



Leigh-on-Sea Town Council

71-73 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



1st November 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 6th November 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 4th October 2012

GENERAL PURPOSES

5. MINUTES OF PERSONNEL SUB-COMMITTEE 30th October 2012 (Appendix 1)
6. INTERNAL AND EXTERNAL AUDIT WORKING PARTY 1st November 2012 (Appendix 2)
7. S&TP SUB-COMMITTEE - COMMUNITY CENTRE WORKING PARTY 9th October 2012 (Appendix 3)
8. COMMUNITY CENTRE MANAGER'S REPORT (Report 2123/VM - Appendix 4)
9. TO CONSIDER ACTIVELY SUPPORTING THE CAMPAIGN TO RETAIN THE LONDON ROAD SORTING OFFICE (Appendix 5)
10. TO CONSIDER THE PROVISION OF BURSARIES TO DEFRAY HIRE CHARGES FOR USERS OF THE COMMUNITY CENTRE

A number of organisations have been receiving free use of meeting rooms at 67 Elm Road and are now continuing to do so at the Community Centre. This previously was at no cost to the Council but now there is a significant cost and this free use is probably not now sustainable however there may be a small number of groups who provide a significant social or community benefit who have no funds or income which the Council might choose to support by providing a bursary to pay for their room hire. All existing groups have been informed that the present arrangement will cease at the end of December.

11. REVIEW OF ADVISORY BOARD MEMBERSHIP

An initial preliminary meeting of prospective candidates has been held. Whilst the candidates are of high quality we are not achieving the balance of community groups which we had sought. It is recommended that suitable persons are approached directly in order to achieve the desired balance and numbers.

12. MOTION REGARDING COMMUNITY CENTRE CAR PARKING

"I wish to propose parking permits for Councillors. Now we have lost approx. 6 daytime parking places by moving into the Community Centre (and our staff require the three allocated spaces) councillors calling into the offices have either got to tour the streets for a parking space or PAY to park in the car park.

As we don't receive allowances or expenses I wish to make a request to S.B.C. for 3/4/5/6 daytime parking permits.

These could also be used for events in the old town.

S.B.C. has free parking for their councillors AND they receive a wage/allowance."

Proposed: Cllr Caroline Parker Seconded: Cllr John Wren

NB: A comprehensive Car Park permit costs £700 per annum and has to be specific to a particular registration number, and a quarterly permit is £225.

13. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2117/GP 30th October 2012 (Appendix 6)

FINANCE

14. REFERENCES FROM OTHER COMMITTEES

There were none.

15. CREATION OF EAR-MARKED RESERVE TO RECEIVE FUNDS FROM FRIEND'S FUNDRAISING ACTIVITIES

A number of fund raising events are expected to take place such as David Stanley's Variety Concert. The fund raisers often have a specific use of the monies raised in mind when raising these funds and it is considered that it would be best if such monies were held entirely separately from the Councils own funds however at the moment that is not possible as there is no mechanism for doing so and no other party to hold these funds. An earmarked reserve as proposed would provide an interim solution until such time as the friends group or advisory board are sufficiently organised and developed.

16. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2118/FGP 30th October 2012 (Appendix 7)
- Committee Income and Expenditure Report 2119/FGP 30th October 2012 (Appendix 8)

17. COMMUNITY CENTRE BUDGETS

- Community Centre Set-Up Budget, to note expenditure – Report 2120 (Appendix 9)
- Community Centre Revenue Budget to note expenditure – Report 2121 (Appendix 10)

18. TO REVIEW AMOUNT OF DEPOSIT WITH THE PUBLIC SECTOR DEPOSIT FUND

19. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2115/I&E (Appendix 11)

20. DRAFT COUNCIL BUDGET for 2013/14 (Appendix 12)

21. HALF YEARLY INTERNAL CHECK – Report 2122/DF (Appendix 13)

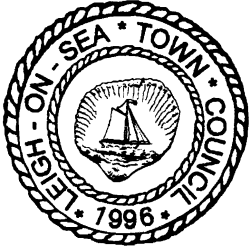
22. BANK ACCOUNT BALANCES as at 30th October 2012

HSBC BMM A/c	£ 90,118.24
HSBC Current A/c	£ 119,823.62
HSBC Community Centre A/c	£ 7,879.79
HSBC Payroll A/c	£ 19,273.40
HSBC Imprest A/c	£ 188.32



Paul Beckerson
Town Clerk
1st November 2012

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



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MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 30th OCTOBER 2012 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney, Syrie Cox, Donald Fraser, Pat Holden, Paul Lawrence and Caroline Parker (from Min. 38)

In attendance: Cllr Mark Bromfield, Paul Beckerson (Town Clerk)

The meeting opened at 7.34pm

35. APOLOGIES FOR ABSENCE

There were none

36. DECLARATION OF MEMBERS' INTERESTS

None

37. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 5th September 2012 were agreed as a correct record and signed by the Chairman

Cllr Caroline Parker joined the meeting

38. 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

39. CONSIDERATION OF BALANCE OF INTEGRATED WORKFORCE HOURS (IWF)

The Sub-Committee considered Confidential Report 2116/PSC relating to the 200 hours of Janitorial time allocated for other LTC duties.

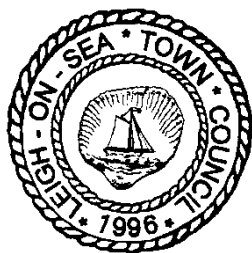
The Sub-Committee **RECOMMENDED** that the hours be allocated to a Budget Head under F&GPC to which individual Committees could bid for hours relating to specific requirements

40. ACCRUAL OF HOURS BY LCC MANAGER. (Confidential Report 2116/PSC)

The Sub-Committee **RESOLVED** that the additional hours be remunerated as set out in the report.

