



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 Mulroney
Town Clerk: Paul Beckerson



26th January 2012

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 31st 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 3rd January 2012

GENERAL PURPOSES

5. LICENSING SUB-COMMITTEE 9th January 2012 (Appendix 1)
6. PERSONNEL SUB-COMMITTEE 10th January 2012 (Appendix 2)
7. GENERAL PURPOSES BUDGET
General Purposes Budget Report 2005/GP 26th January 2012 (Appendix 3)

FINANCE

8. REFERENCES FROM OTHER COMMITTEES
There are no references
9. APPOINTMENT OF LICENSING SUB-COMMITTEE MEMBER
As a result of the resignation of former Cllr Mike Dolby
10. OFFICE AND COMMITTEE BUDGETS
 - Office Budget Report 2007/FGP 26th January 2012 (Appendix 4)
 - Committee Income and Expenditure Report 2006/FGP 26th January 2012 (Appendix 5)
11. INCOME AND EXPENDITURE SINCE THE LAST MEETING
See report 2004/I&E (Appendix 6)

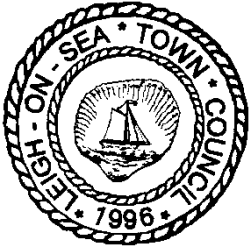
12. BANK ACCOUNT BALANCES as at 26th January 2012

HSBC BMM A/c	£ 184,045.58
HSBC Current A/c	£ 10,112.28
HSBC Payroll A/c	£ 8,936.88
HSBC Imprest A/c	£ 500.00



Paul Beckerson
Town Clerk
26th January 2012

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 LICENSING SUB-COMMITTEE HELD ON TUESDAY 9th JANUARY 2012 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Mike Dolby (Chairman), Donald Fraser, Carole Mulroney and Paul Lawrence

In Attendance: Cllrs Richard Herbert (as an affected resident) and Pat Holden, Borough Councillor Alan Crystall, Paul Beckerson (Town Clerk)

The meeting opened at 7.30pm

1. APOLOGIES FOR ABSENCE
Cllr David Stanley
2. DECLARATION OF MEMBERS' INTERESTS
None
3. MINUTES OF PREVIOUS MEETING
The minutes of the meeting of the 23rd November 2011 were agreed and signed as a true record by the Chairman
4. LICENCE APPLICATIONS

a) Grand Boutique Hotel, Restaurant and Bar The Broadway, Leigh-on-Sea, Essex SS9 1PJ

Application for a new premises licence to supply alcohol for consumption on and off the premises daily from 08:00 to 01:00 the following day Sunday to Wednesday, 08:00 to 02:00 the following day Thursdays and 08:00 to 02:30 the following day on Friday and Saturdays.

To extend permitted hours by an additional hour on Thursday, Friday, Saturday and Sunday of the Easter Weekend; Friday, Saturday and Sunday of the two May Bank Holidays and the August Bank Holiday; Christmas Eve and Boxing Day; Burns Night; Valentines Day; St. David's Day; St. Patricks Day; St. Georges Day; St. Andrews Day; and Halloween, if that day is not followed by a normal working day. On New years Eve from the end of the permitted hours until the start of permitted hour the following day.

The provision of regulated entertainment comprising films, recorded music, performances of dance and anything similar, the provision of entertainment facilities for making music, dancing and anything similar daily from 08:00 to 01:00 the following day Sunday to Wednesday, 08:00 to 02:00 the following day Thursdays and 08:00 to 02:30 the following day on Friday and Saturdays.

The provision of Live Music daily from 08:00 to 00:00 Monday to Saturdays and 08:00 to 23:00 on Sundays.

Objection

On the grounds of **Prevention of Public Nuisance** and **Public Safety**.

The proposed hours until 02:30 are likely to change the customer profile of the people frequenting the locality, as well as the numbers, to what is a predominantly residential area, which would place the Grand in competition for clientele with such establishments in Southend Town Centre where they are more appropriately sited. The proximity of the premises to residential dwellings in the adjoining roads would make

it unlikely that the operation of the venue could be conducted without disturbance to residents bearing in mind the late hours proposed both at the weekends and in the week, when people have to get up early for work or school.

The proposed perimeter checks every half hour are not considered sufficient to control the likely access and egress of customers on to a one way street and a busy road junction. The surrounding streets suffer from parking stress and it is likely the limited parking on site for the numbers envisaged would lead to indiscriminate parking to the detriment of public safety and causing public nuisance.

