

# Leigh-on-Sea Town Council

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



20<sup>th</sup> December 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 **Wednesday 2<sup>nd</sup> January 2013** 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 4<sup>th</sup> December 2012

## GENERAL PURPOSES

5. ANNUAL TOWN MEETING - Already arranged for Friday 19<sup>th</sup> April 2013. Consideration of preliminary arrangements, including revised format.
6. SOUTHEND AIRPORT CONSULTATIVE COMMITTEE – Appointment of representative to cover Cllr Clifford Passmore's current incapacity.
7. GAZEBOS – Consideration of revised arrangements for administration of conditions of hire.
8. LOCALISM OF COUNCIL TAX – Further information if available.
9. ROYAL MAIL MEETING

Members of the Council met with Royal Mail (RM) representatives to discuss alternative collection arrangements once the London Road Sorting Office was closed on the 4<sup>th</sup> March 2013. The RM representatives said their business model was predicated on the ability to collect parcels from a point within 5 miles (Sadler Street fell into this category).

LTC suggested that they have several local alternative venues they could consider, the Rectory Grove Post Office, a room within the Community Centre or the former office at 67 Elm Road. RM responded that they would consider the Rectory Grove Post Office but would not favour the additional cost of a separate premises although they would go away and consider it.

RM said that there were other alternatives available to customers, deliver to any alternative address in the same post code area, to a neighbour and a nominated post office or sub post office for a fee of £1.50.

10. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2141/GP 18<sup>th</sup> December 2012 (Appendix 1)

## FINANCE

### 11. REFERENCES FROM OTHER COMMITTEES

There were none.

### 12. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2140/FGP 18<sup>th</sup> December 2012 (Appendix 2)
- Committee Income and Expenditure Report 2139/FGP 18<sup>th</sup> December 2012 (Appendix 3)

### 13. DRAFT COUNCIL BUDGET for 2013/14 (Appendix 4)

### 14. INCOME AND EXPENDITURE SINCE LAST MEETING

See report 2138/I&E (Appendix 5)

### 15. BANK ACCOUNT BALANCES as at 18<sup>th</sup> December 2012

|                           |              |
|---------------------------|--------------|
| CCLA                      | £ 25,000.00  |
| HSBC BMM A/c              | £ 105,118.24 |
| HSBC Current A/c          | £ 60,948.61  |
| HSBC Community Centre A/c | £ 14,881.77  |
| HSBC Payroll A/c          | £ 5,209.86   |
| HSBC Imprest A/c          | £ 500.00     |



Paul Beckerson  
Town Clerk  
20<sup>th</sup> December 2012

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

**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    |         |
| 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      |
| Civic                  |             |          | 0             | 60.00           |             | -60     |         |
| Renewals Fund          |             |          | 11,000        | 2,414.82        |             | 8,585   | 22      |
| Strategy Sub-Committee |             |          | 0             | 0.00            |             | 0       |         |
|                        |             |          |               |                 |             | 0       |         |
| <b>Totals</b>          | <b>5000</b> | <b>0</b> | <b>18,500</b> | <b>6,821.45</b> | <b>0.00</b> | 16,679  | 37      |
| Nett cost              |             |          | 18,500        |                 |             |         |         |

