



# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [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



30<sup>th</sup> June 2011

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 5<sup>th</sup> July 2011** 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. TO FILL VACANCY ON ALLOTMENTS COMMITTEE
4. DECLARATION OF MEMBERS' INTERESTS
5. APPROVAL OF THE MINUTES OF THE MEETING OF 31<sup>st</sup> May 2011.

## GENERAL PURPOSES

6. REPRESENTATIVES TO OUTSIDE BODIES  
To elect a representative to SAVS (Formally ex Cllr Reta Cocks)
7. PERSONNEL SUB-COMMITTEE MINUTES 24<sup>th</sup> June 2011 (Appendix 1)
8. PREMISES Working Party – 15<sup>th</sup> June 2011 Report 1913/PWP (Appendix 2)
9. PROVISION OF FOOD WASTE LINERS & GARDEN WASTE BAGS

SBC have been in communication with the Town Council re the feasibility of providing chargeable waste bags. If the Committee agree to this proposal it would be necessary to conclude a service agreement with CORY.

10. GENERAL PURPOSES BUDGET
  - General Purposes Budget Report (if available or to next meeting)

## FINANCE

11. REFERENCES FROM OTHER COMMITTEES

**Allotments Committee** 22<sup>nd</sup> June 2011 Minute 21 (FELLING OF OAK TREE IN MARSHALL CLOSE)

It was **RESOLVED** that the estimate from 'Treefella' at £1200 be accepted.

It was **RECOMMENDED** to F&GPC that they are requested to assist in providing the finance for this work and that they determine the amount to be taken from the Allotment's budget and how much would be needed from Reserves.

12. SKATE PARK REPAIRS & MAINTENANCE – Quotation from Nominated Supplier (Appendix 3)
13. GRANT AID APPLICATION FROM VICTIM SUPPORT (Appendix 4)
14. QUOTATIONS FOR INSURANCE COVER 2011/12 (Appendix 5)
15. OFFICE AND COMMITTEE BUDGETS
  - Office Budget Report (if available or to next meeting)
  - Committee Income and Expenditure Report (if available or to next meeting)

16. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 1911/I&E (Appendix 6)

17. BANK ACCOUNT BALANCES as at 30<sup>th</sup> June 2011

HSBC BMM A/c	£ 115,163.97
HSBC Current A/c	£ 107,185.31
HSBC Payroll A/c	£ 2,265.31
HSBC Imprest A/c	£ 349.22



Paul Beckerson  
Town Clerk  
30<sup>th</sup> June 2011

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



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## MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON FRIDAY 24<sup>th</sup> JUNE 2011 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Jerry Holden, Pat Holden and Caroline Parker.

In attendance: Cllr Alex Coulson and Paul Beckerson (Town Clerk)

### ***The meeting opened at 2.09pm***

#### 1. ELECTION OF CHAIRMAN

Cllr Carole Mulroney was elected Chairman

#### 2. ELECTION OF VICE CHAIRMAN

Cllr Pat Holden was elected Vice Chairman

#### 3. APOLOGIES FOR ABSENCE

None

#### 4. DECLARATION OF MEMBERS INTERESTS

Cllr Caroline Parker ***declared a prejudicial interest in an employee who was her daughter***

#### 5. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 13<sup>th</sup> October 2011 were agreed and signed by the Chairman

#### 6. STAFF REVIEW REPORT 1909/TC (Confidential)

### **RECOMMENDED:**

- That staff salary scales and contractual incremental rises be **AGREED** as detailed in the Confidential Appendix 1 to the Personnel Sub-Committee Minutes.
- That the backlog of TOIL and hours accrued as detailed in the Confidential Appendix 1 to the Personnel Sub-Committee Minutes be paid.
- That in future only 7 hours of accrued time may be carried forward and only for a period of one month.

### ***The Town Clerk left the meeting during discussion of his salary***

### ***Cllr Caroline Parker left the meeting during the discussion of the Skate Park Cleaner***

- That all incremental rises commence from the 1<sup>st</sup> April each year
- That staff be paid mileage expenses at the NJC mid rate for casual users (applicable from January 2011) of 52.2p per mile.