The applicant has not demonstrated how the noise levels from the venue and customers will be controlled in this sensitive residential area especially bearing in mind the request for late night refreshment outdoors until the close of the premises. No noise limiting features have been identified to ameliorate the escape of noise from within the premises considering the age of the structure. The proposed hours of 01:00 for the week nights would draw customers from surrounding venues with earlier closing times. There is concern regarding the use of an impromptu risk assessment to be carried out to advise whether Door Supervisors are required, when other premises in the area are required to have them when the premises are open later than 23:00.

The meeting closed at 8.07pm



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MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON THURSDAY 10th JANUARY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

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

In attendance: Cllrs Alex Coulson and Richard Herbert, Paul Beckerson (Town Clerk)

The meeting opened at 2.39pm

13. APOLOGIES FOR ABSENCE

None

34. DECLARATION OF MEMBERS' INTERESTS

None

35. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 8th December 2011 were agreed and signed by the Chairman

36. STAFF HOLIDAYS AND MOVEMENTS CALENDAR

It was **agreed** that a planner should be put on the wall in the office notating when staff are away. It was also **agreed** that Councillors, if they so wished, should indicate when they are away so that apologies can be notified.

37. ALLOCATION OF STAFF TIME

The Town Clerk confirmed that all staff time is now allocated on a committee basis, but due to capacity issues would be reviewed every three months and averaged out over the year and not entered on a real time basis.

38. ROBUST FOLLOW UP SYSTEM

It was **agreed** that if no response was received from a second email it would be escalated to a phone call and if that failed to an official letter.

39. DAY BOOK

The introduction of a Day Book was discussed (it contains copies of letters sent in chronological order). It was felt the most effective way of dealing with this would be to add a file location to the mail sent log database.

40. WORK EXPERIENCE PERSON

Cllr Jerry Holden reported that the avenue with the Salvation Army had led nowhere. He would now contact David Elcock (Leigh Road Baptist Church) to see if he knew of any possibilities. Cllr Donald Fraser would also pursue contacts that he knew. It was **agreed** that the student who had approached the Council would be given two weeks work experience in July.

41. 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

42. RESIGNATION OF MEMBER OF STAFF AND RELATED ISSUES

The Sub-Committee **agreed** to send a reference as requested.

43. JOB DESCRIPTION

The Job Description was amended and **agreed**. (Appendix 1)

44. ADVERTISING AND JOB ADVERT

The final format of the Job Advert was **agreed** (Appendix 2). The advert would be placed in the Echo, Leigh Times, EALC and an approach would be made to SBC's HR department to request that it be advertised there. A maximum budget of £1000 was **agreed**. The closing date would be the 10th February 2012.

The interview panel would consist of Cllrs Carole Mulrone and Jerry Holden, plus the Town Clerk. The interview would consist of the formal interview, two comprehension and written tests as well as spending half a day in the office. It was **agreed** to hold another meeting on the 7th February at 2.30pm.

The meeting closed at 4.37pm



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Office Administrator

Reporting to: The Town Clerk, who will allocate work as appropriate, and in consultation with Councillors.

Outline job description

Working with Councillors

The Town Council is made up of 16 councillors representing the wards within the Town Council's area. Councillors take a hands-on approach to the work of the Town Council and are very much involved in all aspects, especially event planning.

You will need to make yourself aware of decisions taken by the Council which require action and assist relevant Councillors and other staff with a variety of tasks.

Dealing with the public

Leigh-on-Sea Town Council provides a range of services for the local community and assists the community in respect of services carried out by Southend-on-Sea Borough Council.

The office receives about 3,500 telephone calls a year and in the region of 6,500 individual visits. All of these need to be dealt with courteously, diplomatically, efficiently, effectively and expeditiously, no matter what the query or whether or not it is within the Council's remit. We operate a policy of helpfulness to the public and community involvement.

Working with Southend-on-Sea Borough Council and other outside bodies

The Town Council has close liaison with the Borough Council and several other outside official bodies on a number of issues. You will need to form good working relationships (over the telephone, in person and at meetings) with these organisations and assist them with local information from time to time. Particularly, good relationships are required with the planning, highways and licensing teams at the Borough Council and when planning events.

You will be required to attend the standing committees of the Council as, and when, directed by the Town Clerk. These meetings take place in the evenings. Each Committee meets once a month, except Planning which meets twice (see below). Time off in lieu is given for evening attendances.

Looking after the premises

You will be take responsibility for ensuring the standard of cleaning of the Town Council's offices and other premises and equipment and liaise with the cleaning contractor in the event of problems. This will involve the Council's staff and external contractors.