## Office Budget for 2012-13

| Budget           | Heading                       | Budget 2012/13   | Spend to Date    | Balance          | % Spent      |
|------------------|-------------------------------|------------------|------------------|------------------|--------------|
| 2011/12          |                               |                  |                  |                  |              |
|                  | <b>Premises</b>               |                  |                  |                  |              |
| 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           | 242.29           | 58               | 80.76        |
| 960.00           | Gas                           | 1,250.00         | 843.80           | 406              | 67.50        |
| 650.00           | Electricity                   | 750.00           | 557.55           | 192              | 74.34        |
| 2,300.00         | Office Cleaning               | 2,300.00         | 883.00           | 1,417            | 38.39        |
| 300.00           | Premises Repairs & Services   | 0.00             | 1,472.96         | -1,473           |              |
| 300.00           | Office Tools                  | 150.00           | 0.00             | 150              | 0.00         |
| 100.00           | Contingencies                 | 300.00           | 213.25           | 87               | 71.08        |
|                  |                               | <b>28,150.00</b> | <b>17,375.07</b> | <b>10,775</b>    | <b>61.72</b> |
|                  | <b>Administration</b>         |                  |                  |                  |              |
| 1,450.00         | Stationery                    | 800.00           | 1,191.78         | -392             | 148.97       |
| 50.00            | Library                       | 50.00            | 73.35            | -23              | 146.70       |
| 1,750.00         | Communication                 | 1,750.00         | 1,508.09         | 242              | 86.18        |
| 830.00           | Photocopying                  | 2,400.00         | 1,295.01         | 1,105            | 53.96        |
| 1,600.00         | Subscriptions                 | 1,600.00         | 1,991.68         | -392             | 124.48       |
| 1,900.00         | Postage                       | 1,700.00         | 1,083.55         | 616              | 63.74        |
| 50.00            | Entertaining                  | 50.00            | 0.00             | 50               | 0.00         |
| 100.00           | Licences                      | 100.00           | 397.00           | -297             | 397.00       |
| 400.00           | Expenses/Travel Costs - Cllrs | 400.00           | 276.26           | 124              | 69.07        |
| 300.00           | Miscellaneous                 | 500.00           | 6.00             | 494              | 1.20         |
|                  | Professional Advice           |                  | 350.00           |                  |              |
| 1,200.00         | Audit                         | 2,000.00         | 1,665.00         | 335              | 83.25        |
| 2,600.00         | IT                            | 1,000.00         | 1,067.00         | -67              | 106.70       |
| 0.00             | Waste Sacks                   | 0.00             | 444.64           |                  |              |
| 600.00           | Training - Staff              | 1,000.00         | 846.50           | 154              | 84.65        |
| 1,000.00         | Training - Cllrs              | 1,000.00         | 27.50            | 973              | 2.75         |
| 400.00           | Mileage & Expenses - Staff    | 450.00           | 284.47           | 166              | 63.22        |
|                  |                               | <b>14,800.00</b> | <b>12,507.83</b> | <b>2,292</b>     | <b>84.51</b> |
| <b>40,020.00</b> | <b>Total</b>                  | <b>42,950.00</b> | <b>29,882.90</b> | <b>13,067.10</b> | <b>69.58</b> |

## Leigh-on-Sea Town Council

## COMMITTEE BUDGETS

17/12/2012

## 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         | 29,883         | 13,067         | 70        | 44,807         |
|                         | Salaries                   | 0             | 66,497         | 47,120         | 19,377         | 71        | 74,694         |
|                         |                            | 0             | 109,447        | 77,003         | 32,444         | 70        | 119,501        |
| Leisure                 | Community Transport A      | 0             | 5,382          | 3,653          | 1,729          | 68        | 4,034          |
| Foreshore & Environment | Flower Baskets             | 0             | 600            | 0              | 600            | 0         | 5,000          |
|                         | First Aid Provision        | 0             | 1,000          | 1,073          | -73            | 107       | 875            |
|                         | Farmers Market A           | 0             | 526            | -405           | 931            | -77       | 271            |
|                         | Strand Wharf               | 74,408        | 0              | 0              | 74,408         | 0         | 0              |
|                         | Leigh Lights A             |               | 13,337         | 3,892          | 9,445          | 29        | 14,049         |
|                         | Paddling Pool              | 1,798         | 0              | 0              | 1,798          | 0         | 0              |
|                         | Youth D                    | 3,078         | 5,785          | 7,227          | 1,636          | 125       | 3,517          |
|                         | Various B                  | 0             | 23,218         | 9,904          | 13,314         | 43        | 11,657         |
|                         |                            | 79,284        | 49,848         | 25,344         | 103,788        | 20        | 39,402         |
| Transport & Highways    | School Crossing Patrols    | 0             | 4,500          | 0              | 4,500          | 0         | 0              |
|                         | Bus Shelter Cleaning/Maint | 0             | 5,000          | 3,813          | 1,188          | 76        | 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          | 444            | 2,018          | 18        | 0              |
|                         | Phone Box                  |               | 300            | 300            | 0              | 0         | 1,180          |
|                         |                            | 0             | 16,462         | 4,557          | 11,905         | 28        | 1,767          |
| Planning                | Planning Staffing          | 0             | 5,323          | 2,714          | 2,609          | 51        | 3,031          |
|                         | Planning Other             | 0             | 500            | 0              | 500            | 0         | 0              |
|                         |                            | 0             | 5,823          | 2,714          | 3,109          | 47        | 3,031          |
| General Purposes        | Various C                  | 0             | 0              | 373            | -373           | 0         | 40             |
|                         | Premises                   | 0             | 500            | 47             | 453            | 9         | 1,160          |
|                         | Renewals Budget            | 0             | 11,000         | 2,415          | 8,585          | 22        |                |
|                         | 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         | 6,821          | 16,679         | 37        | 7,316          |
| Community Centre        | Set-Up Budget              | 0             | 28,125         | 22,052         | 6,073          | 78        |                |
|                         | LCC Revenue Budget E       | 0             | 37,321         | 21,815         | 15,506         | 58        |                |
|                         | LCC Fund Balance           | 0             | 2,857          | 0              | 2,857          | 0         |                |
|                         |                            | 0             | 68,303         | 43,868         | 24,435         | 64        |                |
| Allotments              | Revenue A                  | 0             | 8,817          | -19            | 8,836          | 0         | 4,646          |
|                         | Capital Improvements       | 0             | 2,500          | 640            | 1,860          | 26        | 4,590          |
|                         |                            | 0             | 11,317         | 621            | 10,696         | 5         | 9,236          |
| <b>Total</b>            |                            | <b>84,284</b> | <b>279,700</b> | <b>160,927</b> | <b>203,057</b> | <b>44</b> | <b>180,253</b> |

