



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com)      [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea)

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



## MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT 8.00 PM ON TUESDAY 5<sup>th</sup> OCTOBER 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Donald Fraser (Chairman) Bill Abbott (from min.64), 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***

#### 57. ELECTION OF CHAIRMAN

The committee noted the resignation of the present Chairman Cllr Carole Mulroney. Cllr Donald Fraser was elected Chairman.

#### 58. ELECTION OF VICE-CHAIRMAN

Cllr Mike Dolby was elected Vice-Chairman

#### 59. APOLOGIES FOR ABSENCE

Cllrs Carole Mulroney and Caroline Parker

#### 60. DECLARATION OF MEMBERS' INTERESTS

None

#### 61. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting 31<sup>st</sup> August 2010 were approved and signed as a correct record.

#### 62. TO RECEIVE THE MINUTES OF THE QUALITY COUNCIL WORKING PARTY held on the 14<sup>th</sup> September 2010 – Report 1779/QCWP (Attached as Appendix 1)

Members of staff were thanked for all the work undertaken by staff in compiling the documentation for submission to the Quality Council Reaccreditation Committee.

Point 11(a) – Should read 'residents' can come to .....

Point 12 – The Council has a member on the Southend BC Events Committee Mandatory Section

Point 6 – 2009/10 Return completed and sent to External Auditor

Point 8 – Councillors attend Local Residents Meetings

Cllr Hilary Davison is to attend Youth Council on the Wednesday 6<sup>th</sup> October 2010  
New Working Party – Councillor Recruitment WP – Promoting Citizen Engagement

The minutes of the 14<sup>th</sup> September 2010 were **NOTED**.

63. TO RECEIVE THE MINUTES OF THE AUDIT WORKING PARTY held on the 14<sup>th</sup> September 2010 – Report 1790/AWP (Attached as Appendix 2)

The minutes of the Audit WP of the 14<sup>th</sup> September 2010 were **NOTED**.

64. TO RECEIVE THE MINUTES OF THE PRESENTATION WORKING PARTY held on the 15<sup>th</sup> September 2010 – Report 1787/PWP (Attached as Appendix 3)

The Convenor Cllr Jerry Holden reported the minutes and took members through each recommendation of the Working Party and the Committee agreed the following.

It is **RECOMMENDED** that the preferred domain name should be [www.leightowncouncil.gov.uk](http://www.leightowncouncil.gov.uk)

It is **RECOMMENDED** that Heart Internet be the Internet Service Provider to register the Domain Name with Ja.net at a cost of £180 initially and £80 bi-annually thereafter.

It is **RECOMMENDED** that Heart Internet host the website and email for the new domain at a cost of £2.49 per month.

It is **RECOMMENDED** that the existing website should co-exist with the new one and that migration should take place over a period of time as capacity and resources dictate. The Good for Leigh email should also be moved to new host.

It is **RECOMMENDED** that Backup Software (Symantec Backup Exec 2010 for SBS) be purchased from PC World Business at a sum of £285.

It is further **RECOMMENDED** that a sum of no more than £600 be taken from reserves to fund the foregoing **RECOMMENDATIONS**.

Cllr Peter Dolby expressed his thanks on behalf of the Committee for all the work the Working Party had undertaken.

65. TO RECEIVE THE MINUTES OF THE COUNCILLOR RECRUITMENT WORKING PARTY held on the 30<sup>th</sup> September 2010 – Report 1795/CRWP (Attached as Appendix 4)

The date for the Open Evening was amended from the 28<sup>th</sup> to the 24<sup>th</sup> February 2011. Members felt that participation in sample meetings should only come after interested parties had observed meetings. It was further suggested that all Councillors must have at least three personal acquaintances they could approach.

The minutes of the Councillor Recruitment WP of the 30<sup>th</sup> September 2010 were **NOTED**.

66. TO NOTE THE SUSPENSION OF CLLR. MRS ELAINE CRYSTALL FROM THE PLANNING COMMITTEE UNTIL 2<sup>nd</sup> December 2010 AND THE FURTHER TRAINING OF OTHER MEMBERS (SBC Decision Notice attached)

Members noted the suspension and requirement that additional training needed to be undertaken in the Code of Conduct by all members of the Town Council.

It was **RECOMMENDED** that **John Williams of SBC be invited to deliver further training prior to a full Council meeting to ensure maximum attendance.**

### **GENERAL PURPOSES**

67. MATERNITY POLICY

The committee considered the report 1773/F&GP (Attached as Appendix 5). The Town Clerk reported on the advice from EALC. The terms and conditions were contained in Staff contracts and were compatible with the requirements of being a Quality Council.

