



Leigh-on-Sea Town Council

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



28th October 2010

Notice is hereby given that the next meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 2nd November 2010** at the Town Council office, 67 Elm Road, Leigh-on-Sea commencing at 8.00pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF THE 5th OCTOBER 2010.

GENERAL PURPOSES

5. TO RECEIVE THE MINUTES OF THE COUNCILLOR WP meeting of the 28th October 2010
- 5(a) TO RECEIVE THE MINUTES OF THE LICENSING SUB-COMMITTEE HELD ON THE 5th OCTOBER 2010.
- 5(b) TO RECEIVE THE MINUTES OF THE PERSONNEL SUB-COMMITTEE HELD ON THE 13th OCTOBER 2010.
6. GENERAL PURPOSES BUDGET
 - General Purposes Budget Report 1806/FGP 26th October 2010

FINANCE

7. REFERENCES FROM OTHER COMMITTEES
 - Leisure, Foreshore and Environment meeting of the 21st October 2010
 - Minute 25(e)
 - a) Farmers Market WP meeting of the 12th October 2010

It was **RECOMMENDED** that two new additional banners are purchased at a cost of £50 each. **AGREED**

Minute 25(i)

b) GYPSY BRIDGE SHELTER – RENEWAL OF PERSPEX SHEETS

A costing of £202 plus £10 delivery has been obtained to replace the Perspex sheets in the shelter currently being decorated by the Community Payback Team. They have received very positive comments from passing residents. SBC had been asked if they were prepared to part fund their replacement, they have now replied that they were unable to do so.

It was **RECOMMENDED** that the Perspex panels are purchased from the **Good for Leigh budget**.

Note: The replacement of all 36 panels would come to £267 plus delivery.

Minute 26

c) BUDGETS 2010/11

- i. It is **RECOMMENDED** that the additional expenditure of **£55.32 for blinds and bins (this is within budget) at the First Aid Station is approved.**
- ii. It is **RECOMMENDED** that the additional expenditure of **£15.00 for a Kitchen Unit is approved.**

d) AS A MATTER OF URGENCY – PREMISES WP (Office Repairs)

The Saniflo unit in the disabled toilet has ceased to work. A replacement has been ordered with a total cost including installation of **£455**. The committee are asked to **APPROVE** this urgent expenditure.

8. EXTERNAL AUDITORS REPORT – To note Report 1809/FGP for the 2009/10 Accounts

9. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1807/FGP 26th October 2010
- Committee Income and Expenditure Report 1808/FGP 26th October 2010

10. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 1805/I&E attached.

11. BANK ACCOUNT BALANCES as at 26th October 2010

HSBC Current A/c	£38,094.33
HSBC Community Savings A/c	£115,066.77

12. BUDGET – FINANCE AND G.P. for 2011/12

The Committee is asked to consider next year's budgets.

- a) Office budget attached.
- b) Staff budget attached.
- c) To look at this year's budget to estimate what budget headings will be either over or under spent.
- d) To look at the attached draft budget sheets to put forward a budget for 2011/12 for consideration as the next item on the agenda.

Please note: Councillors are advised to consider the budgets before the meeting, particularly in respect of any new items or significant budget increases they might want to put forward.

13. BUDGET AND PRECEPT 2011/12 COUNCIL

The Committee is asked to consider the entire Council budget from the drafts provided in the 2011/12 Budget pack (attached), and either make a recommendation to Council on the precept for 2011/12 or refer budgets back to committees.

14. 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. (Staffing)

15. PENSION FUND DEFICIENCY, ADMINISTRATION AND SHORTFALL

There is a shortfall in the fund broken down as follows:

• Employees contribution	£153.37
• Employers contribution	£299.49
• Fund deficiency	(£0.01)
• Administration charge	£12.28
• Total	£465.14

The Committee are asked to note the charges, approve payment of the employer's shortfall and to decide how to deal with the shortfall in employees contributions.



Paul Beckerson
Town Clerk
28th October 2010

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