

# 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



25<sup>th</sup> April 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 30<sup>th</sup> April 2013** in 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> April 2013

## GENERAL PURPOSES

5. FORMATION OF JOINT CONSULTATIVE WORKING PARTY (STAFFING) – Report 2191 (Appendix 1)
6. POTENTIAL AMALGAMATION OF PLANNING, TRANSPORT & HIGHWAYS, LICENSING COMMITTEES/SUB-COMMITTEE INTO A SINGLE REGULATORY COMMITTEE – Discussion Paper by Cllr Carole Mulroney (Appendix 2)
7. THE GENERAL POWER OF COMPETENCE – Report 2208 (Appendix 3)

To resolve at the next Council meeting that it is an eligible Council under the Localism Act 2011 sections 1 to 8 and meets the criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

8. TO CONSIDER THE CREATION OF THE POSTS OF TOWN MAYOR AND LEADER OF THE COUNCIL – Report 2209/TC (Appendix 4)
9. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2204/GP 23<sup>rd</sup> April 2013 (Appendix 5)

## FINANCE

10. REFERENCES FROM OTHER COMMITTEES

Transport and Highways Committee 17<sup>th</sup> April 2013 - Minute 27

27. EARMARKED RESERVES

The Committee **RECOMMENDED** to F&GPC that the £2,500 under-spend be put in an earmarked reserve for Highways Infrastructure.

11. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2205/FGP 23<sup>rd</sup> April 2013 (Appendix 6)
- Committee Income and Expenditure Report 2206/FGP 23<sup>rd</sup> April 2013 (Appendix 7)

12. INCOME AND EXPENDITURE SINCE LAST MEETING

See report 2207/I&E (Appendix 8)

13. BANK ACCOUNT BALANCES as at 19<sup>th</sup> April 2013

CCLA	£ 55,038.67
HSBC BMM A/c	£ 47,156.45
HSBC Current A/c	£ 176,815.46
HSBC Community Centre A/c	£ 8,729.80
HSBC Payroll A/c	£ 1,149.46
HSBC Imprest A/c	£ 334.87

14. TRANSFER OF SURPLUS FUNDS

The first instalment of the precept amounting to £162,520.50 has now been received. The Committee is requested to propose the amount to be transferred to CCLA.

15. 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.

16. ITEM TO BE RAISED BY CLLR SYRIE COX



Paul Beckerson  
Town Clerk  
25<sup>th</sup> April 2013

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



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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.*

F&GPC – item for discussion by Cllr Mulroney

**Potential Amalgamation of Planning, Highways and Transportation and Licensing Committees/Sub-Committee into a single Regulatory Committee.**

Over the course of the last year I have been giving thought as to how to streamline the Council's Committee timetable. Many members have commented that we have too many meetings. This is largely due to the number of working parties. However, although there are certain working parties which I feel could be streamlined, there is also scope for reducing the number of standing committees into a more efficient system, especially as we now have an additional standing committee for the Community Centre. There are several pertinent reasons why this would make for more efficiency.

**Planning** – this is our most frequent committee, being fortnightly due to the need to respond to Borough Council consultations. These meetings can be over long and, in my view, the Planning Committee needs to review/tighten up its handling of applications.

However, although Government's plans are being reviewed, it is a possibility that the workload, particularly on extensions, may be reduced.

Even if the workload does not decrease I still feel the following suggestion would be a sensible way forward and with 2 meetings a month is perfectly feasible.

**Highways and Transportation** – the Council has no powers on highways and generally items on this agenda are raised by residents or individual members. The Committee has been cancelled on 6 occasions in the last 2 years, even though it now only meets alternate months, due to lack of matters to consider.

**Licensing** – again we have no specific powers but the Borough Council do take our views into account. This Sub-Committee has no regular meeting pattern and meets when an application arises. It generally lasts only a few minutes unless there is something contentious, which is very rare.

All three committees relate to regulatory matters and have a synergy. The Planning Committee already has powers to deal with highways issues if there is no meeting scheduled.

In many local authorities throughout the country Planning and Highways are dealt with by one committee, the addition of Licensing to this is sensible. Some Town Councils i.e. Rayleigh, Maldon and Canvey Island do not even have a highways or licensing committee.