It was **RECOMMENDED** that the **Maternity Policy contained in Report 1773/F&GP is ADOPTED.**

68. GENERAL PURPOSES BUDGET

General Purposes Budget Report 1792/FGP was noted (Appendix 6). It was further **AGREED** that all financial reports should contain the preparation date.

69. USE OF TOWN COUNCIL CAR PARK

This item was deferred until the end of the meeting.

70. CRIME PREVENTION REPORT – 1796/PD (Appendix 7)

Cllr Peter Dolby reported and suggested that Sgt. Danny Barnes the Licensing Sergeant could be invited to a future Licensing Sub-Committee meeting. There was some doubt as to whether an official Allotments Watch operated at Manchester Drive; Cllr Peter Dolby undertook to raise this issue with Mick Holland. Cllr Hilary Davison urged the members to support the continuation of Connexions as this may be under threat in the current financial climate.

## FINANCE

### 71. REFERENCES FROM OTHER COMMITTEES

There were none.

### 72. TO NOTE APPENDIX 1 – Report 1783/AWP as the committee's REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT 2009/10.

It is **RECOMMENDED** that **Report 1783/AWP is ADOPTED** as the Council's **Review of the Effectiveness of the Internal Audit 2009/10**

### 73. AUDIT COMMISSION PAPER – THE FUTURE OF THE LOCAL AUDIT: ISSUES FOR CONSIDERATION (Attached as Appendix 8)

The committee **noted** the issues raised in the Audit Commission Paper.

### 74. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1793/FGP 30<sup>th</sup> September 2010 was **noted**. (Appendix 9)
- Committee Income and Expenditure Report 1791/FGP 30<sup>th</sup> September 2010 was **noted**. It was agreed that the Allotment Open Day Accumulated Fund should be a separate item on the report. (Appendix 10)

### 75. INCOME AND EXPENDITURE SINCE THE LAST MEETING

Report 1794/I&E attached **noted** (Appendix 11)

### 76. BANK ACCOUNT BALANCES as at 30<sup>th</sup> September 2010

|                            |             |
|----------------------------|-------------|
| HSBC Current A/c           | £50,078.12  |
| HSBC Community Savings A/c | £115,066.77 |

**Noted**

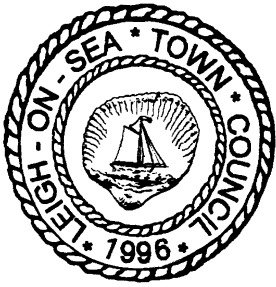
### 77. EXCLUSION OF THE PUBLIC

That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remaining item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

### 78. USE OF TOWN COUNCIL CAR PARK

There was a discussion on the arrangements on usage of the car park by third parties.

***The meeting closed at 9.25pm***



# LEIGH-ON-SEA TOWN COUNCIL

67, Elm Road, Leigh-on-Sea, Essex SS9 1SP

**Tel: 01702-716288**

[leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com) [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea)

Chairman: Cllr. Pat Holden

Vice Chairman: Cllr. Mrs. Carole Mulroney

Town Clerk: Paul Beckerson



Report 1779/QCWP

Quality Council Working Party – 31<sup>st</sup> Aug 2010

Present: Cllrs Margaret Cotgrove and Hilary Davison, plus Town Clerk

Apologies: Cllr Carole Mulroney

**The meeting opened at 7.00pm**

The requirements of Quality Status were considered and actions required before re-accreditation.

Key:

Green = Being done or not seen as a problem

Orange = Needs some work to be achieved

Red = Not being done or no plans to do

Firstly, the Discretionary section of Test 4 was considered. 9 out of 17 requirements must be met. The status is as follows:

| Test   | Status  | Action required  | Key   |
|--|---|--|-------|
| 1. Annual report sent to every household.  | Done through Leigh Times  | Need statement from Leigh Times that it is delivered to every household in the Town Council's area | Green |
| 2. Annual Report includes a summary of council activities during the year                      | Currently being done  | Compiling report based on ATM information  | Green |
| 3. Involved in community led planning, has (or has contributed to) parish plan                 | Parish plan – Vision for Leigh is 8 years old   | Probably needs updating to be valid. Council to discuss whether to do it                           | Red   |
| 4. Information or access point for details on local government services and council activities | Leaflets and information available in office and further information on web-site                    | Maintain and improve level of services. Take photos of leaflet racks and screen shots of web-site  | Green |
| 5. Information or access point linked electronically to district and county councils           | Public Access computer in reception linked to SBC website. No county council as Southend is unitary | Maintain links and improve where possible  | Green |