 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                | 637     | 0       | 0       |
| Premises hire                               | 0   | 2,800            | 1,570   | 1,230   | 2,320   |
|   | 0   | 208,790          | 208,328 | 1,185   | 202,231 |
| Add   | Est Bank Balance at 17.12.12 inc Petty Cash |                  | 211,803 |         |         |
|   |   |                  | 212,988 |         |         |
|   |   |                  | 2,757   |         |         |
|   |   |                  | 215,745 |         |         |
| Less planned expenditure (Balance to spend) |   |                  | 203,057 |         |         |
| Estimated General Reserves at 31.03.13      |   |                  | 12,689  |         |         |
| SBC Borrowing Requirement                   |   |                  | 37,311  |         |         |
| Total Reserve Figure including SBC          |   |                  | 50,000  |         |         |

A Community Transport, Allotments Revenue, Leigh Lights and Farmers Market are balances of income and expenditure

B Includes Community Initiatives, recreational facilities, events &amp; conservation areas and Staff Costs

C Includes Crime Prevention, community affairs and schools

D Budget transferred from F&amp;GP to LF&amp;E

E LLC Budget is balance of income and expenditure

# Leigh-on-Sea Town Council

## Budget Pack 2013/14

**To F&GP COMMITTEE**

**20-12-12**

3rd Draft

3rd draft Council budget 20-12-12

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

|  | £       | £                     |
|--|---------|-----------------------|
| Anticipated reserves at 31 March 2013    |         |                       |
| General Reserves                         | 12,689  | From attached sheet 1 |
| Capital Reserves                         | 74,408  |                       |
| <b>Add</b>                               |         | 87,097                |
| 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        | 9,990   | 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                          | 70,500  | From attached sheet 9 |
| Committee Total                          |         | 93,450                |
| <b>Deduct</b>                            |         |                       |
| draft budget expenditure from committees |         |                       |
| Planning                                 | 7,315   | From attached sheet 2 |
| Transport & Highways                     | 14,876  | From attached sheet 3 |
| Allotments                               | 19,646  | From attached sheet 4 |
| Leisure Foreshore and Environment        | 69,423  | From attached sheet 5 |
| Strand Wharf                             | 74,408  | From Capital reserves |
| Finance & G.P.                           | 61,532  | From attached sheet 6 |
| Office                                   | 44,760  | From attached sheet 7 |
| Staff                                    | 55,397  | From attached sheet 8 |
| LCC Expenditure                          | 129,764 | From attached sheet 9 |
| Committee and overhead Total             |         | 477,120               |
| <b>Deduct</b>                            |         |                       |
| Planned reserve at 31 March 2013         |         | 50,000                |
| Nett shortfall = Precept required        |         | -346,573              |

£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  | 68.25  | % |  |
| Proposed Band D equivalent at Tax base | 39.01  |   | Allows for recouping all the 2012/13 LCC deficit |
| An increase of                         | £15.82 |   | Band D 2011/12                                   |
|  |        |   | £23.19   |

