

# Leigh-on-Sea Town Council



71-73 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)

QUALITY  
TOWN  
COUNCIL

Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Caroline Parker  
Town Clerk: Paul Beckerson

6<sup>th</sup> September 2012

You are hereby summoned to the meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 12<sup>th</sup> September 2012** in Room 6, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm** when it is hoped to transact the following business.

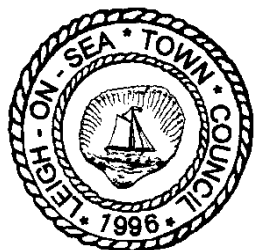
## AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. DECLARATIONS OF MEMBERS' INTERESTS
3. APOLOGIES FOR ABSENCE
4. PUBLIC QUESTIONS
5. QUESTIONS FROM COUNCILLORS
6. MINUTES OF PREVIOUS MEETING – 11<sup>th</sup> July 2012
7. COMMITTEES  
To receive Minutes of Committees
  - a) Planning Committee - To receive minutes of 10<sup>th</sup> and 24<sup>th</sup> July, 14<sup>th</sup> and 23<sup>rd</sup> August and 6<sup>th</sup> September (to follow) 2012
  - b) Allotments Committee – To receive minutes of 18<sup>th</sup> July 2012
  - c) Leisure Foreshore & Environment - To receive minutes of 19<sup>th</sup> July 2012
  - d) Finance & General Purposes - To receive minutes of 4<sup>th</sup> September 2012
8. TO NOTE RESIGNATION OF CHAIRMAN TO FINANCE & GENERAL PURPOSES COMMITTEE & ELECT NEW CHAIRMAN (F&GPC Members)
9. TO REVIEW MEMBERSHIP OF F&GPC IN LIGHT OF CLLR ALEX COULSON'S LONG TERM ABSENCE
10. TO APPROVE STAFFING PAYMENT FROM RESERVES (Personnel Meeting 5<sup>th</sup> September 2012) This item may require a resolution to exclude the public (Staffing)
11. FINANCIAL REPORT  
To receive report 2089/I&E – (Appendix 1)

Paul Beckerson  
Town Clerk  
6<sup>th</sup> September 2012

**Any member who is unable to attend the meeting should send their apologies before the meeting.**

DATE OF NEXT MEETING: Wednesday 10<sup>th</sup> October 2012



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## Income and Expenditure 28<sup>th</sup> June to 23<sup>rd</sup> August 2012 - Report 2089/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
		<b>Leigh Town Council Expenditure</b>	
100392	£23.28	Acumen	Payroll Processing June
100393	£468.00	Auditing Solutions	Internal Audit
100394	£184.82	Cory Environmental	Garden Waste & Food Sacks
100395	£440.96	DOTS	Photocopies
100396	£11.34	Lloyds TSB Commercial Financing	Net Paper - Stationery
100397	£22.50	Michael Dempsey IT Contracts Ltd	IT Help Desk Support
100398	£120.00	Leigh Times	Recruitment Advert
100399	£87.54	Paul Beckerson	Expenses for Summer Symposium Cheltenham & EALC Halstead
100400	£768.00	Mr. Fencing Ltd	Manchester Drive Allotments – Supply & Installation of Bollards
100401	£203.52	Mayfield Cleaning	Office Cleaning £150.72 & Bus Shelters £52.80
100402	£150.00	Cortest Ltd	Inspection of Xmas Light Columns
100403	£4,159.20	Mayfield Cleaning	Bus Shelters (replacement panels and deep clean)
100404	£443.00	SBC	Office Rates
100405	£100.00	Petty Cash	Cash
100406	£190.00	SBC	Council Premises Licence
100407	£209.98	Cory Environmental	Skate Park Bin Collection
100408	£468.00	Cable Test Ltd	Xmas Lights Storage
100409	£47.30	Mr R Allan-Smith	Allotments: Vehicle £34.16 Fuel Equipment £13.14
100410	£278.32	BT Payment Services Ltd	Office Internet & Phone
100411	£3,666.58	WPS	Office Policy Insurance
100412	£240.00	E.On	Office Electricity
100413	£49.13	Mr R Allan-Smith	Petrol, Skeels, Diesel, Battery
100414	£118.00	Rayleigh Motor Services	Mower & Strimmer repair
100415	£3,000.00	HAGS Play Limited	Skate Park repairs
100416	£160.00	John Hayes	Office Window Repair
100417	£23.28	Acumen Wages Service	Payroll Processing July
100418	£168.00	Tropical Wings	Community Transport Entrance Costs
100419	£90.00	Brunswick Plumbing	Fuse/switch replacement – First Aid Post
100420	£443.00	SBC	Office Rates

