



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 15th January 2014** 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
6. MINUTES OF PREVIOUS MEETING – 11th December 2013
7. COMMITTEES
To receive Minutes of Committees
 - a) Planning & Licensing Committee - To receive minutes of 17th December 2013
 - b) Transport & Highways Committee – To receive minutes of 18th December 2013
 - c) Leisure, Foreshore & Environment Committee – To receive minutes of 19th December 2013
 - d) Finance & General Purposes - To receive minutes of 7th January 2014
 - e) Leigh Community Centre Committee – To receive minutes of 2nd January 2014
8. TO AGREE BUDGET AND SET PRECEPT FOR 2014/15 (Appendix 1)
9. FINANCIAL REPORT
To receive report 2306/I&E – (Appendix 2)

Paul Beckerson
Town Clerk
9th January 2014

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

DATE OF NEXT MEETING: Wednesday 12th February 2014

Leigh-on-Sea Town Council

Budget Pack 2014/15

Council
14-01-14
2nd Draft

3rd Draft Council budget 02/01/14

NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT

| | £ | £ | |
|--|---------|-----------------|-----------------------|
| Anticipated reserves at 31 March 2013 | | | |
| General Reserves | 67,546 | | From attached sheet 1 |
| Capital Reserves | 73,238 | | |
| Add | | 140,784 | |
| draft budget income from committees | | | |
| Planning | 0 | | From attached sheet 2 |
| Transport & Highways | 0 | | From attached sheet 3 |
| Allotments | 13,608 | | From attached sheet 4 |
| Leisure Foreshore and Environment | 9,790 | | From attached sheet 5 |
| Finance & G.P. | 0 | | From attached sheet 6 |
| Office | 0 | | From attached sheet 7 |
| Staff | 0 | | From attached sheet 8 |
| Leigh Community Centre Hire Income | 94,500 | | From attached sheet 9 |
| Committee Total | | 117,898 | |
| Deduct | | | |
| draft budget expenditure from committees | | | |
| Planning | 6,786 | | From attached sheet 2 |
| Transport & Highways | 11,447 | | From attached sheet 3 |
| Allotments | 19,505 | | From attached sheet 4 |
| Leisure Foreshore and Environment | 67,899 | | From attached sheet 5 |
| Strand Wharf | 73,238 | | From Capital reserves |
| Finance & G.P. | 74,670 | | From attached sheet 6 |
| Office | 47,960 | | From attached sheet 7 |
| Staff | 61,568 | | From attached sheet 8 |
| Leigh Community Centre | 160,190 | | From attached sheet 9 |
| Committee Total | | 523,263 | |
| Deduct | | | |
| Planned reserve at 31 March 2014* | | 65,000 | |
| Nett shortfall = Precept required | | -329,581 | |
| Less LCTS Grant | | 27,000 | |
| | | -302,581 | 302,581 |

*£70,000 is the Town Clerk's recommended reserve level

The Paddling Pool, being a donation for this purpose, is ring fenced and will have no impact on the precept

| | | | | |
|--|--------------|----------------|---|-----------------------|
| Proposed increase/decrease in precept | 1.40 | % | | |
| Proposed Band D equivalent at Tax base | 36.34 | | | |
| | 36.34 | Divisible by 9 | | |
| An increase of | -£2.63 | -6.75 | % | Band D 2013/14 £38.97 |

Tax Base 2014/15 8326.44

A Decrease of 14.36

Sheet 1

| | |
|--|--------|
| Anticipated underspends by Committees | £ |
| Planning | 0 |
| Transport & Highways | 3,000 |
| Allotments | 0 |
| Leisure Foreshore and Environment | 0 |
| Finance & G.P. | 0 |
| Office | 0 |
| Staff | 0 |
| Total | 3,000 |
| | |
| Anticipated general reserve from Budget report | 64,546 |
| | |
| General Reserves carried forward | 67,546 |