|   |  |  |  |
|---|--|--|--|
| 6. Information about local govt. Services and council activities distributed to every household | Not done, other than quarterly newsletters in Leigh Times  | Check what this means and what needs to be done  |  |
| 7. Links established with voluntary and other community groups                                  | Variously: probation service, allotment societies, Leigh Society, Women's Environmental Network, SAVS etc.   | Maintain and extend links. Use photos and correspondence as evidence                       |  |
| 8. A Community Engagement Strategy formulated   | Not done   | Needs to be done (also required for Power of Well Being)                                   |  |
| 9. Regular weblog on website about council activity, encouraging community to talk to council   | Not done   | No plans to do   |  |
| 10. Councillors hold at least 6 surgeries per year  | Being done   | Continue to do and keep copies of notices  |  |
| 11. Residents consulted on planning matters   | a) Residents can come to and address planning meetings<br>b) Public consultation on airport  | a) Check if this meets requirements<br>b) Continue to consult on strategic planning issues |  |
| 12. Relevant principal authorities informed of parish activities                                | Agendas of council meetings and minutes of Council and committee meetings sent to SBC  | Continue to do   |  |
| 13. Council activities publicised in local libraries, shops and/or other public places          | Board in Library, agendas sent to Library, notice boards around town, notices in Community Centre and posters/flyers for events in shops and schools | Continue to do   |  |
| 14. Council activities published in local press   | Regular press releases   | Continue to do   |  |
| 15. Council activities reported in district council publications                                | Town Council has no control over what district council does  | Discussions have taken place with SBC over input to 'Outlook'                              |  |

|  |   |  |  |
|--|---|--|--|
| 16. Consultations or questionnaires undertaken with electorate on local issues | Airport consultation through Leigh Times, Pall Mall and Marine Estate area consultations through letter drops | Continue to do   |  |
| 17. Information leaflets or brochures provided on the work of the council      | Quarterly report in Leigh Times   | Improve on leaflets available to public on council projects and activities |  |

Summary: Green 10, Orange 4, Red 3

#### Mandatory requirements

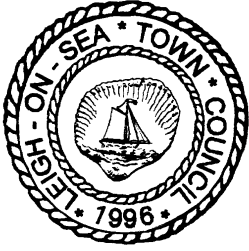
| Test  | Status  | Action required   | Key |
|---|---|---|-----|
| 1. Electoral mandate  | Achieves target of two thirds elected   | Provide evidence from election return   |     |
| 2. Qualified Clerk  | Clerk is qualified  | No action   |     |
| 3. Council meetings. Meets six times per year, time allowed for public participation, notices displayed on time and draft minutes published within two months | Being done  | Provide evidence and ensure it continues. Public participation is in Standing Orders, but could go on Council agenda (many councils do) that there is a specific slot prior to the meeting for members of the public to speak to the council. |     |
| 4. a) Mandatory requirement. Communication and community engagement   | Website provides list of councillors and officers with contact details and annual report.<br>Has an e-mail address that is publicly available<br>Newsletter published four times a year.<br>Newsletter is readily available at public sites | Continue to do, and improve website<br><br>Covering letter re: shortage of Newsletters over last 6 months.  |     |
| 4 b) Discretionary requirements   | See first section of report. At least 9 requirements have 'green' status  | Continue to achieve at least 9  |     |
| 5. Annual Report  | Annual report produced and published in Leigh Times, in hard copy and on website  | Continue to do  |     |

|  |   |  |  |
|--|---|--|--|
| 6. Accountability  | Need to have unqualified accounts   | Accounts for 2007-8 were qualified. Council has corrected that for 2008-9, and hopes the accounts will be unqualified. External audit W.P. needs to be vigilant about 2009-10 return when it is done                         |  |
| 7. Code of Conduct to be adopted inc. para 12 (2)  | Has been done   | Provide copy of minutes as evidence  |  |
| 8. Promoting local democracy and citizenship, working proactively to support local democracy and citizenship   | Allowing Belfairs pupil to attend LFE meetings and on Youth Facility management group. Poster competition for GFL in schools. Representative on Crime Prevention panel etc. Town Clerk speaks occasionally to local groups. | Continue to do. Could have cllr. attending citizenship at schools. Other areas might need to be considered. Involvement with Skate Park – Paddling Pool.<br><br>New WP to promote citizen engagement prior to next elections |  |
| 9. Terms and conditions. Council must have paid clerk and adopted NALC/SLCC terms and conditions. All staff must have written contract of employment | Being done  | Continue to do   |  |
| 10. Training. Need statement of intent and record of training undertaken   | No statement of intent, but budget for training and record of training maintained   | Write Statement of Intent  |  |

Work will be undertaken and submitted to the re-accreditation meeting of the 17<sup>th</sup> September 2010.

