



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



QUALITY
TOWN
COUNCIL

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 13th November 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
Question from Cllr Mark Bromfield

"Would the Chairman agree that one of the strengths of Leigh Town Council is the non-party political nature of its Councillors, not being tied into the political stance of any political party? Would the Chairman also agree that when precept payers have elected a non-party Councillor that this decision should be honoured by that Councillor? By not so doing would the Chairman agree that some voters might well feel that their vote has been misused, and that they the voters, should be given an immediate opportunity to take a view on the situation".

6. MINUTES OF PREVIOUS MEETING – 9th October 2013
7. COMMITTEES
To receive Minutes of Committees
 - a) Planning & Licensing Committee - To receive minutes of 8th and 22nd October 2013
 - b) Transport & Highways Committee – To receive minutes of 16th October 2013
 - c) Leisure, Foreshore & Environment Committee – To receive minutes of 17th October 2013
 - d) Finance & General Purposes - To receive minutes of 5th November 2013
 - e) Leigh Community Centre Committee – To receive minutes of 6th November 2013
8. REPORT ON FUTURE FORMAT OF INCOME AND EXPENDITURE REPORTS Report 2282/DF Referred from Finance and General Purposes (Appendix 1)
9. FINANCIAL REPORT
To receive report 2280/I&E – (Appendix 2)

Paul Beckerson
Town Clerk
7th November 2013

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

DATE OF NEXT MEETING: Wednesday 11th December 2013



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Report 2282/DF

INCOME AND EXPENDITURE

At the meeting of the Finance and General Purposes Committee held on Tuesday 5th November an agenda item "Future format of Income and Expenditure Reports" was discussed.

Due to requests for clarification and further consideration, it was agreed to refer the item to Council.

Together with the Town Clerk, I have studied the relevant rules in the latest edition of "Knowles on Local Authority Meetings". It is now clear that ALL Town councillors have the legal responsibility for approving each individual item of expenditure, with the exception of small items of petty cash payments. In order to assist Councillors with notice of payments during an accounting period (usually approximately one month) an Income and Expenditure Report is presented to the Finance and General Committee. After discussion each report is recorded as "Noted".

The same report is considered as an agenda item for the subsequent full Council Meeting.

Due to the vastly increased number of transactions taking place since the Council took over the responsibility for the Community Centre the production of the I and E Report involves many hours of staff time. As there is no legal obligation for Councillors to approve items of income, it is now proposed that that, in future, the words "Income and" be omitted from the heading of the Report. This Report may continue to be noted by the Finance and General Purposes Committee. However, due to the latest regulations, the Report is required to be proposed, seconded and approved unanimously. In the event of a councillor disagreeing with any item of expenditure his or her name must be recorded in the minutes of the meeting.

In order to provide Councillors with some information concerning Income by Committee, it is proposed that a Report, as below, be included with the agenda for future meetings of the Finance and General Purposes Committee. This will assist in helping to reduce the very heavy workload incurred by Vivien.

Income for the period 25th September to 28th October 2013 - Report/VC

<u>Committee</u>	
Finance & General Purposes – Admin	£33,002.34
Leisure, Foreshore & Environment	848.00
Allotments	1,851.00
Leigh Community Centre	<u>7,855.87</u>
	£43,557.21



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Income and Expenditure 25th Sept – 28th Oct 2013 Report 2280/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
Leigh Town Council Cheques			
100759	£69.00	M Frost Associates Ltd	Energy Certificate
100760	£756.00	PKF Littlejohn	External Audit
100761	£168.60	Miss R Upton	Holiday Cover at Skate Park
100762	£46.20	Mayfield Cleaning Ltd	Bus Shelter Cleaning
100763	£254.96	Signature Approval Ltd	Uniforms for Janitors
100764	£474.00	SLCC Enterprises	TC Attendance at National Conference
100765	£13.68	Cllr P Holden	Mileage Expenses
100766	£168.00	LCA Electrical Ltd	Installation of power supply for door magnets 1 st Floor Fire Escape
100767	£23.49	Cllr C Parker	Mileage Expenses
100768	£74.92	Screwfix	Allotment Misc items
100769	£174.00	Evac & Chair	Evacuation Chairs Service and additional chair
100770	£39.48	Acumen Wages Service	Salaries processing – August
100771	£344.91	Cory Environmental	CC & Skate Park Bins Rental and Collection
100772	£39.48	Acumen Wages Service	Salaries processing – September
100773	£378.60	Michael Dempsey IT Contracts	Antivirus Protection & Installation
100774	£11.73	Knight Security Systems	Cheque Damaged – reissued see cheque 100783
100775	£162.00	SBC	Community Transport - Tickets for Plaza Concert
100776	£117.00	LCA Electrical Ltd	Replacement Maglock – Lower Hall Fire Escape
100777	£57.94	Vivien Choppen	Mileage Expenses
100778	£150.00	Cash	Petty cash
100779	£200.00	Neopost	Top-up Postage

100780	£140.00	Taxi Drivers Charity Fund	Community Transport – Use of Minibus
100781	£137.97	Essex Supplies (UK) Ltd	Cleaning Materials
100782	£1,800.00	Greenworks Solutions Ltd	Washroom Services – Annual Charge
100783	£11.73	Knight Security Systems	Mortice Lock
100784	£40.71	Paul Beckerson	Travel Expenses
100785	£125.00	Louise Fuller	HR Professional Advice
100786	£144.00	LCA Electrical Ltd	Maglocks
100787	£48.00	Southend Phab	Community Transport – Use of Minibus
100788	£50.00	Royal British Legion Poppy Appeal	Poppy Wreaths
100789	£38.70	Paul Beckerson	Travel Expenses
100790	£46.20	Mayfield Cleaning Ltd	Bus Shelter Cleaning
Payroll Transfer	£15,000.00		Payroll for October
Bk Trs	£50,000.00	Public Sector Deposit Fund	CCLA Investment
Bk Trs	£400.00	LOSALGA	Service Level Payment
Bk Trs	£750.00	MDAS	Service Level Payment
Bk Trs	£125.00	MARSHALL CLOSE	Service Level Payment

Imprest Items

£85.19	Elite Industrials	LFE – Events Visibility Jackets
£31.26	Elite Industrials	Allotments – Visibility Jacket
£140.29	Fire Protection Online Ltd	2 Megaphones
£21.00	SBC	Temp Event Notice for Carols on Strand Wharf
£12.75	EMAILREGORG	LTC Domain Renewal

Direct Debits

£762.00	SBC	CC Business Rates
£197.37	British Telecom	LTC Line Rental & Call Charges
£68.40	British Telecom	CC Line Rental
£76.58	British Telecom	LTC extra Line Rental
£67.93	The Calls Warehouse	CC Telephone
£1.84	Global Payments	CC Card Processing Charge
£69.48	Corona Energy	CC Gas

£79.14	Corona Energy	CC Gas
£168.48	Wessex Leasing Ltd	Wash Hand Driers Rental Charge
£37.12	e.on	Electricity at Skate Park

Leigh Town Council Income

£33,000.00	SBC	Local Council Tax Support Grant
£1,766.00	Allotment Rents	Plot Holders
£55.00	Allotment Tenancy Deposits	Plot Holders
£30.00	Allotment Keys	Plot Holders
£183.00	Farmers' Market	Stall Holders
£31.00	Community Transport	Members' Trip Bookings
£10.00	Xmas Lights Donations	Body's Opticians
£590.00	Xmas Lights Pitches	Stall Holders

**Leigh Community Centre
Income**

£6,867.93	Room Hire	Hirers
£23.00	Auto bar	Final Takings from Machine