



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

1st March 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 6th March 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 31st January 2012

GENERAL PURPOSES

5. PERSONNEL SUB-COMMITTEE 7th February 2012 (Appendix 1)
6. PERSONNEL SUB-COMMITTEE 14th February 2012 (Appendix 2)
7. PERSONNEL SUB-COMMITTEE 24th February 2012 (Appendix 3)
8. STRATEGY & TOWN PLAN SUB-COMMITTEE 22nd February 2012 (Appendix 4)
9. STRATEGY & TOWN PLAN SUB-COMMITTEE 1st March 2012 (Appendix 5)
10. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2018/GP 28th February 2012 (Appendix 6)

FINANCE

11. REFERENCES FROM OTHER COMMITTEES

There are no references

12. RATIFICATION OF EXPENDITURE ON OFFICE ROOF REPAIR (Clerk's delegated action in liaison with the Chairman and Vice Chairman)

Payment of £820 to Brunswick Plumbing

13. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2019/FGP 28th February 2012 (Appendix 7)
- Committee Income and Expenditure Report 2020/FGP 28th February 2012 (Appendix 8)

14. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2016/I&E (Appendix 9)

15. BANK ACCOUNT BALANCES as at 28th February 2012

HSBC BMM A/c	£ 164,045.58
HSBC Current A/c	£ 19,051.42
HSBC Payroll A/c	£ 4,027.14
HSBC Imprest A/c	£ 500.00



Paul Beckerson
Town Clerk
1st March 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 THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 7th FEBRUARY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Jerry Holden, Pat Holden and Caroline Parker (from Min. 47).

In attendance: Cllrs Paul Lawrence, Paul Beckerson (Town Clerk)

The meeting opened at 1.00pm

45. APOLOGIES FOR ABSENCE

None

46. DECLARATION OF MEMBERS' INTERESTS

None

47. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 10th January 2012 were agreed and signed by the Chairman

48. ARRANGEMENTS FOR INTERVIEWS – OFFICE ADMINISTRATOR

The Sub-Committee would aim for a maximum of 10 interviewees. The short list would be determined at a meeting to be held on Monday 13th February. The interviews will take place over two days, the 22nd and 23rd February starting at 10am, candidates to arrive 15mins before interview.

- PB to do introductions and explain that notes will be taken during the interview.
- CM to ask candidate about their experience and ascertain what they think the job involves.
- PB Office work experience, minutes and other parts of the role.
- JH IT and job role issues such as lone working.
- PB any questions and the next part of the process.

49. WORK EXPERIENCE PERSON

Cllr Caroline Parker informed the Sub-Committee that a relative of hers was seeking intern work and asked if the Sub-Committee would consider this as a possibility.

Cllr Caroline Parker left the meeting (Prejudicial Interest)

Members considered the request and **AGREED** to meet with the relative for discussions.

Cllr Caroline Parker re-joined the meeting

50. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RESOLVED: 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)

51. RESIGNATION OF MEMBER OF STAFF AND RELATED ISSUES

The Sub-Committee **agreed** to pay the balance of the final salary and to amend future contracts.

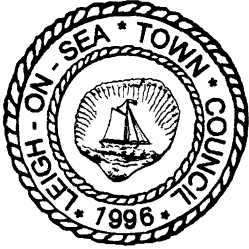
Confidential Appendix 1

52. ALLOTMENTS MAINTENANCE OFFICER – EVENTS PARTICIPATION

Members discussed the options.

