

# 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)



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

30<sup>th</sup> August 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 4<sup>th</sup> September 2012** in Room 6, Leigh Community Centre, 71 - 73 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 MEETING OF 3<sup>rd</sup> July 2012

## GENERAL PURPOSES

5. LICENSING SUB-COMMITTEE 1<sup>st</sup> August 2012 (Appendix 1)
6. PERSONNEL SUB-COMMITTEE 12<sup>th</sup> July 2012 (Appendix 2)\*
7. PERSONNEL SUB-COMMITTEE 1<sup>st</sup> August 2012 (Appendix 3)\*
8. STRATEGY & TOWN PLAN SUB-COMMITTEE 4<sup>th</sup> September 2012 (Verbal Report)
9. TO ADOPT REVISED CODE OF CONDUCT AS SET OUT IN THE RELEVANT AUTHORITIES (Disclosable Pecuniary Interests) REGULATIONS 2012 – Effective from 12<sup>th</sup> September 2012 (Appendix 4)
10. CONSIDERATION OF WRITTEN HEALTH & SAFETY POLICY (Appendix 5)
11. ADDITION TO F&GPC TERMS OF REFERENCE  
In TR3 (6) Add new sub clause –
  - i. To receive reports from the Leigh Community Centre Manager and the Advisory Board and action as appropriate.
12. COMMUNITY CENTRE MANAGER'S REPORT (To follow)
13. GENERAL PURPOSES BUDGET  
General Purposes Budget Report 2086/GP 23<sup>rd</sup> August 2012 (Appendix 6)

## FINANCE

14. REFERENCES FROM OTHER COMMITTEES

There are none

15. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2087/FGP 23<sup>rd</sup> August 2012 (Appendix 7)
- Committee Income and Expenditure Report 2088/FGP 23<sup>rd</sup> August 2012 (Appendix 8)

16. FINANCIAL PROCEDURES & SCHEME OF DELEGATION – Report 2085/FGP (Appendix 9)

17. COMMUNITY CENTRE BUDGETS (SUPPLEMENTARY ESTIMATES)

- To approve revised Community Centre Set-Up Budget and note expenditure (Appendix 10)
- To approve Community Centre Revenue Budget 2012/13 (Appendix 11)

18. RENEWAL OF TOWN CLERK'S SECURITY INDUSTRY AUTHORITY LICENCE

The cost of renewal was £220, the Committee is requested to consider part funding of the licence as it will be used to assist in the management of the Leigh Community Centre.

19. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2089/I&E (Appendix 12)

20. BANK ACCOUNT BALANCES as at 23<sup>rd</sup> August 2012

HSBC BMM A/c	£ 125,096.50
HSBC Current A/c	£ 38,108.35
HSBC Community Centre A/c	£ 5,949.33
HSBC Payroll A/c	£ 637.98
HSBC Imprest A/c	£ 383.42



Paul Beckerson  
Town Clerk  
28<sup>th</sup> August 2012

\*Note: Agenda items 6 & 7 may require a motion to be passed to enable discussion under exempt business and moved to the end of the meeting.

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



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QUALITY  
TOWN  
COUNCIL

## MINUTES OF A MEETING OF THE LICENSING SUB-COMMITTEE HELD ON WEDNESDAY 1<sup>st</sup> AUGUST 2012 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

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

In Attendance: Paul Beckerson (Town Clerk)

### ***The meeting opened at 6.05pm***

#### 24. ELECTION OF CHAIRMAN

Cllr Donald Fraser was elected Chairman

#### 25. ELECTION OF VICE-CHAIRMAN

Cllr Paul Lawrence was elected Vice Chairman

#### 26. APOLOGIES FOR ABSENCE

None

#### 27. DECLARATION OF MEMBERS' INTERESTS

None

#### 28. MINUTES OF PREVIOUS MEETING – 3<sup>rd</sup> April 2012

The minutes of the 3<sup>rd</sup> April 2012 were agreed as a correct record and signed by the Chairman.

#### 29. NOTES OF THE INQUORATE MEETING – 17<sup>th</sup> May 2012

The notes of the 17<sup>th</sup> May were noted and signed by the Chairman.

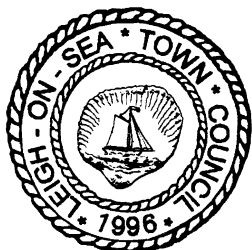
#### 30. LICENCE APPLICATIONS

##### **a) Big News and Mini Market 1352 London Rd, Leigh on Sea, SS9 2UW**

Application for a new Premises Licence to supply alcohol from 06.00 to 24:00 Sunday to Thursday and 06.00 to 02.00 Friday to Saturday (extended hours). The premises have an existing licence with Monday to Saturday 08.00 to 23.00 and Sunday 10.00 to 22.30 for the supply of alcohol.

**Objection** on the grounds of Public Nuisance, starting hours on Sunday inappropriate on a day of rest and should be 0800.

### ***The meeting closed at 6.18pm***



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Town Clerk: Paul Beckerson

## MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON THURSDAY 12<sup>th</sup> JULY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney, Syrie Cox (from Min 21), Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence and Caroline Parker

In attendance: Cllr Richard Herbert (to Min 22), Paul Beckerson (Town Clerk)

### ***The meeting opened at 6.30pm***

#### 17. APOLOGIES FOR ABSENCE

There were none

#### 18. DECLARATION OF MEMBERS' INTERESTS

***Cllr Caroline Parker declared a pecuniary interest in relation to the Skate Park Cleaner (relationship)***

#### 19. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 14<sup>th</sup> June 2012 were agreed as a correct record and signed by the Chairman

#### 20. 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)

### ***Start of confidential business***

#### 21. STAFF SALARY REVIEW REPORT 2075/PSC – Attached as Appendix 1 to the agenda – Part 1

***Cllr Caroline Parker left the meeting during discussion of the Skate Park Cleaner's salary  
The Town Clerk left the meeting during this item***

It was **RESOLVED** that the incremental point rises set out in the report be approved.