End of confidential business

The meeting closed at 8.28pm



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INTERNAL & EXTERNAL AUDIT WORKING PARTY 1st November 2012 Report 2124/I&EAWP

Present: Cllrs Patsy Ryan (Convenor), Syrie Cox, Donald Fraser, Richard Herbert (until Min 3),

In Attendance: Cllr Jerry Holden, Peter Dolby, Paul Beckerson (Town Clerk), Vivien Choppen (Senior Administrator)

The meeting opened at 7.37pm

1. CONVENOR OF WORKING PARTY

Cllr Jerry Holden advised the meeting that he had resigned as both Convenor and a member of the Working Party. Cllr Patsy Ryan was elected as Convenor.

2. REVIEW OF STANDING ORDERS

Members considered how to approach the task. It was agreed to consider financial issues first.

Standing Order 1(a) add the words "a part of the"

1(a) **Meetings shall not take place in a part of the premises, which at the time of the meeting, are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

Standing Order 4(d) add at end "For the sake of clarification, the minutes of the meeting which contain the failed motion shall constitute the written notice under SO 4(a) and the mover of the motion shall give prior notice to the Chairman of the relevant Committee.

4(d) If a motion fails at Committee, it will be recorded as such in the minutes. When the Committee minutes are reported to Council, the mover of the motion may ask that the matter be reconsidered and voted upon. For the sake of clarification, the minutes of the meeting which contain the failed motion shall constitute the written notice under SO 4(a) and the mover of the motion shall give prior notice to the Chairman of the relevant Committee.

It was suggested that 13(d) could be reworded to make it clearer.

The Working Party **AGREED** that:

- Proposed amendments to Standing Orders should include any advice from the internal auditor.
- Each Standing Order should be reviewed in conjunction with any associated Standing Orders and giving regard to implications for Financial Regulations and Terms of Reference.
- Proposed amendments to be taken to Finance and General Purposes Committee when the process was complete, prior to a recommendation for adoption being taken to Council.

3. FINANCIAL PROCEDURES RELATING TO BUDGETS AND EXPENDITURE

A wide ranging discussion took place about how budgets should be monitored and what actually constituted a main budget heading. At this time, there was no consensus on the way forward. In

conclusion, it was felt that there needed to be further discussion on the topic and a satisfactory system established that did not result in the perceived contravention of Financial Regulations.

4. COMMUNITY CENTRE GOVERNANCE ARRANGEMENTS

It was suggested that problems had been occasioned by overly-complicated governance arrangements and the lack of a clear delegation regime. The current arrangements do not permit swift decision-making which is often a necessity when acquiring and establishing a major new service. The way forward was to create a Community Centre Committee as a Standing Committee of the Council, with a full scheme of delegation and delegated authority to oversee the relevant budgets, as well as supporting the Community Centre Manager in the running of the Community Centre

It is **RECOMMENDED** to F&GPC and then to Council that a Community Centre Committee be established with full delegated powers to support the Community Centre Manager in the operation of the Leigh Community Centre and that the LCC Manager and Advisory Board report to that Committee (Draft Terms of Reference attached).

5. BRIEF FOR INTERNAL AUDITOR

Following a full discussion of issues, the Working Party Convenor was asked to write a brief for the Internal Auditor as to issues that needed to be addressed due to the change in the Council's functions following the take-over of the Community Centre. This brief needs to be ready for the planned interim audit visit on 06 November 2012.

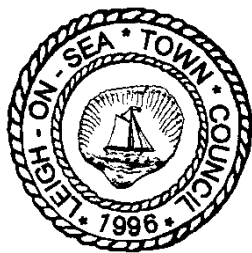
The meeting closed at 10.00pm

DRAFT TERMS OF REFERENCE

LEIGH COMMUNITY CENTRE COMMITTEE (LCCC) (CHAIRMAN & VICE CHAIRMAN OF F&GPC PLUS 3 OTHER MEMBERS)

LCCC is responsible for supporting the operation of the Leigh Community Centre (LCC). The Terms of Reference of LCCC are as follows:-

1. To deal, under delegated powers, with the following specific decision-making issues within the budget and policies approved by the Council:
 - a. To receive reports from the LCC Manager who has delegated authority in managing the LCC and all operational matters relating to hirers and staffing.
 - b. To receive via the LCC Manager matters raised by the Advisory Board.
 - c. To appoint members to the Advisory Board and to deal with any matters relating to the constitution or Terms of Reference of the Board.
 - d. To set policy relating to the general use of the LCC.
 - g. To consider correspondence relevant to its Terms of Reference.
2. To submit an annual proposed budget and a report of any over or under spends from the current year's budget to F&GPC not later than the end of November. The Committee Chairman shall draft the Budget for presentation to the Committee and may liaise with the RFO and the Chairman of F&GPC in its preparation.
3. In the event of a dispute with another Committee that cannot be resolved by the two Committees, the matter shall be referred to F&GPC for arbitration and F&GPC's decision on the matter shall be final.
4. Where the Committee proposes actions or policies outside of agreed Council policy, it shall make recommendations to the Council.
5. Refer any proposals which would incur non-budgeted expenditure, or would reduce by more than £1000 budgeted income, to F&GPC which shall make recommendations to the Council on the matter.
6. May vire monies within its approved budget between heads provided that any virement which would exceed more than 5% (up to a maximum of £2000) of the Committee's budget is referred to F&GPC for consideration of the financial implications of such a change.
7. Where acting under delegated authority the Committee may decide, by a simple majority of Councillors present and voting (abstentions counting as a vote), to refer the matter for decision to Council and shall make recommendations as appropriate.
8. To receive reports from any Council appointed representatives to other bodies relevant to the Committee.



