



Leigh-on-Sea Town Council

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Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulrone
Town Clerk: Paul Beckerson



MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT 8.00 PM ON TUESDAY 31ST AUGUST 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Donald Fraser (Vice - Chairman) Bill Abbott, Margaret Cotgrove, Hilary Davison, Mike Dolby, Peter Dolby, Jerry Holden, Pat Holden and Jean Rowswell

Also in attendance: Paul Beckerson (Town Clerk) and Paul Lawrence

The meeting opened at 8.00pm

42. APOLOGIES FOR ABSENCE

Cllrs Carole Mulrone and Caroline Parker

43. DECLARATION OF MEMBERS' INTERESTS

None

44. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting 6th July 2010 were approved and signed as a correct record.

45. RECEIVE THE MINUTES OF THE LICENSING SUB-COMMITTEE OF ITS MEETING ON THE 11th AUGUST 2010

The minutes were **noted**.

GENERAL PURPOSES

46. MATERNITY POLICY

The committee considered the report 1773/F&GP (Appendix 1). A member questioned the necessity of the policy complying with the terms and conditions of the Scheme of Conditions of Service of the National Joint Council for Local Government Services (the 'Green Book'). The Town Clerk pointed out that all the Council's Employment Contracts referred to the 'Green Book'. It was further questioned if the 'Green Book' was used by all Town and Parish Councils as this placed an onerous financial burden upon them. The Town Clerk would clarify with EALC if this was normal practice and that in the meantime adoption of the policy be deferred to the next meeting.

47. GENERAL PURPOSES BUDGET

General Purposes Budget Report 1776/FGP was noted (Appendix 2).

48. SOUTHEND CHARACTERISATION STUDY – STAKEHOLDER WORKSHOP
22nd JULY 2010

A verbal report on the study was given by the Town Clerk and Cllr Peter Dolby who attended on behalf of the Crime Prevention Panel. The day had consisted of an introductory session by the consultants 'Urban Practitioners' this was followed by attendees indicating where they thought community boundaries were and what they felt were good and bad points about the local street scene. The consultants would process the results and report back in due course.

49. DEDICATED DOMAIN NAME & WEB HOSTING

The Town Clerk explained the desirability of having a dedicated domain name with associated emails and the indicative costs to implement the scheme.

- Initial Registration - £180.00
- Renewals Biannually - £80.00
- Hosting (Web & Email) monthly - £10.75

The committee discussed the merits of the proposal and **RESOLVED** to remit this to the Presentation Working Party to assess the proposals fully and report back to a future meeting of the Committee.

50. SETTING UP A COUNCILLOR RECRUITMENT WP

The proposal was debated and the issues of avoiding political partiality were addressed. The main concern was about being seen to try and fill seats with like minded candidates (non party). It was agreed that any publicity and promotion should be directed to all sections of the community regardless of political affinity. It was agreed that seminars and open days could be held to explain the work of the Council and what is involved in being Councillor.

The committee **RESOLVED** to set up a Working Party to take the proposal forward and to place membership on the Council agenda to enable full participation across the Council.

51. SERVICE COMMITTEE MEMBERSHIP

There was a proposal to change the number of members on the Transport and Highways Committee from 8 to 6 to help prevent it becoming inquorate and to increase the membership of the Allotments Committee from 5 to 6 in order to maintain a Councillor majority on the committee vies-a-vie Co-opted members.

The committee **RESOLVED** to change the membership of Transport and Highways from 8 to 6.

The committee **RESOLVED** to leave the Allotments Committee unchanged on the recommendation of the Allotments Chairman.

52. CRIME PREVENTION REPORT – 1778/PD

Cllr Peter Dolby highlighted a few aspects of the report especially the fact that the Panel had endorsed the comments made by Leigh Town Council to the Licensing Policy Consultation. The Police also supported the idea of a *Pub Watch Scheme*

within the Old Town and Broadway areas and the introduction of *Alcohol Control Zones*. The report was **noted**. (Appendix 3)

FINANCE

53. REFERENCES FROM OTHER COMMITTEES

The reference from Transport and Highways Min. 22 (e)

'On examining the budget and after general discussion it was **RECOMMENDED: to fund one bin to be placed outside Sarah's Tea Garden at a cost of £450 with SBC taking over the maintenance and emptying once installed.**'

was **noted**.

54. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1777/FGP 25th August 2010 was **noted**. But it was agreed to vire £139.50 from Entertaining to Publicity in the General Purposes Budget. (Appendix 4)
- Committee Income and Expenditure Report 1775/FGP 25th August 2010 was **noted** with some minor amendments to dates and comments. (Appendix 5)

55. INCOME AND EXPENDITURE SINCE THE LAST MEETING

Report 1774/I&E attached **noted** with an amended description to cheque 100,262 Leigh Lights Columns and LGA 1972 s144 (Appendix 6)

56. BANK ACCOUNT BALANCES as at 25th August 2010

HSBC Current A/c	£60,861.73
HSBC Community Savings A/c	£115,022.94

Noted

The meeting closed at 9.11pm



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REPORT 1773/F&GP

MATERNITY POLICY

1. Aim

The aim of this policy is to explain an employee's entitlements to maternity leave, statutory and occupational maternity pay and to explain the steps that need to be taken by an employee and the Town Clerk before and during maternity leave.

