison Cllr Donald Fraser Cllr Caroline Parker Co-opted: Jan Andrews

8. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

Southend Airport Consultative Committee –Cllr Hilary Davison

Leigh Crime Prevention Panel –Cllr Peter Dolby

EALC Larger Local Councils Forum – Cllrs Margaret Cotgrove, Donald Fraser and Town Clerk

EALC AGM – Cllrs Margaret Cotgrove, Donald Fraser and Town Clerk
EALC Executive Committee – Cllr Margaret Cotgrove
Southend Business & Tourism Partnership –Cllrs Margaret Cotgrove, Mike Dolby and Town Clerk
Southend Business & Ratepayers Forum – Cllrs Bill Abbot and Jean Rowswell
Fairtrade –Cllr Hilary Davison (substitute Cllr Cocks)

9. MINUTES OF LICENSING SUB-COMMITTEE 4TH MAY 2010 RECEIVED

10. MEETINGS WITH BOROUGH COUNCILLORS

It was **RECOMMENDED**: that the Chairman, Vice Chairman and Town Clerk of the Council arrange to have quarterly meetings with Southend Borough Council's Leigh Ward Councillors (1 from each ward), with a view to keeping up to date on local matters of which the Council should be aware, and then report back to Council. It is suggested that such meetings be less formal than the protocol meetings.

11. SUPPORT FOR A CHARITY

It was **RECOMMENDED**: that each year, the Council Chairman should choose a local Leigh charity for the Council to support for that year at all Council events.

12. COUNCILLORS' TRAINING COURSES

It was **RECOMMENDED** that a moratorium be placed on attendance of councillors at training courses, with the exception of any new courses relevant to changes in legislation having a significant effect on Council procedure and those courses already booked and deemed to be necessary. In the event of any such courses being attended, the councillor(s) concerned will be required to either produce a written report or to make a presentation to Council.

It was **RECOMMENDED** that the Chairman and Vice Chairman of the Council be appointed to review requests for attendance at any courses which fall within the above criteria.

FINANCE

13. REFERENCES FROM OTHER COMMITTEES

The following were noted:

Leisure, Foreshore & Environment

Leigh Folk Festival - £750 (Local Government Act 1972, s144)

Leigh lights, purchase of 7 white LED 1902 Star Mantling displays - £3,869.25 (Local Government Act 1972, s144)

Leigh lights, McDonald Highway services - £6,655.00 (Local Government Act 1972, s144)

Leigh lights, Cable Test Limited engineer - £1,480.48 (Local Government Act 1972, s144)

14. INCOME AND EXPENDITURE SINCE THE LAST MEETING

It was **RECOMMENDED**: that the **Income & Expenditure Report 1751/DF** be approved.

15. ANNUAL ACCOUNTS

It was **RECOMMENDED**: that the **Income & Expenditure Account, Balance sheet and Supporting notes to accounts** be approved subject to the **Responsible Financial Officer** being asked to fully explain the **Allotments Income & Expenditure**.

16. ANNUAL REVIEW

It was **RECOMMENDED**: that **Section 1 Accounting statements, together with the explanation of variation of 15%** be approved.

17. ANNUAL GOVERNANCE STATEMENT

It was **RECOMMENDED**: that **Section 2 – Annual Governance Statement** be approved.

18. RESPONSIBLE FINANCIAL OFFICER

It was **RECOMMENDED**: that **Mr Maurice Howard** continues as **Acting Responsible Financial Officer** until **10th June 2010**, after which **Mr Paul Beckerson** be appointed **Responsible Financial Officer**.

19. INTERNAL AUDIT REPORT

It was **RECOMMENDED** that the **Council** respond to **Heelis & Lodge** giving reasons why it is not considered appropriate to insure the fabric of the **Youth Facility**.

It was **RECOMMENDED** that all other recommendations of the Auditor be adopted.

21. EXCLUSION OF THE PUBLIC

RESOLVED: that the **public (including the press)** be excluded from the meeting during consideration of the following item on the grounds that it involves confidential information.

20. STAFF PENSION SCHEME

Report 1750/DF was considered and the recommendation therein, with amendments, was adopted.

