



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



29th 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 3rd April 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 6th March 2012

GENERAL PURPOSES

5. PERSONNEL SUB-COMMITTEE 21st March 2012 (Appendix 1)
6. STRATEGY & TOWN PLAN SUB-COMMITTEE 28th March 2012 (Appendix 2)

Items in these minutes may require a motion for confidential business to be moved, if this is the case these items will be taken at the end of the meeting

7. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2027/GP 28th March 2012 (Appendix 3)

FINANCE

8. REFERENCES FROM OTHER COMMITTEES

There are no references

9. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2028/FGP 28th March 2012 (Appendix 4)
- Committee Income and Expenditure Report 2029/FGP 28th March 2012 (Appendix 5)

10. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2026/I&E (Appendix 6)

11. BANK ACCOUNT BALANCES as at 28th March 2012

HSBC BMM A/c	£ 154,045.58
HSBC Current A/c	£ 10,161.41

HSBC Payroll A/c	£ 7,832.49
HSBC Imprest A/c	£ 500.00

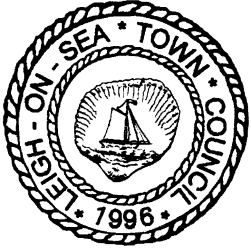
12. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

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)



Paul Beckerson
Town Clerk
29th 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 WEDNESDAY 21st MARCH 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

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

In attendance: Cllr Patsy Ryan (From minute 69), Paul Beckerson (Town Clerk)

The meeting opened at 7.10pm

65. APOLOGIES FOR ABSENCE

None

66. DECLARATION OF MEMBERS' INTERESTS

None

67. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 24th February 2012 were agreed and signed by the Chairman

68. 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)

69. EX GRATIA PAYMENTS

The Town Clerk left the meeting

The Sub-Committee **RESOLVED** to award the Community Transport Officer an ex-gratia payment for the additional workload occasioned by staff shortages. (Confidential Appendix 1)

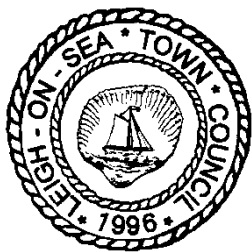
The Town Clerk returned to the meeting

70. ACCUMULATION OF STAFF HOURS

Members raised some concern over the build up of additional hours. It was **RESOLVED** to remind staff in writing about the maximum of 7 hours that can be carried forward in any one month.

The Town Clerk was owed some 96 hours in lieu and 15 days holiday. The Sub-Committee **RESOLVED** to allow the 15 days holiday to be carried forward into the following year and taken at a time mutually convenient and that did not disrupt the business of the Council.

The meeting closed at 7.40pm



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MINUTES OF A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON THURSDAY 28th MARCH 2012 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

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

In Attendance: Cllrs Syrie Cox, Donald Fraser, Paul Lawrence and Paul Beckerson (Town Clerk)

The meeting opened at 7.32pm

34. APOLOGIES FOR ABSENCE

Cllrs Caroline Parker and Patsy Ryan

35. DECLARATION OF MEMBERS' INTERESTS

None

36. MINUTES OF THE 1st MARCH 2012

The minutes of the 1st March 2012 were agreed and signed by the Chairman.

37. 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)

38. COMMUNITY CENTRE WORKING PARTY 20th March 2012 – Report 2024/LCCWP (Appendix 1 to the agenda)

Start of confidential business

The Draft Heads of Terms were noted and had been lodged with Southend Borough Council for comment.

It was **AGREED** that the Community Centre Working Party would meet weekly, the next meeting being on Tuesday 3rd April at 2pm. The Time Line and Task List would be circulated to all Councillors and they would be invited to take on specific tasks. Other expertise outside the Council would also be utilised to carry out specific tasks.

The minutes were **adopted**.

39. FUNDING FOR COMMUNITY CENTRE 2012/13 (Report 2030/S&TPSC Confidential Appendix 1)

Members considered the report in detail and **AGREED** that the options outlined in the report be recommended to Finance and General Purposes for adoption.

End of confidential business

40. DATE OF NEXT MEETING

Tuesday 1st May 2012 at 7.30pm prior to the May meeting of Finance & General Purposes

The meeting closed at 9.29pm

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	1,160.15		-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	105.12		395	21
Publicity		0	1,000	356.38	150.00	494	51
Civic			0	40.00		-40	
						0	
Totals		0	25,250	7,497.48	150.00	17,603	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	13,488.06		-2,988	128.46
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	894.92		65	93.22
650.00	Electricity	650.00	740.44		-90	113.91
2,300.00	Office Cleaning	2,300.00	1,694.80		605	73.69
100.00	Premises Repairs & Services	300.00	5,505.57		-5,206	1835.19
	Office Tools	300.00	100.00		200	33.33
100.00	Contingencies	100.00	463.64		-364	463.64
		25,790.00	30,497.73	0.00	-4,708	118.25
	Administration					
1,900.00	Stationery Cost	1,450.00	832.48		618	57.41
50.00	Library	50.00	123.98		-74	247.96
1,300.00	Communication	1,750.00	1,435.74		314	82.04
400.00	Photocopying	830.00	1,788.40		-958	215.47
1,600.00	Subscriptions	1,600.00	1,448.65		151	90.54
1,900.00	Postage	1,900.00	1,124.16		776	59.17
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	1,837.48		763	70.67
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	449.88		-50	112.47
		14,230.00	13,715.89	0.00	514	96.39
9,270.00	Total	40,020.00	44,213.62	0.00	-4,193.62	110.48

