

# 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.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



20<sup>th</sup> December 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 3<sup>rd</sup> January 2012** 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 6<sup>th</sup> December 2011

## GENERAL PURPOSES

5. STRATEGY & TOWN PLAN SUB-COMMITTEE 8<sup>th</sup> December 2011 (Appendix 1)
6. PERSONNEL SUB-COMMITTEE 8<sup>th</sup> December 2011 (Appendix 2)
7. BUSINESS & RATEPAYERS CONSULTATIVE FORUM – Wednesday 1<sup>st</sup> February 2012  
To decide on questions to put to Southend BC
8. CONTINGENCY PLANNING & DISASTER RECOVERY – Report 1989/JH (Appendix 3)
9. GENERAL PURPOSES BUDGET  
General Purposes Budget Report 1991/GP 19<sup>th</sup> December 2011 (Appendix 4)

## FINANCE

10. REFERENCES FROM OTHER COMMITTEES  
There are no references
11. RENT REVIEW AND OFFICE ACCOMMODATION (Latest position and further action, report back by Cllrs Mike Dolby and Carole Mulroney)
12. OFFICE AND COMMITTEE BUDGETS
  - Office Budget Report 1990/FGP 19<sup>th</sup> December 2011 (Appendix 5)
  - Committee Income and Expenditure Report 1992/FGP 19<sup>th</sup> December 2011 (Appendix 6)
13. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 1993/I&E (Appendix 7)

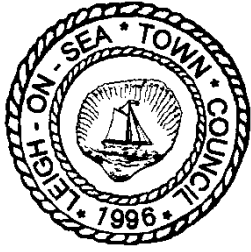
14. BANK ACCOUNT BALANCES as at 19<sup>th</sup> December 2011

HSBC BMM A/c	£ 209,003.30
HSBC Current A/c	£ 19,202.18
HSBC Payroll A/c	£ 842.34
HSBC Imprest A/c	£ 500.00



Paul Beckerson  
Town Clerk  
20<sup>th</sup> December 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 A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON THURSDAY 8<sup>th</sup> DECEMBER 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Jerry Holden, Pat Holden and Carole Mulroney

In Attendance: Cllr Paul Lawrence and Paul Beckerson (Town Clerk)

### ***The meeting opened at 7.34pm***

#### 1. APOLOGIES FOR ABSENCE

Cllrs Caroline Parker, Patsy Ryan and David Stanley

#### 2. DECLARATION OF MEMBERS' INTERESTS

None

#### 3. MINUTES OF THE 10<sup>th</sup> NOVEMBER 2011

The minutes of the 10<sup>th</sup> November 2011 were agreed and signed by the Chairman.

#### 4. CORE STRATEGY

This had been agreed by F&GPC and would go to Council on the 14<sup>th</sup> December 2011.

#### 5. COMMUNITY CENTRE

a) Terms of Reference – The Draft Terms of Reference were discussed and with some amendments were **agreed**. (Appendix 1)

b) Membership of Working Party – The following were nominated Cllrs Mark Bromfield, Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker, Patsy Ryan and David Stanley with John Gayner. Other Councillors would be asked if they wished to be involved.

c) Date of first meeting – 5<sup>th</sup> January 2012 at 7.30pm

d) North Street School – Request for support in their endeavours to provide a dual use (School/Community Building). The Sub-Committee **agreed** that a letter of support in principle should be sent.

#### 6. CONSULTATION STRATEGY

It was **agreed** that the priority was the Community Centre and that the Town Plan and Neighbourhood consultations should be pursued later in 2012.

Whilst it originally had been suggested that an insert in the Town Guide might be a way of distributing a questionnaire, members considered that an advert in the Leigh Times would be more cost effective.

The sample questions contained in Appendix 2 to the agenda relating to the Community Centre would be circulated to all Councillors for additions or alterations, the results being considered by the Working Party at its first meeting.

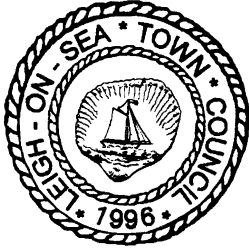
It was also **agreed** that the closure of the front desk at Leigh Police Station should be part of the questionnaire.