***The meeting closed at 7.40pm***





# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com)      [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea)

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



Report 1790/AWP

## **Audit Working Party Meeting – 14<sup>th</sup> September 2010**

Present: Cllr's Peter Dolby and Donald Fraser

Apologies: Cllr Mike Dolby

In attendance: Paul Beckerson (Town Clerk)

### ***The meeting opened at 6.35pm***

#### 1. Approval of Internal Audit Review of Effectiveness.

The Town Clerk apprised members of the letter he had received from the External Auditor and it was **Agreed** that as the review was not formally documented that the process should be repeated.

Members re-considered the points in the Internal Audit Review Checklist Parts 1 and 2 and **Agreed** the responses set out in Appendix 1 to these minutes. It was suggested that specific items of Council procedure should be selected for particular attention at the next internal audit. It was felt that the category "to be seen as a catalyst for change" requires particular attention. It was agreed that a further meeting of the Working Party would consider an action plan to address the perceived weaknesses within the internal audit process.

It was further **Resolved** that Appendix 1 should be tabled at the next meeting of the Finance and General Purposes Committee on the 5<sup>th</sup> October with a view to final ratification by Council at its meeting on the 13<sup>th</sup> October. In future years the effectiveness of internal audit would be undertaken in April after the final internal audit session, these normally being undertaken in November and March.

#### 2. The Working Party agreed to seek quotations from alternative providers and levels of service offered. Particular attention to be given to enhancing the Council's role in relation to the provision of new services and responsibilities.

### ***The meeting closed at 7.06pm***

**Internal Audit Review Checklist – Part 1 – Meeting standards**

| Expected standard               | Evidence of achievement  | Yes or No  | Areas for development |
|---------------------------------|--|------------|-----------------------|
| 1. Scope of internal audit      | <p>Terms of reference for internal audit were reapproved by full council on [10-02-10].</p> <p>Internal audit work takes into account both the council's risk assessment and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements.</p>  | <b>Yes</b> |                       |
| 2. Independence                 | <p>Internal audit has direct access to those charged with governance (see Financial Regulations).</p> <p>Reports are made in own name to management.</p> <p>Internal audit does not have any other role within the council/board.</p>  | <b>Yes</b> |                       |
| 3. Competence                   | <p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>   | <b>Yes</b> |                       |
| 4. Relationships                | <p>All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files).</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).</p> | <b>Yes</b> |                       |
| 5. Audit Planning and Reporting | <p>The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council [10-02-10].</p> <p>Internal audit has reported in accordance with the plan on [01-06-10].</p>  | <b>Yes</b> |                       |

**Internal Audit Review Checklist – Part 2 – Characteristics of Effectiveness**

| <b>Characteristics of 'effectiveness'</b>                         | <b>Evidence of achievement</b>  | <b>Yes or No</b> | <b>Areas for development</b>   |
|---|---|------------------|--|
| Internal audit work is planned                                    | Planned internal audit work is based on risk assessment and designed to meet the council's needs.   | <b>Yes</b>       |  |
| Understanding the whole organisation its needs and objectives     | The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.   | <b>Yes</b>       |  |
| Be seen as a catalyst for change                                  | Internal audit supports the council's work in delivering improved services to the community.  | <b>No</b>        | <b>Identify areas for specific attention during coming year (Forward Strategy)</b> |
| Add value and assist the organisation in achieving its objectives | The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.   | <b>Yes</b>       |  |
| Be forward looking  | In formulating the annual audit plan, national agenda changes are considered.<br><br>Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements. | <b>Yes</b>       |  |
| Be challenging  | Internal audit focuses on the risks facing the council.<br><br>Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.                       | <b>Yes</b>       |  |
| Ensure the right resources are available                          | Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.   | <b>Yes</b>       |  |



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com)    [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea)

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



Report 1787/PWP

## **Presentation Working Party Minutes**

Wednesday 15<sup>th</sup> September 2010

**Present:** Cllrs: Jerry Holden (Convenor), Pat Holden, Carole Mulroney and John Wren.

**In attendance:** Paul Beckerson (Town Clerk) and Cllr. Patsy Ryan.

**Apologies:** None

### ***The meeting commenced at 8.00pm***

#### 1. DOMAIN NAME

The WP discussed the options for a Domain Name and **recommended** the following:

- a. **Leightowncouncil.gov.uk (preferred)**
- b. **Leighonseatowncouncil.gov.uk**

The Town Clerk had obtained prices from Heart Internet for registration, £180 for initial registration and two years licence fee and £80 thereafter.