There are, of course, additional savings not just in Councillors' time. The reduction in the number of committees produces an obvious saving in officers' time in both preparation of committee papers and attendance at committees.

Finally, on reviewing the Terms of Reference of the three committees there appears to be an anomaly whereby Planning Committee has the remit for dealing with Emergencies – environmental, public or disaster. Emergency Planning does not have a correlation with Planning. F & GPC has recently authorised the preparation of an Emergency Plan for the Council. F & GPC is the senior committee comprising all Committee chairmen and is therefore the most appropriate committee to act in co-ordinating events in a time of disaster.

My proposal is that it be RECOMMENDED to Council as follows

- a) That from the commencement of the next Council year the Planning, Transportation and Highways Committees and Licensing Sub-Committee be amalgamated to form a Regulatory Committee which will meet on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month as required.
- b) That the membership of the Regulatory Committee be set at 7 members and that the Terms of Reference of the three committees be amalgamated appropriately.
- c) That the 2013/14 budgets for Planning and Highways and Transportation be amalgamated under a new Regulatory Committee budget
- d) That TR5 2.e relating to Emergencies be transferred to the remit of F & GPC



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Report 2208/TC

## CiLCA Section 7: THE GENERAL POWER OF COMPETENCE

Local Councils<sup>1</sup> were given a 'general power of competence' (GPC) in the **Localism Act 2011, sections 1 to 8**. The GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, *"the power to do anything that individuals may do"* as long as they don't break other laws. It is a 'power of first resort' and can be used instead of existing powers ((s1(5)) and can be used anywhere (s1(4a)) and it is not necessary to benefit the community (s1(4c)).

Local Councils are eligible to use the GPC if they meet the criteria in (LA 2011 s8) set out in *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012*.

- The number of Councillors elected at the last ordinary election, or at a subsequent by-election, must equal two thirds of its number.
- A qualified clerk<sup>2</sup>

Eligibility starts on the date a council has resolved that it is an eligible council<sup>3</sup> and ends on the day before the next relevant annual meeting of the parish council which is the annual meeting held in a year when ordinary elections are held.

Restrictions in using the power:

1. Statutory duties remain in place
2. Must comply with legislation such as Health and Safety
3. To trade it must set up a company or co-operative
4. A legislative restriction still applies

GPC activities with restrictions:

1. Provide a bench – permission from Highway Authority
2. Community Shop – set up company
3. Play Scheme – Health & Safety

<sup>1</sup> Parish, town and neighbourhood councils in England

<sup>2</sup> If qualified prior to CiLCA 2012 or through the University route must also do Q.7 of CiLCA 2012 as an additional module

<sup>3</sup> Determined by Full Council and clearly minuted



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Report 2209/TC

## CREATION OF THE POSTS OF TOWN MAYOR AND LEADER OF THE COUNCIL

Over the last year the workload of being Chairman of the Council has increased dramatically with the Chairman taking on the role of driving policy forward as well as attending events as the Council's ceremonial and public head. In larger Town Councils this workload is addressed by splitting the role between two members, a ceremonial head, the Town Mayor and the Leader of the Council who is responsible for policy delivery and driving the day to day business of the Council.

It should be emphasised that the title of Town Mayor or Leader of the Council confer no executive authority upon them as this is prohibited by law.

When the Council was formed in 1996 at its first meeting on Friday 14<sup>th</sup> June in Leigh Community Centre it resolved to be a Town Council, but resolved not to use the style "Town Mayor" and "Deputy Town Mayor" as they were entitled to under the Local Government Act 1972 Section 245 (6b). Therefore it was a choice of the Council at the time not to use those titles; only a resolution at Council is needed to implement the change.

There are no financial or staffing manpower issues arising from this proposal.

The Committee is asked to consider this possibility and to make recommendations to the Annual Meeting of the Town Council in May.

