



Leigh-on-Sea Town Council

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

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



10th April 2012

Notice is hereby given that the **16th Annual Town Meeting** for Leigh-on-Sea will take place at **7.30p.m. on Wednesday 25th April 2012** at The Leigh Community Centre, Elm Road, Leigh-on-Sea, when it is hoped to transact the following business.

Prior to the meeting, from 7.00pm, there will be the opportunity to talk informally to Councillors and light refreshments will be available.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
Welcome and introductions.
2. APOLOGIES FOR ABSENCE
3. MINUTES OF 15TH ANNUAL TOWN MEETING
To approve and sign the minutes of 15th Annual Town Meeting of Electors held on Friday 18th March 2011.
4. ANNUAL REPORT OF THE TOWN COUNCIL
The Chairman of the Council will report on the work done by the Council during the past year.
5. GOOD FOR LEIGH AWARDS
Presentation of Awards
6. ANNUAL REPORTS FROM COMMITTEE CHAIRMEN
The Chairmen of Committees will report on the work done by their Committees during the past year.
7. ACCOUNTS
To receive the Accounts of the Town Council for the year ending 31st March 2011
8. LATEST FINANCIAL POSITION
To receive details of the balances held by the Council and details of expenditure of the Council up to a date as near as possible to 31st March 2012.
9. PROPOSED EXPENDITURE FOR 2012-2013
To receive the observations of the Town Council on the proposed expenditure for the year 2012-2013
10. OBSERVATIONS
Observations made by Mr DAVID AMESS M.P., the Member of Parliament for Southend West and Borough Councillors representing Wards within the Town Council's boundary.
11. RESOLUTIONS
To consider resolutions of which written notice has been given by Thursday 19th April 2012
12. QUESTIONS AND COMMENTS TO COUNCILLORS FROM RESIDENTS AND ELECTORS OF LEIGH-ON-SEA.

Pat Holden
Chairman
10th April 2012



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AGENDA ITEM 3

Minutes of 15th Annual Town Meeting – 18th March 2011, 7.30 pm at Belfairs High School, Highlands Boulevard

Present: Councillors: Pat Holden (Chairman), Carole Mulroney (Vice Chairman), Bill Abbott, Margaret Cotgrove, Elaine Crystall, Hilary Davison, Mike Dolby, Peter Dolby, Donald Fraser, Jerry Holden, Paul Lawrence, Caroline Parker, Jean Rowsell, Patsy Ryan and John Wren.

David Amess M.P.

Borough Councillors: Alan Crystall, Fay Evans and Barry Godwin.

Southend Borough Council Chief Executive Rob Tinlin

Plus 64 members of the public

The meeting opened at 7.30pm

1. **Chairman's Opening Remarks**

The Chairman welcomed everybody to the Annual Town Meeting: residents and visitors. She was very pleased to see Southend ward councillors, Faye Evans, Barry Godwin and Alan Crystall, Southend Borough Council's Chief Executive, Rob Tinlin and the MP for Southend West, David Amess. She then introduced all the Councillors present on the stage. She thanked Cllr Hilary Davison for most of the organisation for the meeting, Jan Andrews and Peter McFarlane of Belfairs School for their support on the technical side and Brian Houssart for running the residents to and from the school.

2. **Good for Leigh Awards**

Presentations were made to Mr Tompkins (St Michael's School), Leigh Neighbourhood Police Teams, Amy-Louise Smith, Postman Joe Bene, Paul and Fiona Siggins, Terry Hatton (Jeweller), Southend Zimbabwean Network and Mara Chrystie (Community Mosaics East). (Details Appendix 1)

3. **Apologies**

Councillor: Mrs Reta Cocks, Borough Councillor Nigel Holdcroft

4. **Minutes of the 14th Annual Town Meeting** were agreed by the meeting and signed.

