



# 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



26<sup>th</sup> March 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 2<sup>nd</sup> April 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 5<sup>th</sup> March 2013

## GENERAL PURPOSES

5. SBC LIBRARIES CONSULTATION – Report 2184 - (Appendix 1)
6. VOLUNTEERS – Report 2182 - (Appendix 2)
- 6a. LEIGH COMMUNITY CENTRE COMMITTEE 19<sup>th</sup> MARCH 2013

### 55. VOLUNTEERS

The Committee debated at some length how to involve more volunteers within the Centre. There was a need to scope the issue but it was felt it may be advantageous to engage a Volunteer Co-Ordinator to lead the process.

The Committee **RECOMMENDED** to F&GPC that a voluntary Volunteer Co-Ordinator be sought to undertake the task and that a job description for the role be drafted.

7. PROTOCOL ON MEMBER / OFFICER RELATIONS – Report 2189 – (Appendix 3)
8. FORMATION OF JOINT CONSULTATIVE WORKING PARTY (STAFFING) – Report 2191 – (Appendix 4)
9. CREATION OF INTERNAL LIAISON GROUP – Report 2190 – (Appendix 5)
10. TO CONSIDER AN INITIAL LIST OF ASSETS OF COMMUNITY VALUE WITHIN THE LTC AREA – Report 2193 - (Appendix 6)
11. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2187/GP 22<sup>nd</sup> March 2013 (Appendix 7)

## FINANCE

12. REFERENCES FROM OTHER COMMITTEES

Allotments Committee 20<sup>th</sup> March 2013 - Minute 87

87. EARMARKED RESERVES

The Committee **RECOMMENDED** to F&GPC that £890 of the predicted underspends be put in an earmarked reserve to cover the balance of the cost of the perimeter fence and that the balance be allocated in an earmarked reserve for rubbish clearance.

Leisure, Foreshore & Environment Committee – Minute 65

64. CREATION OF EARMARKED RESERVES

The Committee **RECOMMENDED** to F&GPC the creation of two earmarked reserves from the predicted underspends, £700 for the purchase of event lighting and £600 for the Coronation Event.

13. TO ALLOCATE ANY NEW EARMARKED RESERVES FROM F&GPC BUDGETS

14. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2188/FGP 22<sup>nd</sup> March 2013 (Appendix 8)
- Committee Income and Expenditure Report 2186/FGP 22<sup>nd</sup> March 2013 (Appendix 9)

15. FOUR MONTHLY FINANCE CHECK – Report 2192 - (Appendix 10)

16. INCOME AND EXPENDITURE SINCE LAST MEETING

See report 2185/I&E (Appendix 11)

17. BANK ACCOUNT BALANCES as at 22<sup>nd</sup> March 2013

CCLA	£ 55,000.91
HSBC BMM A/c	£ 53,148.01
HSBC Current A/c	£ 16,723.94
HSBC Community Centre A/c	£ 11,445.14
HSBC Payroll A/c	£ 3,521.31
HSBC Imprest A/c	£ 1,515.97

18. EXCLUSION OF PRESS AND PUBLIC

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. (Staffing)

19. PERSONNEL SUB-COMMITTEE – Verbal Report of meeting held on 28<sup>th</sup> March 2013 by the Chairman of the Sub-Committee.



Paul Beckerson  
Town Clerk  
26<sup>th</sup> March 2013

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



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Report 2184/CM

## SOUTHEND LIBRARIES – FUTURE PROPOSALS

### 1. Introduction

As Members are aware, after a consultation period held last year, Southend Borough Council has published the results of that consultation and its views on future library provision within the Borough. This was endorsed by Cabinet on 19 March.

At Council on 14 March Councillors Bromfield, Fraser, Herbert, Mulroney and Stanley agreed to review the documentation and prepare a report for F & GPC. This is that report and is endorsed by all of the councillors concerned.

### 2. The Response of LTC to the Borough's Consultation

LTC members met with the representative members of Southend Borough Council during the consultation process. This discussion covered a whole range of issues relating to the current library, the possibility of moving the library elsewhere, working in partnership with SBC and the use of volunteers. LTC members were not averse to discussing all the options and would keep an open mind until the firm proposals were made when LTC would consider these and their effect on Leigh and act accordingly.

### 3. The SBC Proposals

Having now taken the first consultation results on board, SBC has produced a report for consultation (a three month period is being set for consultation). As far as Leigh is concerned the proposals are as follows –

Branch libraries are to be concentrated in two hubs – east and west of the Borough. In the west the library will be based either at Kent Elms or at Leigh.