2. Scope.

This policy applies to all employees of Leigh-on-Sea Town Council on permanent, temporary and fixed term contracts, whose babies are due to be born on or after 1st April 2007 as shown on the MATB1 certificate and whose terms and conditions are set out in the Scheme of Conditions of Service of the National Joint Council for Local Government Services (the 'Green Book').

3. Key Information.

Employees within the scope of this policy are entitled to the following benefits:

- 52 weeks maternity leave, which must be taken as a continuous block.
- The right to return to their job or a similar job on terms and conditions no less favourable, at the end of their maternity leave
- Paid time off for antenatal care.
- Statutory maternity pay and/or occupational maternity pay, subject to meeting certain qualifying criteria.

These are explained in more detail throughout this document.

4. Entitlement to Maternity Leave.

All pregnant employees are entitled to 52 weeks maternity leave, regardless of their length of service or hours worked. This must be taken as a continuous block. The maternity leave is split into two parts, which attract different employment rights. The first 26 weeks leave is referred to as ordinary maternity leave (OML) the subsequent 26 weeks period is referred to as additional maternity leave (AML)

Employment rights during ordinary maternity leave (OML):

- During OML the employee is entitled to benefit from all their normal terms and conditions of employment with the exception of pay.
- This period is counted as continuous service for calculation of statutory employment rights, and other contractual payments relating to their length of service. This means the employee continues to accrue annual leave and this period is included in the calculation of entitlement to sick pay.
- On return from OML an employee is entitled to return to the same job on the same terms and conditions as before her leave began.
- If there has been a re-grading or pay award applied to her post during the period she was on OML then she is entitled to receive these benefits as if she hadn't been away.
- OML also includes 2 weeks compulsory maternity leave, which immediately follows the birth of the employee's baby and the employee is not permitted to work or return to work during this period.

Employment rights during additional maternity leave (AML)

- The right to benefit from all normal contractual terms and conditions of employment in the ordinary maternity leave period does not necessarily continue throughout the additional maternity leave period.
- Continuity of employment is preserved through AML for the purpose of calculating entitlement to statutory employment rights (such as redundancy, unfair dismissal rights, and notice requirements).
- The period of AML will be treated by Leigh-on-Sea Town Council as continuous for the purpose of calculating contractual annual leave and contractual sick pay. This means the employee continues to accrue annual leave and this period is included in the calculation of entitlement to sick pay.
- However some benefits such as pensions will be different during the AML. If there is a period of unpaid maternity leave during this time that unpaid period of leave may not be treated as continuous service and instead the service before and the service after this additional maternity leave period will be joined together. Employees are given the option to make pensions contributions during such a period of unpaid leave so that the period counts in full for pension purposes. (see section 8 for further details).
- On return from AML the employee is entitled to return to the same job on the same terms and conditions before her leave as if she had not been absent. If this is not reasonably practicable then she should be offered a similar job on conditions that are no less favourable.

5. Maternity Pay.

There are two types of maternity pay and these have different qualifying criteria. An employee may qualify for none, one or both of the entitlements set out below. An employee's entitlement to maternity

pay will be closely related to their length of service at certain key dates a number of weeks before the date the baby is due to be born (this date is stated on the MAT B1 certificate which is provided by a doctor or a midwife)

Statutory Maternity Pay (SMP) – The basic statutory maternity pay scheme provided by the Government

To be entitled to statutory maternity pay, 15 weeks before the expected week of childbirth (EWC) the employee must:

- Still be employed by Leigh-on-Sea Town Council
- Have at least 26 weeks continuous service with Leigh-on-Sea Town Council
- Have average weekly earnings that are not less than the lower earnings limit for national insurance contributions.
- SMP is paid for a total of 39 weeks. This is split into two levels of payment.
- For the first 6 weeks of maternity leave the payment of SMP equals 90% of the employee's **average** weekly earnings, this is known as higher rate SMP.
- For the subsequent 33 weeks employees are entitled to receive a fixed rate payment known as standard rate SMP. This fixed rate changes regularly and the prevailing rate can be found at this link www.direct.gov.uk

SMP payments start when an employee begins her maternity leave. They will continue for a period of 39 weeks unless the employee returns to work before that time.

Employees who do not fulfil the qualifying conditions for SMP may be entitled to Maternity Allowance (MA) or other benefits, which are controlled and paid by the Department for Work and Pensions. Employees in this position will be given a form SMP1 by Pay and Employment Services to take to their Local Job Centre Plus.

Occupational Maternity Pay. (OMP) – An enhancement to the statutory scheme provided by Leigh-on-Sea Town Council

To be entitled to OMP an employee must:

- Have one year's continuous local government service, at the 11th week before the EWC:
- and
- Return to local government service for a minimum period of 3 months at the end of her maternity leave. (If she does not she will be required to repay any half pay paid to her.)

Local government service for the purposes of this policy refers to service with an organisation that is covered by the Redundancy Payments (Modification) Order Act. Please click on the attached link to find out which organisations are covered by this order - <http://www.lge.gov.uk/lge/aio/54792> .

Occupational maternity pay is paid for a total of 18 weeks and is split into two levels of payment.

- 6 weeks at 90% of a weeks pay. (If the employee also qualifies for statutory maternity pay, and this amount is more than her SMP payment, then her OMP payment is **inclusive** of the SMP entitlement. The employee does **not receive both**.)

- Followed by 12 weeks at half pay. If the employee also qualifies for statutory maternity pay this payment is made in **addition** to half pay. (Employees who qualify for OMP and SMP will not receive more than full pay when the two are combined.)

