



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Carole Mulroney  
Town Clerk: Helen Symmons

Notice is hereby given that a meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday, 2<sup>nd</sup> May 2017** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.30pm**, when it is hoped to transact the following business.

## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 27<sup>TH</sup> MARCH 2017
5. PUBLIC REPRESENTATIONS
6. ACTING TOWN CLERK'S REPORT ([Appendix 1](#)) – page 4

## POLICY

7. RISK MANAGEMENT STRATEGY ([Appendix 2](#)) – page 5 **DECISION ITEM**

This policy has now been rewritten and it is **RECOMMENDED** that the Committee adopt the new strategy with the next review date March 2019.

8. CONSULTATION BY POLICE AND CRIME COMMISSIONER AND FIRE SERVICES ([Appendix 3](#)) – page 10 **DECISION ITEM**

Members are asked to review the consultation and video before the meeting so an appropriate response can be formulated from the Town Council.

9. VOLUNTEER PROGRAMME

With the Events & Projects Officer now in situ, a campaign of reigniting interest in the programme has begun. There will be a series of social media and press releases.

## RESOURCES

10. STAFF

The revised staffing structure is now in place and already improving performance. The Janitorial apprentice has successfully completed his apprenticeship and has been offered and accepted a full time role with effect from 28th April. A Finance Assistant will commence employment from 9th May.

11. IT VIRUS PROTECTION - **DECISION ITEM**

Whilst we have anti-virus protection, it is currently a back-up situation through our IT company, having realised that an arrangement they were told of did not come to pass. As such, we need to install and have licensed a system for all our IT system.

The original cost of this will include installation but in future years will just be a renewal cost. Virus protection is a necessity and advice has been taken on the most effective system. It is **RECOMMENDED** that the Committee approve the installation and protection for Sophos Endpoint Protection which for the first year will cost £1,040.

12. COMMITTEE AND COUNCIL BUDGETS – **FOR NOTING**

- P&R Budget Reports as at 31<sup>st</sup> March 2017 ([Appendix 4](#)) – page 11
- Leigh Town Council Main Budget Report as at 31<sup>st</sup> March 2017 ([Appendix 5](#)) – page 13

PLEASE NOTE THESE ARE I&E REPORTS ONLY AND NOT YEAR END REPORTS

13. QUARTERLY FINANCE CHECK

On Saturday 18<sup>th</sup> March 2017, Cllrs D Mulrone and Fraser carried out finance checks. For the quarter ended 30<sup>th</sup> September 2016, they selected the month of July 2016 for cheques the the month of September 2016 for Petty Cash. For the quarter ended 31<sup>st</sup> December 2016, they selected the month of December 2016 for cheques and the month of November 2016 for Petty Cash. They found that all the relevant payments matched invoices or appropriate supporting documents and that all transactions had been correctly approved by two councillors authorised to sign cheques.

14. BANK RECONCILIATION CHECK

Cllr Owen will report at the meeting regarding the checks undertaken

15. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 6](#)) – page 14 **DECISION ITEM**

The Committee is asked to **NOTE** the income and **RECOMMEND the expenditure to Council.**

16. TRANSFER OF FUNDS

In accordance with Financial Regulation 5.5 c the Committee are asked to **NOTE** that following receipt of the first precept payment for the year, £205,000 has been transferred to the HSBC BMM account on 21<sup>st</sup> April 2017.

17. BANK ACCOUNT BALANCES as at 31<sup>st</sup> March 2017

CCLA a/c	£313,831.79
HSBC BMM a/c	£ 61,564.75
HSBC Current a/c	£ 18,440.63
HSBC Payroll a/c	£ 6,615.42
HSBC Imprest a/c	£ 1,000.00

**CONFIDENTIAL**

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

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

19. GRANT AID AWARDS (Confidential Papers – for Committee members only) – **DECISION ITEM**

Grant request have been made as follows:

Southend Carnival CiC	£500	(towards room hire at the Community Centre)
Southend Area Bus User Group	£108	(for room hire at the Community Centre)
Royal British Legion	£76	(for room hire at the Community Centre)
Leigh-on-Sea Endeavour Trust	£144	(for room hire at the Community Centre)
Lions Club of Leigh-on-Sea	£500	(childrens' entertainment at Leigh Regatta)
Leigh Art Trail	£500	(room hire at the Community Centre & event costs)
Blade Education	£432	(for room hire at the Community Centre)