### ***Cllr Caroline Parker and the Town Clerk returned to the meeting***

#### 22. CONSULTATION WITH STAFF MEMBERS – COMMUNITY CENTRE MANAGER

Members discussed the further response from the member of staff regarding the Centre Manager post.

The following were **RESOLVED**:

The Skate Park Cleaner would be line managed by the Senior Administrator

The initial pay scale points were to be as set out in the Report 'Towards a New Council Structure' for the Community Centre Manager and the Senior Administrator.

The new post of Receptionist / Junior Administrator would initially be line managed by the Town Clerk; this would be reviewed at a latter date when the work pattern was established.

The scale range and salary of the Community Centre Manager would be reviewed in April 2013 against the aims and objectives of the post.

It was agreed to approach the present work experience person to see if they would be interested in a work placement during the August school holidays. If this was not possible, to enquire if any other school students would be interested.

That Vanda Moyse be appointed to the post of Community Centre Manager from August 2012. The Town Clerk would prepare a revised contract, in consultation with the Chairman and Vice Chairman of Council.

23. LEGAL ADVICE ON CONTRACTUAL VARIATIONS

The Council's solicitors had advised the Council on options and the procedure to be followed. Members noted the advice and that there was a meeting fixed for Tuesday next week at 4.30pm.

***End of confidential business***

24. APPOINTMENT OF INTERVIEW PANEL

Receptionist / Administrator – Cllr Carole Mulroney and Pat Holden plus the Town Clerk  
Janitors – Cllrs Carole Mulroney, Vanda Moyse and the Town Clerk

It was agreed that both the Job Centre and Southend BC be advised of the vacancies.

***The meeting closed at 8.40pm***



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

## MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON WEDNESDAY 1<sup>st</sup> AUGUST 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulronee, Syrie Cox, Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence and Caroline Parker (from Min 29)

In attendance: Cllr Richard Herbert, Paul Beckerson (Town Clerk)

### ***The meeting opened at 6.30pm***

#### 25. APOLOGIES FOR ABSENCE

There were none

#### 26. DECLARATION OF MEMBERS' INTERESTS

None

#### 27. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 12<sup>th</sup> July 2012 were agreed as a correct record and signed by the Chairman

#### 28. 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)

### ***Start of confidential business***

#### 29. RESULTS OF STAFF CONSULTATION MEETINGS

The Chairman and Cllr Syrie Cox reported on the consultation meetings with the Allotments Officer (details in confidential Appendix 1). Members discussed the merits of a flexible or fixed rota pattern and the number of Janitors that would be needed to cover opening hours at the Community Centre.

It was **RESOLVED** that there would be three Janitors employed in the centre and that the Town Clerk would prepare a draft rota covering the 60 hours of manual operations (52 hours in the Community Centre) for further consultation, and to include Saturday/Sunday and call out duties.

### ***End of confidential business***

### ***The meeting closed at 7.55pm***

## Leigh-on-Sea Town Council



### Councillor Code of Conduct

#### Localism Act 2011

Promoting and Maintaining High Standards of Conduct in Local Government

#### Principles

**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.

## PART 1 GENERAL PROVISIONS

### Introduction and interpretation

As a Member you are a representative of Leigh-on-Sea Town Council (“**the Authority**”) and the public will view you as such. Therefore your actions impact on how the Authority as a whole is viewed and your actions can have both positive and negative impacts on the Authority.

This Code as a whole is consistent with “Nolan Principles” which are set out above and the provisions of S29(1) Localism Act 2011

In this Code:

“**meeting**” means any meeting of:

- (a) the Authority
- (b) any of the Authority’s committees, sub-committees, joint committees, joint sub-committees, working parties whether or not the press and public are excluded from the meeting in question by virtue of a resolution of Members
- (c) any briefings by officers and site visits organised by the Authority

“**relevant period**” means the period of 12 months ending with the day on which you give notification to the Authority’s monitoring officer of any disclosable pecuniary interests you had at the time of the notification.

“**profit or gain**” includes any payments or benefits in kind which are subject to Income Tax

“**beneficial interest**” means having an economic benefit as a legal owner or holding it on trust for the beneficial owner, having a right to the income from the land or securities or a share in it or the right to the proceeds of sale or share of part of the proceeds of sale

“**Member**” includes a co-opted member.

“**Monitoring Officer**” means the Monitoring Officer of Southend Borough Council.

#### 1. Who does the Code apply to?

- (1) This Code applies to all Members of the Authority including co-opted members.
- (2) It is your responsibility to comply with the provisions of this Code.

#### 2. What does the Code apply to?

- (1) You must comply with this Code whenever you -
  - (a) conduct the business of the Authority, or
  - (b) you are acting as a representative of the Authority.
- (2) This Code has effect in relation to your conduct in your official capacity.
- (3) Where you act as a representative of the Authority-
  - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority’s code of conduct; or
  - (b) on any other body, you must, when acting for that other body, comply with the Authority’s code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

#### 3. General obligations

- (1) You must treat others with respect.
- (2) You must uphold the law
- (3) You must not-



- (a) do anything which may cause the Authority to breach any of the equality enactments
- (b) bully any person;
- (c) intimidate or attempt to intimidate any person who is or is likely to be-
  - (i) a complainant;
  - (ii) a witness; or
  - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a Member (including yourself) has failed to comply with the Authority's code of conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.

#### **4. Confidential Information**

You must not-

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where-
  - (i) you have the consent of a person authorised to give it;
  - (ii) you are required by law to do so;
  - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (iv) the disclosure is-
    - (aa) reasonable and in the public interest; and
    - (bb) made in good faith and in compliance with the reasonable requirements of the Authority;
- (b) prevent another person from gaining access to information to which that person is entitled by law.

