



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson

You are hereby summoned to the meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 11th September 2013** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm** when it is hoped to transact the following business.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. DECLARATIONS OF MEMBERS' INTERESTS
3. APOLOGIES FOR ABSENCE
4. PUBLIC QUESTIONS
5. QUESTIONS FROM COUNCILLORS

There are none

6. MINUTES OF PREVIOUS MEETING – 10th July 2013
7. TO FILL VACANCY ON PLANNING AND LICENSING COMMITTEE

It is proposed that Cllr Carole Mulrone fill one of the vacancies on Planning & Licensing Committee.

8. CO-OPTION OF ADDITIONAL MEMBER ONTO THE COMMUNITY TRANSPORT SUB-COMMITTEE

It is proposed to co-opt Jan Andrews

9. TO APPOINT DCK BEAVERS LTD (ACCOUNTANTS) TO CARRY OUT THE VAT PARTIAL EXEMPTION CALCULATIONS ON AN ANNUAL BASIS AT A COST OF £185.
10. CHAIRMAN'S LIAISON PANEL – REPORT 2256 (Appendix 1)

Deferred from F&GPC meeting of 3rd September 2013

11. COMMITTEES
To receive Minutes of Committees
 - a) Planning Committee - To receive minutes of 9th and 23rd July, 13th and 27th August 2013
 - b) Allotments Committee – To receive minutes of 17th July 2013
 - c) Transport & Highways Committee – To receive minutes of 5th September 2013 (To follow)
 - d) Leisure, Foreshore & Environment Committee – To receive minutes of 18th July 2013
 - e) Finance & General Purposes - To receive minutes of 3rd September 2013
 - f) Leigh Community Centre Committee – To receive minutes of 4th September 2013
11. REPORT ON COMPLAINTS DEALT WITH UNDER THE COUNCIL'S COMPLAINTS PROCEDURE Report 2256/TC (Appendix 2)
12. FINANCIAL REPORT
To receive report 2245/I&E – (Appendix 3)



Paul Beckerson
Town Clerk
5th September 2013

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

DATE OF NEXT MEETING: Wednesday 9th October 2013

Report 2256 to F & GP

Chairmen's Liaison Group

This Group has met on three occasions and it is fair to say that the Chairmen have found it a useful vehicle for discussing issues of mutual concern and priorities. The Town Clerk's involvement has not been held as obligatory, to avoid his distraction from essential business in the office, but he is available should the discussion require his input.

The aim of the Group was to assist staff in the setting of priorities and Committee Chairmen in understanding the priorities of each others' remit.

The last 2 meetings have been held since the changes to Council and Committee Chairmanships. The Chairman of the Leigh Community Centre Committee (LCCC) has declined to attend the meetings as he considers that as the LCCC has its own budget and staff there is no need for him to do so.

The remaining Chairmen at meeting on 22 July expressed their concern at this stance and agreed that a report should be made to this Committee.

Members are asked to consider this position and the implications for the staff and Committees given that the Community Centre is a major part of the Council's work and the consequent lack of discussion between the LCCC Chairman and other Chairmen will affect the work of Committees and place an undue burden on staff.



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Report 2256/TC

COMPLAINTS RECEIVED AND DEALT WITH JULY – AUGUST 2013

Two complaints were received by the Town Clerk during the summer break, one relating to the misuse of the parking bays for disabled at the front of the LCC and one regarding the actions of a member of staff. Both of the complaints were initiated by Councillors.

LCC Parking Bays – Complaint by Chairman of Leigh Community Centre Committee

Vehicles without blue badges have parked in the bays. The policy applied by staff is best effort, to deal with the vehicle by placing a notice on the vehicle pointing out that the bay is reserved for disabled parking. There have been a number of incidents where users of the LCC have used the space to unload equipment etc. Where staff have seen this drivers are told to remove the vehicle as quickly as possible. There are vehicles that park overnight presumably who are local residents, again all we can do is put a notice on the vehicle.