Total requests £2,260

Maximum grant is £500 under the Grant Award Scheme. 2017/18 fund is £5,000 plus earmarked reserve £3,471.18

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

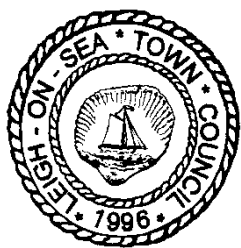


Helen Symmons  
Town Clerk  
26<sup>th</sup> April 2017

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

**TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2016/17**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion Status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
P&R 07-03	90. Review of Risk Management Strategy	Re-written	24-04-17	Agenda item 02-05-17		
P&R 07-03	95. Notice Boards	Ordered, paid, due to arrive imminently and installed thereafter				
P&R 27-03	110. Minutes of Personnel Sub-committee	RESOLVED – staffing structure RESOLVED - £16,079 EMR for salaries	01-04-17 31-03-17	Implemented	NFA Implement year end	TC AFO



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## RISK MANAGEMENT STRATEGY

### 1. Introduction

1.1. This document forms the Council's Risk Management Strategy. It sets out:

- What is risk management
- Why the Council needs a risk management strategy
- What the Council's philosophy is on risk management
- The risk management process
- How risk management feeds into the Council's existing policies
- Roles and responsibilities
- Future monitoring

1.2. The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council
- Integrate risk management into the culture of the organisation
- Embed risk management through the ownership and management of risk as part of all decision-making processes
- Manage risk in accordance with best practice

### 2. What is Risk Management?

2.1. *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standard of conduct and service delivery arrangements'* Audit Commission, **Worth the Risk: Improving Risk Management in Local Government** (2001:5)

2.2. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3. Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** – long-term adverse impacts from poor decision-making or poor implementation. Risks - damage to the reputation of the Council, loss of public confidence or in a worst-case scenario Government intervention.

**Compliance Risk** – failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks – exposure to prosecution, judicial review, employment tribunals and inability to enforce contracts.

**Financial Risk** – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

**Operating Risk** – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recover processes.

2.4. Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costs steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threat but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measure to manage adverse risks are likely to help with managing positive ones.

### 3. Why the Council needs a Risk Management Strategy

3.1. Risk management will strengthen the ability of the Council to achieve its objective and enhance the value of services provided.

3.2. The Risk Management Strategy will help to ensure that all Committees across the Council have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3. There is a requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register.

### 4. The Council's philosophy on Risk Management

#### 4.1. Risk Management Policy Statement

Leigh-on-Sea Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

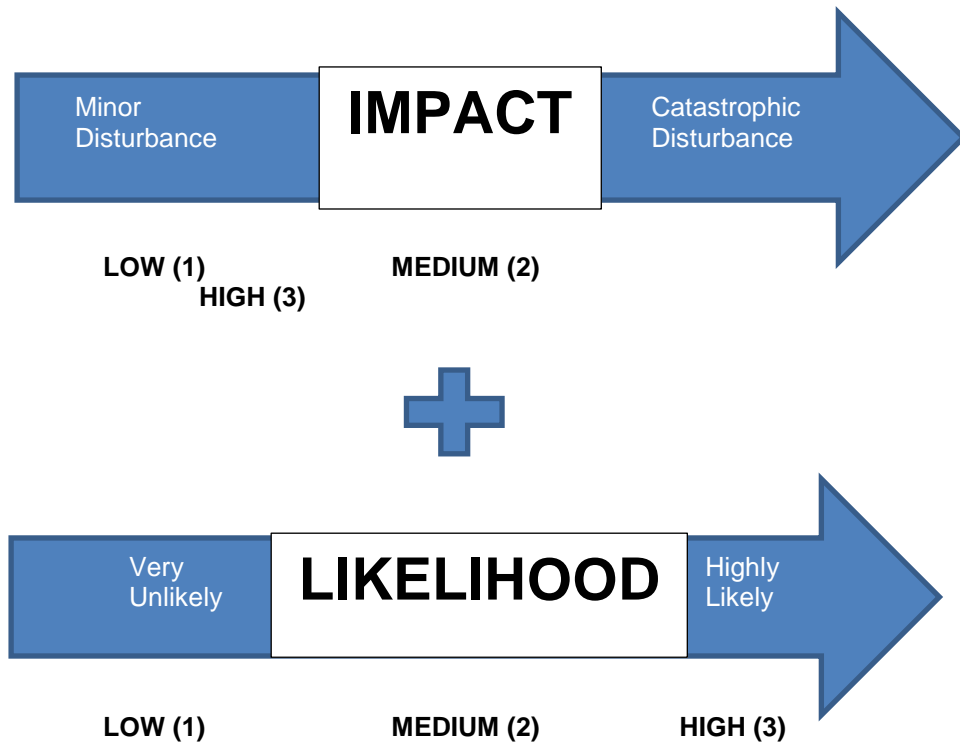
The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes.