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QUALITY
TOWN
COUNCIL

Report 2114/LCCWP

COMMUNITY CENTRE WORKING PARTY MEETING HELD AT 8.15pm ON TUESDAY 9th OCTOBER 2012 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Convenor), Syrie Cox, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker and Patsy Ryan

In Attendance: Cllrs Geoff Crawford (until Min 50), Donald Fraser, Vanda Moyse (Community Centre Manager), Collette Bailey (Metal Culture - until Min 50)

The meeting opened at 8.15pm

46. APOLOGIES FOR ABSENCE

Cllr Jerry Holden, Paul Beckerson (Town Clerk)

(Cllr Jerry Holden had provided a comprehensive statement of his view regarding all items on the agenda, which was fully considered during the discussion).

47. DECLARATION OF MEMBER'S INTERESTS

None

48. MATTERS ARISING FROM MINUTES NOT ON THE AGENDA

A discussion took place on the use of the caretakers' time. The Community Centre Manager confirmed that the caretakers were fully occupied and deployed as planned and agreed. This was under regular review by the Community Centre Manager to ensure the most effective use of staff time.

49. CAFETERIA

The Convenor introduced Collette Bailey of Metal Culture who explained Metal Culture's aims, objectives, the background to their cafeteria proposal and answered detailed questions from Members from members of the Working Party.

The following points were discussed and **agreed**:

- That after Metal Culture has recovered their initial outlay of £5,500, all profit from both the cafeteria and bar shall be shared 50/50 with the Community Centre.
- Bar services and stock will be provided by Metal Culture.
- That the cafeteria area shall be available for use by other community groups.
- That LTC will be able to use the servery and cafeteria area when Metal Culture are not present (this includes the use of Metal Culture's tables and chairs but not their catering equipment or stock).
- That the floor should have a painted finish, with as proposed.
- That the areas for children's play and LTC should be delineated, by 'astroturf' if appropriate.
- That the festoon lighting and chandeliers should be adopted as proposed if practical and the brightness be adjustable for different times/events.
- The existing servery and bar would be left intact.
- The opening hours would be flexible in response to demand.

Collette Bailey agreed that any further suggestions from Members be brought to her attention via the Community Centre Manager.

Collette Bailey left the meeting

The working party in conjunction with the Community Centre Manager **RESOLVED** that Metal Culture be offered a licence to provide cafeteria and bar services at the community centre for a trial period of six months on the terms of their proposal, as modified by the points agreed above. The details of the licence to be delegated to the Town Clerk, taking legal advice as required.

Cllr Geoff Crawford left the meeting

50. BUDGET REPORTS

The Working Party considered that the draft Minute 79 of F&GPC meeting of the 4th October 2012 presented to Council to be inaccurate and that powers in respect of agreeing virements to the Community Centre Set Up budget had been delegated to the Working Party.

The working party **RESOLVED** that The Community Centre Set Up budget will be presented with under and overspends shown and that the proposed virements set out in the report would not be made.

The working party further **RESOLVED** that:

- The cost of the telephone system to be included in the LCC Set Up budget - Relocation of LTC Office heading.
- The annual licence fees and internet charges, and the room booking software licences to be moved to the LCC Revenue budget - Licences heading.
- £343 expenditure on the radiator grills in the lower hall to meet health and safety requirements to be added to LCC Set Up budget - Hall Re-decoration heading.
- Computer Hardware and Computer Software to be shown as separate headings in the LCC Set Up budget.
- The building regulations spend of £180, £220 spend on the projector, the Leigh Times job advert expenditure of £100 to be added to the relevant budget headings in the LCC Set Up budget.

The LCC Revenue budget was noted. The working party **RECOMMENDED** that:

- LCC's expenditure commitment to SACC (£3,000 over three years) be shown as £1000 per year accruals in the LCC Revenue budgets for 2012/13, 2013/14 and 2014/15.
- 50% of the cost of the telephone system (£592.50) be met from the F&GPC budget - Renewals Fund heading, as it is a joint LTC/ LCC system.

51. FURTHER CAPITAL EXPENDITURE

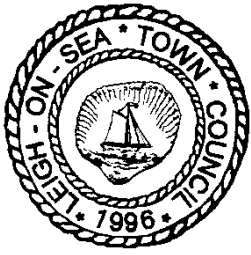
The statutory requirements of the premises licence from Southend Borough Council with regard to the provision of CCTV and sound limiting equipment were noted.

The working party **RESOLVED** that the statutory CCTV and sound limiting equipment be procured at a best value price by the Town Clerk. The expenditure be met from the Community Centre Fund Balance (£2,857), with the balance required taken from the Community Centre Set Up budget - Miscellaneous Equipment and Fixtures and Fittings headings.

52. INSTALLATION OF THREE PANE SLIDING WINDOW TO RECEPTION

The working party **RESOLVED** that the lower quote of £439.04 be accepted and the Town Clerk be requested to ensure the work is carried out as a matter of urgency. To be funded from Community Centre Revenue budget - Fixtures and Fittings heading.

