



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

28th June 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 July 2012** at the Town Council office, 67 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETINGS OF 6th June 2012

GENERAL PURPOSES

5. PERSONNEL SUB-COMMITTEE 14th June 2012 (Appendix 1)
6. TO ADOPT CODE OF CONDUCT AS SET OUT IN THE RELEVANT AUTHORITIES (Disclosable Pecuniary Interests) REGULATIONS 2012 – Effective from 1st July 2012 (Appendix 2)
7. COMMUNITY CENTRE FINANCIAL AND OTHER ISSUES THAT NEED CONSIDERATION (This item may need a motion to exclude the public – contractual)
8. APPOINTMENT OF COUNCILLOR REPRESENTATIVES TO LCC COMMUNITY ADVISORY BOARD
9. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2072/GP 26th June 2012 (Appendix 3)

FINANCE

10. REFERENCES FROM OTHER COMMITTEES

There are none

11. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2073/FGP 26th June 2012 (Appendix 4)
- Committee Income and Expenditure Report 2071/FGP 26th June 2012 (Appendix 5)

12. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2074/I&E (Appendix 6)

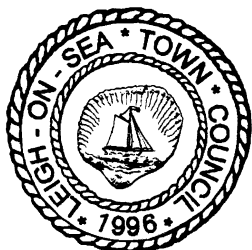
13. BANK ACCOUNT BALANCES as at 26th June 2012

HSBC BMM A/c	£ 146,072.93
HSBC Current A/c	£ 81,198.27
HSBC Payroll A/c	£ 10,088.98
HSBC Imprest A/c	£ 409.91



Paul Beckerson
Town Clerk
28th June 2012

Please Note: Any member who is unable to attend the meeting should send their apologies before the meeting.



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



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

Present: Cllrs: Carole Mulroney, Syrie Cox, Jerry Holden, Pat Holden, Paul Lawrence and Caroline Parker (from Min 16)

In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 6.32pm

13. APOLOGIES FOR ABSENCE

Cllr Donald Fraser

13. DECLARATION OF MEMBERS' INTERESTS

Cllrs, Paul Lawrence, Jerry and Pat Holden declared Personal Interests as allotment holders

14. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 24th May 2012 were agreed as a correct record and signed by the Chairman

15. 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 excluded and instructed to withdraw (SO.1(c)) - (staffing)

16. CONSULTATION WITH STAFF MEMBERS – INTEGRATED STRUCTURE

Members discussed the staff responses and **RESOLVED** to respond as set out in Confidential Appendix 1

The meeting closed at 8.40pm

Leigh-on-Sea Town Council



Code of Conduct

1. General

As a member or co-opted member of Leigh-on-Town Council you have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all residents of and visitors to the town.

2. Principles

In accordance with the Localism Act provisions, when acting in this capacity you must be committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this Council.

SELFLESSNESS: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

3. Registration and Declaration of Interests

3.1 The Act further provides for registration and disclosure of interests and in Leigh-on-Sea Town Council this will be done as follows:

3.2 You must, within 28 days of taking office as a member or co-opted member, notify the Town Clerk of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

3.3 In addition, you must, within 28 days of taking office as a member or co-opted member, notify the Town Clerk of any disclosable pecuniary or non-pecuniary interest which your Council has decided should be included in the register.

3.4 If an interest has not been entered onto the Council's register, then you must disclose the interest to any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest' as defined in the Localism Act.1

3.5 Following any disclosure of an interest not on the Council's register or the subject of pending notification, you must notify the Town Clerk of the interest within 28 days beginning with the date of disclosure.

3.6 Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions the Town Council places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by the Council.

4. Conduct

4.1 As a Member of Leigh-on-Sea Town Council your conduct must address the statutory principles in particular by:

4.2 Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for you - and putting their interests first.

4.3 Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.

4.4 Not allowing other pressures, including the financial interests of myself or others connected to me, to deter you from pursuing constituents' casework, the interests of the town of Leigh-on-Sea or the good governance of the Council in a proper manner.

4.5 Exercising independent judgement and not compromising your position by placing yourself under obligations to outside individuals or organisations who might seek to influence the way you perform your duties as a member of this Council.

4.6 Considering the interests of all parties, including relevant advice from officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

4.7 Being accountable for your decisions and co-operating when scrutinised internally and externally, including by local residents.

4.8 Contributing to making this Council's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other members to account but restricting access to information when the wider public interest or the law requires it

4.9 Behaving in accordance with all legal obligations, alongside any requirements contained within this Council's policies, protocols and procedures, including on the use of the Council's resources.

4.10 Valuing your colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government.

4.11 Always treating people with respect, including the organisations and public you engage with and those you work alongside.

4.12 Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Council.

¹ A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the Monitoring Officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.