Leigh-on-Sea Town Council Annual Accounts to 31st March 2010
Income Expenditure Account

Actual		Actual	Budget	
Year Ended		Year Ended	Year Ended	
31/03/2009		31/03/2010	31/03/2010	Explanations
£	EXPENDITURE	£	£	
	Cost of Services			
14,938.98	Allotments	17,177.30	21,813.00	
9,847.75	Community Transport	10,214.61	4,100.00	
25,085.81	Leisure Foreshore & Environment	40,811.29	93,341.00	Includes: Leigh Lights festival, Hanging baskets, Fishing Festival First Aid & Farmers Market
	Development Control	4,360.12	8,317.00	Consideration of Planning Applications includes cost of Southend Airport Development Meetings
7,083.08	Highways	1,518.59	12,500.00	Includes: Bus Shelters Cleaning & Red Telephone Box
1,452.77	Youth Facility	3,770.05	28,165.00	
132,391.00	Capital Expenditure	55,648.00		£10,874 new water & pipe work including ground work plus £35,775 new xmas lights plus £8,999 new IT Network
5,415.00	S. 137 Payments	7,677.12		For Details see Supporting Notes to the Accounts
£ 196,214.39	Total Cost of Services	£ 141,177.08	£ 168,236.00	
	Cost of Governance			
11,021.00	General Administration (including election costs)	16,309.08	12,080.00	Includes: Affiliations, bye election costs, Insurance, Specialist Advice to Council & Office Expenses
23,664.27	Premises	21,348.91	20,240.00	Includes: Equipment Mtce, Rent and Rates and office running expenses including Insurance
61,089.45	Administration Staff Costs, Travelling Expenses & Training	67,380.68	66,486.00	Includes: Salaries Costs, Training & Recruitment Advert
£ 95,774.72	Total Cost of Governance	£ 105,038.67	£ 98,806.00	
£ 291,989.11	EXPENDITURE TOTAL	£ 246,215.75	£ 267,042.00	

Leigh-on-Sea Town Council Annual Accounts to 31st March 2010
Income Expenditure Account

Actual Year Ended 31/03/2009 £	INCOME	Actual Year Ended 31/03/2010 £	Budget Year Ended 31/03/2010 £	Explanations
	Service Income			
10,958.40	Allotments	8,702.64		
5,783.30	Community Transport	5,680.50		
12,885.47	Leisure Foreshore & Environment	12,216.01		Includes: Leigh Lights, Farmers Market Fishing Festival & Donations
£ 29,627.17	Total Service Income	£ 26,599.15		
	Other Income			
41,000.00	Grants & Donations	11,000.00		Includes: £10,000 Allotment Grant & £1000 contribution to IT Upgrade
2,936.00	Premises & General Administration	2,851.00	2,800.00	£2,576 Use of Committee Room & £275 Misc
6,276.85	Interest on Investments	103.09	1,500.00	Reflects low interest rates but needs review
167,893.00	Precept	167,893.00	167,893.00	
£ 247,733.02	INCOME TOTAL	£ 208,446.24	£ 172,193.00	

Actual Year Ended 31/03/2009 £	RESERVES	Actual Year Ended 31/03/2010 £	Adjustments Year Ended 31/03/2010 £	Explanations
291,989.11	Total Expenditure	246,215.75		
247,733.02	Deduct Total Income	208,446.24		
- 44,256.09	Excess of Expenditure over Income	- 37,769.51		
55,690.50	Balance from Previous Year	86,327.41	- 36,525.51	Reduction in General Reserves
74,893.00	Transfer from/ to Earmarked Reserves	1,244.00	- 1,244.00	Reduction in Earmarked Reserves
£ 86,327.41	Balance as at 31st March	£ 49,801.90		