Confidential Appendix 1

The meeting closed at 2.28pm



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MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 14th FEBRUARY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

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

In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 1.30pm

53. APOLOGIES FOR ABSENCE

None

54. DECLARATION OF MEMBERS' INTERESTS

None

55. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 7th February 2012 were agreed and signed by the Chairman

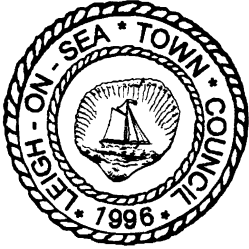
56. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

57. SHORTLISTING OF CANDIDATES – OFFICE ADMINISTRATOR (Confidential Appendix 1 – Report 2014/PSC)

All members of the Sub-Committee had evaluated all the applications and a shortlist for interview was **AGREED**

The meeting closed at 1.55pm



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MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON FRIDAY 24th FEBRUARY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulrone (Chairman), Donald Fraser, Jerry Holden, Pat Holden and Caroline Parker (until Min 62).

In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 5.00pm

58. APOLOGIES FOR ABSENCE

None

59. DECLARATION OF MEMBERS' INTERESTS

None

60. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 14th February 2012 were agreed and signed by the Chairman

61. 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 excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

62. APPOINTMENT OFFICE ADMINISTRATOR

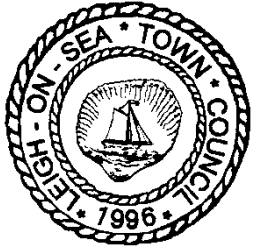
The interview panel reported on the results of the interviews conducted and made a recommendation to the Sub-Committee.

It was **RESOLVED** to appoint Ms Vanda Moyse to the post. It was agreed that she would be invited to a half a day office familiarisation session on Monday, 27 February and to attend the Planning Committee meeting on Tuesday, 28 February.

63. APPROVAL OF CONTRACT

Members reviewed and amended the contract of employment.

The meeting closed at 5.45pm



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MINUTES OF A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON WEDNESDAY 22nd FEBRUARY 2012 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Jerry Holden, Pat Holden Carole Mulroney, Caroline Parker (until Min 23), Patsy Ryan and David Stanley (until Min 22)

In Attendance: Cllrs Mark Bromfield (until Min 22), Geoff Crawford (until Min 22), Donald Fraser, Paul Lawrence, Cliff Passmore, and Paul Beckerson (Town Clerk)

The meeting opened at 7.40pm

16. APOLOGIES FOR ABSENCE

None

17. DECLARATION OF MEMBERS' INTERESTS

None

18. MINUTES OF THE 8th DECEMBER 2011

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

19. COMMUNITY CENTRE WORKING PARTY – 5TH January 2012 – Report 1994/LCCWP (Appendix 1 to the agenda)

The minutes were **noted**.

20. COMMUNITY CENTRE WORKING PARTY – 2nd February 2012 – Report 2008/LCCWP (Appendix 2 to the agenda)

21. 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 excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

22. LEIGH COMMUNITY CENTRE BUSINESS PLAN

Members discussed the report especially the Business Plan in some detail (Confidential Appendix 1 – Report 2017/S&TPSC).

Cllr David Stanley left the meeting

The Sub-Committee **RECOMMENDED** that the business plan be adopted as a basis for continued discussions with Southend Borough Council.

The minutes were **noted**.

The Sub-Committee **RECOMMENDED** the following resolution to F&GPC.

That, subject to a satisfactory assessment of the financial implications, the Town Council's preferred option is to undertake the management of the Community Centre building and services.

Cllrs Mark Bromfield and Geoff Crawford left the meeting

23. CONSULTATION STRATEGY (LEIGH COMMUNITY CENTRE)

The broad tenor of the questions to be used and the form of the consultation was discussed. Cllr Patsy Ryan would look at the recommendations (Confidential Appendix 1 – Report 2017/S&TPSC) and would form suitable wording for approval. It was agreed that there should be one email address (Survey Monkey could be used) to respond to and that the assistance of the Leigh Times be sort to advertise and act as one of the collection points for responses.

It was **agreed** that the trigger point for the consultation would be after Council approval on the 14th March 2012.

Cllr Caroline Parker left the meeting

24. APPOINTMENT OF ADDITIONAL MEMBERS TO THE COMMUNITY CENTRE WP

No additional members were appointed at this time.