Finance & General Purposes Committee Budget 2012/13

Heading	B/F 2011/12	Budget		Spent to Date	Committed	Balance	% Spent
		Income	Expenditure				
Crime Prevention		0	0	0.00		0	
Schools		0	0	0.00		0	
Donations		0	0	0.00		0	
Community Affairs		0	2,000	313.41		1,687	16
Premises		0	500	0.00		500	0
Elections	5,000	0	5,000	3,788.49		6,212	76
Legal Costs		0	500	0.00		500	0
Annual Town Meeting		0	500	72.36		428	14
Publicity		0	3,000	0.00		3,000	0
Civic			0	0.00		0	
Renewals Fund			12,500	217.50			
Strategy Sub-Committee			3,000	0.00			
						0	
Totals		0	27,000	4,174.26	0.00	22,826	15
Nett cost			27,000				

Various

313.41

Office Budget for 2012-13

Budget	Heading	2012/13	Spend to Date	Committed	Balance	% Spent
2011/12						
	Premises					
10,500.00	Rent*	13,000.00	3,125.00		9,875	24.04
5,000.00	Insurance	4,500.00	394.55		4,105	8.77
5,400.00	General Rates	5,600.00	443.64		5,156	7.92
280.00	Water Rates	300.00	0.00		300	0.00
960.00	Gas	1,250.00	498.20		752	39.86
650.00	Electricity	750.00	212.09		538	28.28
2,300.00	Office Cleaning	2,300.00	376.80		1,923	16.38
300.00	Premises Repairs & Services	0.00	4.16		-4	
300.00	Office Tools	150.00	0.00		150	0.00
100.00	Contingencies	300.00	42.27		258	14.09
		28,150.00	5,096.71	0.00	23,053	18.11
	Administration					
1,450.00	Stationery Cost	800.00	233.26		567	29.16
50.00	Library	50.00	0.00		50	0.00
1,750.00	Communication	1,750.00	323.27		1,427	18.47
830.00	Photocopying	2,400.00	223.26		2,177	9.30
1,600.00	Subscriptions	1,600.00	1,771.68		-172	110.73
1,900.00	Postage	1,700.00	316.60		1,383	18.62
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	100.00	0.00		100	0.00
400.00	Expenses/Travel Costs - Cllrs	400.00	151.10		249	37.78
300.00	Miscellaneous	500.00	0.00		500	0.00
1,200.00	Audit	2,000.00	0.00		2,000	0.00
2,600.00	IT	1,000.00	387.26		613	38.73
0.00	Waste Sacks	0.00	0.00			
600.00	Training - Staff	1,000.00	17.50		983	1.75
1,000.00	Training - Cllrs	1,000.00	17.50		983	1.75
400.00	Mileage & Expenses - Staff	450.00	176.10		274	39.13
		14,800.00	3,617.53	0.00	11,182	24.44
40,020.00	Total	42,950.00	8,714.24	0.00	34,235.76	20.29

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

26/06/2012

Budgets Spend vs Budget to 31st March 2013

2012/13

Committee	Item	Budget		Spend to date	Balance	% spent	2011/12 spend
		2011/12	2012/13				
Council	Office Admin	0	42,950	8,714	34,236	20	44,807
	Salaries	0	66,497	9,211	57,286	14	74,694
		0	109,447	17,925	91,522	16	119,501
Leisure	Community Transport A	0	5,382	725	4,657	13	4,034
Foreshore & Environment	Flower Baskets	0	600	0	600	0	5,000
	First Aid Provision	0	1,000	262	738	26	875
	Farmers Market A	0	526	-313	839	-59	271
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A		11,611	-30	11,641	0	14,049
	Padding Pool	1,798	0	0	1,798	0	0
	Youth D	0	5,785	512	5,273	9	3,517
	Various B	0	23,218	1,668	21,550	7	11,657
		76,206	48,122	2,824	121,504	2	39,402
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	0
	Bus Shelter Cleaning/Maint	0	5,000	149	4,852	3	1,119
	New Bus Shelters	0	2,500	0	0	0	-532
	Transport Improvements	0	1,450	0	1,000	0	0
	Bollards	0	250	0	250	0	0
	Staffing Costs	0	2,462	0	2,462	0	0
	Phone Box, Seats and bins		300	0	300	0	1,180
		0	16,462	149	13,364	1	1,767
Planning	Planning	0	5,823	381	5,442	7	3,031
	Southend Airport	0	0	0	0	0	0
		0	5,823	381	5,442	7	3,031
General Purposes	Various C	0	17,500	313	17,187	2	40
	Premises	0	500	0	500	0	1,160
	Elections	5,000	5,000	3,788	6,212	38	5,654
	Legal costs	0	500	0	500	0	0
	Annual Town Meeting	0	500	72	428	14	105
	Publicity	0	3,000	0	3,000	0	356
		0	27,000	4,174	27,826	15	7,316
Community Centre	Fund	0	20,482	0	20,482	0	
			20,482	0	20,482	0	
Allotments	Revenue A	0	8,817	3,387	5,430	38	4,646
	Capital Improvements	0	2,500	0	2,500	0	4,590
		0	11,317	3,387	7,930	30	9,236
Total		80,606	238,653	28,840	288,069	9	180,253