7. CONSIDERATION OF APPOINTMENT OF A WORK EXPERIENCE PERSON

The Sub-Committee discussed possible options that would be available to them. A suggestion was made that the Council should make any position available to young people who would not normally get the opportunity. It could be possible to do this recruitment through Connexions and that consideration be given to an on-going scheme of apprenticeships.

It was **RECOMMENDED** that a report is prepared to go to F&GPC, outlining hours and duration that would be possible within the budget available.

8. REVIEW OF VAN ALLOWANCE

**RECOMMENDED** that the present arrangement agreed in 2008 be continued

9. WORK ALLOCATION AND PROGRAMMING (Allotments)

**RECOMMENDED** that the Town Clerk in consultation with the Chairman of the Allotments Committee be authorised to determine and allocate workload.

10. TIMESHEETS & RECORDING ALLOCATION OF HOURS

A discussion took place on the best way to analyse staff time, it was agreed that any system should be low maintenance in terms of time expended by staff. The possibility of using some sort of software to implement this was worth investigating.

**RECOMMENDED** that time recording Software be evaluated and costed to provide a solution.

11. STAFF TRAINING AND COUNCILLOR / STAFF PROTOCOL

The issue of staff training and the budget provision was discussed. It was clarified that there would be a need to monitor likely demand and consider this when setting the 2012/13 budget.

**RECOMMENDED** that a Staff-Councillor Protocol be produced

12. CUSTOMER CARE CHARTER

**RECOMMENDED** that the draft is put forward to F&GPC for consideration (attached)

***The meeting closed at 4.30pm***



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## CUSTOMER SERVICE CHARTER



### Our promise to you.....

As a valued customer of Leigh-on-Sea Town Council, you can expect us to be:-

#### **Fair**

- treat you as an individual
- deliver a professional service
- honest about what we can do and what we can't do

#### **Respectful**

- listen to you and give you our undivided attention
- maintain your privacy and confidentiality
- turn up on time and keep our promises
- apologise when we get things wrong

#### **Welcoming**

- friendly and approachable
- courteous, polite and helpful at all times
- give our name so you know who you are dealing with

#### **Efficient**

- get it right first time
- communicate with you efficiently and effectively by whichever method you choose
- deal with enquiries and complaints promptly and efficiently
- knowledgeable, giving accurate information

#### **Accessible**

- provide easy access to services, expertise and information
- publish clear, concise and up to date information on our Website

#### **Learning**

- ask for your suggestions and take your views seriously
- regularly review and seek to improve our services



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Report 1913/PWP

## **PREMISES WORKING PARTY MEETING 15<sup>th</sup> June 2011**

Present: Cllrs Pat Holden (Convenor), Paul Lawrence, Carole Mulroney and Caroline Parker

In Attendance: Paul Beckerson (Town Clerk)

***The meeting opened at 10.40am***

***The following items are RECOMMENDED to Finance and General Purposes Committee -***

1. That a total review of the contract be undertaken together with the scope of work.
2. That 3 quotations be obtained to redecorate the exterior of the office.
3. That prices be obtained to purchase a tambour cupboard for secure storage in the office.
4. That the cost of a more robust lock be obtained (Chubb or similar 5 lever lock).
5. That costings for a new thermostatic controller with 7 day timer be obtained for consideration.
6. That the cost of replacing the blinds in the front bay of the Council Chamber be obtained, and that separate estimates be sought for interior decoration to the first and ground floors.
7. That a public counter be installed in an appropriate location with storage beneath and that clear signage for obtaining pink sacks (without the need to speak to staff) and a bell to attract staff attention for other enquiries be provided.
8. That a bike rack be obtained and fixed to the rear wall of the rear car park area.
9. That in principle the provision of a flagpole on the front of the building be pursued. Detailed costings and positioning etc. to be agreed.