25. DATE OF NEXT MEETING

Thursday 1st March 2012 at 8.30pm following the Community Centre WP meeting at 7.30pm

The meeting closed at 9.47pm



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MINUTES OF A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON THURSDAY 1st MARCH 2012 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

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

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

The meeting opened at 9.15pm

1. APOLOGIES FOR ABSENCE

Cllr Mark Bromfield

2. DECLARATION OF MEMBERS' INTERESTS

None

3. MINUTES OF THE 22nd FEBRUARY 2012

The minutes of the 22nd February 2012 were agreed and signed by the Chairman.

4. 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 excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

5. COMMUNITY CENTRE WORKING PARTY 1st March 2012 – Report 2021/LCCWP (Appendix 1)

The minutes were **adopted**.

6. LEIGH COMMUNITY CENTRE BUSINESS PLAN

The Community Centre Business Plan amendments (Confidential Appendix 1 of the Community Centre Working Party) were **RECOMMENDED** to F&GPC for approval.

7. CONSULTATION QUESTIONNAIRE (LEIGH COMMUNITY CENTRE)

The Questionnaire contained in Appendix 2 of the Community Centre WP minutes is **RECOMMENDED** for approval by F&GPC.

8. DATE OF NEXT MEETING

Tuesday 1st May 2012 at 7.30pm prior to the May meeting of F&GPC

The meeting closed at 9.37pm



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Report 2021/LCCWP

COMMUNITY CENTRE WORKING PARTY 1st March 2012

Present: Cllrs Richard Herbert (Convenor), Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulrone and Patsy Ryan

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.31pm

11. APOLOGIES

Cllr Mark Bromfield and Mr John Gayner

12. DECLARATIONS OF MEMBERS' INTERESTS

There were none.

13. 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 excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

14. DRAFT BUSINESS PLAN

Amendments to the Business Plan Version 3 were submitted to the Working Party for their consideration (Confidential Appendix 1). It was emphasised that the timeline was only indicative and would be subject to revision and refinement as further information was provided.

The Working Party agreed the amendments and **RECOMMENDED** them to the S&TPSC as the Business Plan Version 4.

15. PUBLIC CONSULTATION QUESTIONS

The draft questionnaire was debated and various alterations made (Appendix 2). The consultation would be put on the website and in the Leigh Times on the 27th March and the 10th April with a deadline for replies of the 19th April. It was further **agreed** that several collection points would be set up, one in Highlands Shop Parade, one by West Leigh Schools, one by the Elms, one in the Leigh Heritage Centre as well as the Town Council Office and the Library.

The results could then be presented to S&TPSC prior to F&GPC on the 1st May, going to Council on the 9th May.

The Working Party **RECOMMENDED** the Consultation Questionnaire to S&TPSC.

The meeting closed at 9.15pm

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	820.00	-160	116
Elections		0	19,000	5,654.47		13,346	30
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	6,572.36	1,070.00	17,608	30
Nett cost			25,250				
Skate Park Lighting	12,582			9,503.50		3,078	

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	871.56		88	90.79
650.00	Electricity	650.00	740.44		-90	113.91
2,300.00	Office Cleaning	2,300.00	1,569.20		731	68.23
100.00	Premises Repairs & Services	300.00	5,642.24		-5,342	1880.75
	Office Tools	300.00	100.00		200	33.33
100.00	Contingencies	100.00	461.04		-361	461.04
		25,790.00	25,344.78	0.00	445	98.27
	Administration					
1,900.00	Stationery Cost	1,450.00	761.98		688	52.55
50.00	Library	50.00	53.23		-3	106.46
1,300.00	Communication	1,750.00	1,323.27		427	75.62
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	924.16		976	48.64
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	157.23		243	39.31
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	12,926.83	0.00	1,303	90.84
9,270.00	Total	40,020.00	38,271.61	0.00	1,748.39	95.63