The meeting closed at 10.15pm



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COMMUNITY CENTRE MANAGER'S REPORT Report 2123/CC V Moyse

October 2012

General

The office has been under pressure this month whilst catching up with work not done previously because of shortages of manpower, also over the past two weeks there have been IT, internet, email problems and problems with the booking system and the workload of Leigh Lights. This should ease over the next month.

Sound limiting equipment required for the premises licence has been under investigation and is proving to be expensive so more research being undertaken. CCTV has been installed in Lower Hall, Café, Reception and at the top of the stairs.

SBC will not provide any further certification but we have everything except a Fire Risk Assessment and a management protocol. These are in hand but if there is any major expense to either of these there may be some difficult negotiation with SBC.

Parking at the Centre has become a problem. Signs to be put up advising there is no public parking.

Metal Culture have started the refurbishment of the Café and are due to finish at the end of November. There will be an official opening on the evening of 28 November.

Janitorial/Manual Staff

Due to the number and nature of events at weekend janitors are usually only in in the evenings and weekends. Daytime attendance will only be when absolutely necessary on days when there are large number of room turnarounds or on light weeks then they will be making repairs, painting, cleaning around the building.

Some of their duties are being covered by the Friends group ie planters, decorating, weeding and sweeping outside the building.

Bookings

Continue to come in on a regular basis.

Particularly heavy times coming up:

10 Nov	Open Day and David Stanley Concert
17 Nov	Quiz night
20 Nov	White Bus Cinema
24 Nov	Handmade Fair
25 Nov	Charity Christmas Fair – all day
28 Nov	Café Opening
30 Nov	Leigh Lights
1 Dec	Vintage Christmas Fair – all day
2 Dec	Antiques fair all day
8 Dec	PHAB Fund raising fair and music evening organised by Ablekidz
11 Dec	White Bus Cinema
14 Dec	Metal Culture 50s Event

Advisory Board

Had a first informal meeting of prospective candidates. At present business advice is over represented and the other candidates are from the creative arts. May need to approach other fields in order to get a balanced approach.

Friends of Community Centre

Friends Group has had its first meeting and about 30 attended. Feedback was very positive and many signed up for a variety of help – all are keen to spread the word and involve more people. The group definitely only want to volunteer. At present they are not interested in regular meetings.

Open Day

Sign up for the Open Day has been promising. Most of the groups using the Centre at present will be attending to promote their activities. The Open Day on the afternoon of Saturday 10 November will be introducing the changes to the building and future plans. Invites have gone out to all Leigh Councillors, SBC Councillors, Friends of Leigh Community Centre, Press and general public. . Tea/coffee and cakes will be served by Friends and attendees will be able to walk round the building and view the Affordable Art Wall and the building.

The Lower Hall will be available for attendees to listen to the rehearsals for David Stanley's concert that same evening.

PR

A Press Release has gone out announcing that bookings are good, and giving general descriptions of events and activities taking place. The Open Day has also been announced.

Revenue

Although we are still experiencing problems with the booking system we have managed to invoice for about 70% of the bookings as follows.

For August/September/October invoiced income was	£3,800
Income for November and December is	£5,561

From: Stephen Ryan <stephenryan18@yahoo.co.uk>
To: "carole.mulroney@btinternet.com" <carole.mulroney@btinternet.com>
Sent: Friday, 19 October 2012, 20:26
Subject: STOP the closure of Royal Mail Leigh-on-Sea delivery office

Dear Cllr Mulroney,

Re: STOP the closure of Royal Mail Leigh-on-Sea delivery office

You will be aware of the recent announcement by Royal Mail to close a number of delivery offices; including the one serving the public of Leigh-on-Sea.

A campaign to "STOP the closure of Royal Mail Leigh-on-Sea delivery office" has, in only ten days, collected in excess one thousand signatures on a petition located solely within the delivery office. A Facebook campaign has, during a shorter period of time, collected over one hundred "Likes".

As an employee within the Leigh-on-Sea delivery office and, more importantly, as a resident of the area, I feel that the residents of Leigh should be asking whether they believe that any move to Southend-on-Sea is likely to have, or conversely not have, a positive effect on the service that they receive. The message in the petition calls upon Royal Mail to "... **stop the closure of the Leigh-on-Sea delivery office; keeping deliveries and customer collections local and more easily accessible to the people of Leigh-on-Sea**".

Furthermore it should not be forgotten that any customers choosing to collect their parcels from Short Street, Southend face a round journey of around six miles, whilst in excess of 30% of walks currently covered by methods that (excluding manufacture and maintenance) can be labelled as "zero emissions", are envisaged to be covered by vans after a move to Southend.

This campaign needs to now move forward at pace in an effort to encourage Royal Mail to reconsider their decision. As a local councillor, and community leader understanding the needs of your residents, your active support may prove vital in ensuring the continuing presence of a delivery office within the community.

It is important that the campaign message is getting out to the community and it would be appreciated if you were able to share any concerns that you may have with both Royal Mail and local newspapers.

The outcome of this campaign can be successful with the support of the community and I should therefore be grateful if you would also be able to assist the campaign in engaging the residents of Leigh-on-Sea; encouraging them to:

- Sign the petition - "Like" the Facebook page
- Write to Royal Mail, their Member of Parliament, you their local Councillors and local newspapers sharing their concerns.

Thank you.