***The meeting closed at 12.10pm***

# HAGS

Inspiring all generations

Quan	Part Number	Unit	Description	Price	Total Install
			<b>Repairs to Perimeter Bowtop Fencing</b>		
1		each	Break out and dispose of 2 no. existing bowtop fence panels plus install new fencing and posts		£150
1		each	Supply 2 no. 2.7m long, 1.0m high 16mm bar bowtop fence panels in black plus 3 no. posts	£814	
			<b>Repairs to Teen Shelter</b>		
1		each	Supply new centre frame plate for existing teen shelter, in blue	£52	
1		each	Labour to fit new plate		£50
			<b>Repairs to Skate Park</b>		
1		each	Cut out and replace all joints in concrete skate elements		£750
1	skip	each	Regular skip	£250	
1		each	Cut back and reweld joints in existing coping rails at top or bowl and ramps		£600
1		each	Repaint all surfaces in park in concrete grey		£2,000
1		each	Cost for overnight security for the duration of these works		£240
1			Site Welfare and Management	£1,250	FALSE
			<b>TOTAL FOR EQUIPMENT ETC.....</b>		<b>£2,366</b>
			<b>TOTAL INSTALLATION</b>		<b>£3,790</b>
			<b>PROJECT COST</b>		<b>£6,156</b>

## Enquiries and Ordering

**\*When contacting us please always reference the quotation number that begins with HP/..., this will help greatly with processing any orders.**

\* When ordering written confirmation is required in all cases and HAGS Play Ltd. Terms and Conditions apply - see attached

\* Orders can be cancelled for standard products up to 8 days after receipt of the official order, thereafter you will be charged at 30% of the order value subject to HAGS Play Ltd. being able to stop the orders with their suppliers. Any goods which can not be stopped or have already been received by HAGS Play Ltd. will need to be paid for in full. Orders for special products can not be cancelled.



find the strength

Suite 4/5  
The Chequers  
High Street  
Ingatestone, Essex  
CM4 0DG

Leigh-on-Sea Town Council  
FAO: The Town Clerk  
67, Elm Road  
Leigh-on-Sea  
Essex  
SS9 1SP



13 June 2011

Dear Sir/Madam

Victim Support in Leigh-on-Sea

I am writing to ask if Leigh-on-Sea Town Council would consider making a contribution towards the ongoing development of our work to support people living in our local community, whose lives have been affected by crime. We offer a free and confidential service to victims of crime, their family, friends and anyone else affected. We give information, emotional support and practical help. The crime does not have to be reported to the Police and support can be provided at any time, whenever the crime happened.

Earlier in the year there was an announcement of the reduction in our Ministry of Justice funding of 15.6%. The Executive Management Team and Trustees have worked hard to decide how the required cut to our budget in 2011/12 may be achieved, which has entailed some difficult decisions being recommended. The overriding principle throughout this process has been wherever possible, to maintain frontline services and minimise the impact on the victims and witnesses who need our support.

The restructuring of Victim Care Units has helped us to achieve part of our required economies, and we are now proud to have the Regional Victim Care Unit for the East of England, fully operational in our suite of offices in Ingatestone. The East, and our team in Essex, has been one of two Regions across England who have led the way in a major regional restructuring resulting in a flagship team in the heart of the County of Essex.

Adding to this positive news, we have also recently learned that Victims' Caseworker, Louise Casey, has successfully applied to the Home Office for new money to fund a network of 20 victim advocates across the country. We have received with delight, the announcement that the Commissioner has chosen to work in partnership with us to create these posts. The advocates will, indeed, strengthen the voice of local victims prior to the introduction of Police and Crime Commissioners next year.

It remains vital that all groups in society are remembered. Our work with young victims, older people, minority groups and the socially excluded will continue and we will be looking at new initiatives in areas such as domestic violence, hate crime and supporting those affected by the most serious crimes.



Please consider making a contribution towards our ongoing work for the year ahead. A donation will make a positive impact; any financial support we receive, at whatever level is gratefully received and will support our services to victims and witnesses in Leigh-on-Sea. For a copy of our most recent report and audited accounts, please email me at [christina.jackson@victimsupport.org.uk](mailto:christina.jackson@victimsupport.org.uk)

Yours faithfully,



Christina Jackson  
Regional Income Generation Manager – East of England

Enc.