Whichever library does not form the west hub would be offered to volunteer groups as a community library.

For a community library the Borough would still provide the building, books, computer access and management support with the libraries staffed by volunteers, who would embrace a greater range of activities too, and work with, other organisations. (There is no indication in the report as to how long this commitment would last).

**It should be stated here that the members who have reviewed the report strongly endorse the principal that both Kent Elms and Leigh Libraries should be retained. Each library delivers a service to different, physically divided, groups of population and the loss of either as a Borough Library will have a severe detrimental effect on the people who use the facilities.**

### 4. The Town Council's Position

Over recent months the Town Council has taken a number of decisions and made a number of public statements that it is its avowed aim to retain library services in Leigh. It is the view of the reviewing members that that commitment should be publicly restated and every effort should be made to ensure that the Borough library service remains in Leigh.

In making this reaffirmation the reviewing members wish the Council to endorse the premise that although the Town Council boundaries are not inclusive of all of the town of Leigh, any action taken by

the Town Council will be representative of all the Town's residents and so there may be a need to garner information beyond the Town Council boundaries.

The irony of Southend bidding to be a City of Culture has not been lost on the reviewing members.

In order to present a considered and well-presented case it will be necessary for a considerable amount of investigative work to be undertaken and much information to be gleaned. Work has already started on this. We may also use external resources and residents to assist. Whilst the reviewing members will lead the work necessary to prepare a response, it is their view that ALL members of the Council, assuming the acceptance of the proposals below, will work within their wards and the wider area to assess public feeling and collate information and report it to the Working Party.

The reviewing members therefore put forward the following proposals for adoption by Council:

**RECOMMENDED:**

1. That this Council reiterates its support for the retention of the Borough library in Leigh and any necessary action to achieve this aim.
2. That Councillors Bromfield, Fraser, Herbert, Mulroney and Stanley be appointed as a Libraries Working Party to proceed with preparing a response to the Borough Council's consultation process.
3. That the Town Council carry out a public consultation through all forms of media available and public sessions and that the above Working Party be authorised to finalise a relevant questionnaire and proceed with the consultation process as soon as possible.



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Report 2182/RH

## VOLUNTEERS

I have written two previous papers on the general structure and work of the council presenting a personal point of view that have been widely accepted.

### Moving on

Identified possible resources for the council. Financial, Human.

Volunteers are clearly an important human resource and also bring benefits to the well-being of the volunteers themselves.

### **Direction and delivery**

Identified the different roles within the council and in particular highlighted that where councillors are actively working within the council they are doing so as volunteers.

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**Areas of current activities** were volunteer input could bring benefits

- Community centre
- Events
- Skate-park
- Allotments

**Future areas** were volunteer input could bring benefits

- Community library
- Task force for Leigh
- Corps of Volunteers
- Other community services

### Resource requirements

- Volunteer organiser
- Accommodation
- Facilities
- Revenue budget

### **Areas to address**

- Cultural resistance
- Cost
- Resources

### **Benefits**

The benefits of using volunteers are so clear that there is an assumption, particularly by SBC that we already have a significant volunteer base. The business plan for the community centre assumed the use of volunteers.

- Human resource
- Community involvement
- Well-being of volunteers

### **Cost**

- We should consider if it may be possible to recruit a volunteer, volunteer organiser or whether it may be better to employ directly a professional, qualified volunteer organiser. The cost of such a person would be c£20,000 including ON costs. This cost could be reduced by combining this role with another, events organisation is an obvious fit as it is a major area where volunteers could be used and would provide an additional focus for the organiser. If this was done the cost would reduce to c£10,000pa or less.
- There are two areas in the community centre which are currently underused and could provide accommodation for volunteers, room 9 and the attic.
- It would be necessary to provide certain facilities, office equipment, perhaps a van. The cost of this would need to be assessed.
- There would be on-going costs, office costs, communication, publicity, running costs of a van etc. These would need to be assessed.

We have already ensured a revenue stream for the future to support the services which volunteers could be used to provide. The direct benefit of the labour input would offset some of the organisational and administrative costs and indeed provide a surplus. Grant assistance may be available for such a scheme and/or some of the activities to be carried out.

To progress further a more detailed assessment of the use of volunteers is needed and an assessment of the costs identified. Also a risk assessment.

At this stage this can continue to be councillor led until an appraisal can be carried out to establish that council resources should be applied to this project which is probably a council wide project and should maybe progress via F&GP.