100421	£317.65	Printvision (UK) Ltd	Feather Banners
100422	£200.00	Neopost	Postage Franking Machine
100423	£150.00	Leigh Times	Friends of Leigh Community Centre Advert
100424	cancelled		
100425	£500.00	Old Leigh Regatta	Donation towards Signage
100426	£228.01	British Gas	Gas used by Office
100427	£62.10	Wat Tyler Country Park	Community Transport Outing
100428	£84.60	Fulton Paper	Stationery
100429	£150.72	Mayfield Cleaning	Office cleaning
100430	£100.00	Cash	Petty Cash
100431	£52.07	R. Allan-Smith	Diesel for Vehicle & Petrol for Allotment
100432	£240.00	Paul Robinson	Legal Advice to Council - Employment Matter
100433	£35.00	Information Commissioner's Office	Data Protection Registration – Annual Renewal
100434	£768.00	TMS Limited	Fishing Festival – Traffic Management Signs
100435	£96.00	Printvision (UK) Ltd.	Flags Logo Design
IM 13692	£341.60	Heart Internet	Websites for the Community Centre
IM 13693	£7.66	HSE Books	Health & Safety Law Poster
IM 13694	£131.88	Heart Internet	Web Design Tool
IM 13704	£23.94	Heart Internet	Website Hosting
IM 13705	£50.00	Post Office	Miss M Cheng – Presentation
IM 13706	£28.98	HVW Ltd	High Viz Jackets
D/D	£3.03	E-on	Skate Park Electricity
Payroll Transfer	£9,000.00		Pay, Tax, NI & Pensions for July 12
Payroll Transfer	£10,000.00		Pay Tax NI & Pensions for August 12
Payroll 100045	£66.24	Miss M Cheng (Problem with banking cheque – reissued as cheque 100050)	Work Experience Pay (18 hrs @ £3.68 per hour)
100048	£110.40	Miss M Cheng	Work Experience Pay (30hrs @ £3.68 per hour)
100049	£110.40	Miss M Cheng	Work Experience Pay (30hrs @ £3.68 per hour)
100051	£110.40	Miss M Cheng	Work Experience Pay (30hrs @ £3.68 per hour)
100052	£88.32	Miss M Cheng	Work Experience Pay (24hrs @ £3.68 per hour)

### Community Centre Expenditure

100001	£230.40	London Weekly Newspapers Ltd. – Yellow Advertiser	Advertisement for Community Centre Licence
100002	£498.00	Edge Designs Ltd.	Community Centre Booking System and Training
100003	£25.50	Cllr. J. Holden	Community Centre – items for decorating
100004	£180.00	SBC	Community Centre - Building Notice Application
BACS1	£5,483.00	Carl Riches (Builder)	Community Centre – Interim Payment
BACS2	£75.00	Carl Riches (Builder)	Community Centre – Replace Glass
BACS3	£1,863.00	IT-Help Desk	Community Centre – Interim Payment
BACS4	£6,123.00	Carl Riches (Builder)	Community Centre – Final Payment
100005	£457.02	Leigh-on-Sea Town Council	Reimbursement for Community Centre spend: £120.00 Recruitment Advert; £190.00 Premises Licence; £147.02 Website hosting

### Income

£52.00	Allotment Rent	Plot Holder
£162.00	Sale of Green & Food waste Bags	Public
£20.00	Xmas Lights Trader Donation	Bodys Opticians
£171.00	Farmers' Market – June	Stall Holders
£191.00	Farmers' Market – July	Stall Holders
£3.00	Use of Room	FHCCP
£150.00	Hire of Room	Strangeways
£20.00	Hire of Room	University of the Third Age
£20.00	Easter Event - stall hire	Jolly Good Times
£429.00	Sale of tickets	Community Transport
£70.00	Sale of Hanging Baskets	Public
£50.00	Donation re old Xmas Lights	Hullbridge Parish Council
£150.92	Fishing Festival Collection	Public
£10.00	Contribution for teas and coffee	Paul Gilson