



# 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



26<sup>th</sup> April 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 1<sup>st</sup> May 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 3<sup>rd</sup> April 2012

## GENERAL PURPOSES

5. LICENSING SUB-COMMITTEE 3<sup>rd</sup> April 2012 (Appendix 1)
6. STRATEGY & TOWN PLAN SUB-COMMITTEE 1<sup>st</sup> May 2012 – Verbal Report

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. ANNUAL TOWN MEETING WORKING PARTY 15<sup>th</sup> March 2012 Report 2025/ATMWP (Appendix 2)
8. TOWN COUNCIL GAZEBOS

To consider implementation of £50 deposit for external hiring's

9. LEIGH CRIME PREVENTION PARTNERSHIP GRANT FOR NIGHT GOGGLES (Appendix 3)
10. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2039/GP 31<sup>st</sup> March 2012 (Appendix 4)

## FINANCE

11. REFERENCES FROM OTHER COMMITTEES

To consider requests from Committees to Ear-Mark underspends from 2011/12

12. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2040/FGP 31<sup>st</sup> March 2012 (Appendix 5)
- Committee Income and Expenditure Report 2041/FGP 31<sup>st</sup> March 2012 (Appendix 6)

13. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2042/I&E (Appendix 7)

14. BANK ACCOUNT BALANCES as at 18<sup>th</sup> April 2012

HSBC BMM A/c	£ 146,072.93
HSBC Current A/c	£ 13,581.48
HSBC Payroll A/c	£ 1,149.21
HSBC Imprest A/c	£ 500.00

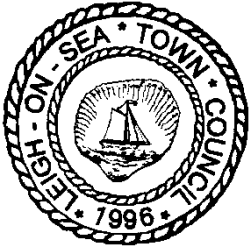
15. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

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  
26<sup>th</sup> April 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 3<sup>rd</sup> APRIL 2012 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

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

In Attendance: Paul Beckerson (Town Clerk)

### ***The meeting opened at 7.48pm***

24. APOLOGIES FOR ABSENCE  
None

25. DECLARATION OF MEMBERS' INTERESTS  
None

26. MINUTES OF PREVIOUS MEETING  
The minutes of the meeting of the 9<sup>th</sup> January 2011 were agreed and signed as a true record by the Chairman

27. LICENCE APPLICATIONS

**a) The Estuary**

**45 – 45a Broadway, Leigh-on-Sea, Essex SS9 1PJ**

Application for grant of premises licence for the following relevant licensable activities:

To permit recorded music on Monday to Saturday from 0800hrs until 0130hrs and on Sunday from 0800hrs until 0030hrs

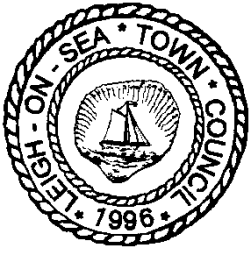
To permit the supply alcohol daily from Monday to Saturday from 1000hrs until 0100hrs and on Sunday from 1000hrs until 0000hrs

To permit late night refreshment on Monday to Saturday from 2300hrs until 0130hrs and on Sunday from 2300hrs until 0030hrs

To permit live music on Monday to Friday from 1900hrs until 2200hrs and on Sunday from 1200hrs until 2200hrs

**No Objection**

***The meeting closed at 7.52pm***



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Report 2025/ATMWP

## ANNUAL TOWN MEETING WORKING PARTY 15<sup>th</sup> March 2012

Present: Cllrs Donald Fraser (Convenor) and Jerry Holden

In Attendance: Cllrs Pat Holden, Paul Lawrence and Carole Mulroney

### *Meeting opened 7.35pm*

#### 1. APOLOGIES

Cllr Caroline Parker

#### 2. ARRANGEMENTS

The table arrangements for the stage area would be 6 seated on the middle table flanked by 2 tables of 5 Councillors each side.

In the main area 60 chairs arranged in four rows of 15 each.

Invites to be issued and reserve notices produced to reserve seats in the front row. A table would need to be provided for the press and one for producing the minutes.

Check with LCC facilities that would be made available and people to serve. Provide coffee, tea sugar and milk plus some biscuits. These would be served at the end of the meeting rather than at the start. The hall is booked from 4.30pm to 9.30pm with a 7.30pm start for the meeting. Cllr Caroline Parker to be approached to see if any of her relations would be willing to help.