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 |
| <br>   |        |   |
| Anticipated general reserve from Budget report | 12,689 |   |
| <br>   |        |   |
| General Reserves carried forward               | 12,689 |   |



Sheet 2

## 2nd Draft Planning budget 27-11-12

| <b>Heading</b>        | <b>Income</b> | <b>Expenditure</b> |
|-----------------------|---------------|--------------------|
| Staff costs           | 0             | 4,815              |
| Planning              | 0             | 500                |
| Neighbourhood Plan    | 0             | 2,000              |
| Other items (specify) | 0             | 0                  |
| <b>Total</b>          | <b>0</b>      | <b>7,315</b>       |

Sheet 3

## T &amp; H Budget Committee Recommendations 2013/14

| Heading                             | Income | Expenditure   |
|-------------------------------------|--------|---------------|
| School Crossing Patrols             | 0      | 4,500         |
| Bus Shelter<br>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         |
| <b>Total</b>                        |        | <b>14,876</b> |

Sheet 4

3rd draft of allotments budget 2013/14 20-12-12

| Heading               | B/F 2012/13 | Income  | Expenditure |     |          |        |
|-----------------------|-------------|---------|-------------|-----|----------|--------|
| Rents                 |             |         |             |     |          |        |
| Manchester Drive      |             | 8,340   |             |     |          |        |
| Leigh                 |             | 4,180   |             |     |          |        |
| Marshall Close        |             | 440     |             |     |          |        |
| MDAS Commission       |             |         | 690         |     |          |        |
| Plot clearance        |             |         | 200         |     |          |        |
| Rubbish clearance     |             |         | 650         |     |          |        |
| Equipment             |             |         | 200         |     |          |        |
| Water Rates           |             |         | 4,300       |     |          |        |
| Staff Costs*          |             |         | 6,331       | TC  | 2,197.42 | 3.50%  |
| Maintenance           |             |         | 1,000       | SA  | 2050.99  | 10%    |
| Miscellaneous         |             |         | 375         | IWF | 2082.48  | 200hrs |
| Training              |             |         | 400         |     | 6,330.89 |        |
| Vehicle               |             |         | 1,000       |     |          |        |
| Hedge Cutting         |             |         | 950         |     |          |        |
| Capital improvements  |             |         | 2,500       |     |          |        |
| Grass Cutting         |             |         | 750         |     |          |        |
| Keys                  |             |         | 0           |     |          |        |
| Plot Letting MC       |             |         | 100         |     |          |        |
| Plot Letting LA       |             |         | 200         |     |          |        |
| Totals                |             | £12,960 | £19,646     |     |          |        |
| Nett cost (exp - inc) |             | £6,686  |             |     |          |        |

## Sheet 5

## LFE Budget 2nd Draft (Committee Recommendations) - 18-10-12

| Heading   | Income | Expenditure |
|---|--------|-------------|
| Community Transport*                              | 4500   | 11,437      |
| Skate Park*                                       |        | 6,538       |
| Flower baskets                                    | 0      | 5,500       |
| First Aid Provision                               | 0      | 1,000       |
| Farmers Market*                                   | 2040   | 2,264       |
| Strand Wharf                                      | 0      | 0           |
| Leigh Lights*                                     | 3250   | 19,510      |
| Paddling Pool                                     | 0      | 0           |
| Grants to outside organisations                   | 0      | 1,000       |
| Fishing Festival                                  | 0      | 1,500       |
| May Day   | 0      | 500         |
| Carols on Strand Wharf                            | 0      | 200         |
| Easter Event                                      | 200    | 1,050       |
| Good for Leigh                                    |        | 500         |
| Events Equipment                                  |        | 200         |
| Town Guide  |        | 400         |
| Community initiatives and recreational facilities |        | 500         |
| Staff costs                                       |        | 17,324      |
|   |        |             |
| Totals  | 9990   | 69,423      |
| Nett cost   |        | 59,433      |