It is **RECOMMENDED: that Heart Internet be used at a cost of £180 and £80.**

#### 2. WEB SITE HOSTING AND CONTENT MANAGEMENT

Options were discussed as to where the Web Site should be hosted. It is **RECOMMENDED: that Heart Internet should provide the Hosting at a starting cost of £2.49 per month.** Initially there would be a redirector to the existing site at [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea) with new content being implemented in the new web space with appropriate hyperlinks.

#### 3. E-MAIL HOSTING

The Working Party noted that the package costing £2.49 per month included e-mail hosting. This would give the opportunity to provide individual e-mail addresses to each member of staff. It would also enable the full use of Microsoft Exchange Server 2003 with SMTP (Simple Mail Transfer Protocol) connection.

#### 4. BACKUP SOFTWARE

Although not technically within the remit of Working Party it was felt that this should be dealt with at the same time. The Convenor had obtained two quotations for the provision of backup software, Symantec Backup Exec 2010 SBS.

- a. Callidus - £429 including estimated set-up costs of £75
- b. PC-World Business - £285 for software only

The Working Party considered the merits of both quotations and **RECOMMENDED** that the software should be obtained from PC-World recognising that this would not include support from Callidus but that a years support is provided by Symantec.

The Working Party requests that Finance and General Purposes fund this from reserves and unspent budgets **at a total cost of up to £500.**

Background Report 1785/PWP (Appendix 1)

***The meeting closed at 9.01pm***



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com)      [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea)

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



## PRESENTATION WORKING PARTY 15<sup>th</sup> September 2010

Report 1785/PWP

### Web-Site and E-mail Issues

- At present the web-site is hosted free of charge on [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea). The web site editing process is restricted and does not allow the creation of a bespoke site giving the Council the web presence that is desirable.
- The email is hosted by BT and consists of one generic email address [leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com) this means practically that all emails go to one computer and have to be distributed to members of staff accordingly. This does not give the council a direct corporate email identity as well as creating additional work and inconvenience. If Toni or Vivien send an email the reply comes to me and then I forward it to them.
- Unfortunately BT do not host external websites in common with a lot of Internet Service Providers (ISP's).
- The ideal situation would be for the Council to register its own domain name. Local Government Domain names are registered with JANET. The rules governing the provision of these names say that the normal form of name for parish and Town Councils would be in Leigh's case [www.leigh-on-sea-tc.gov.uk](http://www.leigh-on-sea-tc.gov.uk). The Town Council cannot register direct with JANET and it must be done via a member ISP, a service for which they charge.
- I have got a price from Heart Internet an ISP connected to JAYNET of £180 to register the name and an £80 renewal price payable every two years.
- Once the name is registered the site has to be hosted by a JAYNET connected ISP, this includes both the web site and the emails which would be linked to the domain name. Each member of staff would have their own email account in the form eg. [Toni.Cordery@leigh-on-sea-tc.gov.uk](mailto:Toni.Cordery@leigh-on-sea-tc.gov.uk) etc and can be set up individually on each computer. There is a monthly charge for hosting the site, this ranges from £2.49 to £10.75 depending on size and capacity.
- The updating and maintenance of the site is the same as at present depending on how much variable content there is.

## Data Backup

- At present the data is backed up onto the Clerk's PC each day at 18.30, this process is a bit hit and miss. Sometimes it backs up all the other times it fails part of the way through the process this is not very satisfactory. The present backup regime only backs up data files and not the email exchange mail boxes. This can be done manually but is very time consuming. The main reason for backup failures is that the PC loses connection with the server.
- To correct this unsatisfactory situation it would be better if the backups were done direct on the server via proper backup software. This would have the advantage of not only backing up the data files but the system files and email boxes all at the same time allowing a complete restore in the event of a server failure.
- A USB hard drive could be connected to the server to take the back up. The backup software costs around £360 for the licence. If we had two identical hard drives these could be rotated and in the worst case scenario we would only lose one days data. USB hard drives cost in the region of £80.