5. **Annual Report of the Town Council.**

The Chairman of the Council and the Committee Chairmen reported on the Council's work during the preceding year. (Attached as Appendix 2) (Attendance Sheet Appendix 3)

6. **Annual Accounts of the Council year ending March 2010**

The meeting noted the accounts. (Appendix 4)

7. **Details of the balances and expenditure up to date year 2010/11**

The balances were noted and there were no questions. (Appendix 5)

8. **Observations on the Town Council Budget 2011/12**

There were no observations. (Appendix 6)

9. **Census 2011**

Cllr Carole Mulroney encouraged everyone to fill in their census form and gave information on the surgeries that the Town Council would be holding to assist residents in completing the forms.

10. **Observations from Guests**

David Amess MP. Mr Amess referred to the professionalism and dedication to the community shown by the Town Council members and officers. He said how much he had enjoyed attending the Council's events. He commented on the forthcoming Diamond Jubilee in 2012 and the Olympics taking place the same year. He said Leigh was fortunate to have such a dedicated team of volunteers making a significant contribution to the community.

Alan Crystall, Borough Councillor said that the Town Council had been good for Leigh. He stated that he would be a friendly critic and that what was needed was more co-operation between Town and Borough Councillors especially bearing in mind the current localism agenda. He suggested setting up a small standing committee consisting of both Borough and Town Councillors.

He also commented that he felt the Town Council became too involved in the detail of planning applications and should leave this to the Borough Council as the determining authority.

Cllr Carole Mulroney responded. The Town Council had been trying for some time to set up liaison meetings with its Borough Ward members but to date this had not been achieved. The Town Council treated planning issues very seriously as planning was a very important issue for Leigh. The Town Council would not reduce its input or consideration of such matters regardless of the Borough Council's powers of determination.

Fay Evans, Borough Councillor assured the meeting that the Borough Council did take notice of the Town Council's views on planning, which were always very helpful. She would particularly miss Jean Rowswell who is not standing in the forthcoming elections.

Rob Tinlin, Chief Executive Southend Borough Council said we live in interesting times and it was a challenge to deliver services against a background of £15m worth of cuts. There were a number of issues where the Borough and Town Councils needed to work more closely together especially helping the community to do things for themselves and not being reliant on local government to deliver it for them. He estimated that over the last eight years SBC has lost out on £75m of revenue support grant due to inaccurate census returns in 2001 and he stressed the need that everyone must fill in the returns to ensure the Borough receives the correct amount of funding. An extra £1m had had to be added to the highways budget to cover the bad weather conditions and there would be extra costs in the summer of 2012.

Mr Barry Godwin, Borough Councillor He was pleased with the efforts of the Town Council and looked forward to working more closely together in the future.

11. **Resolutions of which written notice has been received**

There were none.

12. **Questions and comments from residents and electors of Leigh-on-Sea**

12.1 **Mr J. Smart**

Subsequent to last years meeting and my raising the question, a large section of London Rd from Chalkwell Park Dr to Leighton Av was paved. However the section from Leighton Av to Oakleigh Park Dr was only patched at either end leaving a whole run of tarmac rough, cracked and potholed. I have raised this with the officer concerned at the Civic Centre and though he agrees it is bad he does not propose to remedy this. Why?

From **CE. R Tinlin**

He agreed to get the engineers to look into it.

12.2 **Mr J. Smart**

Church Steps. The hedging to the east of the steps has grown so that it is no longer possible to reach the handrail. Though it has been trimmed just above the rail the rest of the hedge grows out so anyone of normal height cannot grasp the rail without colliding with the

From **CE. R Tinlin**

Agreed to look into the issue and see what could be done.

hedge. Cannot something be done?
The hedge needs to be cut back level
with the wall.