**RECOMMENDATION:** Finance and General Purposes Committee be asked if they would delegate the content and arrangements for the advert to the Community Centre Working Party.

***The meeting closed at 9.00pm***

**COMMUNITY CENTRE WORKING PARTY (TERMS OF REFERENCE)**

- 1) To enter into discussions with Southend Borough Council and others on behalf of Leigh Town Council concerning the management of the Community Centre / Hub ensuring best value for the residents of Leigh-on-Sea.
- 2) To appoint members from inside or outside the council to the working party as required.
- 3) To report to Leigh Town Council and, on the conclusion of the discussions and to make recommendations to Leigh Town Council on options for the future management of the Centre.
- 4) Once Council has agreed the preferred option, then if required:
  - a. To identify potential users of the Community Centre / Hub, to consult on usage and usage levels.
  - b. To devise a practical plan to allocate and action activities and tasks that become apparent from the above, with a timeframe that is aggressive but doable in nature.
  - c. To prepare a business plan taking into account that this is a new venture, with many variables, but a venture that can be expressed in terms of the financials.
  - d. To oversee and make recommendations to the council with regard to the on going management of the community centre.



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## MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON THURSDAY 8<sup>th</sup> DECEMBER 2011 AT 67, ELM ROAD, LEIGH-ON-SEA

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

In attendance: Cllr John Wren and Paul Beckerson (Town Clerk)

### ***The meeting opened at 10.05am***

#### 13. APOLOGIES FOR ABSENCE

Cllr Donald Fraser

#### 29. DECLARATION OF MEMBERS INTERESTS

None

#### 30. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 2<sup>nd</sup> December 2011 were agreed and signed by the Chairman

#### 31. 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 temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

#### **Resolved**

#### 32. CURRENT STAFFING UPDATE (Report 1988/PSC - Confidential Appendix 1)

EALC had given advice on the course of action to be taken, details in the Confidential Appendix.

### ***The meeting closed at 10.29pm***

Meeting:	<b>Contingency Planning and Disaster Recovery</b>
Present:	Mr Paul Beckerson and Cllr Jerry Holden
Held on:	14 <sup>th</sup> December 2011
Purpose:	To review contingency planning arrangements and make recommendations to Finance and General Purposes Committee as appropriate

## 1. Preamble

- 1.1. There are several levels of threat to the delivery of Council services. These range from, for example, the failure of a server hard-drive to the complete loss of the building through fire. The purpose of contingency planning is to ensure that the Council is appropriately prepared to deal with such threats should they occur.
- 1.2. As the delivery of services depends primarily on the integrity of the Council's data and on the resilience of the information systems that handle it, it is to this area that priority must first be given.
- 1.3. The Council has a comprehensive insurance policy covering office equipment.

## 2. Data Integrity and security

- 2.1. All the Council's data is automatically copied overnight from the server onto an external hard-drive. Each morning the back-up is checked to ensure it ran correctly and a random file is restored as a test.
- 2.2. The back-up taken on a Friday night is in turn copied to a second external hard-drive on Monday morning and this second drive is then taken home by the Town Clerk to serve as off-site security. The latest five daily backups and 6 weekly backups are retained.
- 2.3. Issues:
  - 2.3.1. The current external hard drives differ and their capacity is becoming inadequate to meet the Council's needs. Identical, larger drives will permit the server backup software to operate to a higher standard of security. When operational this software will automatically provide three full months of backup rotating through the standard GFS (grandfather-father-son) cycle.
  - 2.3.2. The backups are currently managed solely by the Town Clerk and do not operate in his absence.
  - 2.3.3. The same data is often being copied every night. This is both unnecessary and a waste of resources. Old data, in particular large image files, could be held in a way that reduces repeated copying.
  - 2.3.4. There are now many agencies which provide a secure and robust backup service over the Internet. Utilising such a service would obviate the need for the in-house backup operation - but it will have a price tag.