Where an employee is entitled to both statutory and occupational maternity pay the entitlements will run concurrently.

An employee can choose to make the half pay last for longer by having it paid over 20 weeks at a rate of 3/10th of pay. The amount received overall is the same. If an employee is not sure whether they will return to work, they can ask for the half pay to be withheld until they have made a decision.

Employees **not** intending to return to work after maternity leave may be entitled to SMP and/ or only the first 6 weeks of OMP at 90% of a week's pay if they meet the qualifying criteria.

6. During Pregnancy

Notifying Management.

An employee who discovers she is pregnant should notify the Town Clerk as soon as is reasonably practicable. The purpose of this is to:

- Trigger the employee's entitlements during this part of pregnancy.
- To enable the Town Clerk to take steps to protect the health, safety and wellbeing of the employee and the unborn child.
- To enable the Town Clerk and the employee to start planning for her maternity leave.

The Town Clerk must respect an employee's wishes about how and when she would like to tell her colleagues that she is expecting a baby. However employees should also be aware that for health and safety and business planning reasons, the Town Clerk may need to advise other colleagues about the employee's pregnancy.

Ante Natal Care.

Pregnant employees have the right to paid time off to attend antenatal care. This includes time off to attend regular appointments, antenatal classes and 'Parentcraft' and relaxation classes if these are recommended by a doctor or a midwife.

An employee is not required to provide evidence of her first appointment. However the Town Clerk may ask an employee to produce evidence of subsequent appointments.

Risk Assessments and Health and Safety.

Once the Town Clerk has been notified that an employee is pregnant, they are responsible for carrying out a risk assessment and taking steps to minimise any identified risk for the employee or her unborn child in accordance with the Corporate Code of Practice for New and Expectant Mothers.

This assessment should be regularly reviewed throughout the pregnancy, to take account of changing risks as the pregnancy develops. This includes providing a suitable place to rest, whilst an employee is at work if she requests it.

If a risk cannot be avoided, changes to working conditions must be considered. Such changes might be to alter the employee's hours of work or to offer suitable alternative work.

Sickness absence during pregnancy

If an employee is absent from work due to sickness (including pregnancy related sickness) during her pregnancy this will be counted as sick leave as normal and the usual sick pay provision will continue to apply. Pregnancy related sickness should be disregarded for the purposes of managing absence under the Capability Policy.

It is recognised that "morning sickness" is a common symptom of pregnancy and some employees find that it affects them at only at certain times of the day. Where business requirements permit, it may be possible for the employee and Town Clerk to agree to temporarily adjust her working times to accommodate this, and avoid the need for the employee to be absent from work.

The only exception to the above is when an employee falls sick for a pregnancy related reason during the final four weeks before her EWC. In these circumstances her maternity leave and pay will be triggered immediately and she must commence maternity leave.

Non-pregnancy related sickness during this period will be counted as sick leave as normal and the usual sick pay provisions will continue to apply.

7. Applying for maternity leave.

Prior to applying for maternity leave, an employee should discuss her plans for commencing maternity leave with the Town Clerk, to enable them to make arrangements to cover her work whilst she is away.

The earliest time maternity leave can start is the beginning of the 11th week before the week the baby is due to be born in, but an employee can work up to the day the baby is born if she chooses.

An employee is encouraged to apply for maternity leave by the 15th week before the EWC. However the latest date an employee should apply for maternity leave is 28 days before she intends to commence maternity leave. This is done through completing form MAT/L1, which is attached at the end of this document. An employee may alter the date she wants her maternity leave to commence by following the notification periods set out below.

Once completed the employee should give the Town Clerk the MAT/L1 form and form MAT B1. The Town Clerk should take a photocopy for his/her own records, before both **original** documents are forwarded to Pay and Employment Services.

Maternity Pay cannot be paid until Pay and Employment Services receive the MAT B1 certificate.

Starting Maternity Leave earlier or later than notified.

If the employee wishes to alter the planned date she wants her maternity leave to start she must notify the Town Clerk of the new date:

- 28 days before her maternity leave was originally due to start:
or
- 28 days before the new date she wants to start her leave.

Whichever of these two deadlines is the earliest.

Babies born before planned maternity leave starts

If an employee's baby is born before the date she has notified the Town Clerk that she intends to start maternity leave, her maternity leave will commence automatically the day after the birth. She must provide confirmation to the Town Clerk of date her baby was born as soon as is reasonably practicable.

8. During Maternity Leave.

Pension Contributions

During any period of paid maternity leave (including any period when only Statutory Maternity Pay is paid), an employee must continue to pay pension contributions on the actual pay they are receiving. Pension benefits will continue to accrue as if they were working normally on full pay.

If an employee intends to return to work after maternity leave, the employee can choose to pay contributions for any period of unpaid maternity leave beyond the maternity pay period so that the period of absence will count in full for pension purposes. The contributions will be calculated on the rate of pay that the employee was receiving immediately before she commenced the period of unpaid maternity leave and will not be deducted until the employee returns to work. If an employee elects not to make contributions then the period will not count towards pensionable service.

Any additional voluntary pension contributions will remain payable throughout maternity leave. They are calculated on the rate of pay she would have received if she were not on maternity leave. The additional membership continues to accrue in full.

To make contributions to cover the unpaid period the employee must advise the ECC Pensions Team in writing within 30 calendar days of returning to work, that she wishes to make these contributions.