Leigh-on-Sea Town Council COMMITTEE BUDGETS 28/02/2012

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

Committee	Item	Budget b/f 2010/11	2011/12	Spend to date	Balance	% spent	2010/11 spend
Council	Office Admin	0	40,020	38,272	1,748	96	38,370
	Salaries	0	76,518	68,220	8,298	89	74,064
		0	116,538	106,492	10,046	91	113,354
Leisure	Community Transport A	0	4,700	2,738	1,962	58	5,702
Foresore & 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	-4	334	-1	276
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A	1,400	18,003	12,955	6,448	67	20,578
	Padding Pool	1,798	0	0	1,798	0	0
	Youth D	0	4,000	3,305	695	83	3,322
	Various B	0	13,385	10,191	3,194	76	13,059
		77,606	46,418	30,060	93,964	24	49,131
Transport & Highways	School Crossing Patrols	0	8,500	0	8,500	0	4,037
	Bus Shelter Cleaning/Maint	0	5,000	1,069	3,931	21	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	5,279	15,131	32	6,226
Planning	Planning	0	4,600	2,775	1,825	60	3,779
	Southend Airport	0	0	0	0	0	0
		0	4,600	2,775	1,825	60	3,779
General Purposes	Various C	0	3,250	181	3,069	6	11
	Premises	0	1,000	340	660	34	105
	Elections	0	10,000	5,654	13,346	30	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	6,532	18,718	26	1,143
Allotments	Revenue A	0	1,508	3,932	-2,424	261	7,477
	Capital Improvements	2,000	2,000	4,590	-590	115	0
		2,000	3,508	8,522	-3,014	155	7,477
Total		80,606	211,814	159,661	136,669	55	181,108
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	177	0	0	180
Waste Sacks		0	0	110	0	0	0
Premises hire		0	2,800	2,030	770	73	2,320
Add	Est Bank Balance at 28.02.12 inc Petty Cash		202,416	202,039	663	100	202,231
	VAT refund due			187,698	185,361		6,917
				195,278	196,669		72,202
Less planned expenditure (Balance to spend)				196,669	1,020		11,536
Less Insurance Claim Received (Allotments) (2010/11)				1,020	5,344		60,303
Plus Skate Park Lighting Payment (2010/11)				5,344	0		
Less Allotment Open Day Fund				0	3,078		
Less Skate Park Fund				3,078	69,554		
Estimated General Reserves at 31.03.12				69,554			

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

- 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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Income and Expenditure 25th January to 29th February 2012 - Report 2016/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
100250	£490.57	British Gas	Elm Road - Gas
100251	£210.12	Mayfield Cleaning	Office £150.72 and Buses £59.40 (Jan 12)
100252	£120.00	Leigh Time Series Ltd	Recruitment Advert
100253	£84.00	Rayleigh Mowers	Mower Service
100254	£55.15	Mr R Allan-Smith	Diesel for Van
100255	£180.49	Viking	Stationery including Shredder
100256	£5,654.47	SBC	2011 Election Expenses
100257	£44.28	Acumen	Wages processing for Jan & Feb 12
100258	£47.28	Reliable Fire Protection Service	Extinguisher Service & Fire Certificate
100259	£210.12	Mayfield Cleaning	Office £150.72 and Buses £59.40 (Feb 12)
100260	£6,892.38	Cable Test	Installation & Removal of Xmas Lights
D/D	£45.57	E.on	Skate Park - Electricity Supply
Payroll Transfer	£7,000.00		Pay, Tax, NI & Pensions for Feb 12 Pay
Income			
	£35.00	Allotment Rent	Plot Holders
	£565.50	Ticket Sales	Community Transport Membership
	£360.00	Hire of Room	Vernon Manfield
	£135.00	Use of Room	Manchester Unity & FHCCP
	£184.00	Farmers' Market	Stall Holders
	£35.00	Donation - Xmas Tree	Ye Old Smack
	£10.00	Waste Sacks	Public