### 2.4. Recommendations

- 2.4.1. Two new identical 1 terabyte external hard drives should be purchased.
- 2.4.2. At least one other member of staff should be trained to run the backup routines.
- 2.4.3. The server file system should be restructured to provide an archivable area.
- 2.4.4. Internet-based backup services should be evaluated and costed.

## 3. Server Resilience

- 3.1. In addition to the regular backup of the Council's data, the environment which manages that data – the operating system, office software, user profiles, etc – also needs to be secured in a manner which will enable expeditious recovery in the event of a failure.

3.2. [As an analogy it may be useful to consider a bucket of water where the data is the water and the environment is the bucket. Whilst the water may frequently change, the bucket stays the same. When the bucket of water is knocked over, the recovery process is the pouring of the water back into the bucket.]

3.3. Consideration should also be given to the server itself and its components. Calidus, a local IT service company, currently provides the Council with “on demand” maintenance. Whilst this is adequate for the repair/replacement of individual components, it does not provide for the recovery of the system environment or for the server as a whole.

3.4. Issues:

3.4.1. The system environment itself is not currently being backed up. The availability of a “mirrored” environment would both provide such a backup and significantly reduce the amount of time needed for system recovery. As the system environment is relatively stable, a mirrored copy needs only to be taken on a six-monthly basis.

3.4.2. Whilst replacement PCs can be purchased from a regular retail outlet, the high specification for the server requires more specialised procurement and could take some time to source. To ensure a speedy recovery in the event of a server failure, a commercial agency that provides a standby recovery service could meet the Council’s needs in this area. It is anticipated that such an agency would be able to provide an integrated solution to the Council’s server recovery needs – i.e. provide both the hardware and the mirrored environment.

### **3.5. Recommendations**

3.5.1. A commercial company, preferably local, that provides a standby recovery service needs to be identified and evaluated. This process will be carried out within the Council’s procurement policy.

3.5.2. An inventory of server licences and software should be drawn up

## **4. Other Hardware**

4.1. If required, replacement PCs and office printers can be purchased from regular retail outlets. The bulk printer is on lease and a replacement could be secured through the leasing company.

4.2. Data held on PCs is not backed-up.

4.3. To expedite recovery it is important that all software running on PCs is recorded. All PCs should have the same software environment so that they are interchangeable.

### **4.4. Recommendations:**

4.4.1. Staff should be reminded that data held on their PC is not backed-up and files that require to be secured should be uploaded onto the server.

4.4.2. An inventory of licences and software resident on PCs should be compiled. Procedures should be documented which describe the steps needed to rebuild the standard office PC.

## **5. Recovery Trials**

5.1. In order both to validate the backup regime and to practice recovery procedures, regular disaster recovery trials need to take place. Two levels of trialling should occur: at regular intervals throughout the year sample databases should be “restored” and validated, and once a year a full disaster recovery exercise should be carried out across all the Council’s information systems, i.e. the whole server should be “restored”.

5.2. Issues:

5.2.1. Whilst an individual database could be restored without risk and without impacting on the day-to-day work of the office, a full disaster recovery exercise must be carried out at another site. There are many agencies that provide the necessary facilities.

5.2.2. Effective disaster recovery requires documented procedures to manage the whole recovery process. By providing a checklist of tasks, members of staff involved in the recovery will



have a clear understanding of what needs to be done and in what order. As no disaster recovery trials have yet taken place, there are no such procedures in place.

**5.3. Recommendations:**

5.3.1.A commercial company, preferably local, that provides a disaster recovery facility should be identified and evaluated. This may be the same company required for §3.5 above

5.3.2.A disaster recovery procedure manual should be compiled.

**6. Manual files**

6.1. The Council holds a significant number of manual files of varying importance. Some of these files, like Minutes, need to be retained indefinitely, others, like accounts, need to be kept for a specific number of years, and others, planning records for example, are kept for reference. There are some documents that came along when the Council moved from Leigh House and probably have not been looked at since. We also hold leases, allotment tenancy agreements, documents of historic importance, premises/entertainment licences and employment contracts.

6.2. The files and documents that are kept need to be evaluated against the threat of fire or other loss and appropriate protection measures need to be implemented.

6.3. Some documents will need to be scanned and copies stored on the server; they will then be backed-up in the normal way.