Annual Leave

Whilst an employee is on maternity leave her entitlement to annual leave still continues to accrue and her service is considered to be continuous for the purposes of calculating annual leave.

Employees continue to accrue annual leave during OML and AML. Employees are also entitled to accrue bank holidays during OML and AML. For part-time employees, accrual of bank holidays will be on a pro rata basis using the same principles as stated in the 'Green Book' (i.e. there will be a percentage reduction of entitlement to bank holidays depending on the employees contracted hours).

It is important that employees agree with the Town Clerk in advance how they intend to take their annual leave, as there is no right to carry over in to the next annual leave year more than the number of days stated in the employee's contract of employment.

With the prior agreement of the Town Clerk annual leave may be taken before the employee commences maternity leave, and/or immediately after maternity leave has finished. Annual leave cannot be taken during maternity leave.

Contact whilst on Maternity Leave

Whilst they are on maternity leave the Town Clerk should maintain reasonable contact with the employee to keep her updated about developments at work and matters concerning her job. The Town Clerk and employee should agree the level and frequency of contact prior to the employee commencing maternity leave.

The Town Council has an obligation to keep an employee informed of any other information relating to her job that she would normally be made aware of if working. This may fall outside of the individual agreement referred to above.

Keeping in Touch Days

Whilst on maternity leave an employee may not carry out any work, without bringing her maternity leave to an end. The only exception to this is the 'Keeping in Touch' Days.

To assist an employee with her return to work, she may by **mutual agreement** work up to 10 'Keeping in Touch' (KIT) days during the unpaid period of her maternity leave to help her prepare to return to work. A KIT day can be used to attend training sessions or meetings (providing these are related to the employee's job) as well as carrying out aspects of the employee's job. In exceptional circumstances a KIT day may be worked during the paid period of maternity leave.

There is no obligation for an employee to work a KIT day if it is offered, likewise an employee cannot insist that LTC provide them with a KIT day.

Any work done on a particular day is counted as using one KIT day. For example, if an employee agrees with the Town Clerk that she will attend a training course and the course lasts two hours, this is counted as using up one of her KIT days. Likewise another employee works a night shift although this stretches over two dates this is counted as one KIT day.

An employee working a KIT day will be paid their normal hourly rate of pay for the hours actually worked. Claims for payment must be made in writing and authorised by the Town Clerk. The employee must clearly state the date worked, and the actual number of hours worked on that day (lunch breaks are excluded). If a KIT day is worked during the paid period of maternity leave an employee will be paid their maternity pay, plus the hours worked. The total payment will be limited to no more than what they would receive for a normal full day's pay.

KIT days do not extend the period of maternity leave. Payment for KIT days will always be made in arrears at the next available payroll.

9. Returning to work.

Returning to Work as Notified

An employee does not need to give notice that she wishes to return to work if:

- she has elected to take the full 52 weeks maternity leave:

or

- when she applied for maternity leave, she specified an earlier return date and she returns on this date.

At the end of her maternity leave an employee is entitled to return to the job in which she was employed under her original contract of employment, and on terms and conditions not less favourable than those, which would have been applicable to her if she had not been absent.

The only exception to this is where a woman returns to work during or after her additional maternity leave, and it is not reasonably practicable for her to return to her old job. In this case she should be offered a similar job on terms and conditions no less favourable to her original job.

There is no automatic entitlement to return to work on a part time basis. However an employee is entitled to apply for a change in her working pattern/hours and to have this request seriously considered. Such a request should only be denied if there are clear business reasons. Please refer to the policy on Statutory Requests to work on a Flexible Basis for further information.

If an employee is not able to return to her old job for reasons of redundancy, she will be entitled to be offered a suitable alternative vacancy where one exists. Any such offer should be of work that is suitable and appropriate to the employee and this means the place, capacity and terms and conditions of employment must not be substantially less favourable than if she had been able to return to her original job.

Suitable alternative employment may also be offered where there are other exceptional circumstances other than redundancy that necessitate a change in the job in which she was previously employed and would have occurred had the employee not been absent.

Returning to work earlier or later than originally notified

If an employee wishes to return to work earlier than she originally notified she should discuss this with the Town Clerk as soon as possible. If she is in her OML she should confirm her intention in writing and this must be given to the Town Clerk 7 days before she intends to return, this period is extended to 21 days if she is in her additional maternity leave period.

Where an employee gives less than the required notice period, her return may be postponed to allow for the required 7 or 21 days notice, but not beyond the end of the maternity leave period.

If an employee wants to take more maternity leave than she anticipated she should discuss this with the Town Clerk as soon as possible. She must notify the Town Clerk in writing no later than 8 weeks before she was due to return and advise of the new return to work date. Maternity leave cannot be extended beyond 52 weeks.

Return to work is delayed because of sickness absence.

If an employee is unable to return to work due to sickness at the end of her maternity leave period, she should notify the Town Clerk through the normal sickness absence reporting procedure. She will be

required to provide medical certificates as normal. This absence will be treated as sickness absence and the usual sick pay provisions will apply.

Taking annual leave or parental leave immediately following maternity leave

An employee can agree with the Town Clerk to take annual leave (or parental leave) immediately following the end of maternity leave. The Town Clerk needs to ensure that they have maintained proper records and the Wage Service Providers are informed so they can record the absence appropriately and ensure accurate pay calculations.

Return to work is delayed due to an interruption to work by industrial action or other unforeseen circumstances not related to the employee.