Consolidated Balance Sheet

30/03/2009 £		31/03/2010 £
Current assets		
2809.68	VAT Recoverable	7,462.56
170.47	Debtors	50.00
3332.88	Payment in Advance	4,183.04
<u>186925.77</u>	Cash in Hand & at Bank	<u>138,512.10</u>
193238.80	TOTAL CURRENT ASSETS	<u>150,207.70</u>
6398.89	Creditors	810.80
456.50	Receipts in Advance	783.00
<u>£ 6,855.39</u>	TOTAL CURRENT LIABILITIES	<u>1,593.80</u>
<u>£ 186,383.41</u>	NET CURRENT ASSETS	<u>£ 148,613.90</u>
Represented by		
86,327.41	General Fund	49,801.90
Earmarked Reserves		
1,250.00	First Aid	-
1,898.00	Paddling Pool	1,798.00
500.00	Projector	-
<u>2,000.00</u>	Allotments	1,306.00
5,648.00	Leigh Lights	<u>1,300.00</u> 4,404.00
Capital Reserves		
	Strand Wharf	74,408.00
	Youth Facility	<u>20,000.00</u> 94,408.00
94,408.00		
<u>£ 186,383.41</u>		<u>£ 148,613.90</u>

Section 1 – Accounting statements for

LEIGH-ON-SEA TOWN COUNCIL

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	2009	2010	
1 Balances brought forward	230,639	186,383	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	167,893	167,893	Total amount of precept receivable or received in the year.
3 (+) Total other receipts	79,840	40,553	Total receipts or income as recorded in the cashbook less the precept received. Includes support, discretionary and revenue grants.
4 (-) Staff costs	71,674	86,985	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	220,315	159,230	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	186,383	148,614	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	186,926	138,512	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	79,470	402,504	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	No	No	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2010.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council and recorded as minute reference

Date

Signed by Chair of the meeting at which these accounting statements were approved.

Date

Section 2 – Annual governance statement

We acknowledge as the members of our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2010, that:

1	We have approved the accounting statements which have been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	YES	prepared its accounting statements in the way prescribed by law.
2	We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3	We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	YES	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4	We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5	We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	considered the financial and other risks it faces and has dealt with them properly.
6	We have maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.	YES	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7	We have taken appropriate action on all matters raised in reports from internal and external audit.	YES	responded to matters brought to its attention by internal and external audit.
8	We have 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.	YES	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9	Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the local council and recorded as minute reference

_____ dated _____

Signed on behalf of _____

Signed by: Chair _____ Date _____

Signed by: Clerk _____ Date _____

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

HEELIS & LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

Internal Auditor report for Leigh on Sea Town Council - 2009/10

Where the report refers to guidelines or guidance in relation to accounting practices, the reference document is the Governance and Accountability for Local Councils: A Practitioners Guide. This document is referred to in the Accounts and Audit Regulations and represents 'proper practices' for local councils in England.

Proper book-keeping Cash book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts.
All were found to be in order; the cash book is kept up to date, balances are regularly verified against bank statement and the record agrees with the supporting vouchers and invoices.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents.

Standing Orders updated: December 2008
Financial Regulations updated: December 2008
VAT reclaimed during the year in April and December 2009
All were found to be in order with supporting paperwork to demonstrate approved invoices and authorisation for payment. VAT is identified for reclaim. A number of transactions were sampled and checked. S.137 expenditure was checked and is recorded correctly.

Risk Assessment Appropriate procedures in place for the activities of the council.
Fidelity cover: £300,000
Risk Assessment document in place: Yes
*Risk management reviewed in January 2010.
The Council has addressed the risks associated with its activities and identified what can go wrong and the appropriate steps to avoid or manage the consequences. The resulting risk management document is a detailed, live document which identifies regular review dates of the various aspects.*

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Heather Heelis Dip HE Local Policy • Lynne Lodge Dip HE Local Policy

Provided that the Council regularly reviews its risk assessment and takes appropriate action when an event is newly identified as a risk, the consideration of risk management appears to be adequate for the level of activity.

RECOMMENDED ACTION: The Council is advised to ensure that is fully aware of and compliant with the conditions outlined in its insurance policy and in this respect it should ensure that appropriate cover is in place for use of the skateboard equipment.

Budgetary controls Verifying the budgetary process with reference to council minutes and supporting documents.

Precept: £167,893 Date: 12/11/08 Minute ref: 56
All were found to be in order.

The budget was properly prepared and regular reporting of expenditure and income to the appropriate committee. Earmarked reserves are detailed in the income and expenditure account and the general reserves are within the guidelines of three to twelve months gross expenditure.

Income controls Precept and other income, including credit control mechanisms.
Satisfactory system in place, with a receipt system in place and good cross referencing against bank paying in slips.

Petty Cash Associated books and established system in place.
All were found to be in order.