6.4. Some documents can be destroyed.

6.5. Issues:

6.5.1.To manage these various documents requires a Document Retention Policy.

6.5.2.Critical documents like leases, licences and contracts should be secured in a fire safe. Less important documents could be stored in a fire-resistant cabinet.

6.5.3.Essex County store council documents and consideration should be given to storing the signed Minutes there (unsigned Minutes are held on the server)

**6.6. Recommendations:**

6.6.1.A small fire safe should be purchased.

6.6.2.A Document Retention Policy should be drawn up and appropriate document cleansing carried out.

6.6.3.Chelmsford should be contacted with regards to the storing of Minutes.

6.6.4.A fire-resistant cupboard should be purchased.

**7. Premises**

7.1. In the event of the loss of the office premises, alternative office space should have been previously identified and agreed and should be available until permanent accommodation is restored.

7.2. Detailed contingency planning for this eventuality will be considered at a separate meeting but preliminary enquiries should be carried out at this stage.

**7.3. Recommendations:**

7.3.1.Southend Borough Council should be contacted with regards the availability of office space within the Community Centre.

7.3.2.When discussing disaster recovery trials, service providers should also be asked whether they also provide temporary office equipment that meets our needs and at what cost.

**Finance & General Purposes Committee Budget 2011/12**

Heading	B/F 2010/11	Budget		Spent to Date	Committed	Balance	% Spent
		Income	Expenditure				
Crime Prevention		0	0	0.00		0	
Schools		0	50	0.00		50	0
Donations		0	0	0.00		0	
Community Affairs		0	3,200	0.00		3,200	0
Premises		0	1,000	340.15		660	34
Elections		0	19,000	0.00	6,000.00	13,000	32
Legal Costs		0	500	0.00		500	0
Annual Town Meeting		0	500	0.00		500	0
Publicity		0	1,000	356.38	250.00	394	61
Civic			0	40.00		-40	
						0	
<b>Totals</b>		<b>0</b>	<b>25,250</b>	<b>736.53</b>	<b>6,250.00</b>	18,263	28
Nett cost			25,250				
Skate Park Lighting	12,582			0.00	351.08	12,230	

## Office Budget for 2011-12

Budget	Heading	2011/12	Spend to Date	Committed	Balance	% Spent
2010/11						
	<b>Premises</b>					
10,500.00	Rent	10,500.00	5,725.00		4,775	54.52
5,000.00	Insurance	5,000.00	4,006.79		993	80.14
5,400.00	General Rates	5,400.00	3,355.59		2,044	62.14
280.00	Water Rates	280.00	247.92		32	88.54
960.00	Gas	960.00	427.71		532	44.55
650.00	Electricity	650.00	530.03		120	81.54
2,300.00	Office Cleaning	2,300.00	1,192.40		1,108	51.84
100.00	Premises Repairs & Services	300.00	5,600.36		-5,300	1866.79
	Office Tools	300.00	0.00		300	0.00
100.00	Contingencies	100.00	154.01		-54	154.01
		<b>25,790.00</b>	<b>21,239.81</b>	<b>0.00</b>	<b>4,550</b>	<b>82.36</b>
	<b>Administration</b>					
1,900.00	Stationery Cost	1,450.00	678.45		772	46.79
50.00	Library	50.00	53.23		-3	106.46
1,300.00	Communication	1,750.00	1,093.67		656	62.50
400.00	Photocopying	830.00	1,572.43		-742	189.45
1,600.00	Subscriptions	1,600.00	1,448.65		151	90.54
1,900.00	Postage	1,900.00	712.48		1,188	37.50
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	100.00	115.50		-16	115.50
400.00	Expenses/Travel Costs - Cllrs	400.00	150.75		249	37.69
300.00	Miscellaneous	300.00	40.45		260	13.48
1,200.00	Audit	1,200.00	2,210.00		-1,010	184.17
500.00	IT	2,600.00	1,762.48		838	67.79
0.00	Waste Sacks	0.00	344.69			
350.00	Training - Staff	600.00	1,190.00		-590	198.33
1,000.00	Training - Cllrs	1,000.00	617.25		383	61.73
120.00	Mileage & Expenses - Staff	400.00	405.51		-6	101.38
		<b>14,230.00</b>	<b>12,395.54</b>	<b>0.00</b>	<b>1,834</b>	<b>87.11</b>
<b>9,270.00</b>	<b>Total</b>	<b>40,020.00</b>	<b>33,635.35</b>	<b>0.00</b>	<b>6,384.65</b>	<b>84.05</b>