#### **5. Conferring an advantage or disadvantage**

You must-

- (a) not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;
- (b) when using or authorising the use by others of the resources of the Authority-
  - (i) act in accordance with the Authority's reasonable requirements;
  - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes);
- (c) have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

## PART 2 MEMBERS INTERESTS

### 6. Disclosable Pecuniary Interests<sup>1</sup>

6.1 You have a Disclosable Pecuniary Interest in any business of the Authority if it is of a description set out in 6.2 below and is either:

- (a) An interest of yours; or
- (b) An interest (of which you are aware) of a spouse, civil partner or a person you are living with as a spouse or civil partner (known as “Relevant Persons”).

6.2 A Disclosable Pecuniary Interest is an interest which relates to or is likely to affect:

- i. Any employment, office, trade, profession or vocation carried on by you or a Relevant Person for profit or gain;
- ii. Any payment or provision of any other financial benefit (other than from the Authority) made or provided within the relevant period in respect of any expenses incurred in carrying out your duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
- iii. Any contract for goods, services or works which has not been fully discharged between you or a Relevant Person and the Authority or a body in which you or they have a beneficial interest;
- iv. A beneficial interest in any land in the Authority’s area
- v. a licence of any land in the Authority’s area (alone or jointly with others) that you or a Relevant Person occupy for a month or longer
- vi. any tenancy where to your knowledge (a) the landlord is the Authority and (b) the tenant is a body in which you or a Relevant Person has a beneficial interest
- vii. Any beneficial interest in securities of a body where-
  - 1. that body (to your knowledge) has a place of business or land in the area of the Authority and
  - 2. either:
    - a. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - b. the beneficial interest exceeds one hundredth of the total issued share capital of the share capital of that body, if of more than one class, the total nominal value of the shares of any one class

### 7. Other Pecuniary Interests

You have an Other Pecuniary Interest in any business of the Authority where it relates to or is likely to affect:

- (i) any person or body who employs or has appointed you;
- (ii) any contract for goods, services or works made between the Authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specific in paragraph 6.2.(vii) which has been fully discharged within the last 12 months;

### 8. Non-Pecuniary Interests

You have a non-pecuniary interest in any business of the Authority where:

- i. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Authority;
- ii. it relates to or is likely to affect any body
  - 1. exercising functions of a public nature;
  - 2. directed to charitable purposes; or

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<sup>1</sup> The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 set out the pecuniary interests specified for the purposes of Chapter 7 of Part 1 Section 30(3) of the Localism Act 2011

3. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);  
of which you are a member or in a position of general control or management;
- iii. it relates to or is likely to affect the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; within the last 3 years
- iv. a decision in relation to that business which might reasonably be regarded as affecting your wellbeing or the wellbeing or financial position of a friend, relative or close associate to a greater extent than the majority of:-
  - (a) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
  - (b) (in all other cases) other council tax payers, ratepayers or inhabitants of the Authority's area

Note: Only items (i) – (iii) are registerable non-pecuniary interests.

## **9. Disclosure of Interests (Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests)**

- 9.1 Subject to sub-paragraphs 9.2 to 9.3, where you have a Disclosable Pecuniary Interest, Other Pecuniary Interest or Non-Pecuniary Interest in any business of the Authority and you are present at a meeting of the Authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest whether or not such interest is registered on your Register of Interests or for which you have made a pending notification
- 9.2 Sub-paragraph 9.1 only applies where you are aware or ought reasonably to be aware of the existence of the Interest
- 9.3 Where you have an interest in any business of the Authority which would be disclosable by virtue of paragraph 9.1 but by virtue of paragraph 12 (Sensitive Information) details of the interest are not registered in the Authority's published Register of Members' Interests and the interest is a Disclosable Pecuniary Interest or Other Pecuniary Interest you need not disclose the nature of the interest to the meeting
- 9.4 Where you have a Pecuniary Interest in any business of the Authority which would be Disclosable by virtue of paragraph 9.1 and a function of the Authority may be discharged by you acting alone in relation to that business, you must ensure you notify the Authority's monitoring officer of the existence and nature of that interest within 28 days of becoming aware that you will be dealing with the matter even if more than 28 days before you will actually deal with the business
- 9.5 Where you have an interest in any business of the Authority which would be disclosable by virtue of paragraph 9.1 and you have made an executive decision in relation to that business you must ensure that any written statement of that decision records the existence and nature of that interest. In this paragraph "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000

## **10. Effect of Interests on participation**

### **10.1 Disclosable Pecuniary Interests**

- (a) If you are present at a meeting of the Authority or of any committee, sub-committee, joint committee or joint sub-committee of the Authority and you or a Relevant Person has a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at the meeting and you are aware of that Interest:
  - (i) You must not participate, or participate further, in any discussion of the matter at the meeting, or participate in any vote, or further vote, taken on the matter at the meeting
  - (ii) You must withdraw from the room or chamber where the meeting considering the business is being held unless you have received a dispensation from the Standards Committee or the Authority's proper officer

- (b) If you have a Disclosable Pecuniary Interest in any business of the Authority you must not:
  - (i) exercise executive functions in relation to that business; or
  - (ii) seek improperly to influence a decision about that business
- (c) If a function of the Authority may be discharged by a Member acting alone and you have a Disclosable Pecuniary Interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by yourself)

## **10.2 Other Pecuniary Interests**

If you have an Other Pecuniary Interest in any business of the Authority and you are present at a meeting of the Authority at which such business is to be considered or is being considered you must:

- (i) disclose the existence and nature of the interest in accordance with paragraph 9.1 (but subject to paragraph 9.3); and
- (ii) withdraw from the room or chamber where the meeting considering the business is being held

## **10.3 Non-Pecuniary Interests**

After having declared an interest in accordance with paragraph 9.1 you may then participate and vote unless a member of the public with knowledge of the relevant facts would reasonably regard your interest as so significant that it is likely to prejudice your judgment of the public interest or your interest may give rise to a perception of conflict of interest or bias; in which case you must withdraw.