### 5. The Risk Management Process

#### 5.1. Implementing the Strategy

- **Risk Identification** – identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.
- **Risk Analysis** – once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.
- **Risk Prioritisation** – an assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3).



The scores for impact and likelihood are added together. Risks scoring 4 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

## 5.2. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists
- **Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring
- **Transfer** – the financial impact is passed to other e.g. by revising contractual terms
- **Sharing** – the risk is shared with another party
- **Insuring** – insure against some or all of the risk to mitigate financial impact
- **Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk

## 5.3. Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## 6. How Risk Management feeds into the Council's existing policies

- 6.1. The identification of Risks will be achieved by Councillors, the Town Clerk and Officers compiling a list of the risks in their service area(s) which will be integrated into a comprehensive Risk Register.
- 6.2. **Projects and Service changes** – Councillors, the Town Clerk and Officers developing projects or recommending changes to services will ensure that risks are identified and the measures to eliminate or control risks are documented and considered by the Council and its Committees.
- 6.3. **Partnership Working** – where the Council enters into partnerships with organisations from the public, private, voluntary and community sectors, part of the process will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

## 7. Roles and Responsibilities

- 7.1. It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively right across the Council and its operations and that responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve staff throughout the organisation.
- 7.2. **Elected Members** – risk management is seen as a key part of the elected Member's stewardship role and there is an expectation that elected Members will lead and monitor the approach adopted. This will include:
  - Approval of the Risk Management Strategy
  - Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed
  - Consideration and if appropriate, endorsement of the annual Statement of Internal Control
  - Assessment of risks whilst budget setting, including any bids for resources to tackle specific issues
- 7.3. **Town Clerk** – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the detail of the Risk Management Strategy. The Town Clerk will:
  - Provide advice as to the legality of policy and service delivery choices
  - Provide advice on the implications for service areas/actions of the Council's corporate aims, objectives and best value targets
  - Update the Council on the implications of new or revised legislation
  - Assist in handling any litigation claims
  - Provide advice on any human resource issues relating to strategic policy options or the risks associated with operation decisions and assist in handling cases of work related illness or injury
  - Advice on any health and safety implications of the chosen or proposed arrangements for service delivery
  - Report progress to Council via the relevant Committee
  - Ensure that Risk Management is an integral part of all best value reviews including recommendations for risk control in service review reports
- 7.4. **Responsible Finance Officer** – the Town Clerk or Assistant RFO will:
  - Assess and implement the Council's insurance requirements
  - Assess the financial implications of strategic policy options
  - Provide assistance and advice on budgetary planning and control
  - Ensure that the Financial Information System allows effective budgetary controls



- Effectively manage the Council's investment and loan portfolio

- 7.5. **Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness for the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager or the Town Clerk.
- 7.6. **Role of Internal Audit** – Internal audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports and any recommendations contained within will help to shape the annual Statement of Internal Control.

- 7.7. **Policy & Resources Committee** – reviews and future development of the Risk Management Strategy and compilation of the Risk Register will be overseen by the Committee.
- 7.8. **Training** – Risk Management training will be provided to elected Members, officers and key staff through a variety of mediums. The aim will be to ensure that all have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

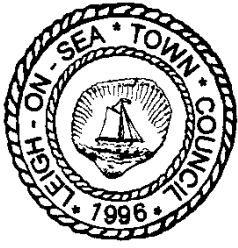
## 8. Future Monitoring

- 8.1. **Review of Risk Management Strategy** – this strategy will be reviewed on a regular basis as part of the Council's continuing review of its policy documents, Standing Orders and Financial Regulations.
- 8.2. **Review of Risk Register** – the Register will be reviewed at least annually and updated as new risks emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement as can the sharing of best practice via professional bodies, NALC and relevant council forums.