# LEIGH-ON-SEA TOWN COUNCIL

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP

**Tel: 01702 716288**

[leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com) [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea)

Chairman: Cllr. Pat Holden

Vice Chairman: Cllr. Carole Mulronev

Town Clerk: Paul Beckerson



Report 1795/CRWP

## **Councillor Recruitment WP 30<sup>th</sup> September 2010**

PRESENT: Cllr's: Hilary Davison, Donald Fraser and Carole Mulronev

IN ATTENDANCE: Paul Beckerson (Town Clerk)

### ***The meeting opened at 7.15***

#### **1. CONTACTING POSSIBLE CANDIDATES**

The WP thought that all residents groups should be contacted and made aware of the work of the Town Council and how their interests could be supported by being a member of the Council.

Furthermore all the main Political Associations and Interest Groups within the Town could be written to. Connexions should also be contacted to ascertain possible younger candidates who could be approached. An item could be put on the agenda of the next Old Town Working Group to see if there was any interest. It was also felt local traders should be approached as they were concerned that their voice was not being heard.

Councillors could give talks to committees and groups on the role and duties of being a Town Councillor.

#### **2. CAMPAIGN SLOGAN**

A possible campaign slogan was suggested 'COULD YOU BE GOOD FOR LEIGH'

#### **3. OPEN EVENING**

Having identified possible candidates they could be invited to an open evening on the 24<sup>th</sup> February 2010 where information could be given and questions answered. An information pack would be produced for all interested people. It was also suggested that sample meetings could be held to give potential candidates a feel for how meetings were conducted.

#### **4. A NEW VISION FOR LEIGH**

An updated Town Plan could be formulated after the next elections where groups could become active participants in mapping out the future of the Town.

#### **5. NEXT MEETING**



The next meeting will be held on the 28<sup>th</sup> October at 7.15pm

***The meeting closed at 8.27pm***



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com)      [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea)

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



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](http://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 &amp; General Purposes Committee Budget 2010/11

| Heading             | Budget   | 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        | 28.72           | 971          | 3         |
| Premises            | 0        | 1,000        | 692.50          | 308          | 69        |
| Elections           | 0        | 0            | 0.00            | 0            |           |
| Legal Costs         | 0        | 500          | 0.00            | 500          | 0         |
| Annual Town Meeting | 0        | 500          | 306.02          | 194          | 61        |
| Publicity           | 0        | 1,000        | 139.50          | 861          | 14        |
| Youth Facility      | 0        | 4,000        | 2,782.33        | 1,218        | 70        |
| Donations           | 0        | 0            | 0.00            |              |           |
|                     |          |              |                 |              |           |
| <b>Totals</b>       | <b>0</b> | <b>8,000</b> | <b>3,999.07</b> | <b>4,001</b> | <b>50</b> |
| Nett cost           |          | 8,000        |                 |              |           |

Various

78.72

## Report of the Leigh Crime Prevention Panel Meeting on 20<sup>th</sup> September 2010

### REPORT 1796/PD

Chief Insp. Dave Colwell and Insp. Brad Dickel were the Police representatives along with Pc Steve Dewberry from the Youth Offending Service and Catherine Andrews from Connexions.

#### **Chief Insp. Colwell reported: -**

- August has been a good month with crime down across the borough including reports of anti social behaviour.
- There have been recent dwelling burglaries on the Chalkwell Hall Estate but overall burglaries are down on last year. Now, with nights drawing in, is the time to be extra vigilant and members are requested to report this back to their groups. Any suspicions should be reported to the Police using the 0300 numbers.
- Theft from motor vehicles is still a big problem. Criminals are checking for unlocked vehicles and are also smashing windows to gain access. Valuables must not be left on display. Theft includes money, CDs, sat navs, brief cases and lap tops. Recent reports have been in the Highlands up to the border with Hadleigh and in Mountdale Gardens. Operation 'Lordship' continues. Recent arrests in Southend may transpire to be those responsible.
- Cycle thefts continue with more incidents at Leigh and Chalkwell stations and from front gardens.
- There have been recent incidents of theft of motor cycles from front gardens. Motor bikes must be secured using chains.
- Leigh Regatta weekend was highly successful with no reported incidents
- The Police will be present at this Saturday's 'village green' event in Chalkwell Park where in excess of 20,000 people are likely to attend.
- Operation 'Pumpkin' will be launched by the Police, in partnership with *Connexions* and the YOS, to try to prevent unacceptable behaviour on Halloween. Rest days have been cancelled.
- Similar operation to above on bonfire night and preventative measures will include the Police engaging with shops and schools.