The bays are part of public highway and do not come under the control of LTC, and as such are not part of our lease. There are no Traffic Regulation Orders that apply to the parking spaces so they cannot be enforced by Southend Borough Council either. It is believed that the bays were the result of action by SACC.

Complaint regarding a verbal exchange within the Council Office – Complaint by Chairman of Council

The complaint was not upheld (Confidential Appendix 4)

Paul Beckerson
Town Clerk
2nd September 2013



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Income and Expenditure 28th June – 28th Aug 2013 Report 2245/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
Leigh Town Council Cheques			
100685	£24.10	Knight Security Systems	CC - Keys
100686	£124.64	Cory Environmental	CC - Bin rental & collections
100687	£39.48	Acumen Wages	Wages Processing - June
100688	£480.00	Auditing Solutions	Internal Audit – Final FY 2012/13 Audit
100689	£25.00	Essex Playing Fields Association	Annual Subscription
100690	£22.00	CTA UK	S19 Permits- Community Transport
100691	£100.00	Petty Cash	Petty Cash
100692	£181.71	Cory Environmental	Skate Park - Bin Rental & Collections
100693	£300.00	Leigh Times	Replacement for missing cheque 100668
100694	£61.14	Viking	Stationery
100695	£500.00	Leigh Folk Festival	Annual Grant
100696	£55.81	Screwfix	CC - Plumbing Fittings
100697	£63.00	SLCC Publications	Book – New Edition Charles Arnold Baker
100698	£2,697.86	SBC	Building Insurance
100699	£80.00	WPS	Additional Premium for LTC Insurance
100700	£79.98	Screwfix	CC - Plumbing & Electrical Fittings
100701	£38.10	Paul Beckerson	Travel Expenses
100702	£35.00	SBC	Coronation Event – Event License
100703	£49.95	Knight Security Systems	Extra Plot Holders' Keys for Marshall Close Allotments
100704	£855.00	Michael Dempsey IT Contracts Ltd	IT Support
100705	£76.80	SLCC Enterprises	Town Clerk - Networking Event
100706	£46.20	Mayfield Cleaning Ltd	Bus Shelter cleaning - July
100707	£48.00	Alljay plastics	Coronation Event - Banner
100708	£70.00	Wyvern Community Transport	MiDAS Training
100709	£48.00	Claire Fiore	Coronation Event - Cakes
100710	£75.00	Jayne Stearman	Coronation Event - Cakes

100711	£320.00	Armour Party Supplies Ltd	Coronation Event – Bouncy Castles & Games
100712	£67.34	Essex Supplies UK Ltd	CC - Bathroom Supplies
100713	£81.55	Viking	Stationery
100714	£126.00	The Jack Centre	Community Transport Trip – Refreshment Costs
100715	£315.00	Bradwell Village Hall	Community Transport Trip – Lunch Costs
100716	£100.00	Petty Cash	Petty Cash
100717	£50.00	St John Ambulance	Coronation Event – Donation
100718	£50.00	The Yardarm Folk Orchestra	Coronation Event – Donation
100719	£50.00	The Salvation Army	Coronation Event – Donation
100720	£144.00	LCA Electrical	CC - Electrical Work for Vending Machine
100721	£128.71	Cory Environmental	CC - Bin Rental & Collections
100722	£47.00	Cllr Caroline Parker	Skate Park - Ms Hedges Work Boots
100723	£5.75	Peter Dolby	Community Transport – Expenses for collecting & returning minibus
100724	£0	Cancelled	
100725	£9.29	Screwfix Direct	High Speed Steel Drill Bit
100726	£129.82	Paul Beckerson	Travel Expenses (Summer Symposium)
100727	£382.00	Crocketts Jewellers	Council Regalia (Payment withheld at present)
100728	£46.20	Mayfield Cleaning Ltd	Bus Shelter Cleaning - August
100729	£8.75	Recognition Express	Name Badge
100730	£32.50	Essex Suppliers (UK) Ltd	CC – Cleaning Materials
100731	£28.97	Vanda Moyse	CC - Plumbing item (Reimbursement of cash item purchased by Caretaker)
100732	£67.50	Michael Dempsey IT Contracts Ltd	On-site Wireless Reconnection
100733	£81.80	Essex Supplies (UK) Ltd	CC -Cleaning Materials
100734	£200.00	Neopost Ltd	Franking Machine Top-up
100735	£84.90	SBC.	Community Transport – Minibus Hire
100736	£234.00	Alljay Plastics	Banners
100737	£25.73	Viking	Stationery
100738	£19.98	Knight Security Systems	Extra Plot Holders' Keys for Marshall Close Allotments
100739	£180.00	SBC	Annual Premises Licence Fee
Bank Transfer	£750.00	MDAS	ASA Agreement
Bank Transfer	£400.00	LOSALGA	ASA Agreement
Bank Transfer	£250.00	Anne Scobie - Marshall Cose	ASA Agreement