\* see separate budgets below

| Community Transport         | Income | Expenditure |
|-----------------------------|--------|-------------|
| Staff costs                 |        | 5,127       |
| Ticket sales                | 4500   |             |
| Trip costs                  |        | 3,900       |
| Minibus hire                |        | 1,300       |
| CRB checks                  |        | 200         |
| Petrol                      |        | 150         |
| Refreshments                |        | 150         |
| CTA membership              |        | 270         |
| Midas Training              |        | 150         |
| Misc                        |        | 130         |
| Driver Licence Verification |        | 60          |
| Totals                      | 4500   | 11,437      |
| Nett cost                   |        | 6,937       |

| <b>Farmers Market</b> | <b>Income</b> | <b>Expenditure</b> |
|-----------------------|---------------|--------------------|
| Stall hire            | 2040          |                    |
| Hall Hire             |               | 1,884              |
| Leaflet               |               | 380                |
| Banners               |               | 0                  |
| Totals                | 2040          | 2,264              |
| Nett cost             |               | 224                |

| <b>Skate Park</b>           | <b>Income</b> | <b>Expenditure</b> |
|-----------------------------|---------------|--------------------|
| Rent                        |               | 50                 |
| Cleaning                    |               | 850                |
| Electricity                 |               | 450                |
| Miscellaneous               |               | 110                |
| Grass Cutting               |               | 760                |
| Staff costs                 |               | 3,318              |
| Skate Park Maintenance Prog |               | 1,000              |
| Totals                      |               | 6,538              |

| <b>Leigh Lights</b>                             | <b>Income</b> | <b>Expenditure</b> |
|---|---------------|--------------------|
| Column testing                                  |               | 800                |
| Installation and removal                        |               | 6,500              |
| Storage   |               | 2,000              |
| Power   |               | 300                |
| Replacement bulbs / renewal                     |               | 1,100              |
| Traders contributions                           | 2000          |                    |
| Switch-on security                              |               | 2,000              |
| Entertainers                                    |               | 1,000              |
| Road closures, licences etc.                    |               | 2,460              |
| Donations                                       | 700           | 700                |
| First Aid                                       |               | 150                |
| <b>Capital Renewals</b>                         |               | 1,000              |
| Charges to stalls, fairs                        | 550           |                    |
| Support columns - erect and remove plus storage |               | 1,500              |
| Totals  | 3250          | 19,510             |
| Nett cost                                       |               | 16,260             |

Sheet 6

General Purposes - 4th draft budget F &amp; G.P. 04-12-12

| <b>Heading</b>          | <b>Income</b> | <b>Expenditure</b> |
|-------------------------|---------------|--------------------|
| Community Affairs*      | 0             | 0                  |
| Bursary Fund LCC        |               | 1,000              |
| Premises                | 0             | 0                  |
| Elections               | 0             | 5,000              |
| Legal Costs             | 0             | 500                |
| Annual Town Meeting     | 0             | 100                |
| Publicity               | 0             | 250                |
| Civic                   | 0             | 100                |
| Renewals Fund**         | 0             | 2,500              |
| Strategy & Town Plan SC | 0             | 0                  |
| Capital Project Fund*** |               | 50,000             |
| GP (Janitorial)         |               | 2,082              |
|                         |               |                    |
| Totals                  | 0             | 61,532             |
| Nett cost               | 0             | 61,532             |

\* Grant Aid Budget subject to advertising and application

\*\*Rolling Renewals Programme

\*\*\*To fund future Leigh Infrastructure Projects

Sheet 7

Second Provisional Office Budget for 2013-14

For information

Office budget and expenditure

| Budget        | Heading                       | 2013/14       |
|---------------|-------------------------------|---------------|
| 2012/13       |                               |               |
|               | <b>Premises</b>               |               |
| 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        |
| <b>23,650</b> |                               | <b>23,500</b> |
|               | <b>Administration</b>         |               |
| 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              | 500           |
| 450           | Mileage & Expenses - Staff    | 550           |
| 0             | Green & Food Waste Sacks      | 300           |
| <b>19,300</b> |                               | <b>21,260</b> |
| <b>42,950</b> | <b>Total</b>                  | <b>44,760</b> |

|           | 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 |             |         |