Stephen Ryan
Tel: 07948441649 Email: stephenryan18@yahoo.co.uk
Facebook: STOP the closure of Royal Mail Leigh-on-Sea delivery office

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	47.37		453	9	
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	2,006.50		8,994	18	£1,500 vired to Community Centre Fund
Strategy Sub-Committee			0	0.00		0		£3,000 vired to Community Centre Fund
						0		
Totals	5000	0	18,500	6,353.13	0.00	17,147	34	
Nett cost			18,500					

Office Budget for 2012-13

Budget	Heading	Budget 2012/13	Spend to Date	Committed	Balance	% Spent
2011/12						
	Premises					
10,500.00	Rent	13,000.00	7,654.10		5,346	58.88
5,000.00	Insurance	4,500.00	4,061.13		439	90.25
5,400.00	General Rates	5,600.00	1,446.99		4,153	25.84
280.00	Water Rates	300.00	145.20		155	48.40
960.00	Gas	1,250.00	829.89		420	66.39
650.00	Electricity	750.00	601.50		149	80.20
2,300.00	Office Cleaning	2,300.00	785.00		1,515	34.13
300.00	Premises Repairs & Services	0.00	347.96		-348	
300.00	Office Tools	150.00	0.00		150	0.00
100.00	Contingencies	300.00	158.52		141	52.84
		28,150.00	16,030.29	0.00	12,120	56.95
	Administration					
1,450.00	Stationery	800.00	668.91		131	83.61
50.00	Library	50.00	73.35		-23	146.70
1,750.00	Communication	1,750.00	1,368.54		381	78.20
830.00	Photocopying	2,400.00	1,108.96		1,291	46.21
1,600.00	Subscriptions	1,600.00	1,991.68		-392	124.48
1,900.00	Postage	1,700.00	890.59		809	52.39
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	100.00	205.00		-105	205.00
400.00	Expenses/Travel Costs - Cllrs	400.00	279.16		121	69.79
300.00	Miscellaneous	500.00	12.00		488	2.40
	Professional Advice		350.00			
1,200.00	Audit	2,000.00	1,265.00		735	63.25
2,600.00	IT	1,000.00	726.01		274	72.60
0.00	Waste Sacks	0.00	394.63			
600.00	Training - Staff	1,000.00	657.50		343	65.75
1,000.00	Training - Cllrs	1,000.00	27.50		973	2.75
400.00	Mileage & Expenses - Staff	450.00	263.64		186	58.59
		14,800.00	10,282.47	0.00	4,518	69.48
40,020.00	Total	42,950.00	26,312.76	0.00	16,437.24	61.26

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

30/10/2012

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	26,313	16,637	61	44,807
	Salaries	0	66,497	39,515	26,982	59	74,694
		0	109,447	65,828	43,619	60	119,501
Leisure	Community Transport A	0	5,382	2,571	2,811	48	4,034
Foreshore & Environment	Flower Baskets	0	600	0	600	0	5,000
	First Aid Provision	0	1,000	1,262	-262	126	875
	Farmers Market A	0	526	-722	1,248	-137	271
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A		13,337	220	13,117	2	14,049
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth D	3,078	5,785	5,353	3,510	93	3,517
	Various B	0	23,218	8,238	14,980	35	11,657
		79,284	49,848	16,922	112,210	13	39,402
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	0
	Bus Shelter Cleaning/Maint	0	5,000	3,774	1,226	75	1,119
	New Bus Shelters	0	2,500	0	2,500	0	-532
	Highway Infrastructure	0	1,450	0	1,450	0	0
	Bollards	0	250	0	250	0	0
	Staffing Costs	0	2,462	190	2,272	8	0
	Phone Box	0	300	300	0	0	1,180
		0	16,462	4,264	12,198	26	1,767
Planning	Planning	0	5,823	1,812	4,011	31	3,031
	Southend Airport	0	0	0	0	0	0
		0	5,823	1,812	4,011	31	3,031
General Purposes	Various C	0	0	313	-313	0	40
	Premises	0	500	47	453	9	1,160
	Renewals Budget	0	11,000	2,007	8,994	18	
	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
		5,000	18,500	6,353	17,147	34	7,316
Community Centre	Set-Up Budget	0	28,125	18,717	9,408	44	
	LCC Revenue Budget E	0	37,321	12,239	25,082	33	
	LCC Fund Balance	0	2,857	0	2,857	0	
		0	68,303	30,956	37,347	45	
Allotments	Revenue A	0	8,817	6,700	2,117	76	4,646
	Capital Improvements	0	2,500	640	1,860	26	4,590
		0	11,317	7,340	3,977	65	9,236
Total		84,284	279,700	133,475	230,509	37	180,253

Revised 04-10-12
Neutral Effect not in Budget

Income	Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2012/13	0	205,990	205,990	0	199,615
Estimated Interest to 31.3.13	0	0	45	-45	116
Unbudgeted income	0	0	86	0	180
Waste Sacks	0	0	597	0	
Premises hire	0	2,800	1,570	1,230	2,320
	0	208,790	208,288	1,185	202,231
Add	Est Bank Balance at 30.10.12 inc Petty Cash		237,427		
	VAT refund due		238,611		
			6,913		
			245,525		
Less planned expenditure (Balance to spend)			230,509		
Estimated General Reserves at 31.03.13			15,016		
SBC Borrowing Requirement			34,984		
Total Reserve Figure including SBC			50,000		

(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 and Staff Costs
- C Includes Crime Prevention, community affairs and schools
- D Budget transferred from F&GP to LF&E
- E LLC Budget is balance of income and expenditure

SET-UP Budget (Implementation Plan)

