



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



31<sup>st</sup> January 2013

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 5<sup>th</sup> February 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 2<sup>nd</sup> January 2013

## GENERAL PURPOSES

5. ANNUAL TOWN MEETING WORKING PARTY – Report 2157 - 10<sup>th</sup> January 2013 (Appendix 1)
6. AUDIT WORKING PARTY – Report 2151 – 16<sup>th</sup> January 2013 (Appendix 2)
7. GENERAL DISPENSATIONS – Report 2154 (Appendix 3)
8. DISPENSATION PROCEDURES – Report 2155 (Appendix 4)
9. EMERGENCY PLANNING – Cllr Carole Mulroney to report
10. PROPOSAL FOR LTC TWITTER FEED – Report 2161 (Appendix 5)
11. MINUTES – THE NEED TO IMPROVE – Cllr Mark Bromfield
12. QUESTIONS TO CHAIRMAN - THE NEED TO HAVE THIS FOR COMMITTEES AND NOT JUST FULL COUNCIL – Cllr Mark Bromfield
13. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2158/GP 28<sup>th</sup> January 2013 (Appendix 6)

## FINANCE

14. REFERENCES FROM OTHER COMMITTEES  
Allotments Committee 16<sup>th</sup> January 2013 Minutes 72 and 73
72. CONSIDERATION OF THE DEVOLVING ALLOTMENTS MAINTENANCE REPORT AND ITS RECOMMENDATIONS

The Committee **RESOLVED** to recommend the following to F&GPC.

- That all elements of allotments maintenance be devolved with payment being met from rents received.
- That an organisation with established expertise be contracted to carry out the hedge trimming.
- That Allotments Service Agreements be entered into with the Manchester Drive Allotment Society (MDAS), the Leigh Allotments Society (LOSALGA) and representatives from Marshall Close, the Agencies, to provide maintenance services on their respective allotment sites to commence on 1<sup>st</sup> April 2013.

73. CONSIDERATION OF DRAFT ALLOTMENT SERVICE AGREEMENTS

The Committee **RESOLVED** to recommend to F&GPC that the Council enter into ASA agreements with the Societies and Marshall Close Tenants (Draft Agreement to be brought to the next meeting).

15. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2159/FGP 28<sup>th</sup> January 2013 (Appendix 7)
- Committee Income and Expenditure Report 2160/FGP 28<sup>th</sup> January 2013 (Appendix 8)

16. INCOME AND EXPENDITURE SINCE LAST MEETING

See report 2162/I&E (Appendix 9)

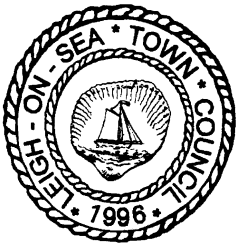
17. BANK ACCOUNT BALANCES as at 28<sup>th</sup> January 2013

CCLA	£ 55,000.00
HSBC BMM A/c	£ 53,132.27
HSBC Current A/c	£ 40,392.65
HSBC Community Centre A/c	£ 14,301.88
HSBC Payroll A/c	£ 3,627.39
HSBC Imprest A/c	£ 500.00



Paul Beckerson  
Town Clerk  
31<sup>st</sup> January 2013

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



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



**Annual Town Meeting Working Party Meeting**  
**Report 2157/ATMWP V Moyse**  
**Notes of Meeting held on 10<sup>th</sup> January 2013**

**21 January 2013**

Present: Carole Mulrone Patsy Ryan Vanda Moyse  
Donald Fraser David Stanley

Date for meeting is Friday, 19 April 2013 starting at 6.30pm.

## Budget

Budget for this Event is £100

### 1. VENUE

Suggest work with Café Valise for catering.

The Lower Hall is booked for the meeting and afterwards for an Exhibition and entertainment. The café would be used as a café serving free tea/coffee before the meeting and afterwards a paying bar serving wine and beer and teas/coffees.

### 2. DAY OF THE WEEK

It was agreed to go back to Friday because of the availability of SBC Councillors and Officers.