## 9. Conclusion

- 9.1. The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.
- 9.2. In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk) and copies of the document and the Risk Register will be available

Adopted by Council: TBC (16<sup>th</sup> May 2017  
To be reviewed by P&R: March 2018



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Chairman: Cllr Carole Mulroney  
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## REPORT 2646/CM

### Consultation by Police and Crime Commissioner and Fire Services

The Acting Town Clerk a while ago circulated to all members the information regarding this consultation and the link to the related video.

The Chairman of the Council attended a presentation on the proposals by the PCC and feels it would be appropriate for the Town Council to respond formally to the consultation.

Members are therefore asked to review the consultation and video before the meeting.

There are three models proposed

- Representation model – the PCC joins the Essex Fire Authority and would be one of 26 members of that Authority but continues to govern the Police
- Governance – The PCC takes on the role of the Essex Fire Authority, becoming the PFCC and governs both services but each service retains its Chief Officer
- Single Employer Model – The PCC becomes the PFCC and a single Chief Officer is appointed for both services and the PFCC governs both services

The video explains these in more detail.

At a recently attended meeting with the PCC, Roger Hirst, the Governance Model was put forward as the preferred option for a variety of reasons although there may be some groups against this.

The Town Council would wish to be assured regarding the position of Leigh Fire Station which is a vital part of the community. Also in recent years Leigh has lost a visible police presence in the town which is of great concern.

There is the potential for fire stations to incorporate a police presence and this is something the Town Council should consider.

The consultation closes on 10 May and members are urged to respond individually by reviewing the business case at <https://www.essex.pcc.police.uk/wp-content/uploads/2017/02/Essex-Local-Case-for-Change.pdf> and completing the survey.

Members' views are sought on an appropriate response from the Town Council.

<b>POLICY &amp; RESOURCES DETAILED BUDGET</b>					<b>2016/17</b>					
<b>INCOME</b>	Budget 2016/17	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Precept	£ 391,550.00	£ 391,550.00	£ -	100.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 14,220.00	£ 14,220.00	£ -	100.00%	Grant Award Fund	£ 971.18	£ 5,000.00	£ 2,223.50	£ 3,747.68	37.24%
Bank Interest		£ 1,136.00	-£ 1,136.00		Furniture & Equipment		£ 500.00	£ 502.91	-£ 2.91	100.58%
Other Income*		£ 45.30	-£ 45.30		Elections	£ 22,265.59	£ -	£ -	£ 22,265.59	
Sale of Garden Waste Sacks*		£ 1,586.80	-£ 1,586.80		Legal Costs		£ 1,500.00	-£ 60.00	£ 1,560.00	
VAT Refund*		£ -	£ -		Annual Town Meeting		£ 500.00	£ -	£ 500.00	0.00%
CIL Income - FOR NOTING		£ 885.06	-£ 885.06		Community Engagement		£ 10,000.00	£ 9,906.50	£ 93.50	99.07%
					Volunteer Programme	£ 5,004.40	£ 15,000.00	£ 212.73	£ 19,791.67	1.06%
					Website		£ -		£ -	
					Civic		£ 200.00	£ 226.50	-£ 26.50	113.25%
					Renewals Fund	£ 14,586.02	£ 3,000.00	£ 2,617.00	£ 14,969.02	14.88%
					Localism Act		£ 300.00	£ -	£ 300.00	0.00%
					Intern		£ 4,000.00	£ -	£ 4,000.00	0.00%
<b>TOTAL INCOME</b>	<b>£ 405,770.00</b>	<b>£ 409,423.16</b>	<b>-£ 3,653.16</b>	<b>100.90%</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 42,827.19</b>	<b>£ 40,000.00</b>	<b>£ 15,629.14</b>	<b>£ 67,198.05</b>	<b>18.87%</b>