**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	1,510.82		-1,511	
300.00	Office Tools	150.00	0.00		150	0.00
100.00	Contingencies	300.00	262.21		38	87.40
	Transfer to LCC		10,500.00		-10,500	
		<b>28,150.00</b>	<b>28,073.61</b>	<b>0.00</b>	<b>76.39</b>	<b>99.73</b>
	<b>Administration</b>					
1,450.00	Stationery	800.00	1,443.22		-643	180.40
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	2,540.26		-140	105.84
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	317.68		82	79.42
300.00	Miscellaneous	500.00	402.98		97	80.60
	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	390.39		60	86.75
		<b>14,800.00</b>	<b>15,321.56</b>	<b>0.00</b>	<b>-522</b>	<b>103.52</b>
<b>40,020.00</b>	<b>Total</b>	<b>42,950.00</b>	<b>43,395.17</b>	<b>0.00</b>	<b>-445.17</b>	<b>101.04</b>



## Leigh-on-Sea Town Council

## COMMITTEE BUDGETS

31/03/2013

## Spend vs Budget to 31st March 2013

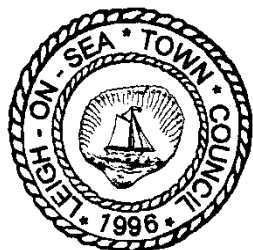
Budgets 2012/13 Committee	Item	Budget		Spend to date	Balance	% spent	2011/12 spend
		2011/12	2012/13				
Council	Office Admin	0	42,950	43,395	-445	101	44,807
	Salaries	0	65,300	67,181	-1,881	103	74,694
		0	108,250	110,577	-2,327	102	119,501
Leisure	Community Transport A	0	5,725	6,031	-306	105	4,034
Foreshore & Environment	Flower Baskets	0	600	600	0	100	5,000
	First Aid Provision	0	1,000	1,073	-73	107	875
	Farmers Market A	0	526	-747	1,273	-142	271
	Strand Wharf	74,408	0	1,170	73,238	2	0
	Leigh Lights A		13,337	12,890	447	97	14,049
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth D	3,078	5,785	9,281	-418	105	3,517
	Staffing Costs		13,450	11,898	1,552	88	
	Various B	0	5,500	6,125	-625	111	11,657
		79,284	45,923	48,321	76,886	39	39,402
Transport & Highways	School Crossing Patrols	0	4,500	4,300	200	96	0
	Bus Shelter Cleaning/Maint	0	5,000	4,195	806	84	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	1,050	1,033	17	98	0
	Phone Box	0	300	300	0	0	1,180
		0	15,050	9,828	5,222	65	1,767
Planning	Planning Staffing	0	4,110	4,102	8	100	3,031
	Planning Other	0	500	282	218	56	0
		0	4,610	4,384	226	95	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	22,823	5,302	81	
	LCC Revenue Budget E	0	3,550	4,960	-1,410	140	
	LCC Staff Costs	0	42,182	42,373	-191	100	
	LCC Fund Balance	0	2,857	0	2,857	0	
		0	76,714	70,156	6,558	91	
Allotments	Revenue A	0	-3,502	-6,111	2,609		4,646
	Staffing Costs	0	8,550	8,539	11	100	
	Capital Improvements	0	2,500	640	1,860	26	4,590
		0	7,548	3,068	4,480	41	9,236
Total		84,284	276,595	253,595	107,284	70	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
Estimated Interest to 31.3.13	0	0	84	-84
Unbudgeted income	0	0	86	0
Waste Sacks	0	0	712	0
Premises hire	0	2,800	1,194	1,606
	0	208,790	208,067	1,522
Add			126,767	100
			128,289	
			10,933	
			139,222	
			809	
			11,737	
Less planned expenditure (Balance to spend)			107,284	
Estimated General Reserves at 31.03.13			21,010	
SBC Borrowing Requirement			28,990	
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



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QUALITY  
TOWN  
COUNCIL

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 Vice Chairman: Cllr Caroline Parker  
 Town Clerk: Paul Beckerson

## Income and Expenditure 26th March to 23<sup>rd</sup> April 2013 Report 2207/I&E Expenditure incurred under the Power of Well Being