### 3. AGENDA ORDER

Review this as suggestion below:

1830 Background music on arrival, catering in Café  
1900 Chairman's opening  
1903 Councillor Presentations  
1940 Q&A session fielded and directed by chairman  
2010 Good for Leigh Awards  
2025 David Amess  
2030 Chairman's close  
2040 Break and exhibition area  
2100 Entertainment  
2200 Finish

### 4. LAYOUT

Stage for presenters only - Councillors in front row?

### 5. COUNCILLOR PRESENTATIONS

All reports to be prepared in advance in written form, these will not be presented by Chairmen but placed on seats. PowerPoint to concentrate on highlights of past year for introduction to meeting and future plans for coming year; to run alongside Chairmen's speeches which will concentrate on the future.

..

Presentations will be no more than 5 mins and to include what are Councillor's passion for Leigh.  
Rehearsals to take place

6. PUBLICITY

Press pack to be prepared for press to use for editorial. Use CC and C2C, Twitter and website to advertise. Flyers to hand out at reception. Ad – check where the money for this comes from.

7. REFRESHMENTS

Maybe expand to wine during entertainment

8. OTHER MATTERS

Good for Leigh Awards – have 3 one for a company/organisation, one for an individual and one public nomination. All nominees to have given something to the benefit of Leigh. Nomination forms to be handed out at Reception, advertise on web, press, twitter etc. and box in CC to collect entrants or by email/post. Councillors to invite nominees to attend a tea in Café and final decision to be made at March LFE and Council meeting.

Exhibition for Start and Interval Stalls – Allotments, Farmers' Market, Community Centre – classes, plans, events, art wall, Community Transport, Elm Road Consultation and a general View for Leigh Consultation and LTC general events and Good for Leigh displays – use PowerPoint slideshows where possible. Have hand outs to cover all information on stands.

All presenters to attend a rehearsal and guidelines on speeches to be prepared. All presenters to prepare answers for likely questions in advance.

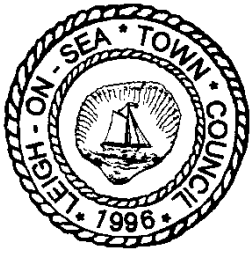
Check with P Beckerson about clarifying Councillor absence.

Invites to go to all SBC and Leigh Councillors and past LTC Chairmen the last Council before last elections.

Leigh Camera Club to be invited for photography. Photography of handing of awards to be done after actual presentation ceremony with backdrop of exhibition area.

**Allocation of Tasks and Preparation of Event Plan**

Review Event Plan and allocate actions and tasks and dates.



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

## AUDIT AND STANDING ORDERS WORKING PARTY 16<sup>th</sup> January 2013

Report 2151/A&SOWP

Present: Cllrs Patsy Ryan (Convenor), Donald Fraser, Richard Herbert

In Attendance: Cllr Carole Mulroney, Paul Beckerson (Town Clerk), Vivien Choppen (Senior Administrator)

### *The meeting opened at 9.20am*

#### 1. APOLOGIES

Cllr Syrie Cox

#### 2. MINUTES OF LAST MEETING

Cllr Carole Mulroney should be added to the attendees. The Working Party noted that Peter Dolby had raised the issue of a revised risk assessment for the LCC, this was considered when the Business Plan was formulated and would be incorporated in the review of the Financial Risk Assessment Register coming before this Working Party for consideration at the next meeting on Friday 8<sup>th</sup> February 2013 at 2pm.

The WP **agreed** that in future years the Standing Orders, Financial Regulations, Terms of Reference and the Financial Risk Assessment (FRA) should be reviewed in February – March each year.

Members discussed the format of the FRA and agreed to look at alternatives especially signifying the level of risk.

#### 3. INTERIM INTERNAL AUDITOR'S REPORT

Members noted the comments and the fact there were no actions other than the Review of the FRA and the deduction of income tax from the deposit account interest when it should be paid gross.

#### 4. ADDITIONAL INTERNAL AUDITOR'S VISIT

As reported previously this would consist of half a day when the Auditor was in Essex. This visit will take place in March; date to be finalised.