### **PART 3 REGISTER OF MEMBERS INTERESTS**

#### **11. Registration of Members' Interests**

- (a) Subject to paragraph 12, you must, within 28 days of-
- (i) this Code being adopted by or applied to the Authority; or
  - (ii) your election, re-election or appointment or re-appointment to office (where that is later), or co-option onto the Authority;
- register in the Authority's Register of Members' Interests (maintained by the Monitoring Officer under Section 29(1) of the Localism Act 2011) details of:
- i. Disclosable Pecuniary Interests as referred to in paragraph 6 that you, or a Relevant Person has in so far as you are aware of their interests at that time;
  - ii. Other Pecuniary Interests referred to in paragraph 7 that you have; and
  - iii. Non-pecuniary Interests referred to in paragraph 8 (sub-paragraphs i – iii) that you have.
- (b) You must keep your register of interests up to date by notifying the Monitoring Officer of any changes to your interests referred to in (a) above within 28 days of the change occurring or becoming aware of the change.

#### **12. Sensitive Information**

- 12.1 Where you have a Disclosable Pecuniary Interest referred to in paragraph 6 or Other Pecuniary Interest referred to in paragraph 7 and the nature of the interest is such that you and the Authority's monitoring officer consider that disclosure of details of the interest could lead to you or a person connected with you being subject to violence or intimidation if the interest is entered in the Authority's Register then copies of the register available for inspection and any published version of the Register should not include details of the interest but may state that you have an interest details of which are withheld under s32(2) of the Localism Act 2011 and/or this paragraph.
- 12.2 You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph 12.1 is no longer sensitive information, notify the Authority's monitoring officer.
- 12.3 In this Code "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subject to violence or intimidation<sup>2</sup>.

#### **13. Register of Gifts and Hospitality**

- 13.1 You must within 28 days of receipt, notify the Authority's monitoring officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the Authority.
- 13.2 The monitoring officer will place your notification on a public register of gifts and hospitality
- 13.3 This duty to notify the monitoring officer does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

<sup>2</sup> 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.

**HEALTH AND SAFETY AT WORK etc ACT 1974**  
**HEALTH AND SAFETY POLICY OF**  
**LEIGH-ON-SEA TOWN COUNCIL**

Adopted by Council at a Meeting held on xx/xx/2012

Leigh-on-Sea Town Council  
Leigh Community Centre  
71 – 73 Elm Road  
Leigh-on-Sea  
Essex  
SS9 1SP

1. GENERAL STATEMENT OF POLICY

- 1.1 Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, training and supervision as they need for this purpose.
- 1.2 The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.
- 1.3 The policy will be kept up to date, particularly as the Council's activities change in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year by the Finance & General Purposes Committee of the Council. Although risk assessment is a continuing process, it shall form part of the Committee's annual review.

2. RESPONSIBILITIES

- 2.1 Overall and final responsibility for health and safety in the Council and for compliance with the Health and Safety at Work etc. Act and Regulations\* made under the Act and the Occupiers Liability Act is that of the Town Council of Leigh-on-Sea. The Clerk is responsible overall for this policy being carried out at all the Council's premises and under delegated authority the Community Centre Manger will be responsible as the Manager of the Community Centre.
- 2.2 The following supervisors are responsible for safety in particular areas:

<b>Supervisor</b>	<b>Area</b>
Community Centre Manager	Leigh Community Centre
Assistant to the Clerk	Leigh Skate Park

- 2.3 All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
- 2.4 Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right, they must tell the appropriate person named above.
- 2.5 Consultation between management and employees is provided by immediate day to day discussion with the Town Clerk.
- 2.6 The Accident Record Book is kept in the Town Council Office.

3. FIRST AID

- 3.1 First Aid box is located as follows:  
  
Box 1: The Town Council Office.
- 3.2 Appointed person responsible for the box is:  
  
Box 1: The Community Centre Manager

4. FIRE SAFETY

- 4.1 Fire extinguishers shall be visually inspected weekly in the Community Centre by the Community Centre Manager. Fire extinguishers shall be maintained annually.
- 4.2 The fire alarm system at the Community Centre shall be tested weekly by the Caretaker. A fire drill shall be held annually at the Community Centre. Annual electrical certificates shall be obtained on all Council occupied premises.

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\* See Note on Page 16

- 4.3 Fire exits shall be kept free from obstructions.
- 4.4 Notices shall be displayed giving directions for the evacuation of the building in the event of fire.
- 5. TRAINING
- 5.1 The Town Clerk has overall responsibility for training.
- 6. GENERAL ADVICE
- 6.1 General advice to all employees is attached as Annex 5.
- 7. SPECIFIC POLICIES
- 7.1 Policies for particular premises and activities are attached as Annexes as follows:-
  - 1. Community Centre.
  - 2. Grounds Maintenance.
  - 3. Caretaking and Cleaning.
  - 4. Lifting and Handling.
- 8. EMPLOYMENT OF CONTRACTORS
- 8.1 The notes to be given to contractors are attached at Annex 6.
- 9. REPORTING AND RECORDING ACCIDENTS
- 9.1 Accidents shall be reported to the Town Clerk who will record them in the Accident Record Book.
- 10. SMOKING
- 10.1 Smoking is not allowed in offices.