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

19/12/2011

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

Committee	Item	Budget		Spend to date	Balance	% spent	2010/11 spend
		b/f 2010/11	2011/12				
Council	Office Admin	0	40,020	33,635	6,385	84	38,370
	Salaries	0	76,518	52,763	23,755	69	74,984
		0	116,538	86,398	30,140	74	113,354
Leisure Foreshore & Environment	Community Transport A	0	4,700	2,145	2,555	46	5,702
	Flower Baskets	0	5,000	0	5,000	0	5,000
	First Aid Provision	0	1,000	875	125	88	1,194
	Farmers Market A	0	330	300	30	91	276
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A	1,400	18,003	7,592	11,811	39	20,578
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth D	0	4,000	2,446	1,554	61	3,322
	Various B	0	13,385	9,376	4,009	70	13,059
			77,606	46,418	22,734	101,290	18
Transport & Highways	School Crossing Patrols	0	8,500	0	8,500	0	4,037
	Bus Shelter Cleaning/Maint	0	5,000	921	4,079	18	1,382
	New Bus Shelters	0	0	3,910	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	300	1,450	0	300
		1,000	15,500	5,131	15,279	31	6,226
Planning	Planning	0	4,600	2,433	2,167	53	3,779
	Southend Airport	0	0	0	0	0	0
		0	4,600	2,433	2,167	53	3,779
General Purposes	Various C	0	3,250	0	3,250	0	11
	Premises	0	1,000	340	660	34	105
	Elections	0	19,000	0	19,000	0	0
	Legal costs	0	500	0	500	0	0
	Annual Town Meeting	0	500	0	500	0	308
	Publicity	0	1,000	356	644	36	719
		0	25,250	697	24,553	3	1,143
Allotments	Revenue A	0	1,508	1,728	-220	115	7,477
	Capital Improvements	2,000	2,000	4,590	-590	115	0
		2,000	3,508	6,318	-810	115	7,477
<b>Total</b>		<b>80,606</b>	<b>211,814</b>	<b>123,710</b>	<b>172,620</b>	<b>42</b>	<b>181,109</b>

Reserve added after Budget  
Neutral Effect not in Budget

Reserve added after Budget

From 3rd Draft (Final) Council Budget	
Committee Expenditure	319,258
Committee Income	31,336
Net Expenditure	287,922
less: Strand Wharf	74,408
plus: Room hire	2,800
	216,314
less: Allotment fence	2,000
	214,314
Planned Reduction in Reserves 11/12	
Est. Reserves at 31.03.11	62,852
Est. Reserves at 31.03.12	50,953
Planned reduction	11,899

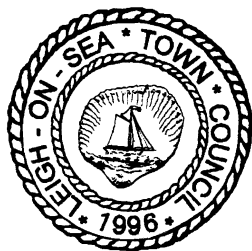
Income	Budget 2010/11	Received to date	Balance	% Rec'd
Precept 2011/12	0	199,615	199,615	0
Estimated Interest to 31.3.12	0	0	65	-65
Unbudgeted income	0	0	42	0
Waste Sacks	0	0	100	0
Premises hire	0	2,800	1,360	1,440
	0	202,415	201,182	1,375
Add			229,727	
			231,102	
VAT refund due			10,326	
			241,428	
Less planned expenditure (Balance to spend)			172,620	
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			12,230	
Estimated General Reserves at 31.03.12			60,902	

72,202 Reserve at 01-04-11  
11,899 Planned Reduction in reserves 11/12  
60,303 Reserve at 31-03-12