Sheet 8

3rd Provisional salaries budget 2013/14

| Heading                      | Budget           |           |                  |                 |                 |                 |                  |
|------------------------------|------------------|-----------|------------------|-----------------|-----------------|-----------------|------------------|
|                              | 2013/14          |           | 66.5%            | 15.0%           | 3.5%            | 15.0%           |                  |
| Town Clerk                   |                  |           | Admin            | LFE             | Allot           | LCC             |                  |
| Pay                          | 32,092.90        | 48,260.00 | 32,092.90        | 7,239.00        | 1,689.10        | 7,239.00        | 48,260.00        |
| Pension                      | 4,988.32         | 7,501.24  | 4,988.32         | 1,125.19        | 262.54          | 1,125.19        | 7,501.24         |
| National Insurance           | 3,851.15         | 5,791.20  | 3,851.15         | 868.68          | 202.69          | 868.68          | 5,791.20         |
|                              |                  |           | <b>40,932.37</b> | <b>9,232.87</b> | <b>2,154.34</b> | <b>9,232.87</b> | <b>61,552.44</b> |
| Cost of Living Rise @ 2%**   | 818.65           |           |                  |                 |                 |                 |                  |
|                              | 41,751.02        |           |                  |                 |                 |                 |                  |
| Other staff (proportionate)* |                  |           |                  |                 |                 |                 |                  |
| Pay                          | 11,930.58        |           |                  |                 |                 |                 |                  |
|                              | 53,681.60        |           |                  |                 |                 |                 |                  |
| VC Pension (Arrears)         | 1,315.00         |           |                  |                 |                 |                 |                  |
| Payroll Costs                | 400.00           |           |                  |                 |                 |                 |                  |
| <b>Total</b>                 | <b>55,396.60</b> |           |                  |                 |                 |                 |                  |

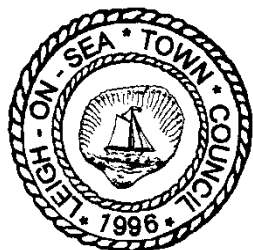
\* some elements of other staff pay are allocated to committee budgets

\*\* 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        |                    |  |       |
| Bursary Fund                        | £1,000.00         |                    |  |       |
| 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          | Based on bills to date x12             |       |
| Waste Removal / Washroom Serv.      |                   | £2,800.00          | Includes Sani-bins Contract            |       |
| 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            | Includes 33% of 3 Year Wedding Licence |       |
| IT                                  |                   | £1,000.00          |  |       |
| Contingencies                       |                   | £9,500.00          |  |       |
| Salaries / Payroll                  |                   | £55,114.08         |  |       |
| Existing Admin Salaries Apportioned |                   | £15,600.00         |  |       |
| Admin Services                      |                   | £600.00            |  |       |
| <b>Totals</b>                       | <b>£70,500.00</b> | <b>£129,764.08</b> |  |       |
| Net Deficit                         |                   | £59,264.08         |  |       |
| Less Existing Salaries              |                   | £15,600.00         |  |       |
| LCC Deficit                         |                   | <b>£43,664.08</b>  | Band D Equivalent                      | £4.91 |



# 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



## Income and Expenditure 28<sup>th</sup> November to 18<sup>th</sup> December 2012 Report 2138/I&E Expenditure incurred under the Power of Well Being

| Cheque                            | Expenditure | Payee                                | Purpose  |
|-----------------------------------|-------------|--------------------------------------|--|
| <b>Leigh Town Council Cheques</b> |             |                                      |  |
| 100509                            | £150.00     | Petty Cash                           |  |
| 100510                            | £480.00     | Auditing Solutions Ltd               | Interim Internal Audit   |
| 100511                            | £689.00     | Southend Theatres                    | Tickets for Cinderella   |
| 100512                            | £42.00      | Vanda Moyse                          | Temporary Event Notices for Lights and Carols  |
| 100513                            | £17.10      | Essex & Suffolk Water                | Water Charges – 67 Elm Road  |
| 100514                            | £50.00      | SBC                                  | Skate Park Lease   |
| 100515                            | £222.04     | Viking                               | Stationery   |
| 100516                            | £804.99     | Michael Dempsey IT Contracts Ltd     | Server speed issues, email problems and new hard drive. IT Support for Internet problems |
| 100517                            | £50.00      | Leigh Horticultural Society          | Donation   |
| 100518                            | £200.00     | Neopost Ltd                          | Franking Machine top-up  |
| 100519                            | £60.00      | RBL Poppy Appeal                     | Remembrance Service Wreaths and donation   |
| 100520                            | £1,146.00   | Aylesford Electrical Contractors Ltd | Xmas Lights, testing, installation and storage   |
| 100521                            | £90.76      | Craig Twitchett                      | Lights Collection – for Help for Heroes  |
| 100522                            | £48.09      | Taxi Drivers Charity Fund            | Lights Collection  |
| 100523                            | £16.70      | HARP                                 | Lights Collection  |
| 100524                            | £83.11      | Southend Junior PHAB                 | Lights Collection  |
| 100525                            | £15.86      | St John Ambulance                    | Lights Collection  |
| 100526                            | £25.00      | Fancy Dress Hire                     | Leigh Lights - Town Crier Outfit   |
| 100527                            | £351.42     | BGA Architects                       | Lights Collection – for Shelter  |
| 100528                            | £6.39       | Havens Hospice                       | Lights Collection  |