#### 5. REVIEW OF STANDING ORDERS

Members considered issues that had arisen with regard to Standing Orders and agreed some additional drafting to some SOs relating to Rules of Debate and motions. In addition there was a small amendment to TR3 relating to the new LCC Committee. A tracked draft will be produced and presented to F&GPC when the review was complete.

FR 3.5 Unspent Budgets – It was noted that amounts can only be carried forward if they are in an earmarked reserve. Committees would need to consider this in early April once the final outturn is known.

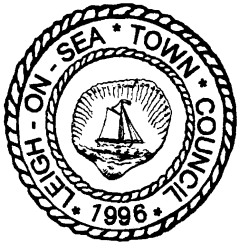
TR-3 There would need to be amendments to 6 to take account of the new LCCC.

TR-9 Personnel Sub-Committee – Members discussed the situation regarding its delegated power to recruit and appoint staff and the financial implications on F&GPC. After some discussion it was felt that PSC did not operate in isolation and would normally work within the set budgets. In regards to the minutes that went straight to Council it effectively adjusted the budget as at that point in time the

budget had not been set; accordingly no change was felt necessary.

6. It was agreed to review the Financial Regulations at the next meeting.
7. The date of the next meeting would be 2pm on Friday the 8<sup>th</sup> February.

***The meeting closed at 11.15am***



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



**Report 2154/F&GP**

## **General Dispensations Section 33 Localism Act 2012**

### Effects of the Localism Act on General Dispensation to Councillors

Changes to legislation as a result of the Localism Act have revealed a technical anomaly which may have a bearing on the general dispensation given to elected members in the Local Government Act 1972 whereby they were given a general dispensation to allow them to vote on certain issues without the need to disclose a pecuniary interest (DPI).

It is accepted by Government that this was not intended and Brandon Lewis MP, the DCLG minister, has recently given in Parliament the DCLG view in respect of setting the precept i.e. that this does not give rise to a DPI, so there is no need for Councillors to seek a dispensation.

In regard to setting council tax, declaring pecuniary interests and granting dispensations, this is from 'Hansard' 16 Jan 2013 **Column 309WH**:

### **The Parliamentary Under-Secretary of State for Communities and Local Government (Brandon Lewis):**

In referring to DPI's and Council Tax the Minister stated:

"The simple fact is that one cannot identify a 'disclosable pecuniary' interest that relates to the setting of council tax. A beneficial interest in land is probably the nearest to that, but that interest is clearly not materially affected by the setting of council tax.

One of the things of which I have seen far too much, particularly in parish councils, is organisations advising that, in setting precepts, all members have to declare a pecuniary interest, which implies that every councillor has such an interest, be they district councillors, county councillors or unitary councillors. Indeed, it could be argued that that goes all the way to us when we set the Budget. That is farcical. That is not what the guidance sets out. We must make it clear to parish councillors that that is bad advice. It is wrong. That was not the intention."

There is debate about the effects of this anomaly around the country along the lines that as Council Tax is not a tax on property it does not fall under the DPI regime in any event. This is the view of the Town Clerk and advice on this from the Head of Legal Services at Southend Borough Council confirms that there is a strong justification for the approach the Town Clerk has taken.

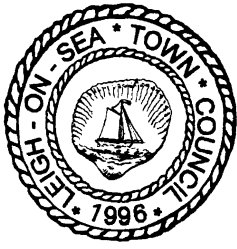
However, the Head of Legal Services at the Borough Council has advised that if it is possible for the Town Council to pass a general resolution it would be prudent to do so. This is more pertinent in respect of allotments, where there are of course land issues. However, for the avoidance of doubt it would be prudent for the Council to grant a general dispensation under Section 33 of the Localism Act 2011 in respect of the precept also. Dispensations can only last for 4 years so it is thought advisable that the dispensation should in this instance last to the period of the next ordinary Council election.

The following is therefore **RECOMMENDED** to Council

That the following dispensations be granted for a period up to the next ordinary Town Council elections to permit Members to debate on a matter and to vote in the following circumstances notwithstanding that they may have a DPI, other pecuniary interest or non-pecuniary interest.