#### 3. PRESENTATIONS BY CHAIRMEN

All speeches would be limited to 5 minutes each of which there would be 6, Chairman's Report and Planning, Transport and Highways, Leisure, Foreshore and Environment, Community Transport, Allotments and Finance and General Purposes. It was suggested that the speeches could be practiced prior to the meeting in the Town Council Office.

#### 4. AGENDA ORDER

It was **AGREED** that the Good for Leigh presentations should take place prior to agenda item 6 observations from the MP and Southend Councillors.

### *Meeting closed 8.05pm*

# LEIGH CRIME PREVENTION PANEL



## Working Together for the Community

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

18th April 2012

Dear Paul

### **Night Vision Goggles**

At Monday's meeting the Panel discussed whether night vision goggles might be a useful tool for the Police in their efforts to combat anti social behaviour and criminal damage in open spaces.

The Panel was advised that a Parish Council in Wiltshire have purchased these for their neighbourhood policing team, specifically to deter criminal damage at the local allotment site. Please see news item <http://www.bbc.co.uk/news/uk-england-wiltshire-17140987> for more information. It was considered by the meeting that they could prove useful in Leigh, particularly on the Manchester Drive allotment site and on Belton Hills and Leigh Cliffs.

Leigh Police Inspector Brad Dickel advised the meeting that they have previously used night vision goggles in Leigh which had been borrowed from the Castle Point NPT. Two sets had previously been purchased by the Castle Point CORP. They are an excellent piece of equipment, and he would very much welcome any available funding that might allow them to have their own sets. The ability to deploy every evening opposed to the occasional effort would be excellent.

The Panel is keen to reduce ASB and criminal damage and I was asked to contact Leigh Town Council to see if there were funds available to purchase two sets. We understand that the cost of a set is in the region of £350. I have contacted Castle Point BC who will let me know the make, model and supplier of their sets so I can check the present cost. If the Council is able to support this proposal the Panel has agreed to contribute the cost of one of the two sets.

I understand the next meeting of the F&GP committee is 1st May and I will be grateful if you will ask the Chairman of the committee to put this request on the agenda.

I will endeavour to find out the actual cost of the equipment as soon as possible and hopefully in time for the circulation of the agenda and papers.

A handwritten signature in black ink, appearing to be 'Peter Dolby', written in a cursive style.

Peter Dolby  
Secretary

Gwen Horrigan JP, MBE, Chairman  
Les Sawyer, Vice Chairman  
Jerry Holden, Treasurer- Peter Dolby, Secretary Correspondence to be addressed  
to: P.R. Dolby, 10 Harley Street, Leigh-on-Sea, SS9 2NJ

**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	3,788.49	9,557	50
Legal Costs		0	500	0.00		500	0
Annual Town Meeting		0	500	105.12		395	21
Publicity		0	1,000	356.38		644	36
Civic			0	40.00		-40	
						0	
<b>Totals</b>		<b>0</b>	<b>25,250</b>	<b>7,497.48</b>	<b>3,788.49</b>	13,964	45
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						
	<b>Premises</b>					
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
		<b>25,790.00</b>	<b>30,497.73</b>	<b>0.00</b>	<b>-4,708</b>	<b>118.25</b>
	<b>Administration</b>					
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	165.06		235	41.27
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
		<b>14,230.00</b>	<b>13,723.72</b>	<b>0.00</b>	<b>506</b>	<b>96.44</b>
<b>9,270.00</b>	<b>Total</b>	<b>40,020.00</b>	<b>44,221.45</b>	<b>0.00</b>	<b>-4,201.45</b>	<b>110.50</b>