Cheque	Expenditure	Payee	Purpose
<b>Leigh Town Council Cheques</b>			
100596	£12.50	Mrs C McCarthy	Allotment Deposit Refund
100597	£7.00	Mr J Jolly	Allotment Deposit Refund
100598	£7.00	Mr T Cain	Allotment Deposit Refund
100599	£7.00	Mr A Brigden-Rodgers	Allotment Deposit Refund
100600	£12.50	Mr Y Newman	Allotment Deposit Refund
100601	£7.00	Mr G Moule	Allotment Deposit Refund
100602	£7.00	Ms K Norman	Allotment Deposit Refund
100603	£12.50	Mr P Furley	Allotment Deposit Refund
100604	£12.50	Mr R Barnes	Allotment Deposit Refund
100605	£12.50	Ms J Ixer	Allotment Deposit Refund
100606	£11.04	Cllr Pat Holden	Travel Expenses
100608	£42.00	Alljay Plastics	Easter Event Banner
100609	£150.00	Neopost	Postage Top-up
100610	£41.70	Miss R Upton	Skate Park Cleaning Cover
100611	£100.00	D Richardson	Easter Event – Face Painting
100612	£150.00	4 <sup>th</sup> /5 <sup>th</sup> Leigh Sea Scouts	Easter Event - Collection
100613	£250.00	St Clements PCC	Easter Event - Donation
100614	£50.00	Miss S Cushion	Easter Event - Chicks
100615	£25.00	Fancy Dress Hire	Easter Event – Town Crier
100616	£75.00	Mr J Peek	Easter Event – Punch and Judy
100617	£1,516.86	EALC	Affiliation Fee
100618	£138.91	Neopost	Postal – Rate change protection
100619	£20.00	Leigh Lions	Easter Event – Stall Refund
100621	£16.00	NALC	Annual Subscription
100622	£100.00	Marie Antoniou	Easter Event – Face Painter
100623	£100.00	Petty Cash	Top Up

100624	£46.20	Mayfield Cleaning	Bus Shelters
100625	£43.20	Alljay Plastics	ATM Banner
100628	£720.00	SBC	Hanging Baskets
100631	£30.12	Acumen Wages	Payroll Processing
IM130409	£3919.94	AA Fencing	Allotments Fence
Payroll Transfer	£18,000.00		

#### Imprest Items

£201.04	Toolstation	Extension Leads & Cable
£94.08	CPC	Extension Drums
£24.00	Survey Monkey	Library On-Line Petition

#### Direct Debits

£201.98	BT	LTC Communications
£41.33	E-on	LTC Skate Park Electricity
£765.00	SBC	CC Business Rates
£745.67	BES Commercial Electricity	CC Electricity
£66.24	The Calls Warehouse	CC Telephone
£0.35	Global Payments	CC Debit Card Charges

#### Leigh Town Council Income

£244.00	Community Transport	Community Transport Members
£32.50	Allotment Rents, Tenancy Deposits and Keys	Plot Holders
£215.00	Farmers' Market	Stall Holders
£35.00	Easter Event	Stall Holders
£177.31	Easter Event	Collection
£10.00	Xmas Lights Donation	Body's Opticians
£6.75	Sale of Green & Food Waste Sacks	Public
£162,520.50	SBC	First Instalment Precept

#### Community Centre Cheques

100082	£334.88	Metal Culture	Refund of Room Hire Charges
100083	£75.56	Essex Supplies (UK) Ltd	Cleaning Materials
100084	£125.21	Cory Environmental	Container Rental & Collection

100085		Cancelled	
100086	£905.00	V Moyse (The Scaffman)	Tower Scaffolding
100087	£2,307.30	Express Lifts	Lift Repairs
100088	£90.00	Brook Systems	Reprogram HS Phone
100089	£273.00	LCA Electrical	Fire Alarm Panel
100090	£212.07	Anglian Water	June – November 2012
100091		Cancelled	
100092	£1,797.49	SACC	Bill Paid on LCC Behalf
100607	£14.85	Knight Security Systems	Cupboard Keys
100620	£66.55	Canon UK	Inherited Photocopier Charge
100626	£31.19	Essex Supplies (UK) Ltd	Cleaning Items
100627	£481.20	Secom PLC	Annual Security Alarm Rental
100629	£1625.18	Express Lifts	Replace Faulty Lift Control Panel
100630	£536.12	Autobar (UK) Ltd	Vending Machine Repairs

**Community Centre Income**

	£60.00	Donations from Friends	
	£6,316.15	Room Hire	Hirers