- (1) Where the matter relates to the allotment functions of the Council and the Member is a tenant of the Council (provided that the matter does not relate particularly to the Member's tenancy or lease);
- (2) An allowance, payment or indemnity given to members;
- (3) Any ceremonial honour given to members; and for the avoidance of doubt
- (4) Setting a precept under the Local Government Finance Act 1992





# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



Report 2155/F&GPC

## PROCEDURE FOR GRANTING INDIVIDUAL DISPENSATIONS

When SBC adopted the Code of Conduct in July 2012 (subsequently adopted by LTC) there were specific provisions relating to dispensations. In 3.8 Dispensations which reflect Section 33(2a) of the Localism Act 2011 namely:

- 2) A relevant authority may grant a dispensation under this section only if, after having had regard to all relevant circumstances, the authority-
  - a) That so many Members of the decision-making body have DPIs in a matter that it would “impede the transaction of the business”. In practice this means that the decision-making body would be inquorate as a result;
  - b) That the dispensation is in the interests of persons living in the authority's area;
  - c) That it is otherwise appropriate to grant a dispensation.

The terms of reference of the Standards Committee which has two co-opted members from LTC, states that it has the power to grant individual dispensations and that it undertakes these functions in respect of Leigh-on-Sea Town Council (Role and Function of Standards Committee set out below) although LTC as a relevant authority under the Act can decide to grant dispensations itself.

Further guidance on the procedure is set out in the attached paper from Cornwall Association of Local Councils and the SBC Standards Committee role and function in relation to LTC.

It is **RECOMMENDED** that a panel consisting of the Chairman and Vice Chairman of Council and Chairman of F&GPC be delegated by Council the power to grant dispensations. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

In the event that the panel members are unable to determine the grant of a dispensation for any reason, they have the right to refer it to the SBC Standards Committee for determination.

## **A GUIDE TO AWARDING DISPENSATIONS 2012**

### **1 Introduction**

Parish Councils are now responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because they are a “relevant authority” under section 27(6) (d) of the Act.

This guide explains:-

- a. the purpose and effect of dispensations
- b. the procedure for requesting dispensations
- c. the criteria which are applied in determining dispensation requests
- d. the terms of dispensations

### **2 Purpose and effect of Dispensations**

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Non Disclosable or Non Registerable Pecuniary Interest.

Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act 2011 states that dispensations may allow the Councillor:

- a. to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- b. to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held and if the dispensation allows may also vote.

***Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.***

### **3 Process for making requests**

Any Councillor who wishes to apply for a dispensation must fully complete a Dispensation Request form and submit it to the Proper Officer of the council (ie. The Clerk) as soon as possible before the meeting at which the dispensation is required. Applications may also be made at the parish council meeting itself (if parish councils

have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself.

#### **4 Consideration by the Parish Council**

The Parish Council can either delegate to the parish clerk the authority to grant dispensations or reserve such decisions for the full parish council.

In either case, the decision must be based on one or more of the following criteria:

- a. so many members of the decision-making body have Non Disclosable or Non Registerable Pecuniary Interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- b. the authority considers that the dispensation is in the interests of persons living in the authority's area; or
- c. it is otherwise appropriate to grant a dispensation.

The parish clerk or parish council should formally notify the Councillor and the Monitoring Officer of its decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision. A copy of any dispensation should be held with the Member's Register of Interests.

#### **Delegation to the Clerk**

If the parish council decides to delegate this role to the parish clerk then it will need to make a formal resolution to this effect, on the lines of:

"RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

#### **5 Criteria for Determination of Requests**

In reaching a decision on a request for a dispensation the parish council or the parish clerk (as appropriate) will take into account:

- a. the nature of the Councillor's prejudicial interest
- b. the need to maintain public confidence in the conduct of the Council's business
- c. the possible outcome of the proposed vote
- d. the need for efficient and effective conduct of the Council's business
- e. any other relevant circumstances

#### **6 Terms of Dispensations**

Dispensations may be granted:

– for one or more meetings of the Council; or

– for a named period not exceeding 4 years (normally the annual meeting after the next elections)