Insurance House  
125/129 Vaughan Way  
Leicester LE1 4SB

Leigh-On-Sea Town Council  
67 Elm Road  
LEIGH-ON-SEA  
Essex  
SS9 1SP

27 June 2011

Dear Sir

**Re: Aon Local Councils Quotation**

Policy type:	Aon Parish Councils Scheme	Premium:	£ 3,645.22
Quotation number:	T2011062212330630	Insurance Premium Tax:	£ 218.71
Insurer:	Allianz Commercial	Admin Charge	£ 5.00
		Total due:	£3,868.93

We are delighted to confirm our quotation to you as detailed above. This is based on the details that you provided in the original proposal form which are recorded in the attached Quotation schedule of Cover.

The premium is subject to there being no claims reported or changes in material information which may cause the insurer to reassess their ratings and/or terms. The quotation is valid for 30 days from the date of this letter.

**What to do next**

Please read through the enclosed documents carefully to ensure the cover details accurately reflect your requirements and contact us should you have any queries regarding the information recorded.

Should you wish to accept the cover simply call or email the office with your instructions.

**How to pay for this policy**

We offer a range of options for payment of the premium and these are set out below.

**Cheque payable to Aon Limited**

You can forward a cheque for the full amount made payable to Aon Limited.

**Debit or Credit Card**

You can contact the team on 0845 753 7070 with your card details.

**BACS Payment**

You can make a payment direct to our account by instructing your bank or via online Banking, make payment to:

Payee – Aon Limited  
Branch – Natwest City of London  
Account No – 39027473  
Sort Code – 60 00 01  
Reference – LEIGH-ON-

WPS (AVIVA)

29 June 2011

Dear Colin

**Re: Leigh on Sea Town Council (Ref: 1106051800)**

Thank you for your recent presentation regarding the above. I can confirm our Annual Quoted Premium as follows:

**Total Premium (Including IPT) £3,567.73**

**Additional Premium to add £30,000 Skate Park Equipment (Including IPT) £58.55**

**The quotation includes a 3 Year Long Term Agreement**

The following premises are to be covered:

- (1) Council Offices, 67 Elm Road, Leigh on Sea, SS9 1SP
- (2) Allotment Shed, Leigh On Sea, SS9 3DX
- (3) Brick built Shelter/Store, Leigh on Sea, SS9 3DX

<u>Business Description</u>	Town Council and Property Owners
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*Only the following indicated sections are covered by the sums insured shown*

<u>Material Damage</u>	Covered
Type of Cover	All Risks including Theft (forcible and or violent entry/exit) and excluding Subsidence
Basis of Cover	Reinstatement
Machinery/Contents/Fixtures/Fittings (1)	£22,000
Buildings (2)	£6,500
Machinery/Contents/Fixtures/Fittings (2)	£600
Buildings (3)	£7,200
Street Furniture	£44,000
War Memorials	Not Insured
Playground Equipment & Surfaces	Not Insured
Fire, Aircraft, Explosion, Earthquake, Riot & Civil Commotion & Impact by Third Party Vehicles Excess	£0
Theft Excess	£250
Any Other Contingency Excess	£250
<u>Glass</u>	Covered
Excess	£250