	Budget 2012/13	Committed	Spend	Sub-Total	Balance	% Used
Relocation of LTC Office	£2,000.00		£2,265.00	£2,265.00	-£265.00	113.25
Office Conversion	£5,000.00		£7,869.98	£7,869.98	-£2,869.98	157.40
Hall Re-Decoration	£0.00		£3,942.00	£3,942.00	-£3,942.00	
Professional Services	£8,000.00	£950.00	£200.00	£1,150.00	£6,850.00	14.38
Staff Recruitment	£1,000.00		£100.00	£100.00	£900.00	10.00
Computer Hardware	£1,000.00		£2,258.33	£2,258.33	-£1,258.33	225.83
Computer Software	£1,500.00		£580.00	£580.00	£920.00	38.67
Sub-Total	£18,500.00	£950.00	£17,215.31	£18,165.31	£334.69	98.19
Furniture, Fixtures & Fittings	£5,070.00		£517.66	£517.66	£4,552.34	10.21
Miscellaneous Equipment	£4,555.00		£984.22	£984.22	£3,570.78	21.61
Total	£28,125.00	£950.00	£18,717.19	£19,667.19	£8,457.81	69.93

Fund Balance £2,857.00

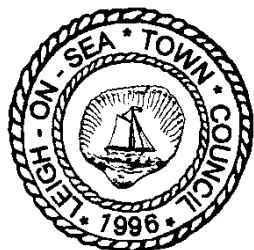
LCC Budget 2012/13 (7 Months)

Budget 2012/13	Income Budget	Income to Date	Expenditure Budget	Spent to Date	Committed	Balance	% Spent
Hiring Income	£18,000.00	£843.65				£17,156.35	4.69
LTC Contribution	£7,395.00					£7,395.00	0.00
Rates			£4,500.00	£0.00		£4,500.00	0.00
Gas			£1,750.00	£230.60		£1,519.40	13.18
Electric			£2,100.00	£219.56		£1,880.44	10.46
Water			£600.00	£0.00		£600.00	0.00
Catering			£200.00	£191.63		£8.37	95.82
Communications			£650.00	£544.10		£105.90	83.71
Cleaning / Washroom Services			£1,400.00	£318.93		£1,081.07	22.78
Waste Removal			£900.00	£67.35		£832.65	7.48
Insurance			£1,750.00	£491.82		£1,258.18	28.10
Advertising			£600.00	£317.00		£283.00	52.83
Security / Alarms			£1,000.00		£776.00	£224.00	0.00
Internal Maintenance			£5,000.00	£456.60		£4,543.40	9.13
External Maintenance			£4,500.00	£630.00		£3,870.00	14.00
Miscellaneous			£1,200.00	£42.48		£1,157.52	3.54
Licences			£200.00	£410.00		-£210.00	205.00
IT			£1,000.00	£829.45		£170.55	82.95
Contingencies			£4,100.00			£4,100.00	0.00
Salaries / Payroll*			£30,666.00	£8,333.25		£22,332.75	27.17
Admin Services			£600.00			£600.00	0.00
Totals	£25,395.00	£843.65	£62,716.00	£13,082.77	£776.00	£48,857.23	20.86

*8 Months

Net Spend

£12,239.12**£37,321.00**



Leigh-on-Sea Town Council

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council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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



Income and Expenditure 27th September to 30th October 2012 Report 2115/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
Leigh Town Council Cheques			
100467	£150.00	Cash	Petty Cash
100468	£250.00	Neopost	Franking Machine Top-up
100469	£100.00	SBC	Comm Trans: Hire of Minibuses
100470	£15.00	Salvation Army	Comm Trans: Driver Verification
100471	£111.29	Viking	Stationery
100472	£396.90	Southend Theatres	Comm Trans: Proms Tickets
100473	£30.12	Acumen	Payroll Processing September
100474	£209.98	Cory Environmental	Skate Park: Refuse Bin Rental & Collection
100475	£51.68	P Beckerson	Travel Expenses
100476	£46.20	Mayfield Cleaning	Bus Shelters Cleaning
100477	£100.00	SBC	Variation To Premises Licence
100478	£844.65	BT Services Ltd	Telephone & Internet Services & Line Move charges
100479	£168.88	E.on	Electricity
100480	£280.60	Southend Theatres	Comm Trans: Fiddler on the Roof Tickets
100481	£70.00	SBC	Premises Licence Annual Charge
100482	£1,050.00	Audit Commission	External Audit
100483	£62.48	P Beckerson	Travel Expenses
100484	£1,404.10	SBC	Rent: 67 Elm Road – Final Bill
100485	£1,987.20	HAGS Play Ltd	Skate Park Balance of Repair Costs
100486	£333.45	Leigh Community Centre	Farmers' Market : Hall Hire
100487	£195.30	Southend Theatres	Comm Trans: Extra Fiddler on the Roof Tickets
100488	£73.35	SLCC	Books
100489	£50.25	British Gas	Gas – 67 Elm Road
Payroll Transfer	£20,000.00		Pay Tax NI & Pensions for October 12

Imprest Items

IM 13963	£8.00	HM Land Registry	Copy of Marshall Close Allotment Map
IM 13984	£12.91	Barracuda Central	IT – Spam Blacklist Removal

Direct Debits

DD	£35.05	E.on	Skate Park Electricity
----	--------	------	------------------------