13. **Conclusion**

The Chairman thanked those attending and ***closed the meeting at 9.15pm***

COUNCILLOR MEETING ATTENDANCE 2011/12

Councillor	Full Council			Committee Meetings		All Meetings	
	Attended	Possible	Percentage	Attended	Possible	Attended	Possible
Cllr Mark Bromfield	4	11	36%	8	12	12	23
Cllr Margaret Cotgrove	11	11	100%	26	33	37	44
Cllr Alex Coulson	7	11	64%	26	43	33	54
Cllr Geoff Crawford	7	11	64%	18	30	25	41
Cllr Mike Dolby	6	7	86%	15	25	21	32
Cllr Syrie Cox	2	2	100%	4	4	6	6
Cllr Donald Fraser	11	11	100%	49	52	60	63
Cllr Richard Herbert	8	11	73%	31	44	39	55
Cllr Jerry Holden	11	11	100%	21	30	32	41
Cllr Pat Holden	10	11	91%	53	60	63	71
Cllr Paul Lawrence	11	11	100%	53	55	64	66
Cllr Carole Mulroney	11	11	100%	47	61	58	72
Cllr Caroline Parker	9	11	82%	11	21	20	32
Cllr Cliff Passmore	9	11	82%	20	32	29	43
Cllr Patsy Ryan	9	11	82%	17	29	26	40
Cllr David Stanley	8	11	73%	6	10	14	21
Cllr John Wren	3	11	27%	8	17	11	28

Agenda Item 7

Leigh-on-Sea Town Council Annual Accounts to 31st March 2011 Income Expenditure Account

Actual		Actual	Budget	
Year Ended		Year Ended	Year Ended	
31/03/2010		31/03/2011	31/03/2011	Explanations
£	EXPENDITURE	£	£	
	Cost of Services			
17,177.30	Allotments	16,595.45	17,268.00	
10,214.61	Community Transport	10,865.16	10,264.00	
40,811.29	Leisure Foreshore & Environment	31,694.72	35,397.00	Includes: Leigh Lights festival, Hanging baskets, Fishing Festival First Aid & Farmers Market
4,360.12	Development Control	3,778.54	6,000.00	Consideration of Planning Applications includes staff support
1,518.59	Highways	5,946.82	16,250.00	Includes: Bus Shelters Cleaning & Red Telephone Box
3,770.05	Youth Facility	3,776.90	5,500.00	
55,648.00	Capital Expenditure	20,907.78	12,782.00	£11,094.56 Xmas Lights Infrastructure, £7,416.50 Skate Park Lighting, £2220 Leigh Sign and £174.72 Office Equipment
7,677.12	S. 137 Payments	2,684.30		For Details see Supporting Notes to the Accounts
£ 141,177.08	Total Cost of Services	£ 96,249.67	£ 103,461.00	
	Cost of Governance			
16,309.08	General Administration (including election costs)	16,750.75	12,020.00	Includes: Affiliations, bye election costs, Insurance, Specialist Advice to Council & Office Expenses
21,348.91	Premises	21,474.79	21,190.00	Includes: Equipment Mtce, Rent and Rates and office running expenses including Insurance
67,380.68	Administration Staff Costs, Travelling Expenses & Training	75,560.16	74,223.00	Includes: Salaries Costs, Training & Recruitment Advert
£ 105,038.67	Total Cost of Governance	£ 113,785.70	£ 107,433.00	
£ 246,215.75	EXPENDITURE TOTAL	£ 210,035.37	£ 210,894.00	

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Agenda Item 7

Leigh-on-Sea Town Council Annual Accounts to 31st March 2011 Income Expenditure Account

Actual Year Ended 31/03/2010 £	INCOME	Actual Year Ended 31/03/2011 £	Budget Year Ended 31/03/2011 £	Explanations
	Service Income			
8,702.64	Allotments	10,213.95	8,270.00	Insurance Claims £1020
5,680.50	Community Transport	5,898.00	6,124.00	
12,216.01	Leisure Foreshore & Environment	6,812.27	6,900.00	Includes: Leigh Lights, Farmers Market Fishing Festival & Donations
£ 26,599.15	Total Service Income	£ 22,924.22		
	Other Income			
11,000.00	Grants & Donations	2,220.00		SBC Funding new Leigh Sign
2,851.00	Premises & General Administration	2,500.00	2,800.00	
103.09	Interest on Investments	116.37		Reflects low interest rates but needs review
167,893.00	Precept	199,615.00	199,615.00	
£ 208,446.24	INCOME TOTAL	£ 227,375.59	£ 223,709.00	