<b>OFFICE ADMIN DETAILED BUDGET</b>					<b>2016/17</b>
<b>EXPENDITURE</b>	B/F from 2015/16	Budget 2016/17	Expenditure	Balance	% Spent
<b>Premises</b>					
Office Rental	£ 3,500.00	£ 3,500.00	£ 10,500.00	-£ 3,500.00	300.00%
LCC Premises Use Grant		£ 25,000.00	£ 25,000.00	£ -	100.00%
	£ 3,500.00	£ 28,500.00	£ 35,500.00	-£ 3,500.00	124.56%
<b>Administration</b>					
Stationery		£ 1,600.00	£ 1,070.37	£ 529.63	66.90%
Insurance		£ 6,100.00	£ 6,136.38	-£ 36.38	100.60%
Library		£ 300.00	£ 169.46	£ 130.54	56.49%
Communication		£ 1,500.00	£ 1,950.18	-£ 450.18	130.01%
Photocopying		£ 3,000.00	£ 2,938.62	£ 61.38	97.95%
Subscriptions		£ 2,300.00	£ 2,092.49	£ 207.51	90.98%
Postage		£ 1,700.00	£ 974.54	£ 725.46	57.33%
Entertaining		£ 250.00	£ -	£ 250.00	0.00%
Licences		£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges		£ 1,200.00	£ 1,223.54	-£ 23.54	101.96%
Miscellaneous		£ 500.00	£ -	£ 500.00	0.00%
Professional Advice			£ 1,112.25	-£ 1,112.25	
Audit		£ 2,500.00	£ 2,550.00	-£ 50.00	102.00%
IT		£ 2,000.00	£ 5,811.61	-£ 3,811.61	290.58%
Waste Sacks		£ 1,200.00	£ 1,230.95	-£ 30.95	102.58%
Training - Staff		£ 3,000.00	£ 1,419.00	£ 1,581.00	47.30%
Expenses/Travel Costs - Cllrs		£ 550.00	£ 78.61	£ 471.39	14.29%
Training - Cllrs		£ 2,000.00	£ 837.00	£ 1,163.00	41.85%
Mileage & Expenses - Staff		£ 600.00	£ 526.22	£ 73.78	87.70%
	£ -	£ 30,800.00	£ 30,156.22	£ 643.78	97.91%
	£ 3,500.00	£ 59,300.00	£ 65,656.22	-£ 2,856.22	110.72%
Timing of Office Rental not in sync with how LTC budgeted re lease start hence this year over budget					
Communication - complete review will be undertaken for LTC and LCC. Budget for 2017/18 is £2450					
IT includes Edge contract costs, server monitoring, spam filtering and server issue plus any other issues - budget for 2017/18 £4500					