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Report 2189/TC

## Model Protocol on Member/Officer Relations

### 1. Background

- 1.1 This protocol is intended to assist Councillors and the Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 1.2 The reputation and integrity of the council is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each other's roles.
- 1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy.

### 2. Roles of Councillors and Employees

- 2.1 The respective roles of Councillors and employees can be summarised as follows:

Councillors and Officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the council. Their job is to give advice to Councillors and to the council, and to carry out the council's work following the policies and decisions made by the council and relevant committees.

#### 2.2 Councillors

- 2.2.1 Councillors have four main areas of responsibility:
  - To determine council policy and provide community leadership;
  - To monitor and review council performance in delivering services;
  - To represent the council externally; and
  - To act as advocates for their constituents.
- 2.2.2 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.
- 2.2.3 Councillors should not normally involve themselves in the day to day running of the Council without Council approval. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

#### 2.3 Chairmen and Vice-Chairmen of Committees

Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more

complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

## 2.4 Officers

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

## 3. Expectations

### 3.1 All Councillors can expect:

- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- a working partnership;
- A timely response from Officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- training and development opportunities to help them carry out their role effectively;
- not to have personal issues raised with them by Officers outside the council's agreed procedures;
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- that Officers will at all times comply with the relevant Code of Conduct.

### 3.2 Officers can expect from Councillors:

- a working partnership;
- an understanding of, and support for, respective roles, workloads and pressures;
- leadership and clear policies;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that Councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- that where Councillors are responsible for delivering a task that this should be expedited in a timely manner in order to meet any required deadlines;
- that all decisions are taken after all professional advice has been considered and evaluated;
- that Councillors will at all times comply with the council's adopted Code of Conduct.



### 3.3 Some General Principles:

- Relationships between Councillors and Officers should always be on a professional basis and not influence their professional judgement as this can confuse their separate roles and get in the way of the proper conduct of Council business.
- Special relationships with particular individuals or party political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.

## 4. Political Groups

- 4.1 The operation of political groups is becoming more of a feature within parish councils, but it is worth repeating that it is NALC policy that party politics should have no place in parish councils. Parish Councillors are there to serve their community as members of the community, and should not be side-tracked by party political issues. Party politics within a parish council can pose particular difficulties in terms of the impartiality of the Clerk and other employees, and the relationship between Councillors and the staff generally.
- 4.2 Party political groups or groups of individual Councillors have no power to require the Clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the council as a whole and should not take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the council.
- 4.3 If a council has adopted party political groupings, the Clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Clerk's job to make recommendations to a political group.
- 4.4 If a report is prepared for one political group, the Clerk should advise all other political groups that the report has been prepared, or that advice was given.
- 4.5 Any Clerk needing advice or guidance on matters relating to party groups or how to operate within a political environment, should seek advice from their County Association of NALC, or from the Society of Local Council Clerks.

## 5. When things go wrong

### Procedure for officers

- 5.1 From time to time the relationship between Councillors and the Clerk (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, it is important that the council adopts a formal grievance protocol or procedure.
- 5.2 The unitary council's Monitoring Officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. For example, the Society of Local Council Clerks may be able to provide an independent person. The Chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of Councillors to deal with all personnel matters.

- 5.3 The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.
- 5.4 For an example grievance procedure, contact your unitary council's Personnel or HR Department or the County Association of NALC.
- 5.5 If a Councillor is dissatisfied with the conduct, behaviour or performance of the Clerk or another employee, the matter should be raised with the Clerk in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.



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Report 2191/PB

## FORMATION OF JOINT CONSULTATIVE WORKING PARTY (STAFFING)

Because of the increased staffing levels resulting from the move to the Community Centre it is felt it would be advantageous to provide a forum for mutual Council / Staff issues of a general nature to be discussed.

The Working Party would report to Personnel Sub-Committee and would meet on an ad-hoc basis as required.