If an employee is prevented from returning to work at the end of her maternity leave because of industrial action or other unforeseen circumstances not related to the employee, she may instead return to work when work resumes, or as soon as is reasonably practicable thereafter.

Risk assessments and Health and Safety on Return from Maternity Leave

The Town Clerk is responsible for carrying out a second risk assessment where an employee returns to work within 6 months of giving birth or if they continue to breastfeed upon their return. The rights and responsibilities outlined previously in 'Risk Assessments and Health and Safety' still apply.

Employees intending to continue breastfeeding upon return to work must notify the Town Clerk as soon as possible so that appropriate arrangements can be organised. The Health and Safety Executive recommends employers to provide a safe, healthy and private environment for breastfeeding mothers to express and store milk. The Town Clerk should accommodate this where reasonably practicable and safe (toilet facilities are not suitable for this purpose).

10. Problems arising during pregnancy

Although the majority of pregnancies progress without any problems, premature births, miscarriages or very rarely stillbirth do occur from time to time.

The following information provides guidance should any of these circumstances arise.

➤ Premature Birth

The premature birth of a baby can be a difficult time for employees who are either the parents or close relatives. Time off for the mother will be in accordance with this Maternity Policy with maternity leave commencing the day after the birth of the baby.

Requests for time off from other family members will only affect a small proportion of employees at any one time. It is nonetheless important to handle each case with sensitivity. Leave for this purpose is likely to be covered by the variety of leave provisions in Work Life Balance section of the HR guide. Flexible working options could also be considered.

➤ Miscarriage and Stillbirth

The miscarriage or stillbirth of a baby, regardless of when it occurs is bereavement and the employee may experience a variety of emotions. They will require understanding from the Town Clerk and colleagues.

The stillbirth or death of a baby before the 24th week of pregnancy is classed as a miscarriage and any absence following the miscarriage would need to be covered by a sickness certificate if the employee is absent for more than 7 calendar days.

A stillbirth from the 24th week of pregnancy onwards is classed as a 'birth' and the full provisions of this maternity policy in terms of pay and leave will apply.

11. Maternity and unfair dismissal provisions

All employees are protected against unfair dismissal for reasons of pregnancy or childbirth, regardless of hours worked or length of service.

Policy launched: July 2010

Review date: July 2013

Finance & General Purposes Committee Budget 2010/11

Heading	Budget		Spent to Date	Balance	% Spent
	Income	Expenditure			
Crime Prevention	0	0	0.00	0	
Schools	0	0	50.00	-50	
Community Affairs	0	1,000	24.02	976	2
Premises	0	1,000	272.60	727	27
Elections	0	0	0.00	0	
Legal Costs	0	500	0.00	500	0
Annual Town Meeting	0	500	268.00	232	54
Publicity	0	1,000	139.50	1,000	0
Youth Facility	0	4,000	2,289.20	1,711	57
Donations	0	0	0.00		
Totals	0	8,000	2,903.82	5,096	36
Nett cost		8,000			

Various

74.02

Report of the Leigh Crime Prevention Panel Meeting on 19th July 2010

REPORT 1778/PD

Insp. Dave Colwell was the Police Representative along with Pc Steve Dewberry from the Youth Offending Service and Mick Holland, Community Engagement Officer for Southend CDRP.

Insp. Colwell reported: -

- Events such as the air show, the Leigh folk festival and World cup, combined with good weather, had increased work loads.
- A person has been arrested and charged following the very unfortunate murder in Priory Park at the proms concert. Police presence has been increased since to help to allay concerns.
- Theft from motor vehicles is still rife around the whole of the town with a spate in Eastwood and on the Marine Parade, Leigh last week. Theft includes money, CDs, glasses, sat navs and index plates which are then used at petrol service stations concealing the true registration of vehicles used when stealing fuel. Cars are still left unlocked on driveways and in roads.
- Cycle thefts continue with recent incidents at Leigh and Chalkwell stations and from front gardens.
- Internet fraud is a big problem. Examples include sales of cheap theatre and pop festival tickets often involving young victims. If the offer seems too good to be true it probably is!
- E-mail scams are still a problem. Never divulge personal data and bank details.
- Instances of bogus builder's cold calling have occurred on the Belfairs estate and other places. They particularly target vulnerable people.
- Operation 'Littlebrook' continues and has helped to keep burglaries down.
- Operation 'Sandy Ridge' continues targeting antisocial behavioral issues and has operated with regard to recent problems in Eastwood.

Pc Steve Dewberry Reported: -

- YOS are starting offenders on community tasks e.g. litter picking
- Triage and restorative justice systems are bearing fruit. There has been a 70% reduction in the number of first time offenders since their introduction
- The family intervention project is also proving effective
- There is a level of positiveness in the Youth Offending Service (YOS), inc. Connexions, resultant from effective measures having been introduced
- The Community Harmony Partnership fun day at the end of June was very successful with over 3,000 attending
- The YOS, part of their reparation scheme, received a silver gilt award for their exhibit at the recent Hampton Court Flower Show. This is now on display at the new Shoebury Youth Centre

Mick Holland reported: -

- We are now registered with the V-involved scheme – one young man has come forward to set a group up in Walker Drive

- Allotment Watch – highly successful session at the Manchester Drive site on Sunday 18 July – 36 bikes and horticultural machinery tagged; hand tools post coded; 50 UV marker pens handed out. Possible scope for another event next year
- Library Watch is now live
- Hospital Watch is now live