Sheet 2

1st Planning Budget

| Heading | B/F 2013/14 | Income | Expenditure |
|-----------------------|--------------------|---------------|--------------------|
| Staff costs | | 0 | 6,286 |
| Planning | | 0 | 500 |
| Neighbourhood Plan | 2,000 | 0 | 0 |
| Other items (specify) | | 0 | 0 |
| Total | 2,000 | 0 | 6,786 |

Sheet 3

T & H Budget 2nd Draft 2014/15

| Heading | Income | Expenditure |
|-------------------------------------|--------|---------------|
| School Crossing Patrols | 0 | 4,500 |
| Bus Shelter Cleaning/Maintenance | 0 | 2,000 |
| New Bus shelters | 0 | 0 |
| Highways Infrastructure | 0 | 4,000 |
| Bollards | 0 | 250 |
| Phone Box | 0 | 300 |
| Staff Costs | 0 | 397 |
| Total | | 11,447 |

Sheet 4

1st draft of allotments budget 2014/15 14-11-13

| Heading | B/F 2011/12 | Income | Expenditure |
|-----------------------|-------------|---------|-------------|
| Rents | | | |
| Manchester Drive | | 8,757 | |
| Leigh | | 4,389 | |
| Marshall Close | | 462 | |
| MDAS Commission | | | 725 |
| Plot clearance | | | |
| Rubbish clearance | | | |
| Equipment | | | |
| Water Rates | | | 4,300 |
| Staff Costs** | | | 4,820 |
| Maintenance | | | 1,000 |
| Miscellaneous | | | 60 |
| Training | | | |
| Vehicle | | | |
| Hedge Cutting | | | 1,000 |
| Capital improvements* | | | 2,500 |
| Grass Cutting | | | 0 |
| Keys | | | 0 |
| MDAS Grant | | | 3,000 |
| LA Grant | | | 1,600 |
| MC Grant | | | 500 |
| Totals | | £13,608 | £19,505 |
| Nett cost (exp - inc) | | £5,897 | |

Staffing

| | |
|----|---------|
| TC | 2536.42 |
| VC | 1065.95 |
| HS | 1218.10 |
| | 4820.47 |

Revenue

Capital*



Revised costings

** Includes an element for travel

Sheet 5

LFE Budget 3rd Draft (Committee Revisions) - 19-12-13

| Heading | Income | Expenditure |
|---|--------|-------------|
| Community Transport* | 4000 | 9461 |
| Skate Park* | 0 | 5351 |
| Flower baskets | 0 | 6000 |
| First Aid Provision | 0 | 1000 |
| Farmers' Market* | 2040 | 2264 |
| Strand Wharf | 0 | 0 |
| Leigh Lights* | 3750 | 26150 |
| Paddling Pool | 0 | 0 |
| Grants to outside organisations | 0 | 1500 |
| Maritime Festival | 0 | 2000 |
| May Day | 0 | 450 |
| Carols on Strand Wharf | 0 | 200 |
| Easter Event | 0 | 900 |
| WW1 / LCC Cent Events | | 500 |
| Good for Leigh | | 500 |
| Events Equipment | | 500 |
| Town Guide | | 200 |
| Community initiatives and recreational facilities | | 500 |
| Staff costs | | 10423 |
| | | |
| Totals | 9790 | 67899 |
| Nett cost | | 58109 |

* see separate budgets below

| Community Transport | Income | Expenditure |
|-----------------------------|--------|-------------|
| Staff costs | | 4051 |
| Ticket sales | 4000 | |
| Trip costs | | 2900 |
| Minibus hire | | 1300 |
| CRB checks | | 200 |
| Petrol | | 200 |
| Refreshments | | 150 |
| CTA membership | | 270 |
| Midas Training | | 200 |
| Misc | | 130 |
| Driver Licence Verification | | 60 |
| Totals | 4000 | 9461 |
| Nett cost | | 5461 |