Leigh Town Council Main Budget Report					2016/17				
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
<b>Balances B/F</b>		<b>£ 355,127.00</b>							
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Precept	£ 391,550.00	£ 391,550.00	£ -	100.00%	P & R Expenditure	£ 40,000.00	£ 15,629.14	£ 24,370.86	39.07%
Local Council Tax Support Grant	£ 14,220.00	£ 14,220.00	£ -	100.00%	Office & Admin	£ 59,300.00	£ 65,656.22	-£ 6,356.22	110.72%
Interest	£ -	£ 1,136.00	-£ 1,136.00		Staffing	£ 83,069.00	£ 76,839.18	£ 6,229.82	92.50%
Other Income		£ 1,632.10	-£ 1,632.10		Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL Income		£ 885.06	-£ 885.06			<b>£ 232,369.00</b>	<b>£ 158,124.54</b>	<b>£ 74,244.46</b>	<b>68.05%</b>
	<b>£ 405,770.00</b>	<b>£ 409,423.16</b>	<b>-£ 2,768.10</b>	<b>100.90%</b>					
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC Hire Income	£ 105,000.00	£ 113,834.28	-£ 8,834.28	108.41%	LCC Expenditure	£ 71,770.00	£ 56,193.05	£ 15,576.95	78.30%
LTC Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	LCC Staffing	£ 134,476.00	£ 130,645.41	£ 3,830.59	97.15%
Strand Wharf	£ 1,000.00	£ 4,000.00	-£ 3,000.00	400.00%	Highways Expenditure	£ 8,000.00	£ 6,130.25	£ 1,869.75	76.63%
Other Income	£ 1,232.75	£ 4,140.61	-£ 2,907.86	335.88%	Strand Wharf Expenditure	£ 2,450.00	£ 1,383.18	£ 1,066.82	56.46%
LCC Fund-Raising		£ 222.68	-£ 222.68		Skate Park Expenditure	£ 4,550.00	£ 2,507.04	£ 2,042.96	55.10%
					Skate Park Staffing	£ 3,921.00	£ 3,629.99	£ 291.01	92.58%
					Paddling Pool (Ring Fenced)	£ -	£ -	£ -	
	<b>£ 132,232.75</b>	<b>£ 147,197.57</b>	<b>-£ 14,964.82</b>	<b>111.32%</b>	Strand Wharf Capital Expenditure	£ -	£ 76,131.27	-£ 76,131.27	
						<b>£ 225,167.00</b>	<b>£ 276,620.19</b>	<b>-£ 51,453.19</b>	<b>122.85%</b>
<b>Environment &amp; Leisure</b>					<b>Environment &amp; Leisure</b>				
Allotments Income	£ 11,713.00	£ 11,898.31	-£ 185.31	101.58%	Allotments Expenditure	£ 12,660.00	£ 10,909.02	£ 1,750.98	86.17%
					Allotments Staffing	£ 4,877.00	£ 8,900.76	-£ 4,023.76	182.50%
Community Transport Fees	£ 3,200.00	£ 3,399.70	-£ 199.70	106.24%	Community Transport Expenditure	£ 3,930.00	£ 4,636.37	-£ 706.37	117.97%
Farmers' Market Fees	£ 2,002.00	£ 2,000.00	£ 2.00	99.90%	Community Transport Staffing	£ 4,377.00	£ 4,404.39	-£ 27.39	100.63%
Leigh Lights Income	£ 2,000.00	£ 2,320.00	-£ 320.00	116.00%	Farmers' Market Expenditure	£ 1,550.00	£ 1,518.28	£ 31.72	97.95%
Other Events Income	£ 450.00	£ 803.67	-£ 353.67	178.59%	Leigh Lights Expenditure	£ 30,455.00	£ 29,210.53	£ 1,244.47	95.91%
Other E&L Income		£ -	£ -		Events & Other Expenditure	£ 18,000.00	£ 11,877.00	£ 6,123.00	65.98%
	<b>£ 19,365.00</b>	<b>£ 20,421.68</b>	<b>-£ 1,056.68</b>	<b>105.46%</b>	E&L Staffing	£ 14,193.00	£ 22,088.71	-£ 7,895.71	155.63%
						<b>£ 90,042.00</b>	<b>£ 93,545.06</b>	<b>-£ 3,503.06</b>	<b>103.89%</b>
<b>Planning, Highways &amp; Licensing</b>					<b>Planning Highways &amp; Licensing</b>				
		£ -	£ -		Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 14,818.00	£ 10,928.24	£ 3,889.76	73.75%
	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>			<b>£ 15,318.00</b>	<b>£ 10,928.24</b>	<b>£ 4,389.76</b>	<b>71.34%</b>
<b>Total Income</b>	<b>£ 557,367.75</b>	<b>£ 577,042.41</b>	<b>-£ 18,789.60</b>	<b>103.53%</b>	<b>Total Expenditure</b>	<b>£ 562,896.00</b>	<b>£ 539,218.03</b>	<b>£ 23,677.97</b>	<b>95.79%</b>
<b>Capital Reserves 31/03/16</b>	<b>£ 152,210.04</b>	<b>YR END EST</b>	<b>£ 120,684.00</b>		<b>Balances Remaining C/F</b>		<b>£ 392,951.38</b>		
<b>Earmarked Reserves 31/03/16</b>	<b>£ 90,475.95</b>	<b>YR END EST</b>	<b>£ 156,086.00</b>						
<b>3rd Party monies</b>	<b>4379.5</b>				<b>Est. General Reserves @ 31st March 2017</b>		<b>£ 116,181.38</b>		



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
 council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Carole Mulroney  
 Town Clerk: Helen Symmons