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#### NOTE

Electricity at Work Regulations 1989  
The Management of Health & Safety At Work Regulations 1992  
Manual Handling Operations Regulations 1992  
The Personal Protective Equipment At Work Regulations 1992  
The Health & Safety (Display Screen Equipment) Regulations 1992  
The Provision and Use of Work Equipment Regulations 1992  
The Workplace (Health, Safety & Welfare) Regulations 1992  
The Control of Substances Hazardous to Health (COSHH) Regulations 1994  
The Fire Precautions (Workplace) Regulations 1997  
The Health & Safety (Young Persons) Regulations 1997



## OFFICES

## Annex 1

## 1. HEATING, LIGHTING AND VENTILATION

- a) Temperature must reach a minimum of 60.8 degrees F after the first hour of working time and be maintained between 60.8 degrees F and 68 degrees F throughout the working day.
- b) Free standing heaters must not be used unless specifically authorised. When these are so authorised, they must comply fully with Fire Regulations and the area around them must be kept clear of any paper or other flammable materials, and be sited away from desks and chairs.
- c) Office lighting. Desks should be placed to gain the maximum amount of light. Free-standing desk lights should be avoided or placed so as to minimise the danger of trailing electrical leads.

## 2. ELECTRICAL EQUIPMENT

- a) All electrical equipment shall be inspected in accordance with the 1989 Regulations.
- b) Mains must not be overloaded. It is important that the correct socket outlet and plug top face (where these are available) is used for each item of electrical equipment.
- c) 13 amp plugs can be used for appliances with a loading capacity maximum of 13 amps. Plus fuses must be fitted to suit current load of the equipment being used, e.g. desk lamp, calculator, computer: 3 amp fuse; 2-bar heater, kettle: 13 amp fuse. Fuses are available with ratings of 3, 5, 7, 10 and 13 amps. The current load is normally shown on the item of equipment. When in doubt, do not guess, seek qualified advice.
- d) Only electrical equipment provided by the Council should be used and electric points must not be overloaded by means of multi-adaptors. All mains should be switched off when not in use, and plug tops removed from sockets overnight and at weekends.
- e) Leads from points for various desk uses should not present a hazard by trailing across areas of access. Extension leads are for temporary use only and should not exceed 10 feet in length.
- f) Defective equipment must never be used. Staff should not attempt to effect repairs to electrical equipment, unless competent to do so.

## 3. FURNITURE, FITTINGS AND EQUIPMENT

- a) All heavy equipment and storage units should preferably be placed against the wall across several floor joists.
- b) Heavy equipment and furniture must not be moved by individuals.
- c) Office equipment whether manually or electrically operated, must not be used by unauthorised, untrained personnel.
- d) Filing cabinets should always have sufficient weight in the bottom drawer to prevent the cabinet from tipping when a full top drawer is opened. Filing cabinet and desk drawers must always be closed immediately after use. Drawer filing cabinets should be inspected at least every six months to ensure correct loading and smoothness of operation, with particular regard to the effectiveness of the drawer stops. Damaged or defective cabinets must not be used.
- e) High shelves should only be reached through the use of steps provided for that purpose. It is dangerous to stand on desks and chairs, particularly those fitted with castors and this should be avoided at all times.

## 4. FIRE PRECAUTIONS

- a) All staff must be fully conversant with the "Fire Alert" system displayed in the offices.

- b) Exit corridors, landings and stair cases must be kept clear at all times.
- c) Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".
- d) Waste paper bins must be of metal construction and be emptied frequently.

GROUPS MAINTENANCE

Annex 2

1. Only authorised members of staff, who have received training and instruction in the operation of machinery and equipment may do so.
2. All dangerous moving parts of machinery must be guarded. Guards must not be removed except for the purpose of repair and maintenance. All machinery must comply with statutory regulations for guarding and use.
3. The engines of any motorised equipment must be stopped before any inspection or adjustment is carried out. In the case of electrically operated machines the plug lead must be disconnected.
4. Children must not be allowed to play in an area where machinery is in use. Machinery must not be left unattended where children (or others) may interfere with them.
5. Stones and similar objects must be cleared from the path of equipment to prevent such objects being projected from machinery.
6. Fuel tanks must only be filled in the open, with the engine stopped. No risk of naked flames, or smoking is allowed in the vicinity of a fuel tank or storage can.
7. Fuel may only be stored in a safety can of a type approved, and in a store identified in the Fire Risk Assessment.
8. The manufacturer's instructions regarding the safe use of chemicals must be adhered to.
9. Appropriate protective clothing such as gloves and overalls, face masks and boots must be used when operating with machinery and chemicals including herbicides and pesticides.
10. Ladders and stepladders must be in good condition and free from defects and securely positioned at all times when in use.
11. Pathways on Council owned premises shall be inspected annually.

## CARETAKING AND CLEANING

## Annex 3

1. It is essential that care is exercised to follow all labelled instructions on containers and packages. Products should be stored away from extreme low temperatures, heat sources and naked lights, particularly those products containing hydrocarbon and other flammable solvents.
2. Appropriate protective clothing, such as gloves and overalls must be worn when handling corrosive substances.
3. Care must be taken to avoid ingestion, inhalation and skin contact of all chemical substances. Spillage must be cleaned up immediately while observing all precautions.
4. Consideration must be given to the possibility of hazardous by-products that may arise from reaction between various products, or from products exposed to heat or fire. Particularly in the case of bleach which will produce chlorine gas if mixed with acidic cleansers (e.g. Harpic) or other acidic substances.
5. Step-ladders which are used to gain access to heights must be in good condition and free from defects.
6. All electrical cleaning equipment must have been wired up by a competent person. Any deterioration in electrical connections or wiring should be reported immediately.
7. Floors must be treated only with approved non-slip products. The method of application and quantities to be applied should be that recommended by the manufacturer.
8. YOU SHOULD REPORT:
  - a) Structural faults which appear dangerous.
  - b) Floor coverings, etc. which cause a tripping hazard.
  - c) Faulty gas, electric, paraffin fixtures, fittings and equipment.
  - d) All accidents, however small.