## 7 Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors' Interests.

## Part 2 of SBC Constitution – Article 9 – The Standards Committee

### Role and Function

The Standards Committee will have the following roles and functions:

- (a) To promote and maintain high ethical standards of conduct for elected and co-opted Members.
- (b) To help elected and co-opted Members to observe the Members' Code of Conduct.
- (c) To give the Council advice on adoption or revision of the Members' Code of Conduct and on informal codes/protocols covering matters such as planning and Member/Officer relations.
- (d) To monitor the effectiveness of the Members' Code of Conduct.
- (e) To train or arrange training for elected and co-opted Members on matters relating to the Members' Code of Conduct.
- (f) To deal with complaints that elected and co-opted Members have breached the Members' Code of Conduct and in connection with this function:
  - (i) To develop and adopt:
    - Assessment Criteria for dealing with complaints;
    - Policies for dealing with vexatious, persistent and anonymous complaints and requests by complainants for confidentiality;
    - Arrangements for dealing with complaints and publicising the arrangements;
    - Procedures for dealing with local investigations and
    - Such other provisions and procedures as may be required.
  - (ii) To establish and maintain a Hearings Sub-Committee.
- (g) To grant dispensations under S.33 Localism Act 2011.
- (h) To conduct Hearings and make determinations in respect of complaints that elected and co-opted Members have breached the Members' Code of Conduct in accordance with relevant statutory and Constitutional requirements and in connection with this function:
  - (i) To develop and adopt procedures for dealing with such Hearings; and
  - (ii) To establish and maintain a **Hearings Sub-Committee** with its own terms of reference.
- (i) To undertake the functions set out above in respect of Leigh-on-Sea Town Council.

**Report 2161 – Leigh-on-Sea Twitter Feed**

We agreed that I would a) write a motion to put to councillors at the next meeting b) set out my ideas for cross promotion c) offer you and Vanda a short lesson in Twitter and its uses. In return we agreed you would;

- a) put me on the LTC press release list and
- b) help to co-ordinate making a space in the Community Centre for my promotional material (leaflets etc)
- c) create a mini-feed on the new Leigh Community Centre website.

With this first point in mind, I thought I'd write a draft motion for you. I'm not entirely sure of council protocol so please do feel free to alter to suit the meeting.

**Leigh on Sea SS9 Twitter feed & Leigh Town Council**

The 'Leigh on Sea SS9 Twitter feed' is an online community of more than 4,000 local residents. It was started in February 2012 by local resident James Harrod, and has grown steadily over the year.

The feed can be accessed by anyone and is completely free of charge. It is a non-for-profit venture, working towards enhancing debate between residents of the town we live in.

"Tweets" are posted at regular intervals which are then seen by "followers" of the feed. They are different in their nature. Some publicise events, some invite comments on a story of local interest, some are advertisements, some request help or information from the community, some give information such as the weather, local news, traffic information etc.

The 'Leigh on Sea SS9 Twitter feed' wants to co-operate with Leigh Town Council to

- a) increase awareness of LTC's activities and events
- b) to promote LTC and its work to a wider community and
- c) to invite debate on a number of issues the LTC puts forward, such as matters regarding taxes etc.

On the matter (c), the debate would begin on the feed, and then comments and recommendations stemming from the Twitter community, would be "fed back" to LTC in the form of a collection of "comments". This would be a good way of interacting with a section of the community that doesn't attend council meetings, nor engages with LTC on a regular basis. They could then be used to form a better "all round" analysis of the thoughts of the community in which LTC serves.

In return, the Leigh on Sea SS9 Twitter feed would appear on the newly created Leigh Community website, but not the LTC official site due to local government restrictions.

-----  
I hope this is clear enough. If there is anything else I can do, or assist with, please let me know.