### Membership:

Councillors: – Chairman of Council, Vice-Chairman of Council and Chairman of F&GPC

Staff: – Town Clerk – Senior Administrator – Community Centre Manager

Suggested Terms of Reference:

### TRxx TERMS OF REFERENCE JOINT CONSULTATIVE WORKING PARTY (STAFFING)

1. *Member representation on the Working Party shall comprise: Chairman and Vice Chairman, Chairman of Finance and General Purposes Committee.*
2. *Staff representation on the Working Party shall comprise: The Town Clerk, Senior Administrator and the Community Centre Manager.*
3. *To discuss and recommend to Personnel Sub-Committee the following issues:*
  - a. *All matters relating to Terms and Conditions of Employment.*
  - b. *Issues of Health and Safety and Accommodation.*
  - c. *Training.*
  - d. *Pensions.*
  - e. *Duty of Care.*
  - f. *Any other Staffing related issue or concern.*



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Report 2190/DF

## Internal Liaison Group

At present the workload of the Council is brought forward in an ad hoc manner, partly from the minuted meetings of committees and partly from private meetings between the Town Clerk, staff and committee chairmen. This has three principal disadvantages.

1. There is a lack of coordination between the committees, leading to a sense of competition for the allocation of staff time and frustration when the work of a committee is not completed with the priority that the committee feels it should have.
2. Due to the work load being allocated as it arises there is continual disruption and forward planning is difficult, if not impossible. This is inefficient and frustrating for both staff and councillors.
3. There is a lack of clarity on roles/line management and transparency in the allocation of tasks. This leads to the perception that where councillors volunteer to assist in the office or with the work of the Council, that they have privileged access to staff and preferential allocation of staff time.

The purpose an Internal Liaison Group, consisting of the chairmen of the main committees, meeting with the Town Clerk on a monthly basis would be to coordinate the work of the committees and liaise with the Town Clerk. This would allow coordination between the committees, and enable the Town Clerk to plan the workload of the ensuing month with little or no disruption. The Internal Liaison Group would not be a policy setting body; its meetings would be open and minuted.

Whilst it would be expected that councillors would bring forward requests for staff assistance through their committees as at present, they would continue to be able to present their reasonable requests for information directly to the Town Clerk.

The Town Clerk would retain responsibility for the efficient working of the Council, together with the allocation of tasks and line management.

## Recommendation

**That an Internal Liaison Group consisting of the chairmen of the main committees and the Town Clerk be established. That this group should meet monthly to discuss and agree with the Town Clerk the work programme for that month.**

**The Internal Liaison Group would not be a policy setting body. Its purpose would be to coordinate the work of the committees and to improve liaison with the Town Clerk.**



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Report 2193/TC

## LOCALISM ACT 2011 ASSETS OF COMMUNITY VALUE

Part 5 Chapter 3 of the *Localism Act 2011* provides for a scheme called 'assets of community value'. Part of the Government's community empowerment agenda, it requires a principal authority to maintain a list of 'community assets'. These can be nominated by community groups and provided the nomination is accepted, the group can be given time to come up with a bid for the asset when they are sold.

The scheme only applies when the asset is being put up for sale and there is no compunction on the owner of that asset to sell it; and it is not a community right to *buy* the asset, just to *bid*. This means that in some instances the local community bid may not be the successful one.

The scheme was brought into effect on 21 September 2012 with SI 2012 no.2420 (C.95) The Localism Act 2011 (Commencement No. 1) (England) Order 2012 and SI 2012 No. 2421 The Assets of Community Value (England) Regulations 2012.

In the Regulations Section 5(1)(b) parish councils are named as a community body who may nominate local assets to the LA to be included in their list of community assets; the local authority has 8 weeks to make a judgement;

If it decides that the nomination meets the relevant criteria, the local authority must list it in its list of assets that the land is of community value;

A list of unsuccessful nominations must also be kept;

It is up to the local authority how it is published;

The asset must be a building or land, as defined in s88 of the Act; in general the building must further the social wellbeing and social interests of the local community;

Residential property is excluded from listing except where an asset that would otherwise be listed contains integral residential quarters, such as a pub or caretaker's flat;

Once listed, the local authority must inform owners and other interested parties that it has been listed, enter this fact on the local land charges register and in the case of registered land, apply for a restriction on the land register;

Nominations may be made by local organisations, including parish councils and community interest groups – but not by individuals. Additionally, (principal) local authorities cannot themselves nominate assets on to a register;

Provisions are in place to allow for appeals against the local authority's decision, and for compensation to be paid where the local authority believes listing has had a detrimental effect on the value of the property;

The provisions only apply when the asset is being put up for sale. There is no compulsion on the owner of that asset to sell it or any restriction on what the owner can do with the property while they own it (this is determined by planning policy);

A moratorium will be applied when a listed asset is put up for sale. This is an initial 6 week interim period followed, if there is community interest in bidding, by a 6 month moratorium to allow a community interest group to put a bid together;

There is no community right to *buy* the asset, just to *bid*. This means that in some instances the local community bid may not be the successful one as the owner can, at the end of the moratorium, sell to whomever they choose and at whatever price;