### YOU SHOULD NOT:

- e) Attempt to repair gas, electric, paraffin fixtures, fittings or equipment, unless competent to do so.
- f) Attempt to move obviously heavy furniture alone.

### YOU SHOULD:

- g) In the event of your having to stand on something to reach windows, etc. do ensure the object on which you will stand is solid and reliable.
- h) Dispose of aerosol cans in the recommended way.
- i) Dispose of soiled materials in sealed bags appropriately marked.

LIFTING AND HANDLING

Annex 4

1. The 1992 Regulations apply to lifting, pushing, pulling, carrying and moving by hand or by bodily force. More work injuries are caused through "handling goods" than any other single action.

Manual lifting is included in this and an incorrect technique can cause:

Hernia (or rupture), torn back muscles, "slipped disc", cuts, bruises, crush injuries to fingers, hands and forearms, crush injuries to toes, cuts and bruises to the legs and feet.

2. The following basic rules are produced to help reduce these accidents:

Never attempt to lift anything beyond your capacity. If in doubt get a second person or others to help.

If mechanical aids are provided, use them.

If an object is to be lifted manually:-

- a) Bend the knees and crouch to the object.
- b) Get a firm grip using the whole hand and not the finger tips.
- c) Keep the back straight.
- d) Tuck the chin in.
- e) Position the feet so that one is behind the other alongside the object, pointing in the direction of movement after lifting.
- f) Push off with the rear foot. Straighten the legs and raising the object, move off in required direction in one smooth movement.
- g) Avoid pinching fingers when releasing object.
- h) When lifting is done by two or more persons one should be appointed leader to ensure movements are co-ordinated.
- i) Protect your toes with safety footwear.
- j) Wear protective gloves when handling objects with sharp or jagged edges.

GENERAL ADVICE TO ALL EMPLOYEES

Annex 5

1. TIDINESS

Keep floors, passages etc. clear of stores, packages and litter.

Put waste paper in the bin. Do not throw broken glass, razor blades or other dangerous items loose in the waste bin. Dispose of these with care and ask for advice from your Supervisor if in doubt.

2. FALLS AND COLLISIONS

Walk, do not run. Look where you are going.

Use care in opening doors outward.

Take care on stairs and use the handrail.

Mop up spills of liquid, do not leave it to someone else.

Do not climb on chairs, desks, window sills to reach shelves or to open windows.

Use a step-ladder and window poles etc.

3. FIRE PRECAUTIONS

READ AND UNDERSTAND FIRE PRECAUTION NOTICES

Ensure that you know the lay-out of the fire exits and emergency routes. Report or remove where possible any obstruction of fire exits and passages. Keep cloths and towels away from heaters and convectors etc.

Do not stand close to an electric fire, if use permitted, nor stand them near to anything that will bum.

4. HORSEPLAY

Avoid horseplay, sky larking, practical jokes; it can be dangerous.

## NOTICE TO CONTRACTORS

Annex 6

For Leigh-on-Sea Town Council to comply with Health and Safety Legislation, all outside contractors employed to do work on Council Premises are to be made aware of the expected requirements related to health and safety. A contractor accepting a contract from the Council shall be deemed to have agreed to comply with the following requirements:-

1. As a contractor, you will supply and ensure that your employees wear and use protective equipment or anything provided in the interest of health, safety or welfare of any of the relevant statutory provisions.
2. You and your employees will ensure that all equipment, plant machinery and apparatus brought onto or used on the Council premises are safe and without risk to health, and are maintained to a standard that will not constitute an offence under the Act or any of the relevant statutory provisions.
3. You and your employees will conform, in all respects, to your legal duties and responsibilities as laid down by the Health and Safety at Work Act 1974, and relevant statutory provisions.
3. The Council will retain the right to stop any operation, plant or equipment, or the action of any of your employees if it is considered that there is a hazard to the safety and health of employees or others. The Council will not accept any responsibility for any increased costs arising out of such action.
5. In the event of the Council taking this action, your site representative will be notified verbally and will have confirmation in writing by the Council's representative to order such a stoppage.
6. The Council will be indemnified by you or your insurers in respect of any claims, costs or expenses arising out of any incidents on Council premises involving you or your employees.
7. The Council may notify an inspector, appointed under the Authority of the Act, of any breach of the Regulations.

**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	0	313.41		-313		£2,000 vired to Community Centre Fund
Premises		0	500	0.00		500	0	
Elections	5,000	0	5,000	3,788.49		6,212	38	
Legal Costs		0	500	0.00		500	0	
Annual Town Meeting		0	500	72.36		428	14	
Publicity		0	1,000	125.00		875	13	£2,000 vired to Community Centre Fund
Civic			0	0.00		0		
Renewals Fund			11,000	217.50		10,783	2	£1,500 vired to Community Centre Fund
Strategy Sub-Committee			0	0.00		0		£3,000 vired to Community Centre Fund
						0		
<b>Totals</b>		<b>0</b>	<b>18,500</b>	<b>4,516.76</b>	<b>0.00</b>	18,983	23	
Nett cost			18,500					