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QUALITY  
TOWN  
COUNCIL

## Income and Expenditure 26<sup>th</sup> May to 25<sup>th</sup> June 2011 - Report 1911/I&E

Cheque	Expenditure	Payee	Purpose	Statute (In all cases, LGA means Local Government Act and s is for section)
100046	£84.00	The Sign Factory	Skate Park 'No Dogs' Sign	LGA 1972 s144
100047	£380.53	SBC	Elm Road - Building Insurance	LGA 1972 s111
100048	£37.20	Edwards Engineering Ltd	Allotments - Maintenance Supplies	Small Holdings & Allotments Act 1908 s26
100049	£25.56	Acumen	Wages Service – May 11	LGA 1972 s111
100050	£23.98	A Exley	Cilca Travel Expenses	LGA 1972 s111
100051	£16.40	P Beckerson	Travel Expenses	LGA 1972 s111
100052	£457.72	Essex & Suffolk Water	Allotments – Leigh Site	Small Holdings & Allotments Act 1908 s26
100053	£670.35	Essex & Suffolk Water	Allotments – MDAS Site	Small Holdings & Allotments Act 1908 s26
100054	£22.00	Mrs M Moss	Comm Trans Ticket Refund	Transport Act 1985 s19
100055	£9.00	Mrs P Craggs	Comm Trans Ticket Refund	Transport Act 1985 s19
100056	£ 21.04	Cllr P Holden	Wilkinson Supplies – Paint for Metal Staging	LGA 1972 s144
100057	£900.00	Cortest Ltd	Column inspection for Xmas Lights	LGA 1972 s144
100058	£234.55	Mayfield Cleaning	Office Cleaning (£150.72) Bus Shelters cleaning (£83.83)	LGA 1972 s111 & Local Govt Misc Provs Act 1973
100059	£156.24	Viking Ltd	Stationery	LGA 1972 s111
100060	£125.96	BT	Internet Services	LGA 1972 s111
100061	£29.10	P Beckerson	Stanfords Business Mapping (Map for Allot Fence Planning Application)	LGA 1972 s111
100062	£360.00	Michael Dempsey IT Contracts Ltd	Replacement Router	LGA 1972 s111
100063	£50.00	St Johns Ambulance	First Aid cover at Easter Event	LGA 1972 s144
100064	£216.00	SLCC Enterprises	TC attendance at Summer Symposium	LGA 1972 s111
100065	£37.19	Essex & Suffolk Water	Elm Road – Water Charges	LGA 1972 s111
100066	£92.49	R Allan- Smith	Diesel (£39.57) Mot (£35.00) for Van and Water Tank fittings (£17.92)	Small Holdings & Allotments Act 1908 s26
100067	£23.28	A Exley	Cilca Travel Expenses	LGA 1972 s111
100068	£62.26	Essex & Suffolk Water	Allotments – Marshall Close	Small Holdings & Allotments Act 1908 s26
100069	£420.00	St Johns Ambulance	Staffing First Aid Post	LGA 1972 s137
100070	£15.00	SLCC –CilCA Management	Power of Well Being Accreditation	LGA 1972 s111

100071	£468.00	Cable Test Ltd	Xmas Lights Storage April - June 11	LGA 1972 s144
100072	£294.00	RHS Hyde Hall	Comm Trans -Entrance Cost	Transport Act 1985 s19
100073	£490.00	RHS Hyde Hall	Comm Trans – Lunch Costs	Transport Act 1985 s19
100074	£74.40	Cory Environmental	Recycling Sacks	LGA 1972 s111
100075	£606.34	DOTS	Photocopying	LGA 1972 s111
100076	£288.00	Edge Services	Assistance with setting up New Chart of Accounts	LGA 1972 s111
100077	£359.00	EALC	Power of Well Being Course	LGA 1972 s111
100078	£2,625.00	SBC	Elm Road – Qtr Rent	LGA 1972 s111
100079	£83.33	Mayfield Cleaning	Bus Shelter Cleaning	Local Govt Misc Provs Act 1973
100080	£32.89	The Green Reaper	Minor Allotment supplies for Strimmer & Brushcutter	Small Holdings & Allotments Act 1908 s26
100081	£100.00	CF Transport	Comm Trans – Minibus Hire & Driver Cost	Transport Act 1985 s19
D/D June 11 Payroll Transfer	£49.27 £8,500.00	E.on	Skate Park Electricity	

**Income**

£159.00	Farmer's Market	Stalls Holders
£285.50	Community Transport	Ticket Purchases
£15.00	Allotments	Keys
£1,143.00	Allotments	Balance of MDAS rents
£10.00	Body's Opticians	Xmas Lights - Contribution