Leigh Town Council Income

£113.75	Sale of Green & Food Waste Bags	Public
£181.00	Farmers' Market	Stall Holders
£820.00	Xmas Lights Donations	Local Traders
£767.00	Community Transport	Community Transport Members
£2,431.50	Allotment Rent	Plot Holders
£5.00	Key Deposit	Plot Holder
£12.50	Allotment Rent Deposit	Plot Holder

Community Centre Cheques

100020	£220.00	P Beckerson	Security Licence
100021	£57.35	Knight Security	Keys
100022	£80.82	Cory	Refuse Bin Rental & Collection
100023	£766.39	Essex Supplies (UK) Ltd	Floor Polisher, 6 Liquid Soap Dispensers, Cleaning Materials
100024	£300.00	Southend Adult Community College	Payment for a Projector
100025	£17.00	Essex Supplies (UK) Ltd	Additional Liquid Soap Dispenser
100026	£348.43	BT Services Ltd	Telephone Calls & Line rental
100027	£263.47	Southend Adult Community College	Payment for Centre Electricity Charge
100028	£132.26	Corona Energy	Gas

Community Centre Income

£843.65	Room Hire	Hirers
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Leigh-on-Sea Town Council

Budget Pack 2013/14

To F&GP COMMITTEE

06-11-12

1st Draft

1st draft Council budget 27-10-12

NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT

	£	£
Anticipated reserves at 31 March 2013		
		From attached sheet 1
General Reserves	15,016	
Capital Reserves	74,408	
Add		89,424
draft budget income from committees	0	
Planning	0	From attached sheet 2
Transport & Highways	0	From attached sheet 3
Allotments	12,960	From attached sheet 4
Leisure Foreshore and Environment	11,290	From attached sheet 5
Finance & G.P.	0	From attached sheet 6
Office	0	From attached sheet 7
Staff	0	From attached sheet 8
LCC Hire Income	69,500	From attached sheet 9
Committee Total		93,750
Deduct		
draft budget expenditure from committees		
Planning	5,815	From attached sheet 2
Transport & Highways	14,876	From attached sheet 3
Allotments	21,290	From attached sheet 4
Leisure Foreshore and Environment	68,154	From attached sheet 5
Strand Wharf	74,408	From Capital reserves
Finance & G.P.	22,700	From attached sheet 6
Office	45,260	From attached sheet 7
Staff	54,455	From attached sheet 8
LCC Expenditure	129,364	From attached sheet 9
Committee and overhead Total		436,321
Deduct		
Planned reserve at 31 March 2014*		27,250
Nett shortfall = Precept required		-280,397

£50,000 is the Town Clerk's recommended reserve level

The Paddling Pool, being a donation for this purpose, is ring fenced and will have no impact on the precept

Proposed increase/decrease in precept	36.12	%	
Proposed Band D equivalent at Tax base	31.56		This recoups 1/3 of the 2012/13 LCC deficit

An increase of	£8.37	Band D 2011/12	£23.19
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Tax Base 2012/13 8884.26

Sheet 1

Anticipated underspends by Committees	£
Planning	0
Transport & Highways	0
Allotments	0
Leisure Foreshore and Environment	0
Finance & G.P.	0
Office	0
Staff	0
Total	0
Anticipated general reserve from Budget report	15,016
General Reserves carried forward	15,016

Sheet 2

1st Draft Planning budget 23-10-12

Heading	Income	Expenditure
Staff costs	0	4,815
Planning	0	1000
Neighbourhood Plan	0	0
Other items (specify)	0	0
Total	0	5,815

Sheet 3

T & H Budget Committee Recommendations 2013/14

Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter Cleaning/Maintenance	0	3,000
New Bus shelters	0	1,000
Highways Infrastructure	0	3,900
Bollards	0	250
Phone Box	0	300
Staff Costs	0	1,926
Total		14,876

Sheet 4

1st draft of allotments budget 2013/14 21-11-12

Heading	B/F 2011/12	Income	Expenditure
Rents			
Manchester Drive		8340	
Leigh		4180	
Marshall Close		440	
MDAS Commission			690
ASA's			5100
Plot clearance			500
Rubbish clearance			650
Equipment			500
Water Rates			4300
Staff Costs			5190
Maintenance			660
Miscellaneous			150
Training			100
Vehicle			0
Hedge Cutting			950
Capital improvements*			2500
Keys			0
Totals		12960	21290
Nett cost (exp - inc)		8330	

Revenue

Capital*



Revised costings

Sheet 5

LFE Budget 1st Draft (Committee Recommendations) - 09-10-12

Heading	Income	Expenditure
Community Transport*	4500	11437
Flower baskets	0	5500
First Aid Provision	0	1000
Farmers Market*	2040	2264
Strand Wharf	0	0
Leigh Lights*	4250	20910
Paddling Pool	0	0
Grants to outside organisations	0	1760
Fishing Festival	100	3071
May Day	0	500
Carols on Strand Wharf	200	350
Easter Event	200	1050
Good for Leigh		500
Events Equipment		200
Town Guide		400
Community initiatives and recreational facilities		500
Staff costs		18711.71
Totals	11290	68153.71
Nett cost		56863.71

Includes Janitorial Time

* see separate budgets below

Community Transport	Income	Expenditure
Staff costs		5127
Ticket sales	4500	
Trip costs		3900
Minibus hire		1300
CRB checks		200
Petrol		150
Refreshments		150
CTA membership		270
Midas Training		150
Misc		130
Driver Licence Verification		60
Totals	4500	11437
Nett cost		6937

Farmers Market	Income	Expenditure
Stall hire	2040	
Hall Hire		1884
Leaflet		380
Banners		0
Totals	2040	2264
Nett cost		224