Payroll controls PAYE and NIC in place where necessary
Compliance with HM Revenue & Customs procedures
Records relating to contracts of employment.
*PAYE system in place Number of employees:5
P35 submitted on time.*

Asset control Inspection of asset register and checks on existence of assets
Cross checking on insurance cover
All were found to be in order, with a detailed asset register containing all the information referred to in the guidance. Additionally, the Council records information on useful/expected life and condition.
RECOMMENDED ACTION: The Council should ensure that the register is verified on a regular basis (probably annually) and this process should include confirmation that insurance cover is adequate.

Bank Reconciliation Regularly completed and cash books reconcile with bank statements.

All were found to be in order with appropriate reconciliations undertaken against bank statements.

Year-end procedures Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.
All were found to be in order.

Internal audit and internal control procedures Review of the effectiveness of internal audit procedures
Appointment of internal auditor: Confirmed in December 2009

Review of internal control: January 2010
Review of effectiveness of internal audit: March 2010

RECOMMENDED ACTION: Ensure that the review of the effectiveness of internal control and internal audit is undertaken annually and minuted accordingly.

Annual Return Completion:

Section One: No

Section Two: No

Section Four: Yes



Lynne Lodge
Heelis & Lodge
9 June 2010



Leigh-on-Sea Town Council

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leighcouncil@btconnect.com www.essexinfo.net/leigh-on-sea



Chairman: Cllr. Pat Holden
 Vice Chairman: Cllr. Carole Mulronev

Report 1751A/DF

Income and Expenditure 28th April to 25th May 2010

Cheque	Expenditure	Payee	Purpose	Statute
100,138	£1475.99	Essex Famers Market Ltd	Gazebos	(In all cases, LGA means Local Government Act and s is for section) Small holdings and Allotments Act 1908 s 25 LGA 1972 s 111
100,139	£1048.46	HM Revenue & Customs	Income Tax & NIC	LGA 1972 s 111
100,140	£520.61	British Gas Business	Office heating	LGA 1972 s 111
100,141	£1050.00	M G Howard	Acting RFO	LGA 1972 s 111
100,142	£99.99	Cllr J Holden	Office telephones	LGA 1972 s 111
100,143	£100.00	Outloud Productions	May Day event 2010	LGA 1972 s 144
100,144	£100.00	Tim Bennett	May Day event 2010	LGA 1972 s 144
100,145	£25.10	Cllr P Holden	Premises items	LGA 1972 s 111
100,146	£111.15	Southend Adulty Community College	Famers Market	LGA 1972 s 111
100,147	£18.00	Wesley Methodist Church	Room Hire	LGA 1972 s 111
100,148	£21.00	Cllr P Holden	May Day event 2010	LGA 1972 s 144
100,149	£150.00	Caroline Ahmet	Replacement for cheque No. 100,114	LGA 1972 s 144
100,150	£881.25	Cortest Ltd	Youth Facility structural inspection	LGA 1972 s 144
100,151	£248.24	Mayfield Cleaning Ltd	Bus Shelters/Office cleaning	Local Govt Misc Provisions Act 1953 s 4
100,152	£380.00	SBC	Allotments tree reduction	Small holdings and Allotments Act 1908 s 26
100,153	£100.00	Borderdash	May Day event	LGA 1972 s 144
100,154	£100.00	Cash	Petty cash	LGA 1972 s 111
100,155	£200.00	Neopost	Postage	LGA 1972 s 111
100,156	£21.00	SBC	Fishing Festival 2010	LGA 1972 s 144
100,157	£150.00	TMS Ltd	Fishing Festival 2010	LGA 1972 s 144
100,158	£25.30	Electronic Office Automation UK Ltd	Photocopies	LGA 1972 s 111
100,159	£100.00	N R Hood	MiDAS training	Transport Act 1985 s 19
100,160	£374.00	SBC	Business rates	LGA 1972 s 111
100,161	£11.00	R Allan-Smith	Allotments item	Small holdings and Allotments Act 1908 s 26
100,162	£40.00	Pete Hamlyn	May Day event 2010	LGA 1972 s 144

Income

£15.00 Keys
£1,079.25 Tickets Sales

Allotments Tenants
Community Transport
Membership