**RECOMMEDATION:**

**The Committee is asked to consider listing buildings and land of community value within the LTC area and request that SBC lists them.**

**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	514.79		485	51
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>7,262.91</b>	<b>0.00</b>	16,237	39
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	1,495.97		-1,496	
300.00	Office Tools	150.00	0.00		150	0.00
100.00	Contingencies	300.00	255.24		45	85.08
	Transfer to LCC		10,500.00		-10,500	
		<b>28,150.00</b>	<b>28,051.79</b>	<b>0.00</b>	<b>98.21</b>	<b>99.65</b>
	<b>Administration</b>					
1,450.00	Stationery	800.00	1,292.39		-492	161.55
50.00	Library	50.00	73.35		-23	146.70
1,750.00	Communication	1,750.00	1,973.02		-223	112.74
830.00	Photocopying	2,400.00	2,133.01		267	88.88
1,600.00	Subscriptions	1,600.00	1,991.68		-392	124.48
1,900.00	Postage	1,700.00	1,275.59		424	75.03
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	100.00	416.77		-317	416.77
400.00	Expenses/Travel Costs - Cllrs	400.00	306.64		93	76.66
300.00	Miscellaneous	500.00	290.50		210	58.10
	Professional Advice		350.00			
1,200.00	Audit	2,000.00	1,665.00		335	83.25
2,600.00	IT	1,000.00	1,142.98		-143	114.30
0.00	Waste Sacks	0.00	444.64			
600.00	Training - Staff	1,000.00	866.50		134	86.65
1,000.00	Training - Cllrs	1,000.00	27.50		973	2.75
400.00	Mileage & Expenses - Staff	450.00	386.47		64	85.88
		<b>14,800.00</b>	<b>14,636.04</b>	<b>0.00</b>	<b>164</b>	<b>98.89</b>
<b>40,020.00</b>	<b>Total</b>	<b>42,950.00</b>	<b>42,687.83</b>	<b>0.00</b>	<b>262.17</b>	<b>99.39</b>



## Leigh-on-Sea Town Council

## COMMITTEE BUDGETS

22/03/2013

## Spend vs Budget to 31st March 2013

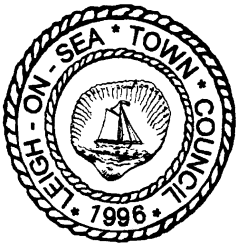
Budgets 2012/13 Committee	Item	Budget		Spend to date	Balance	% spent	2011/12 spend
		2011/12	2012/13				
Council	Office Admin	0	42,950	42,688	262	99	44,807
	Salaries	0	66,497	62,676	3,821	94	74,694
		0	109,447	105,364	4,083	96	119,501
Leisure	Community Transport A	0	5,382	5,205	177	97	4,034
Foreshore & 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	-886	1,412	-169	271
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A		13,337	12,900	437	97	14,049
	Padding Pool	1,798	0	0	1,798	0	0
	Youth D	3,078	5,785	8,970	-107	101	3,517
	Staffing Costs		17,718	10,530	7,188	59	
	Various B	0	5,500	5,820	-320	106	11,657
		79,284	49,848	43,610	85,522	34	39,402
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	0
	Bus Shelter Cleaning/Maint	0	5,000	4,156	844	83	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	893	1,569	36	0
	Phone Box	0	300	300	0	0	1,180
		0	16,462	5,349	11,113	32	1,767
Planning	Planning Staffing	0	5,323	3,850	1,473	72	3,031
	Planning Other	0	500	282	218	56	0
		0	5,823	4,132	1,691	71	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	
	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	515	485	51	356
		5,000	18,500	7,263	16,237	39	7,316
Community Centre	Set-Up Budget	0	28,125	22,597	5,528	80	
	LCC Revenue Budget E	0	3,550	1,325	2,225	37	
	LCC Staff Costs	0	30,666	36,677	-6,011	120	
	LCC Fund Balance	0	2,857	0	2,857	0	
		0	65,198	60,599	4,599	93	
Allotments	Revenue A	0	-3,502	-6,089	2,587		4,646
	Staffing Costs	0	12,319	8,092	4,227	66	
	Capital Improvements	0	2,500	640	1,860	26	4,590
		0	11,317	2,643	8,674	23	9,236
Total		84,284	276,595	228,960	131,919	63	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	76	-76	116
Unbudgeted income	0	0	86	0	180
Waste Sacks	0	0	677	0	0
Premises hire	0	2,800	1,194	1,606	2,320
	0	208,790	208,023	1,530	202,231
Add			141,467		
			142,997		
			8,320		
			151,317		
Less planned expenditure (Balance to spend)			131,919		
Estimated General Reserves at 31.03.13			19,398		
SBC Borrowing Requirement			30,602		
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 LCC 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)

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



Report 2192/DF&PR

## Four Monthly Finance Check

On 20<sup>th</sup> March 2013 we selected the month of November 2012 in respect of cheque payments and the month of February 2013 in respect of petty cash payments.