- . Forthcoming Roadshows are as follows:
 - Chalkwell Esplanade - Tuesday 24 August 2 pm to 5 pm
 - Priory Park - Tuesday 31 August 2 pm to 5 pm
 - Southend Hospital (Hospital Watch) - Wed 1 September 2pm to 4pm
 - Kent Elms Library - Saturday 23 October, 9.30 am to 1 pm
 - Southend Hospital (Hospital Watch) - Tuesday 30 November 2 pm to 4 pm

- . Events in 2011
 - Southend Hospital (Hospital Watch) - Tues 1 March 2.30 pm to 4.30 pm
 - St Stephen's Church, Alton Gardens - Saturday 26 March 10 am to 2 pm
 - Leigh Fire Station, Mountdale Gardens - Saturday 9 April 10 am to 2 pm
 - Southend Hospital (Hospital Watch) - Tuesday 7 June 2.30 pm to 4.30 pm
 - Belfairs Park May - date to be confirmed
 - Leigh Old Town (Leigh Sailing Club) - date to be confirmed
 - Marine Parade, Leigh - date to be confirmed

Other issues raised: -

- It was agreed to support Leigh Town Council's response on the Licensing Policy Consultation and that the Panel's reply be extended to include all other parts of the Panel's area of representation.
- A young drunk had caused problems in Leigh the previous week.
- There have been reports of cold telephone callers offering alarm systems.
- There has been a report of an enquirer, with an Irish accent, to an advertisement in *Auto Trader* offering £200 more but needing bank details.
- There have been reports of offers from a security company operating in West Leigh offering security services to residents to tackle problems in the area. Insp. Colwell advised that the company has been approached by the Police with no response.
- New vandal proof lights have been installed in Blatches Chase and volunteers including residents, councillors and council officers have cleared overhanging branches obscuring the street lights.
- Reports of criminal damage to parked cars and house windows in Eastwood Old Road on 12th June. Insp Colwell confirmed that an arrest had been made.
- Report of cold telephone calls from India asking for bank details.
- Report of increased antisocial problems involving young people in Bonchurch Park. Issues include broken glass, graffiti and general nuisance. Pc Dewberry advised that this issue had been reported at a recent Park Watch meeting and on going operations will include Bonchurch Park.
- A problem associated with youngsters from Westcliff and Southend schools, dressed as cave men, commandos etc in Old Leigh in the afternoon on a week day in late May or early June was reported. They appear to have brought their own alcohol and this seems to be an annual event after exams. The landlord of

the *Crooked Billet* advised that he had to close for one hour and it took the Police two hours to respond to his call for assistance. He would have extended his weekend 'over 21 rule' had he been advised of this 'traditional end of year drinking'. A letter from the Police to the schools involved may be appropriate and may prevent similar problems next year. The manager of the *Crooked Billet* is happy to consider helping to start a *Pub Watch* scheme in the Old Town and also to represent publicans on the Panel if so requested. Mr Holland advised that he had received no assistance from publicans in the Old Town towards a *Pub Watch* scheme when he had approached them on the matter. The Panel agreed that the manager would be a useful addition to its membership. Insp. Colwell confirmed the local Police are happy to pursue initiatives which help to solve alcohol related issues in the Broadway and Old Town including supporting 'alcohol control zones' which are different to 'alcohol controls in designated areas' as they do not require the same level of evidential statistical information. It was commented that membership of a *Pub Watch* scheme could be a condition when a licence to supply alcohol is granted.

- The Panel supports Leigh Town Council's initiatives in the Old Town through its Old Town Community Group.
- Comment was made on egress onto pavements from licensed premises in and around the Broadway. Whilst these premises are challenged by the Police reports are also needed from residents.
- Problems of litter in the Old Town and Chalkwell was raised and whether Southend Council had used its enforcement powers including fining on the spot. Cllr Walker undertook to find out and report back

Peter Dolby
26th August 2010

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

30/06/2010

Budgets Spend vs Budget to 30th June 2010

Committee	Item	Budget		Spend to date	Balance	% spent	2009/10 spend
		b/f 2009/10	2010/11				
Council	Office Admin	0	36,460	16,842	19,618	46	46,657
	Salaries	0	72,473	22,371	50,102	31	67,381
		0	108,933	39,213	69,720	36	114,038
Leisure	Community Transport A	0	4,500	2,453	2,047	55	
Foreshore & Environment	Flower Baskets	0	5,000	3,426	1,574	69	
	First Aid Provision	0	1,200	38	1,162	3	
	Farmers Market A	0	40	-246	286	0	
	Strand Wharf	74,408	0	0	74,408	0	
	Leigh Lights A	1,300	22,120	6,345	17,075	27	
	Padding Pool	1,798	0	0	1,798	0	
	Various B	0	12,559	5,834	6,725	46	
		77,506	45,419	17,850	105,075	15	68,904
							Includes Capital Lights £35,755
Transport & Highways	School Crossing Patrols	0	7,500	0	7,500	0	
	Bus Shelter Cleaning/Maint	0	3,000	653	2,347	22	
	New Bus Shelters	0	3,500	0	3,500	0	
	Transport Improvements	0	1,000	0	1,000	0	
	Bollards	0	500	0	500	0	
	Phone Box, Seats and bins	0	750	0	750	0	
		0	16,250	653	15,597	4	1,518
Planning	Planning	0	4,000	1,440	2,560	36	
	Southend Airport	0	2,000	0	2,000	0	
		0	6,000	1,440	4,560	24	4360
General Purposes	Various C	0	1,000	74	926	7	
	Premises	0	1,000	273	727	27	
	Elections	0	0	0	0	0	
	Legal costs	0	500	0	500	0	
	Annual Town Meeting	0	500	268	232	54	
	Publicity	0	1,000	0	1,000	0	
	Youth A	20,000	4,000	2,289	21,711	10	
		20,000	8,000	2,904	25,096	10	11,447
							Includes £7677 Section 137 Expenditure Grants
Allotments	Revenue A	0	6,998	5,969	1,030	85	8,475
	Open Day accumulated fund	1,306	0	1,256	50	96	
	Capital Improvements	0	2,000	0	2,000	0	10,874
		0	8,998	7,225	3,079	80	
Total		98,159	193,600	69,285	223,127	24	219,616
Income			Budget 2010/11	Received to date	Balance	% Rec'd	
	Precept 2009/10	0	199,615	99,808	99,808	50	167,893
	Estimated Interest to 31.3.10 D	0	1,500	10		1	103
	Unbudgeted income D	0	0	36	0	0	
	Premises hire	0	2,800	1,860	940	66	2,851
		0	203,915	101,713	100,748	50	
Add	Est Bank Balance at 25.08.10				176,235		
					276,983		
	VAT refund due				7,463		
					284,446		
Less planned expenditure Reserve					223,127		
					61,318		