Neutral Effect not in Budget

Income

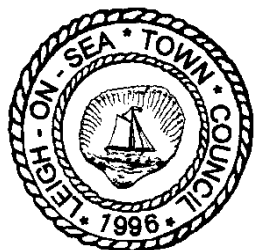
	Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2012/13	0	205,990	102,995	50	199,615
Estimated Interest to 31.3.12	0	0	0	0	116
Unbudgeted income	0	0	33	0	180
Waste Sacks	0	0	108	0	0
Premises hire	0	2,800	1,200	43	2,320
	0	208,790	104,336	50	202,231
Add	Est Bank Balance at 36.06.12 inc Petty Cash		237,774		
			342,369		
			342,369		
Less planned expenditure (Balance to spend)			288,069		
Estimated General Reserves at 31.03.13			54,299		
(Figure is an approximation as accounted for as Payments and Receipts)					

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, Renewals fund

D Budget transferred from F&GP to LF&E



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

Income and Expenditure 28th May to 27th June 2012 - Report 2074/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
100362	£72.00	Alljay Plastics	Jubilee Event Banner
100363	£52.96	Trade UK Accounts /Screwfix	Allotments Equipment - Saw, drill & grass marking paint
100364	£162.00	Cllr Pat Holden	Asbestos Collection
100365	£1,754.25	Essex & Suffolk Water	Water - Manchester Drive Site (£1,123.50) Leigh Site (£630.75)
100366	£150.00	Richard Graham	Jubilee Event - Magician
100367	£25.00	Essex Playing Fields Association	Annual Subscription
100368	£131.36	BT Payment Services Ltd	Internet Services
100369	£50.00	St John Ambulance	Jubilee Event - First Aid
100370	£230.00	Armour Party Supplies Ltd	Jubilee Event - Entertainment
100371	£100.00	Petty Cash	
100372	£27.02	Cllr Paul Lawrence	Out of Area Mileage Expenses icw ~May Day & Jubilee Events
100373	£132.01	Mr R Allan-Smith	Vehicle Expenses - MOT (£35.00) Fuel (£37.01) & Tyres (£60.00)
100374	£210.12	Mayfield Cleaning Contractors	Office Cleaning (£150.72) Bus Shelter Cleaning (£59.40)
100375	£60.00	Salvation Army	DVLA Driver Licence Verification
100376	£60.00	Cory Environmental	Clearance of Fly Tipped items from Skate Park
100377	£223.15	4 th /6 th Sea Scouts	Jubilee Event Donation from Public Collection & Contribution received from Leigh Lions
100378	£180.00	Beecham, Fisher Ridley	Legal Advice Expenses of R Allan-Smith
100379	£300.00	SLCC Enterprises Ltd	Summer Symposium at Cheltenham for Town Clerk
100380	£1,674.00	Ray Linge Marquees	Fishing Festival Hire of Marquees, Chairs & Tables
100381	£288.00	Mark One Hire	Jubilee Event Flood Lighting
100382	£53.98	Trade UK Account/ Screwfix	Allotments Manager Boots (£49.99) Valve for Tank £3.33
100383	£98.20	Essex & Suffolk Water	Water Usage Office (£46.58) Marshall Close (51.62)
100384	£100.00	Graham Refurbishment services	Removal of Lights from Loft
100385	£50.00	Castle Point Lions	Donation for help at Jubilee Event
100386	£750.00	Cortest	Xmas Lights Column Inspection
100387	£3,125.00	SBC	2 nd Qtr Rent for 67 Elm Road

100388	£40.00	D F Services	Clearance of Fly Tipped items from Skate Park
100389	£38.00	Brunswick Plumbing	Cost of collection & delivery to Office of Jubilee Event Equipment
100390	£46.00	Mr R Allan - Smith	Vehicle Fuel
100391	£98.62	Anglian Water	Sewage Cost Elm Road
IM	£21.00	SBC	Temp Event Notice _ Fishing Festival
Payroll Transfer	£9,000.00		Pay, Tax, NI & Pensions for June 12 Pay

Income

£10.00	Allotment Keys	Plot Holders
£108.50	Sale of Green & Food waste Bags	Public
£10.00	Xmas Lights	Bodies Opticians
£313.41	Contribution towards purchase of Night Vision Goggles for Police	Leigh Crime Prevention Panel
£151.00	Farmers' Market	Stall Holders
£3.00	Use of Room	FHCCP
£1,110.00	Hire of Room	Strangeways & VMCL
£500.00	Contribution to Jubilee Event	SBC
£63.15	Jubilee Event Collection	Public
£160.00	Share of Proceeds from Sale of Drink	Leigh Lions