NB: £5138.06 Rent Arrears (Re-Valuation)*

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

28/03/2012

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	44,214	-4,194	110	38,370
	Salaries	0	76,518	71,140	5,378	93	74,984
		0	116,538	115,354	1,184	99	113,354
Leisure	Community Transport A	0	4,700	3,846	854	82	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	256	74	78	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
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth D	0	4,000	3,339	661	83	3,322
	Various B	0	13,385	10,832	2,553	81	13,059
		77,606	46,418	38,197	85,827	31	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	300	1,450	0	300
		1,000	15,500	887	15,081	5	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	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	1,508	5,523	-4,015	366	7,477
	Capital Improvements	2,000	2,000	4,590	-590	115	0
		2,000	3,508	10,114	-4,606	184	7,477
Total		80,606	211,814	174,783	117,105	60	181,109

Reserve added after Budget
Neutral Effect not in Budget

Reserve added after Budget

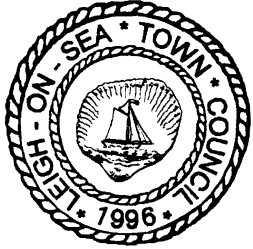
From 3rd Draft (Final) Council Budget	
Committee Expenditure	319,258
Committee Income	31,336
Net Expenditure	287,922
less: Strand Wharf	74,408
plus: Room hire	2,800
	216,314
less: Allotment fence	2,000
	214,314
Planned Reduction in Reserves 11/12	
Est. Reserves at 31.03.11	62,852
Est. Reserves at 31.03.12	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	107	-107
Unbudgeted income	0	0	180	0
Waste Sacks	0	0	110	0
Premises hire	0	2,800	2,030	73
	0	202,415	202,042	663
Add			172,711	
			173,374	
			8,020	
			181,394	
Less planned expenditure (Balance to spend)			117,105	
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			65,535	
(Figure is an approximation as accounted for as Payments and Receipts)				

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

- 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 29th February to 28th March 2012 - Report 2026/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
100261	£58.50	Shoecare	Keys for the Allotments
100262	£438.80	Southend Theatres	Tickets for Bugle Boy
100263	£63.17	Ms V Choppen	Mileage Expenses (£44.37) & 1 extra Theatre ticket (£18.80)
100264	£30.00	Mr B Houssart	Use of Taxi
100265		Cancelled	
100266	£75.96	Mr Allan-Smith	Diesel for Van (£66.89) & Fittings for tank (£9.07)
100267	£99.00	SBC	Tickets for Red Priest
100268	£35.20	Southend Theatres	Extra Tickets for Bugle Boy
100269	£5,138.06	SBC	Rent Arrears Nov 08 – Mar 12
100270	£134.96	BT	Internet Services
100271	£150.00	St John Ambulance	First Aid cover for Xmas Lights
100272	£84.6	Fulton Paper	Stationery
100273	£336.00	Aylesford Electrical	Storage – New lights display Jan – Nov 12
100274	£18.00	SBC	Extra Tickets for Red Priest
100275	£210.12	Mayfield Cleaning	Office £150.72 and Buses £59.40
100276	£90.00	Michael Support IT Support	IT Support
100277	£14.37	Mr R Allan-Smith	Polyester Resin for Allotment Fence Repair
100278	£100.00	Petty Cash	
100279		Cancelled	
100280	£84.60	Fulton Paper	Replacement cheque as cheque 100272 damaged in the post
100281	£16.00	Cllr C Parker	Easter Eggs – Easter Event
100282	£340.63	E.on	Electricity for Xmas Lights
100283	£210.00	Salvation Army	Use of Minibuses to Mar 12
100284	£468.00	Cable Test	Lights Storage Jan-Mar 12
100285	£200.00	Neopost Credifon A/c	Franking Machine Top-up
100286	£70.75	SLCC	Books - LCC Guide, Essentials Of Employment Law, Clerks Manual
100287	£549.72	Southend Adult Community College	Hire of Hall Annual Town Meeting (£105.12) Farmer's Market (£444.60)
100288	£6,000.00	SBC	Hanging Baskets
100289	£370.80	Bullfinch (Gas Equipment Ltd)	Jubilee Beacon
100290	£23.85	Miss R Upton/ S.A. Imports	Bunting for Jubilee Event

Payroll 100034	£278.92	Essex Pension Fund	11/12 Pension Underpayment
D/D	£33.27	e.on	Skate Park - Electricity Supply
Payroll Transfer	£7,000.00		Pay, Tax, NI & Pensions for Mar 12 Pay

Income

£74.50	Allotment Rent	Plot Holders
£10.00	Allotment Keys	Plot Holders
£90.00	Ticket Sales	Community Transport Membership
£4,442.00	Insurance Claim Bus Shelter	Aviva Insurance Ltd
£3.00	Use of Room	FHCCP
£184.00	Farmers' Market	Stall Holders
£10.00	Xmas Lights	Bodies Opticians