You will ensure that information leaflets etc. for the public are maintained and easily accessible.

Skills

Good IT skills (including Microsoft Word and Excel and familiarity with using the internet) and a good standard of literacy and communication skills, both written and verbal, are required.

Using your initiative, flexibility, paying attention to detail and retaining a helpful demeanour are essential. A good sense of humour and sound commonsense help as well.

Events Co-ordination

To assist Councillors and staff in the organisation of events run by the Council, currently these are:

Easter Event
Fishing Festival
May Day Event
Leigh Lights Switch-on
Carols on Strand Wharf

(Please note that these events take place at weekends and Bank Holidays.)

Annual Town Meeting (Friday night)

You will be involved in undertaking the administration of all aspects of events, working closely with Councillors, including –

- Bookings
- Invitations
- Legal requirements
- Equipment requirements
- Co-ordination with emergency services, bus companies etc
- Dealing with traders and the public

A cool head and a calm disposition are required for the intensive periods of activity leading up to and during an event.

You will need to be methodical, well organised, responsive to the Town Clerk and Councillors instructions and deal with all those involved in an assertive, yet courteous, manner.

The preparation for an event will require attendance at meetings with outside agencies, such as the Borough Council and there are likely to be evening meetings which you will be required to attend, take notes from and progress any necessary action arising.

Planning Administration

The Town Council is a consultee on all planning applications in its area and is required to respond to the Borough Council within a set timetable. The Planning administration aspect of the post requires you to access the Borough Council's website to download planning documents, prepare agenda for meetings, attend Planning Committee meetings to take a note of decisions, prepare minutes of the meetings and write to the Borough Council with the Committee's decisions.

You will be expected to be familiar with the planning system and the relevant documentation, take accurate notes and prepare formal letters of response. There is usually a tight deadline for these letters and you will need to organise your routine to complete this task in a timely fashion.

General

In addition to the Planning Committee, attendance at other committee meetings and working parties will be required. This will involve evening working.

You will also be expected to undertake such other duties as directed by the Town Clerk.

This position is very much focussed on helping the community through its elected Councillors and requires a person who has a genuine desire to help the community of Leigh and work within a dedicated, but small, team of Councillors and officers in what is a very busy organisation.

We need a team player.

Salary etc

The salary starts at Point 13 - (£15,444), rising incrementally to Point 17 (£16,830). Holiday entitlement is 21 days, plus bank holidays and 2 statutory days to be taken at Christmas. This is a pensionable post.

There will be a six month probationary period, extendable at the Council's discretion.

Relevant training will be provided and you will be expected to attend both internal and external training, as required.



LEIGH-ON-SEA TOWN COUNCIL

OFFICE ADMINISTRATOR

Leigh-on-Sea Town Council has a vacancy for someone to join the small team working in our busy office in Elm Road, Leigh-on-Sea.

In addition to general administrative duties, the post includes working with Councillors in the organisation of the Council's annual events and looking after the administration of the Council's planning function. Good IT and literacy skills are required.

You will need good inter-personnel skills and be able to deal with the public in person, in writing and over the telephone - a courteous, helpful and welcoming manner is essential.

You will be organised and conscientious, flexible and able to work on your own initiative and prepared to 'get stuck in' since the job will include periods of high activity leading up to events.

The job will require some evening, weekend and Bank Holiday work.

The starting salary is £15,444pa with guaranteed increments for 5 years, subject to satisfactory performance. The job benefits from 21 days holiday and two statutory days to be taken at Christmas.

For further information and an application form please contact the Council on 01702 716288. Application forms (which can be accompanied by a CV) should be sent to the Town Clerk, Leigh-on-Sea Town Council, 67 Elm Road, Leigh-on-Sea SS9 1SP or by e-mail to council@leighonseatowncouncil.gov.uk
Closing date for applications is 10 February 2012

Leigh-on-Sea Town Council is an equal opportunities employer.

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	181.36		-181	
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	
Totals		0	25,250	917.89	6,250.00	18,082	28
Nett cost			25,250				
Skate Park Lighting	12,582			0.00	351.08	12,230	

Various

181.36

Office Budget for 2011-12

Budget	Heading	2011/12	Spend to Date	Committed	Balance	% Spent
2010/11						
	Premises					
10,500.00	Rent	10,500.00	8,350.00		2,150	79.52
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	740.44		-90	113.91
2,300.00	Office Cleaning	2,300.00	1,318.00		982	57.30
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	179.21		-79	179.21
		25,790.00	24,226.02	0.00	1,564	93.94
	Administration					
1,900.00	Stationery Cost	1,450.00	705.90		744	48.68
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	918.80		981	48.36
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
		14,230.00	12,629.31	0.00	1,601	88.75
9,270.00	Total	40,020.00	36,855.33	0.00	3,164.67	92.09