(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	351		12,230



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QUALITY  
TOWN  
COUNCIL

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

## Income and Expenditure 28<sup>th</sup> November to 19 December 2011 - Report 1993/I&E

Cheque	Expenditure	Payee	Purpose	Statute
100198	£3,130.00	Graham Axe	Elm Road - Exterior Decoration Final Payment	(In all cases, LGA means Local Government Act and s is for section) LGA 1972 s111
100199	£50.00	SBC	Skate Park Lease	LGA 1972 s144
100200	£3,540.00	Aylesford Electrical	New Cross Street Light	LGA 1972 s144
100201	£3,508.80	McKenzie Arnold	Xmas Lights - Security	LGA 1972 s144
100202	£125.96	BT	Internet	LGA 1972 s111
100203	£1,440.00	Tree Fella	Oak felled at Marshall Close Site	Small Holdings & Allotments Act 1908 s26
100204	£39.72	Essex & Suffolk Water	Elm Road - Water Rates	LGA 1972 s111
100205	£353.00	Swan Gallagher Ltd	Supply of Famers' Market Leaflets	LGA 1972 s144
100206	£3,401.76	Mc Donald Highways	Supply of 2 new columns, re-erection of 6 Columns and storage	LGA 1972 s144
100207	£110.00	David Pellett	Comm Trans – DVLA Medical Certificate	LGA 1972 s111
100208	£16.33	Cllr Paul Lawrence	Replacement for lost cheque 100093	
100209	£50.00	Donna Richardson	Xmas Lights – Face Painter	LGA 1972 s144
100210	£187.20	Neopost	Franking Machine Service £170.40 Scales Service £16.80	LGA 1972 s111
100211	£16.63	Cllr Paul Lawrence	Mileage Expenses	LGA 1972 s111
100212	£58.61	MS Society	Xmas Lights Collection	LGA 1972 s137
100213	£7.72	Havens Hospices	Xmas Lights Collection	LGA 1972 s137
100214	£69.75	St John Abulance	Xmas Lights Collection	LGA 1972 s137
100215	£300.00	BGA Architects – Centre Point	Xmas Lights Collection	LGA 1972 s137
100216	£65.20	PHAB	Xmas Lights Collection	LGA 1972 s137
100217	£43.40	Taxi Drivers Charity Fund	Xmas Lights Collection	LGA 1972 s137
100218	£152.85	Westcliff Rotary Club	Xmas Lights Collection	LGA 1972 s137
100219	£292.82	DOTS	Photocopying	LGA 1972 s111
100220	£171.021	Anglian Water	Sewage Charge	LGA 1972 s111
100221	£24.80	Cllr Paul Lawrence	Mileage Expenses	LGA 1972 s111
100222	£25.00	Mencap	Comm Trans - Concert	Transport Act 1985 s19
100223	£67.66	Essex & Suffolk Water	Marshall Close - Water Charge	Small Holdings & Allotments Act 1908 s26

100224	£87.99	Bob Allan-Smith	Minor Allot Costs - £13.23 Van Cost -£29.76 Fuel for Van - £45.00	Small Holdings & Allotments Act 1908 s26
100225	£480.00	Sharp Skips	Skip for Allotments	Small Holdings & Allotments Act 1908 s26
100226	£250.00	Peter Monk	Xmas Lights - Entertainer	LGA 1972 s144
100227	£35.00	Cllr Pat Holden	Xmas Tree – Carols on Strand Wharf	LGA 1972 s144
D/D	£40.51	e.on	Skate Park - Electricity Supply	LGA 1972 s144
Payroll Transfer	£8,000.00		Pay, Tax, NI & Pensions for Dec 11 Pay	LGA 1972 s111

**Income**

£169.00	Farmer's Market	Stalls Holders
£66.00	Public	Sale of Food & Green Waste Bags
£193.25	Allotment Rent	Leigh Plot Holders
£10.00	Body's Opticians	Xmas Lights - Contribution
£255.00	Traders	Xmas Lights - Donations
£35.00	Traders	Xmas Lights – Stall Fees
£253.28	Public	Xmas Lights – Collection
£173.34	Public	Carols on Strand Wharf – Collection
£6,788.74	MDAS	Allotment Rent
£3.00	FHCCP	Use of Room