| Farmers Market | Income | Expenditure |
|-----------------------|---------------|--------------------|
| Stall hire | 2040 | |
| Hall Hire | | 1884 |
| Leaflet | | 380 |
| Banners | | 0 |
| Totals | 2040 | 2264 |
| Nett cost | | 224 |

| Skate Park | Income | Expenditure |
|-----------------------------|---------------|--------------------|
| Rent | | 50 |
| Cleaning | | 900 |
| Electricity | | 450 |
| Miscellaneous | | 200 |
| Staff costs | | 2751 |
| Skate Park Maintenance Prog | | 1000 |
| Totals | | 5351 |

| Leigh Lights | Income | Expenditure |
|---|---------------|--------------------|
| Column testing | | 1450 |
| Installation and removal | | 6700 |
| Storage | | 2400 |
| Power | | 300 |
| Replacement bulbs / renewal | | 1100 |
| Traders contributions | 2500 | |
| Switch-on security | | 3000 |
| Entertainers | | 1000 |
| Road closures, licences etc. | | 4500 |
| Donations | 700 | 700 |
| First Aid | | 1500 |
| Capital Renewals | | 2000 |
| Charges to stalls, fairs | 550 | |
| Support columns - erect and remove plus storage | | 1500 |
| Totals | 3750 | 26150 |
| Nett cost | | 22400 |

Sheet 6

2014/15

General Purposes - 2nd draft budget F & G.P. 01-10-13

| Heading | Income | Expenditure |
|-------------------------|---------------|--------------------|
| Community Affairs* | 0 | 2,000 |
| Bursary Fund LCC* | 0 | 1,000 |
| Premises / Equipment | 0 | 500 |
| Elections | 0 | 7,000 |
| Legal Costs | 0 | 500 |
| Annual Town Meeting | 0 | 500 |
| Community Engagement | 0 | 2,000 |
| Civic | 0 | 200 |
| Renewals Fund** | 0 | 5,000 |
| Strategy & Town Plan SC | 0 | 3,000 |
| Capital Fund | 0 | 50,000 |
| Localism Act | 0 | 300 |
| GP Janitorial | 0 | 2,670 |
| | | |
| Totals | 0 | 74,670 |
| Nett cost | 0 | 74,670 |

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7

2nd Provisional Office Budget for 2014-15

For information

Office budget and expenditure

| Budget | Heading | 2014/15 |
|---------------|--------------------------------|---------------|
| 2013/14 | | |
| | LCC Support Grant | |
| 23,500 | LCC Premises Use Grant | 23,500 |
| 23,500 | | 23,500 |
| | Administration | |
| 900 | Stationery | 1,400 |
| 4,200 | Insurance | 4,900 |
| 100 | Library | 150 |
| 1,800 | Communication | 2,000 |
| 2,400 | Photocopying | 2,700 |
| 2,040 | Subscriptions | 2,000 |
| 1,700 | Postage | 1,700 |
| 50 | Entertaining | 50 |
| 120 | Licences | 450 |
| 400 | Expenses/Travel Costs - Cllrs* | 600 |
| 500 | Miscellaneous | 500 |
| 2,500 | Audit | 2,000 |
| 2,000 | IT** | 2,000 |
| 1,200 | Training - Staff | 1,000 |
| 500 | Training - Cllrs | 2,000 |
| 550 | Mileage & Expenses - Staff | 550 |
| 300 | Green Waste Sacks | 460 |
| 21,260 | | 24,460 |
| 44,760 | Total | 47,960 |