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

26/01/2012

Budgets 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	36,855	3,165	92	38,370
	Salaries	0	76,518	58,843	17,675	77	74,984
		0	116,538	95,699	20,839	82	113,354
Leisure	Community Transport A	0	4,700	3,003	1,697	64	5,702
Foreshore & Environment	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	146	184	44	276
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A	1,400	18,003	7,318	12,085	38	20,578
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth D	0	4,000	2,868	1,132	72	3,322
	Various B	0	13,385	9,844	3,541	74	13,059
		77,606	46,418	24,055	99,969	19	49,131
Transport & Highways	School Crossing Patrols	0	8,500	0	8,500	0	4,037
	Bus Shelter Cleaning/Maint	0	5,000	970	4,030	19	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	5,180	15,230	31	6,226
Planning	Planning	0	4,600	2,666	1,934	58	3,779
	Southend Airport	0	0	0	0	0	0
		0	4,600	2,666	1,934	58	3,779
General Purposes	Various C	0	3,250	181	3,069	6	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	878	24,372	3	1,143
Allotments	Revenue A	0	1,508	2,458	-950	163	7,477
	Capital Improvements	2,000	2,000	4,590	-590	115	0
		2,000	3,508	7,048	-1,540	128	7,477
Total		80,606	211,814	135,525	160,805	46	181,109
Income			Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2011/12		0	199,615	199,615	0	100	199,615
Estimated Interest to 31.3.12		0	0	107	-107	0	116
Unbudgeted income		0	0	42	0	0	180
Waste Sacks		0	0	100	0	0	
Premises hire		0	2,800	1,360	1,440	49	2,320
		0	202,415	201,224	1,333	99	202,231
Add	Est Bank Balance at 26.01.12 inc Petty Cash				203,759		
					205,092		
	VAT refund due				11,257		
					216,349		
	Less planned expenditure (Balance to spend)				160,805		72,202 Reserve at 01-04-11
	Less Insurance Claim Received (Allotments) (2010/11)				1,020		11,899 Planned Reduction in reserves 11/12
	Plus Skate Park Lighting Payment (2010/11)				5,344		60,303 Reserve at 31-03-12
	Less Allotment Open Day Fund				0		
	Less Skate Park Fund				3,078		
	Estimated General Reserves at 31.03.12				56,790		

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

- 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



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QUALITY
TOWN
COUNCIL

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Income and Expenditure 20th December 2011 to 25th January 2012 - Report 2004/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
100228	£2,625.00	SBC	Elm Road - Rent
100229	£270.00	Salvation Army	Use of Minibus
100230	£312.00	Cable Test	Xmas Lights Storage Oct & Nov 11
100231	£210.12	Mayfield Cleaning	Office £150.72 and Buses £59.40
100232	Cancelled		
100233	£60.60	Mark 1 Hire	Lighting for Carols on Strand Wharf
100234	£200.00	Neopost	Franking Machine top-up
100235	£295.00	Community Transport Association	Membership
100236	£144.00	Aylesford Electrical	Call out to attend new Xmas Lights Display
100237	£205.30	Cory Environmental	Skate Park Refuse Bin Service
100238	£29.48	Viking Stationery	Stationery
100239	£9,055.86	SBC	Balance of Skate Park Grant repaid
100240	£181.36	Thursday Club	Xmas Lights & Carols on Strand Wharf Collections
100241	£708.86	Echo Newspaper	Recruitment Advert
100242	£250.00	John Removals	Office Furniture Delivery
100243	£100.00	Petty Cash	
100244	£203.52	BT Payment Services	Telephone Calls and Rental
100245	£23.28	Acumen	Wages processing
100246	£220.93	e.on	Elm Road - Electricity Charge
100247	£72.00	BT Payment Services	Additional Line Rental
100248	£40.00	Southend Darby & Joan Club	CRB checks
100249	£847.60	Southend Theatres	Comm Trans - Tickets
D/D	£110.12	e.on	Skate Park - Electricity Supply
Payroll Transfer	£8,000.00		Pay, Tax, NI & Pensions for Jan 12 Pay
Income			
	£28.25	Allotment Rent	Leigh Plot Holders
	£818.50	Ticket Sales	Community Transport Membership
	£70.00	Xmas Stall Fee	Stall Holder
	£5,263.08	VAT Recovery	HMRC