Many thanks

James Harrod

**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	111.67		-112	
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>6,873.12</b>	<b>0.00</b>	16,627	37
Nett cost			18,500				

## Office Budget for 2012-13

Budget	Heading	Budget 2012/13	Spend to Date	Committed	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	4,045.00		455	89.89
5,400.00	General Rates	5,600.00	1,446.99		4,153	25.84
280.00	Water Rates	300.00	245.14		55	81.71
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	1,008.00		1,292	43.83
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	228.93		71	76.31
		<b>28,150.00</b>	<b>17,502.47</b>	<b>0.00</b>	<b>10,648</b>	<b>62.18</b>
	<b>Administration</b>					
1,450.00	Stationery	800.00	1,302.32		-502	162.79
50.00	Library	50.00	73.35		-23	146.70
1,750.00	Communication	1,750.00	1,781.94		-32	101.83
830.00	Photocopying	2,400.00	1,916.96		483	79.87
1,600.00	Subscriptions	1,600.00	1,991.68		-392	124.48
1,900.00	Postage	1,700.00	1,075.59		624	63.27
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	157.60		342	31.52
	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	350.76		99	77.95
		<b>14,800.00</b>	<b>13,724.10</b>	<b>0.00</b>	<b>1,076</b>	<b>92.73</b>
<b>40,020.00</b>	<b>Total</b>	<b>42,950.00</b>	<b>31,226.57</b>	<b>0.00</b>	<b>11,723.43</b>	<b>72.70</b>

## Leigh-on-Sea Town Council COMMITTEE BUDGETS 28/01/2013

## Budgets 2012/13 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	31,227	11,723	73	44,807
	Salaries	0	66,497	55,513	10,984	83	74,694
		0	109,447	86,740	22,708	79	119,501
Leisure	Community Transport A	0	5,382	4,767	615	89	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	-576	1,102	-110	271
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A	0	13,337	8,908	4,429	67	14,049
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth D	3,078	5,785	8,033	830	91	3,517
	Staffing Costs	0	17,718	8,900	8,818	50	0
	Various B	0	5,500	5,775	-275	105	11,657
		79,284	49,848	36,880	92,252	29	39,402
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	0
	Bus Shelter Cleaning/Maint	0	5,000	3,890	1,111	78	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	726	1,737	29	0
	Phone Box	0	300	300	0	0	1,180
		0	16,462	4,915	11,547	30	1,767
Planning	Planning Staffing	0	5,323	3,416	1,907	64	3,031
	Planning Other	0	500	265	235	53	0
		0	5,823	3,682	2,141	63	3,031
General Purposes	Various C	0	0	425	-425	0	40
	Premises	0	500	47	453	9	1,160
	Renewals Budget	0	11,000	2,415	8,585	22	0
	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	6,873	16,627	37	7,316
Community Centre	Set-Up Budget	0	28,125	22,232	5,893	79	0
	LCC Revenue Budget E	0	6,655	5,517	1,138	83	0
	LCC Staff Costs	0	30,666	30,132	534	98	0
	LCC Fund Balance	0	2,857	0	2,857	0	0
		0	68,303	57,881	10,422	85	0
Allotments	Revenue A	0	-4,502	-6,992	2,490		4,646
	Staffing Costs	0	13,319	7,596	5,723	57	0
	Capital Improvements	0	2,500	640	1,860	26	4,590
		0	11,317	1,243	10,074	11	9,236
Total		84,284	279,700	198,214	165,770	54	180,253

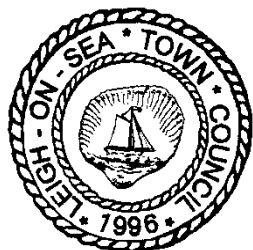
Revised 04-10-12  
Neutral Effect not in Budget

Income	Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2012/13	0	205,990	205,990	0	100
Estimated Interest to 31.3.13	0	0	59	-59	0
Unbudgeted income	0	0	86	0	0
Waste Sacks	0	0	637	0	0
Premises hire	0	2,800	1,140	1,660	41
	0	208,790	207,912	1,601	100
Add			167,030		
			168,630		
			6,638		
			175,269		
Less planned expenditure (Balance to spend)			165,770		
Estimated General Reserves at 31.03.13			9,499		
SBC Borrowing Requirement			40,501		
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  
 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





# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



QUALITY  
TOWN  
COUNCIL

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

## Income and Expenditure 19<sup>th</sup> December to 29<sup>th</sup> January 2013 Report 2162/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
<b>Leigh Town Council Cheques</b>			
100538	£62.00	Cllr C Mulroney	Reimbursement for Xmas Trees, bases and lights purchased
100539	£276.19	4 <sup>th</sup> /6 <sup>th</sup> Leigh Sea Scouts	Donation from Xmas Lights & Carols on Strand Wharf Collection
100540	£746.34	DOTS	Photocopying
100541	£46.20	Mayfield Cleaning Ltd	Bus Shelter Cleaning
100542	£50.00	SBC	Carols on Strand Wharf – Site hire
100543	£150.00	The Salvation Army	Community Transport – Hire of minibuses
100544	£100.00	Southend West Activity Centre	Donation for help with Carols on Strand Wharf
100545	£50.00	1312 ATC Squadron	Donation for help with Carols on Strand Wharf
100546	£521.52	Cory Environmental	Leigh Lights Clean-up & Confidential and Bulk Waste Removal from 67 Elm Road
100547	£5,095.09	Cable Test Ltd	Installation of Xmas Lights. Electrician for Switch-on. Festoon Lights & control gear replacement
100548	£180.00	St John Ambulance	First Aid Cover at Leigh Lights
100549	£295.00	Community Transport Association	Annual Membership
100550	£84.60	Fulton Paper	Paper
100551	£209.98	Cory Environmental	Skate Park Bin Rental & Refuse Collection
100552	£86.40	Mark One Hire	Leigh Lights – Equipment Hire
100553	£450.00	Leigh Community Centre	VMCL Room Hire Receipts
100554	£50.00	4 <sup>th</sup> /6 <sup>th</sup> Leigh Sea Scouts	Further Donation from Xmas Lights & Carols on Strand Wharf Collection

100555	£66.29	V Choppen	Mileage Claim
100556	£46.80	Viking	Stationery
100557	£30.12	Acumen Wages Service	Dec 12 Payroll Processing
100558	£46.20	Mayfield Cleaning Ltd	Bus Shelter Cleaning
100559	£30.12	Acumen Wages Service	Jan 13 Payroll Processing
100560	£780.00	Cable Test	Lights Storage July – Nov 12
100561	£100.00	Petty Cash	Cash
100562	£1,140.00	ISS Facility Services	Hedge Cutting at Allotments
Payroll Transfer	£12,000.00		Pay Tax NI & Pensions for January 13

#### Imprest Items

£19.77	NCH Software	LTC Hour Guard Time Sheet Recorder
£19.50	Digital daffodil	LTC Laser Pointers for Planning
£105.62	Henry's Electronics	CC Mirror Ball for Lower hall
£91.18	Micron Consumer Products	LTC Memory Upgrade

#### Direct Debits

£232.62	British Telecom	LTC Telephone - Line Rental & Calls
£548.74	BES Commercial Electricity	CC Electricity
£39.95	e.on	LTC Electricity for Skate Park
£1,098.00	Southend Borough Council	CC General Rates
£73.69	The Calls Warehouse	CC Telephone
£2,236.31	Corona Energy	CC Gas

#### Leigh Town Council Income

£194.00	Community Transport	Community Transport Members
£98.50	Allotment Rent	Plot Holders
£171.00	Farmers' Market	Stall Holders
£20.00	Miscellaneous Income	

**Community Centre Cheques**

100051	£315.01	Southend Adult Community College	Electricity
100052	£116.40	Go Local repairs Ltd	Dishwasher Service
100053	£47.95	Essex Supplies (UK) Ltd	Cleaning Materials
100054	£1,558.00	Southend Adult Community College	Security Alarms
100055	£0	Cancelled Cheque	
100056	£0	Cancelled Cheque	
100057	£30.36	Essex & Suffolk Water	Water Charge
100058	£146.41	Anglian water	Sewerage Charge
100059	£216.00	Polar House	Community Centre – Letterhead, Artwork etc
100060	£212.99	Cory Environmental	Bin Rental/Refuse Collection
100061	£342.81	British Telecom	Telephone Rental and Calls to 26 Nov

**Community Centre Income**

£4010.80	Room Hire	Hirers
----------	-----------	--------