A Community Transport, Allotments Revenue, Youth, Leigh Lights and Farmers Market are balances of income and expenditure

B Includes Community Initiatives, recreational facilities, events & conservation areas.

C Includes Crime Prevention, community affairs, schools and education

D If bank interest and unbudgeted income exceed the budget, they are shown as nil balance, as otherwise it would unfairly affect the Reserve figure

Office Budget for 2010-11 (Premises WP)

Report 1777/FGP

Budget	Heading	2010/11	Spend to Date	Balance	% Spent
2009/10					
50.00	Library	50.00	0.00	50	0.00
100.00	Training - Staff	350.00	140.00	210	40.00
900.00	Training - Cllrs	1,000.00	57.00	943	5.70
300.00	Mileage & Expenses - Staff	120.00	229.96	-110	191.63
1,300.00	Stationery Cost	1,900.00	461.09	1,439	24.27
3,400.00	Insurance	5,000.00	4,369.39	631	87.39
1,500.00	Telephone, e-mail & telecomms	1,300.00	566.01	734	43.54
450.00	Photocopying	400.00	79.58	320	19.90
1,400.00	Stamps	1,900.00	677.73	1,222	35.67
1,900.00	Subscriptions	1,600.00	1,414.19	186	88.39
5,200.00	General Rates	5,400.00	1,868.85	3,531	34.61
240.00	Water Rates	280.00	115.67	164	41.31
10,500.00	Rent	10,500.00	2,625.00	7,875	25.00
900.00	Gas	960.00	612.70	347	63.82
650.00	Electricity	650.00	332.49	318	51.15
2,500.00	Office Cleaning	2,300.00	628.00	1,672	27.30
250.00	Expenses/Travel Costs - Cllrs	400.00	24.96	375	6.24
50.00	Entertaining	50.00	139.50	-90	279.00
120.00	Licences	100.00		100	0.00
300.00	Miscellaneous	300.00	-38.15	338	-12.72
800.00	Audit	1,200.00	0.00	1,200	0.00
	Professional Advice / Legal	0.00	2,475.00	-2,475	
310.00	Accounting software Tech support	500.00		500	0.00
200.00	Contingencies	100.00	0.00	100	0.00
250.00	Minor Premises Repairs	100.00	63.20	37	63.20
33,570.00	Total	36,460.00	16,842.17	19,618	46.19

Fees to Maurice Howard



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 Mulroney
 Town Clerk: Paul Beckerson

Report 1774/I&E

Income and Expenditure 30th June 2010 to 24th August 2010

Cheque	Expenditure	Payee	Purpose	Statute
100,205	£22.79	Acumen Wages Services	Payroll Processing - June	(In all cases, LGA means Local Government Act and s is for section) LGA 1972 s111
100,206	£111.15	Southend Adult Community College	Farmers Market	LGA 1972 s144
100,207	£748.00	SBC	Rates for June and July	LGA 1972 s111
100,208	£145.70	A&K Building & Civil Engineering	Repair of gate hinge Manchester Drive Allotments	Small holdings and Allotments Act 1908 s26
100,209	£2,625.00	SBC	Elm Road Quarterly Rent	LGA 1972 s111
100,210	£376.94	SBC	Annual Buildings Insurance	LGA 1972 s111
100,211	£1,094.91	HMRC	Tax & NI June	LGA 1972 s111
100,212	£74.03	Sign Factory	Fishing Festival Banners Amended	LGA 1972 s144
100,213	£32.40	B Allan-Smith	Allotments - Petrol (£19.50) Minor items (£12.90)	Small holdings and Allotments Act 1908 s26
100,214	£49.00	The Jacks Centre Latchingdon	Community Transport – Refreshments - Mystery Tour	Transport Act 1985 s19
100,215	£490.00	Mr B Main Bradwell Village Hall	Community Transport – Refreshments - Mystery Tour	Transport Act 1985 s19
100,216	£200.00	Neopost	Postage	LGA 1972 s111
100,217	£30.20	P Beckerson	Travel Expenses Dunmow & Southend	LGA 1972 s111
100,218	£1,648.75	Essex Pension Fund	Pension Contributions - June	LGA 1972 s111
100,219	£4,151.16	Essex Pension Fund	Back-dated Pension Contribution for V Choppen	LGA 1972 s111
100,220	£50.00	Belfairs School	Annual Prize	LGA 1972 s137
100,221	£101.00	P Beckerson	Summer Seminar Expenses	LGA 1972 s111
100,222	£265.04	BT	Telephone Calls and Line Rental	LGA 1972 s111
100,223	£711.58	Mayfield Cleaning Ltd	Bus Shelters deep clean and repair (£564.00) and Office Cleaning (£147.58)	Local Govt Misc Provs Act 1953 s4 & LGA 1972 s111
100,224	£22.60	Electronic Office Automation Ltd	Photocopying	LGA 1972 s111
100,225	£192.62	Cory Environmental	Skate Park Bin Rental & Collection	LGA 1972 s111
100,226	£170.00	Salvation Army	Community Transport – Use of	Transport Act 1985 s19