|                     |            |                            |   |
|---------------------|------------|----------------------------|---|
| 100529              | £200.00    | Neopost Ltd                | Franking Machine top-up.<br>Replacement for lost cheque<br>100518 |
| 100530              | £222.00    | Neopost Ltd                | Annual service plan for Auto<br>Stamp and Scales                  |
| 100531              | £2,522.62  | SBC                        | Leigh Lights – Road Closures<br>and Traffic Management Charge     |
| 100532              | £2,798.40  | Chargecrest Ltd            | Leigh Lights - Security   |
| 100533              | £57.26     | Essex & Suffolk Water      | Marshall Close Allotments   |
| 100534              | £60.24     | Acumen Wages Service       | Oct/Nov Salaries Processing                                       |
| 100535              | £100.00    | MDAS                       | Grass cutting   |
| 100536              | £40.00     | Southend Men-cap           | Community Transport Group<br>Donation in lieu of ticket charge    |
| 100537              | £20.00     | Southend Darby & Joan Club | CRB checks  |
| Payroll<br>Transfer | £10,000.00 |                            | Pay Tax NI & Pensions for<br>December 12                          |

#### Imprest Items

|         |              |  |
|---------|--------------|--|
| £47.17  | Pinmill      | Replacement Toilet Syphons<br>and fittings       |
| £293.50 | Amazon.co.uk | Projector  |
| £25.09  | Primeahead   | Ceiling Bracket for Projector                    |
| £167.46 | BT           | Internet Services                                |
| £48.98  | Symantec     | Norton Internet Security<br>Subscription Renewal |
| £107.59 | Pixmania     | Hubs for Wifi Access                             |

#### Direct Debits

|        |      |                        |
|--------|------|------------------------|
| £50.73 | E.on | Skate Park Electricity |
|--------|------|------------------------|

#### Leigh Town Council Income

|           |                       |                             |
|-----------|-----------------------|-----------------------------|
| £551.00   | Xmas Lights Donations | Local Traders               |
| £345.60   | Xmas Stalls           | Stall Holders               |
| £40.00    | Sale of Waste Sacks   | Public                      |
| £472.00   | Community Transport   | Community Transport Members |
| £205.00   | Allotment Rent        | Plot Holders                |
| £6,747.91 | Allotment Rent        | MDAS                        |

|           |                        |            |
|-----------|------------------------|------------|
| £630.94   | Xmas Lights Collection | Public     |
| £257.58   | Carols Collection      | Public     |
| £6,704.08 | HMRC                   | Vat Refund |
| £45.06    | Refund – 67 Elm Road   | E-on       |

### **Community Centre Cheques**

|        |         |                                    |  |
|--------|---------|------------------------------------|--|
| 100042 | £315.00 | Michael Dempsey                    | IT Support for Internet Problems                                     |
| 100043 | £91.59  | Vanda Moyse                        | Replacement Toilet<br>Seat/Vacuum cleaner<br>parts/Telephone Headset |
| 100044 | £28.19  | Essex Supplies (UK) Ltd            | Soap, bin liners, polish and<br>cleaning materials                   |
| 100045 | £153.60 | Vanda Moyse                        | Baby Changing Station  |
| 100046 | £33.47  | Cory Environmental Services<br>Ltd | Recycling Bin Service  |
| 100047 | £146.47 | The Calls Warehouse                | Phone Calls and Service<br>Charge                                    |
| 100048 | £181.60 | Melissa Ncube                      | Refund for cancelled room hire                                       |
| 100049 | £93.56  | Vanda Moyse                        | Access Device and Door Panic-<br>bar                                 |
| 100050 | £526.85 | Hometec                            | Secondary Glazed Unit for<br>Reception                               |

### **Community Centre Income**

|           |           |        |
|-----------|-----------|--------|
| £1,878.74 | Room Hire | Hirers |
|-----------|-----------|--------|