Various

**313.41**



## Office Budget for 2012-13

Budget 2011/12	Heading	Budget 2012/13	Spend to Date	Committed	Balance	% Spent
	<b>Premises</b>					
10,500.00	Rent	13,000.00	6,250.00		6,750	48.08
5,000.00	Insurance	4,500.00	4,061.13		439	90.25
5,400.00	General Rates	5,600.00	1,329.64		4,270	23.74
280.00	Water Rates	300.00	145.20		155	48.40
960.00	Gas	1,250.00	715.36		535	57.23
650.00	Electricity	750.00	440.66		309	58.75
2,300.00	Office Cleaning	2,300.00	628.00		1,672	27.30
300.00	Premises Repairs & Services	0.00	164.16		-164	
300.00	Office Tools	150.00	0.00		150	0.00
100.00	Contingencies	300.00	86.41		214	28.80
		<b>28,150.00</b>	<b>13,820.56</b>	<b>0.00</b>	<b>14,329</b>	<b>49.10</b>
	<b>Administration</b>					
1,450.00	Stationery	800.00	327.84		472	40.98
50.00	Library	50.00	0.00		50	0.00
1,750.00	Communication	1,750.00	555.20		1,195	31.73
830.00	Photocopying	2,400.00	590.73		1,809	24.61
1,600.00	Subscriptions	1,600.00	1,771.68		-172	110.73
1,900.00	Postage	1,700.00	516.60		1,183	30.39
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	100.00	35.00		65	35.00
400.00	Expenses/Travel Costs - Cllrs	400.00	168.33		232	42.08
300.00	Miscellaneous	500.00	12.00		488	2.40
1,200.00	Audit	2,000.00	390.00		1,610	19.50
2,600.00	IT	1,000.00	406.01		594	40.60
0.00	Waste Sacks	0.00	153.77			
600.00	Training - Staff	1,000.00	267.50		733	26.75
1,000.00	Training - Cllrs	1,000.00	17.50		983	1.75
400.00	Mileage & Expenses - Staff	450.00	263.64		186	58.59
		<b>14,800.00</b>	<b>5,475.80</b>	<b>0.00</b>	<b>9,324</b>	<b>37.00</b>
<b>40,020.00</b>	<b>Total</b>	<b>42,950.00</b>	<b>19,296.36</b>	<b>0.00</b>	<b>23,653.64</b>	<b>44.93</b>

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

22/08/2012

Budgets Spend vs Budget to 31st March 2013

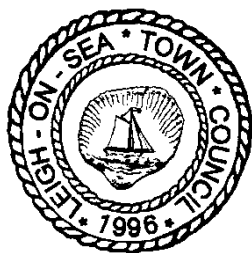
Committee	Item	Budget		Spend to date	Balance	% spent	2011/12 spend
		2011/12	2012/13				
Council	Office Admin	0	42,950	19,646	23,304	46	44,807
	Salaries	0	66,497	29,267	37,230	44	74,694
		0	109,447	48,913	60,534	45	119,501
Leisure	Community Transport A	0	5,382	1,424	3,958	26	4,034
Foreshore & Environment	Flower Baskets	0	600	0	600	0	5,000
	First Aid Provision	0	1,000	352	648	35	875
	Farmers Market A	0	526	-628	1,154	-119	271
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A	0	11,611	1,050	10,561	9	14,049
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth D	0	5,785	4,363	1,422	75	3,517
	Various B	0	23,218	6,874	16,344	30	11,657
		76,206	48,122	13,434	110,894	11	39,402
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	0
	Bus Shelter Cleaning/Maint	0	5,000	3,659	1,342	73	1,119
	New Bus Shelters	0	2,500	0	2,500	0	-532
	Highway Infrastructure	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	0	300	0	300	0	1,180
		0	16,462	3,659	12,354	22	1,767
Planning	Planning	0	5,823	1,337	4,486	23	3,031
	Southend Airport	0	0	0	0	0	0
		0	5,823	1,337	4,486	23	3,031
General Purposes	Various C	0	0	313	-313	0	40
	Premises	0	500	0	500	0	1,160
	Renewals Budget	0	11,000	218	10,783	2	
	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	1,000	125	875	13	356
		0	18,500	4,517	18,983	24	7,316
Community Centre	Fund	0	30,650	14,888	15,762	49	
			30,650	14,888	15,762	49	
Allotments	Revenue A	0	8,817	6,139	2,678	70	4,646
	Capital Improvements	0	2,500	640	1,860	26	4,590
		0	11,317	6,779	4,538	60	9,236
<b>Total</b>		<b>80,606</b>	<b>240,321</b>	<b>93,527</b>	<b>227,550</b>	<b>29</b>	<b>180,253</b>

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 31.3.13	0	0	24	-24	116
Unbudgeted income	0	0	66	0	180
Waste Sacks	0	0	378	0	0
Premises hire	0	2,800	1,350	1,450	2,320
	0	208,790	104,813	104,421	202,231
Add	Est Bank Balance at 22.08.12 inc Petty Cash		170,273		
	VAT refund due		274,694		
			4,262		
			278,956		
Less planned expenditure (Balance to spend)			227,550		
Estimated General Reserves at 31.03.13			51,406		

(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
- D Budget transferred from F&GP to LF&E



# Leigh-on-Sea Town Council

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[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



Report 2085/F&GPC

## FINANCIAL PROCEDURES & SCHEMES OF DELEGATION

### Amendments to Financial Regulations

Project managing the Community Centre Project has raised practical issues as to how projects such as these are managed and the procedures necessary for making instant decisions. The Budgetary Control section of the Financial Regulations deals with this subject, specifically section 3.4. Because of the tight timescale of the Leigh Community Centre (LCC) building works and bringing the project to a conclusion by the move date of the 28<sup>th</sup> August, orders for additional works and infrastructure necessary to create a working office environment had to be actioned outside the normal committee process. Additionally because these works were taking place in August when the Council does not normally have meetings the situation was exacerbated. This report is designed to look at this situation and put procedures in place that can deal with similar situations that might arise in the future.