100,227	£166.08	Callidus Computer Centre Ltd	Minibus Toner (£99.99) & Computer Support (£22.03)	LGA 1972 s111
100,228	£139.50	P Holden	Welcome Reception Costs	LGA 1972 s 111
100,229	£180.00	Taxi Drivers Charity Fund	Community Transport – Use of Minibus	Transport Act 1985 s19
100,230	£50.00	St John Ambulance	Community Transport – Use of Minibus	Transport Act 1985 s19
100,231	£80.00	West Leigh Baptist Church	Community Transport – Use of Minibus	Transport Act 1985 s19
100,232	£3,992.45	Zurich Insurance	Insurance	LGA 1972 s111
100,233	£61.28	Viking	Stationery	LGA 1972 s111
100,234	£225.00	Maurice Howard	Acting RFO costs	LGA 1972 s111
100,235	£150.27	E.on	Office Electricity	LGA 1972 s111
100,236	£200.00	Cash	Petty Cash	LGA 1972 s111
100,237	£1,104.50	Ray Linge Market Stall & Marquees	Fishing Festival Marquees	LGA 1972 s144
100,238	£250.00	Footrope Knots	Fishing Festival - Demonstration	LGA 1972 s144
100,239-243	£5,353.19	Employees	Salaries for July 2010	LGA 1972 s111
100,244	£57.58	Soundtrack	Fishing Festival – Sound System	LGA 1972 s144
100,245	£122.72	British Gas	Gas	LGA 1972 s111
100,246	£183.11	Public Collection	Fishermans Mission Donation	LGA 1972 s145
100,247	£561.00	Ingatestone Hall	Community Transport – Admission & Refreshments	Transport Act 1985 s19
100,248	£4,025.12	SBC	Hanging Baskets	LGA 1972 s144
100,249	£22.79	Acumen Wages Services	Payroll Processing - July	LGA 1972 s111
100,250	£111.15	Southend Adult Community College	Farmers Market	LGA 1972 s144
100,251	£579.68	TMS LTD	Fishing Festival – Signage cost balance	LGA 1972 s144
100,252	£1,158.75	Essex & Suffolk Water	Manchester Drive allotments	Small holdings and Allotments Act 1908 s26
100,253	£374.00	SBC	Rates for August	LGA 1972 s111
100,254	£1,451.13	EDF Energy	Skate Park Lighting	Parish Councils Act 1957 s3
100,255	£62.28	Essex Mobile Welding Ltd	Allotment Gate Padlock	Small holdings and Allotments Act 1908 s26
100,256	£47.50	Miss B Wratislaw	Pay	LGA 1972 s111
100,257	£2,049.52	HMRC	Tax & NI July	LGA 1972 s111
100,258	£1,754.55	Essex Pension Fund	Pension Contributions - July	LGA 1972 s111
100,259	£16.47	Electronic Office Automation Ltd	Photocopying	LGA 1972 s111
100,260	£9.40	Salvation Army	Community Transport - Driver Verification	Transport Act 1985 s19
100,261	£25.00	Vivien Choppen	Community Transport – Diesel for WLBC minibus	Transport Act 1985 s19
100,262	£5,505.00	McDonald Highways	Leigh Lights - Columns	LGA 1972 s144
100,263	£200.00	Neopost	Postage	LGA 1972 s111

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Appendix 6 - F&GP 31-08-10

100,264	£30.00	Ms J Lee	Community Transport – Driver costs	Transport Act 1985 s19
100,265	£240.88	Callidus Computer Centre Ltd	Antivirus Software and Annual Installation of new engine Software	LGA 1972 s111
100,266	£147.58	Mayfield Cleaning	Office Cleaning	LGA 1972 s111
100,267	£56.70	P Beckerson	Travel Expenses (£48.20) Notice Board Lock (£8.50)	LGA 1972 s111
100,268	£35.00	Information Commissioner	Data Protection Renewal of Registration	LGA 1972 s111
100,269-274	£5,125.30	Employees	Salaries for August 2010	LGA 1972 s111

Income

£623.75	Community Transport	Bookings
£192.00	Farmers' Market	Stall Holders
£183.11	Fishing Festival	Public Collection
£1860.00	Vernon Manfield	Hire of Conference Room
£50.00	Punch Taverns	Donation to cover cost of 2009 Xmas Tree
£40.00	Allotments	Keys
£20.00	Body's Opticians	Xmas lights contribution for June & July
£3.00	FHCCP	Use of room