#### **Pc Steve Dewberry Reported: -**

- Triage is proving an effective system. Parents are now attending meetings with the young offender (under 17s). Parents are considered victims too. Less than 2% of the 400 youngsters who have been through Triage reoffend.
- Reparation work continues with youngsters engaged on community tasks.
- There has been a 23% reduction in nuisance youth calls across the borough in the year to date against the same period last year.

#### **Catherine Andrews reported: -**

- *Connexions* staff working in Scott Park and in Eastwood generally - engaging with youngsters and offering things for them to participate in. There have been

sessions in St Laurence Church Hall and 40 youngsters from all over the town, including Eastwood, have taken part in football sessions at Chase School.

- Work over the summer has been positive and new activities are planned for autumn including activities at the Leigh centre on Saturday afternoons.
- Younger members are becoming involved on neighbourhood action panels.

**Other issues raised: -**

- Report of dire problems of damage and general vandalism, including the Town Council's 'lock-up' broken into, on the Manchester Drive allotments over the last couple of months. Chief Insp. Colwell confirmed that the reported incidents were being treated seriously and local NSO's are working in conjunction with allotment watch to address the matter.
- Chief Insp. Colwell advised that there had been no contact with the security company operating in West Leigh.
- Chief Insp. Colwell reported that a new licensing sergeant, Danny Barnes, had started at Westcliff and will be looking to start up a *Pubwatch* scheme in Leigh.
- Insp. Dickel advised that problems of anti social behaviour in Bonchurch Park seem to have reduced as a result of the actions reported at the last meeting.
- Southend BC has issued 12 fines for littering 3 of which went to court where the fine was £1,000.
- Chief Insp. Colwell advised that it was difficult to prosecute for theft of charity collection bags and white council recycling bags as the householder has in effect given up ownership. Some arrests have been made but it has proved difficult to prosecute.
- Report of speeding cars in Burnham Road southbound from London Road.
- Problems at the two bowling greens in Belfairs Park. About three weeks ago 11 youths had thrown golf balls, scattered bowls and some had been seen 'mooning' much to the disquiet of those using the greens.
- Pc Leon Pezzuolo has transferred to a new position in the Police. Chief Insp. Colwell advised that Leigh will now be well looked after by Chris Abbott and Collette Hallett.

Appendix 9 - Report 1793/FGP

Office Budget for 2010-11 (Premises WP)

| 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           | 238.12           | -118          | 198.43       |
| 1,300.00         | Stationery Cost                  | 1,900.00         | 552.68           | 1,347         | 29.09        |
| 3,400.00         | Insurance                        | 5,000.00         | 4,369.39         | 631           | 87.39        |
| 1,500.00         | Telephone, e-mail & telecomms    | 1,300.00         | 670.97           | 629           | 51.61        |
| 450.00           | Photocopying                     | 400.00           | 86.76            | 313           | 21.69        |
| 1,400.00         | Stamps                           | 1,900.00         | 749.72           | 1,150         | 39.46        |
| 1,900.00         | Subscriptions                    | 1,600.00         | 1,449.19         | 151           | 90.57        |
| 5,200.00         | General Rates                    | 5,400.00         | 2,242.85         | 3,157         | 41.53        |
| 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         | 753.60           | 1,546         | 32.77        |
| 250.00           | Expenses/Travel Costs - Cllrs    | 400.00           | 24.96            | 375           | 6.24         |
| 50.00            | Entertaining                     | 50.00            | 0.00             | 50            | 0.00         |
| 120.00           | Licences                         | 100.00           |                  | 100           | 0.00         |
| 300.00           | Miscellaneous                    | 300.00           | 119.19           | 181           | 39.73        |
| 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        |
| <b>33,570.00</b> | <b>Total</b>                     | <b>36,460.00</b> | <b>17,678.49</b> | <b>18,782</b> | <b>48.49</b> |

Fees to Maurice Howard



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com) [www.essexinfo.net/leigh-on-sea](http://www.essexinfo.net/leigh-on-sea)