The Council's Committees terms of reference allow them to vire money within its approved budget between heads provided that any such virement which would exceed more than 5% (up to a maximum of £1000) of the Committee's budget is referred to F&GPC for consideration of the financial implications of such a change. There is no provision relating to the administrative or premises budget despite the fact that in reality costs do shift between headings on a day to day basis. In order to address this anomaly and to ensure that the Council can run its services in an efficient but accountable manner the **Committee is asked** to consider the following revision to Financial Regulations with an additional paragraph inserted as new 3.2, an amended new 3.3 and the remainder of Section 3 renumbered accordingly.

- 3.2 The RFO or authorised Council Officer has powers to vire amounts provided within the following approved revenue budgets, Premises, Administration, LCC, except in the case of sums provided for pay and allowances or when any continuing expenditure is generated. All such virements must be reported in writing to the next meeting of the appropriate programme Committee.
- 3.3 No expenditure may be incurred which cannot be met from the amount provided in the revenue budget unless a virement has been approved by the Council for that class of expenditure (**Class being a main Budget Heading**). During the budget year and with the approval of Council, having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve, as appropriate.

### LCC Manager Delegation

There will be similar issues that will arise in the course of managing the LCC, there will be times that additional staff will need to be employed due to a large hiring, thereby incurring additional costs above the staff budget head. The LCC Manager must be able to implement this without waiting for the Committee process, therefore the **Committee is asked** to consider allowing such decisions to be delegated to the LCC Manager on a daily basis subject to the additional expenditure being balanced by the additional income and the normal reporting procedures.

## **Working Parties**

Terms of Reference TR11 states that Working Parties do not have delegated powers, but in practice they operate as though they have and clearly make decisions, again working to strict timetables. The **Committee is asked** to consider this issue and possibly revise this Term of Reference to:

“Working Parties will have delegated powers as appropriate and agreed by the parent Committee, but for any financial decisions that are delegated, the Working Party must have three Councillors present, otherwise it will be a recommendation to the parent Committee.”

**SET-UP Budget (Implementation Plan)**

	<b>Budget 2012/13</b>	<b>Committed</b>	<b>Spend</b>	<b>Sub-Total</b>	<b>Balance</b>	<b>% Used</b>	
Relocation of LTC Office (1)	£2,500.00	£2,368.00	£0.00	£2,368.00	£132.00	94.72	Recommendation £592.00 to GP Renewals Fund Includes Council Decision £3599 on Hall
LCC Refurbishment / Office (2)	£11,900.00		£11,826.33	£11,826.33	£73.67	99.38	
Professional Services (3)	£3,000.00	£500.00		£500.00	£2,500.00	16.67	
Licences (4)	£200.00		£190.00	£190.00	£10.00	95.00	
Advertising (5)	£300.00		£292.00	£292.00	£8.00	97.33	
IT & Website Costs (6)	£4,500.00	£2,128.37	£2,383.10	£4,511.47	-£11.47	100.25	Recommendation £1,717.50 to GP Renewals Fund
<b>Sub-Total</b>	<b>£22,400.00</b>	<b>£4,996.37</b>	<b>£14,691.43</b>	<b>£19,687.80</b>	<b>£2,712.20</b>	<b>87.89</b>	
Furniture, Fixtures & Fittings § (8)	£3,850.00	£1,240.00		£1,240.00	£2,610.00	32.21	£3000 SACC Commitment over more than 1 Financial Year
Miscellaneous Equipment (9)	£4,400.00	£220.00		£220.00	£4,180.00	5.00	L/S £1000 in 2012/13
<b>Total</b>	<b>£30,650.00</b>	<b>£6,456.37</b>	<b>£14,691.43</b>	<b>£21,147.80</b>	<b>£9,502.20</b>	<b>69.00</b>	

**The Committee is requested to approve the revised LCC Set-Up Budget and to note the expenditure.**

The relocation of LTC Office Budget contains an allowance for a new telephone system, the Committee is requested to apportion some of the cost namely £592 to the General Purposes Renewals Fund as it is partly an upgrade cost and attributable to the LTC main budget.

With the IT costs while two are attributable to the LCC, the remainder of the cost relates to an upgrade and again the Committee is requested to apportion some of the cost £1,717.50 to the General Purposes Renewals Fund.

**LCC Budget 2012/13 (7 Months)**

Budget 2012/13	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income	£18,000.00					£18,000.00	0.00
LTC Contribution	£7,395.00					£7,395.00	0.00
Rates			£4,500.00			£4,500.00	0.00
Gas			£1,750.00			£1,750.00	0.00
Electric			£2,100.00			£2,100.00	0.00
Water			£600.00			£600.00	0.00
Communications			£650.00	£122.00		£528.00	18.77
Cleaning			£1,400.00			£1,400.00	0.00
Waste Removal			£900.00			£900.00	0.00
Insurance			£1,750.00			£1,750.00	0.00
Advertising			£600.00		£125.00	£475.00	0.00
Security / Alarms			£1,000.00		£776.00	£224.00	0.00
Internal Maintenance			£5,000.00	£75.00		£4,925.00	1.50
External Maintenance			£4,500.00			£4,500.00	0.00
Miscellaneous			£1,200.00			£1,200.00	0.00
Contingencies			£5,500.00			£5,500.00	0.00
Salaries / Payroll			£27,000.00			£27,000.00	0.00
Admin Services			£600.00			£600.00	0.00
<b>Totals</b>	<b>£25,395.00</b>	<b>£0.00</b>	<b>£59,050.00</b>	<b>£197.00</b>	<b>£901.00</b>	<b>£57,952.00</b>	<b>0.33</b>

Web Hosting

Advisory Board Advert  
Alarm Modifications /  
Upgrade

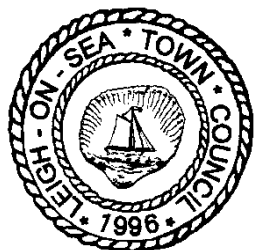
Broken Window

Net Spend

**£197.00**

**£33,655.00**

**£14,888.43**



# 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

## 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