Bank Transfer	£4,738.57	WPS Insurance	LTC Annual Insurance Premium
Payroll Transfer	£29,000.00		Payroll for July & August

Imprest Items

	£148.66	Steel City Lighting Direct	Halogen Portable Flood Lights (Events)
	£313.10	Steel City Lighting Direct	LED EcoStar Floodlights (Events)
	£163.17	HSS Toolshop	Extension Leads & Cable Reels (Events)
	£134.00	Equip Logistics	Defender Power Pods (Events)
	£116.39	Workwear Express	Staff Protective Clothing Samples
	£8.18	Toolstation.com	Industrial plugs (Events)
	£157.02	Hi Vis Workwear	Staff Protective Clothing Samples
	£144.38	Blinds Depot	CC - Roller Blinds for Room 4
	£37.16	Combined Precision	IT- Cables & Video Connectors
	£47.27	Toolstation.com	CC - Adaptors, Locking Nuts, Connectors etc
	£6.00	The Land Registry	Copy of Deeds for CC & Connexions Building
	£155.82	Heart Internet	CC - Annual Website Charge
	£29.94	Toolstation.com	CC - Plumbing items
	£39.84	Post Office Counters	Cost of Return of Protective Clothing Samples
Credit	£151.08	Hi Vis Workwear	Credit for returned Clothing Samples

Direct Debits

	£336.78	Essex & Suffolk Water	CC Water Rates
	£223.26	BNP Paribas Leasing	LTC Photocopier Lease Payment
	£762.00	SBC	CC Business Rates - July
	£762.00	SBC	CC Business Rates - August
	£189.34	British Telecom	LTC Telephone - Line Rental & calls
	£69.44	British Telecom	LTC Internet Charge
	£64.98	British Telecom	LTC Telephone – Line Rental
	£697.88	BES Commercial Electricity	CC Electricity - July
	£470.75	BES Commercial Electricity	CC Electricity - Aug
	£63.00	The Calls Warehouse	CC Telephone - July
	£69.76	The Calls Warehouse	CC Telephone - August

£103.99	Corona Energy	CC Gas - July
£72.21	Corona Energy	CC Gas - August
£0.65	Global Payments	CC Card Processing Charge - July
£2.41	Global Payments	CC Card Processing Charge - Aug

Leigh Town Council Income

£245.00	Allotment Tenancy Deposits	Plot Holders
£75.00	Allotment Keys	Plot Holders
£386.00	Farmers' Market	Stall Holders
£408.50	Community Transport	Members' Trip Bookings
£20.00	Xmas Lights Donations	Body's Opticians
£269.50	Sale of Green Sacks	Public
£185.13	Coronation Event	Cake Sales and Donations
£295.00	Contribution to Gate	Blenheim Chase Resident
£7.29	Cllr Badge	Councillor
£138.00	SBC	Reimbursement for Energy Certificates

Leigh Community Centre Income

£14,285.71	Room Hire	Hirers
£131.76	Friends of Community Centre	Bar Revenue Donations from events put on by Neil Harding & from Donations Box