| | Budget | Expenditure | % spent |
|-----------|--------|-------------|---------|
| 1997/8 | 14,515 | 13,122 | 90 |
| 1998/9 | 17,260 | 14,401 | 83 |
| 1999/2000 | 14,075 | 10,850 | 77 |
| 2000/1 | 12,505 | 11,467 | 92 |
| 2001/2 | 12,865 | 11,130 | 87 |
| 2002/3 | 14,690 | 12,229 | 83 |
| 2003/4 | 13,925 | 15,560 | 112 |
| 2004/5 | 16,000 | 15,418 | 96 |
| 2005/6 | 21,000 | 20,766 | 99 |
| 2006/7 | 29,110 | 29,003 | 100 |
| 2007/8 | 28,360 | 29,164 | 103 |
| 2008/9 | 32,060 | 31,867 | 99 |
| 2009/10 | 33,570 | 32,998 | 98 |
| 2010/11 | 36,460 | 36,606 | 100 |
| 2011/12 | 40,020 | 44,807 | 112 |
| 2012/13 | 42,950 | 43,395 | 101 |
| 2013/14 | 44,760 | | |

* Now including LTC area

**Renewals element included in Renewals Fund GP Budget

Sheet 8

2nd Provisional salaries budget 2014/15

Heading Budget
 2014/15

Town Clerk*

Pay 42,485.05

Other staff (proportionate)*

Pay 18,497.00

| |
|-----------|
| 60,982.05 |
|-----------|

Payroll Costs 586

Total £61,568.05

* some elements of pay are allocated to committee budgets

Sheet 9

LCC Budget 2014/15

| | Income Budget | Expenditure Budget |
|-------------------------------------|----------------------|---------------------------|
| Hiring Income | £70,000.00 | |
| LTC Building Contribution | £23,500.00 | |
| Bursary Fund | £1,000.00 | |
| Rates | | £7,800.00 |
| Gas | | £7,500.00 |
| Electric | | £5,500.00 |
| Water | | £1,200.00 |
| Catering | | £0.00 |
| Communications | | £2,000.00 |
| Cleaning Materials Etc. | | £900.00 |
| Waste Removal / Washroom Serv. | | £3,000.00 |
| Insurance | | £2,800.00 |
| Advertising | | £2,500.00 |
| Security / Alarms | | £1,000.00 |
| Internal Maintenance | | £14,000.00 |
| External Maintenance | | £7,500.00 |
| Miscellaneous | | £2,000.00 |
| Licences | | £1,000.00 |
| IT | | £1,600.00 |
| Contingencies | | £4,500.00 |
| Salaries / Payroll | | £80,150.33 |
| Existing Admin Salaries Apportioned | | £15,240.00 |
| Totals | £94,500.00 | £159,828.00 |

Includes 33% of 3 Year Wedding Licence

Net Deficit £65,328.00



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Income and Expenditure 27th Nov – 23th Dec 2013 Report 2306/I&E Expenditure incurred under the General Power of Competence

| Cheque | Expenditure | Payee | Purpose |
|--------|-------------|---------------------------------------|--|
| | | Expenditure - Cheques | |
| 100818 | £117.00 | Belfairs Academy | Community Transport- Tickets for "Beauty and The Beast" |
| 100819 | £25.00 | The Royal British Legion | Additional Poppy Wreath |
| 100820 | £30.00 | A.Pittard | Refund for pitch at Leigh Lights |
| 100821 | £126.94 | ELA Group | Lift Repair |
| 100822 | £3,039.90 | Chargecrest Asset Management Ltd | Leigh Lights Security & Traffic Marshalls |
| 100823 | £50.00 | Southend-on-Sea Borough Council | Skate Park- Annual Lease |
| 100824 | £81.28 | Viking | Stationery |
| 100825 | £622.99 | Cory Environmental Municipal Services | Leigh Lights – Road Cleaning |
| 100826 | £150.00 | Cash | Petty Cash |
| 100827 | £75.00 | Mrs Carole Mulroney | Small Business Saturday - Brochures |
| 100828 | £1260.00 | ISS Facility Services Ltd | Manchester Drive Allotments - Hedge Cutting & Skate Park - Grass Cutting |
| 100829 | £124.64 | Cory Environmental Municipal Services | CC – Rental and Collection of Bins |
| 100830 | £30.00 | Dawn Wallen | Refund for pitch at Leigh Lights |
| 100831 | £233.10 | Neopost Limited | Franking Machine - Annual fee & Service Plan |
| 100832 | £110.31 | Southend Mencap | Xmas Lights Donation |
| 100833 | £99.11 | Saints Dog Rescue | Xmas Lights Donation |
| 100834 | £79.73 | Elusive Dance CIC | Xmas Lights Donation |
| 100835 | £63.45 | SARS | Xmas Light Donation |