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

Report 1794/I&E

## Income and Expenditure 25<sup>th</sup> August to 30<sup>th</sup> September 2010

| Cheque | Expenditure | Payee                            | Purpose                              | Statute   |
|--------|-------------|----------------------------------|--------------------------------------|---|
| 100275 | £30.00      | Norman Hood                      | MIDAS Training                       | (In all cases, LGA means Local Government Act and s is for section)<br>Transport Act 1985 s106a |
| 100276 | £99.70      | Viking                           | Stationery                           | LGA 1972 s111   |
| 100277 | £141.00     | Callidus Computer Centre Ltd     | Drum Unit for Printer                | LGA 1972 s111   |
| 100278 | £61.69      | Rayleigh Mower Service           | Hedge Trimmer Serviced               | Small holdings and Allotments Act 1908 s26  |
| 100279 | £39.95      | SBC                              | Minibus Hire                         | Transport Act 1985 s19  |
| 100280 | £96.78      | Mayfield Cleaning Ltd            | Bus Shelters Cleaning                | Local Govt Misc Provs Act 1953  |
| 100281 | £16.50      | B Allan-Smith                    | Allotments - Petrol                  | Small holdings and Allotments Act 1908 s26  |
| 100282 | £58.50      | Henry Abbot                      | Skate Park Cleaning                  | Public Health Act 1875 s164   |
| 100283 | £84.59      | Neopost                          | Ink Cartridge                        | LGA 1972 s111   |
| 100284 | £147.58     | Mayfield Cleaning Ltd            | Office Cleaning                      | LGA 1972 s111   |
| 100285 | £123.33     | BT                               | Internet Service                     | LGA 1972 s111   |
| 100286 | £1,678.78   | Essex Pension Fund               | Pension Contributions - August       | LGA 1972 s111   |
| 100287 | £1,913.59   | HMRC                             | Tax & NI - August                    | LGA 1972 s111   |
| 100288 | £352.50     | Edge Designs                     | Annual Licence Renewal               | LGA 1972 s111   |
| 100289 | £59.67      | B Allan-Smith                    | Allotments – various minor items     | Small holdings and Allotments Act 1908 s26  |
| 100290 | £8.44       | Electronic Office Automation Ltd | Photocopying                         | LGA 1972 s111   |
| 100291 | £152.75     | Cable Test Ltd                   | Xmas Lights Storage                  | LGA 1972 s145   |
| 100292 | £22.79      | Acumen Wages Services            | Payroll Processing – August salaries | LGA 1972 s111   |
| 100293 | £96.78      | Mayfield Cleaning Ltd            | Bus Shelters cleaning                | Local Govt Misc Provs Act 1953  |
| 100294 | £374.00     | SBC                              | Rates for Sept                       | LGA 1972 s111   |
| 100295 | £50.00      | Essex Marching Corps             | Xmas Lights Entertainment            | LGA 1972 s145. s97  |
| 100296 | £352.50     | BT                               | Red Phone Box                        | Telecommunications Act 1984   |
| 100297 | £600.00     | LODS                             | Community Transport - tickets        | Transport Act 1985 s19  |
| 100298 | £293.75     | Mc Donald Highways               | Skate Park - Ducting to Pillar       | Public Health Act 1875  |



Appendix 11 - Report 1794/I&E

|            |               |                                  |   |                       |
|------------|---------------|----------------------------------|---|-----------------------|
| 100299     | £111.15       | Southend Adult Community College | Farmers Market - Hall Hire              | s164<br>LGA 1972 s144 |
| 100300     | £621.58       | TMS Ltd                          | Signage Old Leigh Regatta               | LGA 1972 s145         |
| 100301-305 | £5,107.93     | Employees                        | Salaries for Sept 2010                  | LGA 1972 s111         |
| 100306     | £2,625.00     | SBC                              | Rent Elm Road Quarterly Rent            | LGA 1972 s111         |
| 100307     | £70.00        | SBC                              | Annual Events Licence                   |                       |
| 100308     | £22.79        | Acumen Wages Services            | Payroll Processing – Sept Salaries      | LGA 1972 s111         |
| 100309     | £147.58       | Mayfield Cleaning Ltd            | Office Cleaning                         | LGA 1972 s111         |
|            | <b>Income</b> |                                  |   |                       |
|            | £743.00       | Community Transport Members      | Bookings                                |                       |
|            | £359.00       | Stall Holders                    | Farmers' Market x 2                     |                       |
|            | £15.00        | Allotments Holders               | Keys                                    |                       |
|            | £10.00        | Body's Opticians                 | Xmas Lights Contribution                |                       |
|            | £521.00       | MDAS                             | Balance of Allotment Rents              |                       |
|            | £101.00       | Public                           | Proceeds from Allotment Open Day Raffle |                       |
|            | £413.70       | Public                           | Proceeds from Allotment Open Day        |                       |