Actual Year Ended 31/03/2009 £	RESERVES	Actual Year Ended 31/03/2010 £	Adjustments Year Ended 31/03/2010 £	Explanations
246,215.75	Total Expenditure	210,035.37		
208,446.24	Deduct Total Income	227,375.59		
- 37,769.51	Excess of Income over Expenditure	17,340.22		
86,327.41	Balance from Previous Year	49,801.90	22,400.18	Increase in General Reserves
1,244.00	Transfer from/ to Earmarked Reserves	5,059.96	- 5,059.96	Reduction in Earmarked Reserves
£ 49,801.90	Balance as at 31st March	£ 72,202.08		

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Agenda Item 8

Leigh-on-Sea Town Council

COMMITTEE BUDGETS 2011/12

31/03/2012

Budgets Spend vs Budget to 31st March 2012
2011/12

Committee	Item	Budget b/f 2010/11	2011/12	Spend to date	Balance	% spent	2010/11 spend	
Council	Office Admin	0	40,020	44,221	-4,201	110	38,370	
	Salaries	0	76,518	77,422	-904	101	74,984	
		0	116,538	121,643	-5,105	104	113,354	
Leisure	Community Transport A	0	4,700	4,117	583	88	5,702	
Foreshore & Environment	Flower Baskets	0	5,000	5,000	0	100	5,000	
	First Aid Provision	0	1,000	875	125	88	1,194	
	Farmers Market A	0	330	271	59	82	276	
	Strand Wharf	74,408	0	0	74,408	0	0	
	Leigh Lights A	1,400	18,003	14,049	5,354	72	20,578	Reserve added after Budget
	Paddling Pool	1,798	0	0	1,798	0	0	Neutral Effect not in Budget
	Youth D	0	4,000	3,549	451	89	3,322	
	Various B	0	13,385	11,347	2,038	85	13,059	
		77,606	46,418	39,207	84,817	32	49,131	
Transport & Highways	School Crossing Patrols	0	8,500	0	8,500	0	4,037	
	Bus Shelter Cleaning/Maint	0	5,000	1,119	3,881	22	1,382	
	New Bus Shelters	0	0	-532	0	0	0	
	Transport Improvements	0	1,000	0	1,000	0	0	
	Bollards	0	250	0	250	0	508	
	Phone Box, Seats and bins	1,000	750	1180	570	0	300	Reserve added after Budget
		1,000	15,500	1,767	14,201	11	6,226	
Planning	Planning	0	4,600	3,094	1,506	67	3,779	
	Southend Airport	0	0	0	0	0	0	
		0	4,600	3,094	1,506	67	3,779	
General Purposes	Various C	0	3,250	181	3,069	6	11	
	Premises	0	1,000	1,160	-160	116	105	
	Elections	0	19,000	5,654	13,346	30	0	
	Legal costs	0	500	0	500	0	0	
	Annual Town Meeting	0	500	105	395	21	308	
	Publicity	0	1,000	356	644	36	719	
		0	25,250	7,457	17,793	30	1,143	
Allotments	Revenue A	0	4,828	6,205	-1,377	129	7,477	
	Capital Improvements	2,000	2,000	4,590	-590	115	0	
		2,000	6,828	10,795	-1,967	122	7,477	
Total		80,606	215,134	183,964	111,244	62	181,109	

Income

	Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2011/12	0	199,615	199,615	0	199,615
Estimated Interest to 31.3.12	0	0	135	-135	116
Unbudgeted income	0	0	183	0	180
Waste Sacks	0	0	181	0	0
Premises hire	0	2,800	2,030	770	2,320
	0	202,415	202,143	635	202,231
Add	Est Bank Balance at 31.03.12 inc Petty Cash		161,424		
	VAT refund due		162,060		
			8,020		
			170,080		
	Less planned expenditure (Balance to spend)		111,244		
	Less Insurance Claim Received (Allotments) (2010/11)		1,020		
	Plus Skate Park Lighting Payment (2010/11)		5,344		
	Less Allotment Open Day Fund		0		
	Less Skate Park Fund		3,078		
	Estimated General Reserves at 31.03.12		60,081		