Skate Park	Income	Expenditure
Rent		50
Cleaning		850
Electricity		450
Miscellaneous		110
Staff costs		4012.31
Skate Park Maintenance Prog		1000
Totals		6472.31

Includes Grass cutting

Leigh Lights	Income	Expenditure
Column testing		800
Installation and removal		6700
Storage		2000
Power		300
Replacement bulbs / renewal		1100
Traders contributions	3000	
Switch-on security		3200
Entertainers		1000
Road closures, licences etc.		2460
Donations	700	700
First Aid		150
Capital Renewals		1000
Charges to stalls, fairs	550	
Support columns - erect and remove plus storage		1500
Totals	4250	20910
Nett cost		16660

Sheet 6

General Purposes - 2nd draft budget F & G.P. 04-10-12

Heading	Income	Expenditure
Community Affairs*	0	2,000
Premises	0	0
Elections	0	10,000
Legal Costs	0	500
Annual Town Meeting	0	100
Publicity	0	1,000
Civic	0	100
Renewals Fund**	0	4,000
Strategy & Town Plan SC	0	5,000
Totals	0	22,700
Nett cost	0	22,700

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7

First Provisional Office Budget for 2013-14

For information

Office budget and expenditure

Budget	Heading	2013/14
2012/13		
	Premises	
13,000	Rent	0
5,600	General Rates	0
300	Water Rates	0
1,250	Gas	0
750	Electricity	0
2,300	Cleaning	0
0	Repairs & Services	0
150	Tools	0
300	Contingencies	0
0	LCC Premises Use Grant	23,500
23,650		23,500
	Administration	
800	Stationery	900
4,500	Insurance	4,200
50	Library	100
1,750	Communication	1,800
2,400	Photocopying	2,400
1,600	Subscriptions	2,040
1,700	Postage	1,700
50	Entertaining	50
100	Licences	120
400	Expenses/Travel Costs - Cllrs*	400
500	Miscellaneous	500
2,000	Audit	2,500
1,000	IT**	2,000
1,000	Training - Staff	1,200
1,000	Training - Cllrs	1,000
450	Mileage & Expenses - Staff	550
0	Green & Food Waste Sacks	300
19,300		21,760
42,950	Total	45,260

	Budget	Expenditure	% spent
1997/8	14,515	13,122	90
1998/9	17,260	14,401	83
1999/2000	14,075	10,850	77
2000/1	12,505	11,467	92
2001/2	12,865	11,130	87
2002/3	14,690	12,229	83
2003/4	13,925	15,560	112
2004/5	16,000	15,418	96
2005/6	21,000	20,766	99
2006/7	29,110	29,003	100
2007/8	28,360	29,164	103
2008/9	32,060	31,867	99
2009/10	33,570	32,998	98
2010/11	36,460	36,606	100
2011/12	40,020	44,807	112
2012/13	42,950		

* Now including LTC area

**Renewals element included in Renewals Fund GP Budget

Sheet 8

1st Provisional salaries budget 2013/14

Heading	Budget		2013/14				
			65%	15%	5%	15%	
			Admin	LFE	Allot	LCC	
Pay	31,369.00	48,260.00	31,369.00	7,239.00	2,413.00	7,239.00	48,260.00
Pension	4,875.81	7,501.24	4,875.81	1,125.19	375.06	1,125.19	7,501.24
National Insurance	3,764.28	5,791.20	3,764.28	868.68	289.56	868.68	5,791.20
			40,009.09	9,232.87	3,077.62	9,232.87	
Other staff (proportionate)*							
Pay	9,129.00						
Pension	1,472.22						
National Insurance	1,095.41						
Cost of Living Rise @ 2%**	1,034.11						
VC Pension (Arrears)	1,315.00						
Payroll Costs	400.00						
Total	54,454.83						

* some elements of other staff pay are allocated to committee budgets

** If Applied

Sheet 9

LCC Budget 2013/14

Budget 2013/14	Income Budget	Expenditure Budget
Hiring Income	£46,000.00	
LTC Building Contribution	£23,500.00	
Rates		£7,800.00
Gas		£3,000.00
Electric		£3,500.00
Water		£1,000.00
Catering		£200.00
Communications		£2,000.00
Cleaning Materials Etc.		£4,000.00
Waste Removal / Washroom Serv.		£2,400.00
Insurance		£3,000.00
Advertising		£1,000.00
Security / Alarms		£1,000.00
Internal Maintenance		£8,500.00
External Maintenance		£7,500.00
Miscellaneous		£2,000.00
Licences		£650.00
IT		£1,000.00
Contingencies		£9,500.00
Salaries / Payroll		£55,114.08
Existing Admin Salaries Apportioned		£15,600.00
Admin Services		£600.00
Totals	£69,500.00	£129,364.08

Based on bills to date x12
Includes Sani-bins Contract

Includes 33% of 3 Year Wedding
Licence

Net Deficit	£59,864.08
Less Existing Salaries	£15,600.00
LCC Deficit	£44,264.08

Band D Equivalent £4.98



Leigh-on-Sea Town Council

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



Report 2122/DF

Half-Yearly Internal Check

On 11th October I carried out the F&GP half-yearly check. I selected the month of August for cheque transactions and the month of April for petty cash transactions.

In the cheque transactions I discovered two instances where the cheque counterfoil bore only one set of initials. These omissions were subsequently rectified.

Otherwise I found all the relevant documentation to be in order.

Donald N Fraser
18th October 2012