## Income and Expenditure 28th Feb 2017 – 31 Mar 2017 Report 2647/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102066	£54.60	Acumen Wages Service	Payroll processing February
102067	£142.50	Miskos Ltd	IT Support, server monitoring, spam filtering
102068	£33.56	Emma Stratton	Expenses training course
102069	£78.80	DOTS	Photocopying costs
102070	£30.00	Taxi Drivers Charity Fund	Minibus hire Community Transport
102071	£204.00	Meyer Fire Protection Company Ltd	Fire Extinguisher service
102072	£44.16	Allen Bros Electrical (Factors) Ltd	Light bulbs Community Centre
102073	£684.00	Border Signs & Graphics	Heritage sign at Strand Wharf
102074	££215.16	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
102075	£311.18	Veolia Environmental Waste Services (UK) Ltd	Garden waste sacks
102076	£480.00	Wren Electrical Ltd	Installation strip lighting Strand Wharf
102077	£111.00	Miskos Ltd	New graphics card office computer
102078	£18.12	SSE	Electricity Strand Wharf
102079	£200.00	Neopost Ltd	Top up franking machine
102080	£1253.40	Quantum Services	Lift repairs
102081	£170.00	EALC	Health & Safety Level 2 G Davison & A Curtis
102082	£695.00	Radii Skatepark Repairs	Repairs at Skate Park
102083	£292.80	Miskos Ltd	UPS & installation
102084	£60.00	Rural Community Council of Essex	Annual membership
102085	£381.63	EON	Electricity Leigh Lights
102086	£22.00	Mr A Cottee	Refund ticket CT

102087	£126.60	Acumen Wages Service	Payroll processing
102088	£603.49	Viking	Chairs for office
102089	£72.02	Viking	Stationery
102090	£126.00	Miskos Ltd	Spam filtering & server monitoring
102091	£160.20	DOTS	Photocopying costs
102092	£495.64	Secom Plc	Alarm contract
102093	£90.00	Tiny Tales Storytellers	Storytelling event
102094	£90.00	Marko Sparko	Entertainer cost
102095	£290.00	J & Cs Party Pets	Entertainer cost
102096	£170.00	Jolly Kids Castles	Inflatables cost
102097	£95.00	Prof Joe	Entertainer cost
102098	£105.00	Lorna & Lottie's	Community Transport Tea
102099	£110.00	MDAS	Return of unclaimed deposits
102100	£35.41	Jill Healy	Travel expenses re training
102101	£13.96	Allen Bros Electrical (Factors) Ltd	Bulbs etc
102102	£30.20	Wyvern Community Transport	Minibus hire
Bk Trs	£60.00	John Oakes	Piano Tuner
Bk Trs	£24000.00	Payroll	Payroll March
		<b>Expenditure – Imprest Items</b>	
	£16.58	Dulux Decorator Centre	Paint for Strand Wharf sign
	£300.00	Southend Theatres Ltd	Tickets for Community Transport
	£64.00	Southend Theatres Ltd	Additional tickets Community Transport
	£32.00	Solopress	Easter event leaflets
	£180.00	Personal Licence Training	Training G Davison
	£45.47	Direct Heating Ltd	Water valve

		<b>Expenditure – Direct Debits</b>	
	£95.52	GO CARDLESS (Verde Coffee Ltd)	Coffee order cost recovered from Lorna & Lottie's
	£68.83	Biffa	Bin collection Skate Park
	£63.66	Biffa	Recyclables Comm Centre
	£63.72	Biffa	Standard waste Comm Centre
	£378.53	BNP Paribas Lease Group Ltd	Photocopier lease
	£83.99	Biffa	Skate Park September <b>DISPUTED/ Credit received</b>
	£183.48	British Telecom	Council broadband
	£56.39	GO CARDLESS (Verde Coffee Ltd)	Coffee order costs recovered from Lorna & Lottie's
	£637.92	SSE	Electricity Community Centre
	£61.57	Global Payments	Card processing fees
	£3439.95	SSE	Gas Community Centre
	£96.24	The Calls Warehouse	Call chgs 477248

### Income

Policy & Resources Committee	£280.74
Community Facilities Committee	£15763.32
Environment & Leisure Committee	£251.00
Planning, Highways & Licensing Committee	£0.00
<b>Total</b>	<b>£16295.06</b>