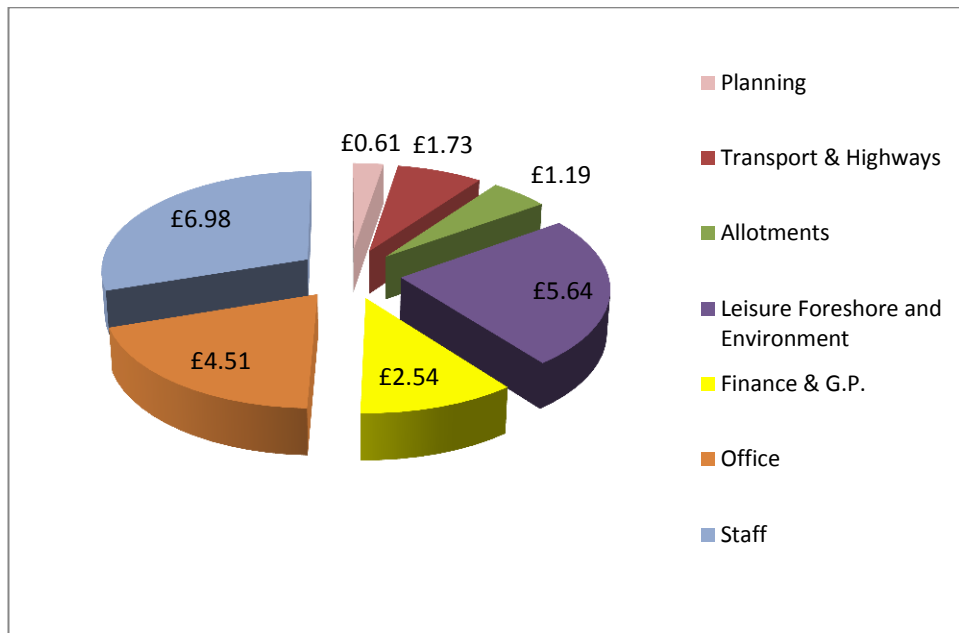
(Figure is an approximation as accounted for as Payments and Receipts)

- A Community Transport, Allotments Revenue, Leigh Lights and Farmers Market are balances of income and expenditure
- B Includes Community Initiatives, recreational facilities, events & conservation areas.
- C Includes Crime Prevention, community affairs and schools
- D Budget transferred from F&GP to LF&E

	Balance b/f 2010/11	Spend 2011/12	Income 2011/12	Balance 2011/12
Skate Park Lighting	12,582	9,504		3,078

Agenda Item 9

WHERE THE AVERAGE COUNCIL TAX PAYER'S MONEY GOES (BAND D)



Planning	£0.61
Transport & Highways	£1.73
Allotments	£1.19
Leisure Foreshore and Environment	£5.64
Finance & G.P.	£2.54
Office	£4.51
Staff	£6.98

£23.19

Agenda Item 9

LEIGH-ON-SEA FINAL BUDGET AGREED 06-12-11

	£	£
Anticipated reserves at 31 March 2012		
General Reserves	65,030	
Election Reserve	5,000	
Capital Reserves	74,408	
Add		144,438.00
draft budget income from committees	0	
Planning	0	
Transport & Highways	0	
Allotments	12,102	
Leisure Foreshore and Environment	13,024	
Finance & G.P.	0	
Office	0	
Staff	0	
Room Hire	2,800	
Committee Total		27,926.00
Deduct		
draft budget expenditure from committees		
Planning	5,823	
Transport & Highways	16,462	
Allotments	23,419	
Leisure Foreshore and Environment	66,796	
Strand Wharf	74,408	
Finance & G.P.	27,000	
Office	42,950	
Elections	5,000	
Staff	66,497	
Committee and overhead Total		328,354.27
Deduct		
Planned reserve at 31 March 2013*		50,000
Nett shortfall = Precept required		-205,990

£50,000 is the Town Clerk's recommended reserve level

The Paddling Pool, being a donation for this purpose, is ring fenced and will have no impact on the precept

Proposed increase/decrease in precept	3.19	%
Proposed Band D equivalent at Tax base	23.19	

An increase of £0.64 On the Band D equivalent of 2011/12