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



Leigh-on-Sea Town Council

COMMITTEE BUDGETS

31/03/2012

Budgets Spend vs Budget to 31st March 2012

Budgets 2011/12 Committee	Item	Budget		Spend to date	Balance	% spent	2010/11 spend
		b/f 2010/11	2011/12				
Council	Office Admin	0	40,020	44,221	-4,201	110	38,370
	Salaries	0	76,518	77,422	-904	101	74,984
		0	116,538	121,643	-5,105	104	113,354
Leisure	Community Transport A	0	4,700	4,117	583	88	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	271	59	82	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	3,549	451	89	3,322
	Various B	0	13,385	11,347	2,038	85	13,059
		77,606	46,418	39,207	84,817	32	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	1,180	570	0	300
		1,000	15,500	1,767	14,201	11	6,226
Planning	Planning	0	4,600	3,094	1,506	67	3,779
	Southend Airport	0	0	0	0	0	0
		0	4,600	3,094	1,506	67	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	4,828	6,205	-1,377	129	7,477
	Capital Improvements	2,000	2,000	4,590	-590	115	0
		2,000	6,828	10,795	-1,967	122	7,477
Total		80,606	215,134	183,964	111,244	62	181,109
<b>Income</b>			<b>Budget 2010/11</b>	<b>Received to date</b>	<b>Balance</b>	<b>% Rec'd</b>	
Precept 2011/12		0	199,615	199,615	0	100	199,615
Estimated Interest to 31.3.12		0	0	135	-135	0	116
Unbudgeted income		0	0	183	0	0	180
Waste Sacks		0	0	181	0	0	
Premises hire		0	2,800	2,030	770	73	2,320
		0	202,415	202,143	635	100	202,231
Add	Est Bank Balance at 31.03.12 inc Petty Cash			161,424			
	VAT refund due			162,060			
				8,020			
				170,080			72,202 Reserve at 01-04-11
Less planned expenditure (Balance to spend)				111,244			11,899 Planned Reduction in reserves 11/12
Less Insurance Claim Received (Allotments) (2010/11)				1,020			60,303 Reserve at 31-03-12
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				60,081			

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 29<sup>th</sup> March to 25<sup>th</sup> April 2012 - Report 2042/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
100291	£51.84	Amari Plastics	Board for Survey Post Boxes
100292	£29.99	Screwfix	Toolkit for Office
100293	£208.90	DOTS	Photocopies
100294	£1,056.05	SBC	Litter Bin & Dog Bin
100295	£600.00	Leigh Times	Town Guide Distribution £420.00 & Ad for Community Centre Survey £180.00
100296	£52.50	Shoecare	Allotment Keys
100297	£115.50	Mr R Allan-Smith	Diesel for Van £56.40 & Ball Valves & Floats for Tanks £59.10
100298	£23.28	Acumen	Salaries Processing – Mar 12
100299	£120.00	Chris Gasper	Easter Event - Punch & Judy
100300	£250.00	Armour Party Supplies Ltd	Easter Event - Bouncy Castles
100301	£205.30	Cory	Waste Collection & Bin Rental
100302	£3,125.00	SBC	Office Rent
100303	£15.50	NALC/LCR	Annual Magazine Subscription
100304	£392.00	Southend Theatres	Tickets for AIDA
100305	£4,546.19	SBC	By-Election
100306	£1,481.18	EALC	EALC/NALC Annual Subscription
100307	£24.00	Paul Beckerson	Survey Monkey – Marketing Survey Tool
100308	£132.30	Neopost	Franking Machine
100309	£180.00	Leigh Times	Ad for Community Centre Survey £180.00
100310	£17.58	Cllr. Caroline Parker	Easter Eggs – Easter Event
100311	£105.00	Norman Hood	MIDAS Training – Comm Trans
100312	£25.00	Fancy Dress Hire	Town Crier Outfit – Easter Event
100313	£150.00	Caroline Ahmet	Caza's Party – Easter Event
100314	£40.50	Mr R Allan-Smith	Diesel for Van £31.00 & Petrol for Machinery £9.50
100315	£21.00	SBC	Temp Event Notice – May Day
100316	£50.00	St John Ambulance	First Aid Cover for Easter Event
100317	£222.69	E.on	Office Electricity
100318	£210.12	Mayfield Cleaning	Office £150.72 and Buses £59.40
100319	£186.28	BT	Telephone & Line Rental
100320	£70.27	BT	Extra Line Rental
100321	£100.00	Petty Cash	

D/D	£91.21	e.on	Skate Park - Electricity Supply
D/D	£223.26	BNP Paribas	Photocopier Rental
Payroll	£9,000.00		Pay, Tax, NI & Pensions for April 12
Transfer			Pay

**Income**

£43.50	Allotment Rent	Plot Holders
£15.00	Allotment Keys	Plot Holders
£3.00	Use of Room	FHCCP
£120.00	Hire of Room	Strangeways Hairdressers
£176.00	Farmers' Market	Stall Holders
£10.00	Xmas Lights	Bodies Opticians
£71.00	Sale of Food Waste & Green Sacks	Public
£97.45	Easter Event Collection	Public