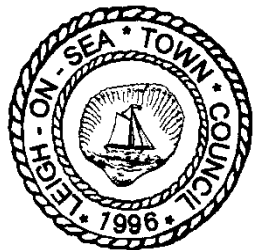
Cheque payments – we checked the total on each account payable summary to the attached invoice or statement.

We also ensured that there were two sets of initials against “Payment Approved” and on the relevant cheque counterfoil.

Petty cash payments – we checked the total on each account payable summary to the attached documents (invoices, receipts, till tickets etc).

Petty Cash Float – we counted the cash held in the petty cash box. It agreed to the printout produced by the Senior Administrator.

CLLRS DONALD FRASER & PATSY RYAN



# Leigh-on-Sea Town Council

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QUALITY  
TOWN  
COUNCIL

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

## Income and Expenditure 27<sup>th</sup> February to 26<sup>th</sup> March 2013 Report 2185/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
<b>Leigh Town Council Cheques</b>			
100582	£33.41	Paul Beckerson	Travel Expenses
100583	£9.40	Caroline Parker	Travel Expenses
100584	£8.63	Recognition Express	Name Badge
100585	£41.70	Miss R Upton	Skate Park- cleaning cover
100586	£50.00	LOSALGA	Expenses re allotment plot viewings
100587	£30.12	Acumen Wages	Payroll Services - February payroll
100588	£84.60	Fulton Paper	Photocopier Paper
100589	£20.00	SLCC CILCA	Town Clerk – General Power of Competence Accreditation Fee
100590	£90.00	Salvation Army	Comm Trans – Use of Minibuses
100591	£488.70	DOTS	Photocopies
100592	£404.60	Southend Theatres	Comm Trans - Tickets
100593	£46.20	Mayfield Cleaning	Bus Shelter Cleaning
100594	£1,170.00	Richard Longstaff Associates	Strand Wharf – Architectural Services
100595	£90.00	Taxi Drivers Charity Fund	Comm Trans – Use of Minibuses
Payroll Transfer	£6,000.00		
<b>Imprest Items</b>			
	£713.34	Displaysense	Portable Signage
	£29.94	Toolstation	Ball Valves for Toilets
	£115.45	The Cotton Bunting Company	Easter Event Bunting
	£21.00	Southend Borough Council	Temp Event Notice

**Direct Debits**

£32.11	e.on	LTC Electricity for Skate Park
£162.00	BT	LTC Internet Services
£608.72	BES Commercial Electricity	CC Electricity
£73.01	The Calls Warehouse	CC Telephone
£1,380.12	Corona Energy	CC Gas
£1.45	Global Payments	CC Debit Card Charges

**Leigh Town Council Income**

£140.00	Community Transport	Community Transport Members
£257.50	Allotment Rents, Tenancy Deposits and Keys	Plot Holders
£171.00	Farmers' Market	Stall Holders
£100.00	Easter Event	Stall Holders
£54.00	Councillor Badges	Councillors
£10.00	Xmas Lights Donation	Body's Opticians
£28.70	Sale of Green & Food Waste Sacks	Public

**Community Centre Cheques**

100072	£296.29	Knight Security Systems	Overhead Door Closers & Locks
100073	£113.04	Cory Environmental	Container rental and refuse collection
100074	£392.00	LCA Electrical	Alarm & PAT Testing
100075	£1,716.80	United Engineering Services	Boiler -Replacement Pump
100076	£57.50	LA Glazing	Broken Glass Panel Replacement
100077	£15.60	The Sign Factory	Vinyl Lettering
100078	CANCELLED		
100079	£196.12	Safelincs	Fire Extinguisher Servicing
100080	£270.48	Big Sky Acoustics Ltd	Sound Testing
100081	£1,213.08	Edge Designs	Facilities Training, Charge for Additional Users and Charge for Higher Band Usage

**Community Centre Income**

£5,285.55	Room Hire	Hirers
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