| | | | |
|------------------|------------|------------------------------------|---|
| 100836 | £48.64 | Southend Junior PHAB | Xmas Lights Donation |
| 100837 | £43.01 | St John Ambulance | Xmas Lights Donation |
| 100838 | £40.47 | RSPCA | Xmas Lights Donation |
| 100839 | £37.84 | AC Ross | Xmas Lights Donation |
| 100840 | £51.14 | The Sycamore Fund | Xmas Lights Donation |
| 100841 | £80.00 | Leigh Garden Centre | 2 Christmas Trees for Centre |
| 100842 | £48.00 | Alljay Plastics | Replacement for lost cheque |
| 100843 | £32.63 | Little Havens Hospice | Xmas Lights Donation |
| 100844 | £76.00 | Taxi Drivers' Charity Fund | Community Transport – donation for use of minibuses |
| 100845 | £48.00 | Rural Community Council of Essex | Annual Membership |
| 100846 | £420.00 | Leigh Times Series LTD | Town Guide Distribution |
| 100847 | £31.00 | Daphne Smith | Community Transport – Ticket Refund |
| 100848 | £475.78 | DOTS | Photocopies |
| 100849 | £91.27 | Essex & Suffolk Water | Marshall Close Allotments Water Charge |
| 100850 | £189.90 | LCA Electrical | Repair of Light Fittings in Council Office |
| 100851 | £360.00 | Hair & Son LLP | Survey of attic and front of the Community Centre |
| 100852 | £8.75 | Recognition Express Essex | Replacement Councillor Badge |
| 100853 | £46.20 | Mayfield Cleaning LTD | Bus Shelter Cleaning |
| 100854 | £180.00 | St John Ambulance | First Aid cover at Leigh Lights |
| 100855 | £360.00 | Evac + Chair | Operator Training |
| 100856 | £84.63 | C Company Army Cadets | Xmas Lights Donation |
| 100857 | £142.56 | Viking | Stationery |
| 100858 | £14.40 | Screwfix | CC Sash Window Lock Fitting |
| Payroll Transfer | £15,000.00 | | Payroll for December |
| | | Expenditure - Imprest Items | |
| | £83.07 | Sarah Moore Public House | Community Transport - Xmas Lunch |
| | £240.59 | Sarah Moore Public House | Community Transport - Xmas Lunch |
| | £25.00 | BT Disclosure Scotland | Disclosure Checks |
| | £25.00 | BT Disclosure Scotland | Disclosure Checks |

| | | | |
|--|---------------|------------------------------------|--|
| | £514.02 | B&Q | Materials for Shelving in Room 9 and building a Cupboard in Cafe |
| | | | |
| | | Expenditure - Direct Debits | |
| | £762.00 | SBC | CC Business Rates |
| | £163.80 | BT | Telephone |
| | £19.53 | EON | Electricity- Skate Park |
| | £849.04 | BES Electricity | CC Electricity |
| | £321.64 | Corona Energy | Gas |
| | £1012.07 | Corona Energy | Gas |
| | Credit £14.05 | Global Payments | CC Card Processing Charge |

Income Received by Committee

| | |
|--|------------|
| Allotments Committee | £ 257.75 |
| Finance & General Purposes Committee | £ 77.00 |
| Leigh Community Centre Committee | £ 4,930.19 |
| Leisure, Foreshore & Environment Committee | £ 1,002.13 |
| Transport & Highways Committee | £ 0 |
| Planning Committee | £ 0 |
| Total | £ 6,267.07 |