



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



29th August 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 3rd September 2013** at the 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 2nd JULY 2013

GENERAL PURPOSES

5. PERSONNEL SUB-COMMITTEE 31st JULY 2013 (Appendix 1)
6. MOTIONS SUBMITTED BY COUNCILLORS TO F&GPC

- (1) All questions and requests to staff from Councillors, apart from those of a routine or trivial nature, with the answer and an estimated cost of preparing the answer, should be routinely distributed to all Councillors.**

Proposed Cllr Richard Herbert
Seconded Cllr Carole Mulroney

Discussion paper

Councillors from time to time have questions for staff. Clearly these questions and answers could be of interest to all their colleagues on the Council so to save repetition it would be best if these, and the answers, were available to all. Many councillors ask few if any questions, others are in the habit of asking multiple questions of a searching nature which take a great deal of time and expense to answer. It is only right that all councillors should be aware of this and the nature of the questions being asked. The cost of doing this on a routine basis would be minimal in comparison to the information being obtained by means of freedom of information requests.

- (2) That the annual reviews of committee activities and assessments of proposed programs, resolved at council on 13th March 2013 minute 111d, be submitted to S&TP before 31st October each year so that they can be considered and recommendations made by 30th November each year.**

Proposed Cllr Richard Herbert
Seconded Cllr Donald Fraser

Discussion paper

When first resolved at S&TP and F&GP it was the intention that the reviews and assessments should take place as part of the budgetary considerations each year however we omitted to set any specific dates. Clearly it is important that the intentions of the Council and the budget are considered at the same time.

- (3) That each Committee, at its first meeting after the May Annual Council each year, produces a statement of intent of its programme and work for the following 12 months. Candidates for Chairman's positions should be encouraged to produce a similar statement for the Annual Council meeting in May each year.**

Proposed Cllr Donald Fraser
Seconded Cllr Carole Mulroney

Discussion paper

The two major functions of the Council and councillors are to set policy and scrutinise and review the work of the council. The review referred to in the previous motion is only for specific programmes costing in excess of £5,000. As well as governance and financial scrutiny, ensuring that committees and the Council as a whole successfully achieves its objectives is of primary importance. In order to do this we have to know what was intended in the first place.

In May each year we elect new chairmen for our committees and the Council. Clearly it would be helpful in our choice to know what the prospective candidates for these posts intend to do during their term of office.

- (4) That a final meeting of the Community Centre Working Party take place at which a review of the actions of that Working Party and the initial set up of the Community Centre project is carried out.**

Proposed Cllr Richard Herbert
Seconded Cllr Donald Fraser

Discussion paper

The task of the community centre working party is now complete and the community centre is up and running successfully and has had time to settle down so that we can see the effectiveness of our work. This has been the largest project undertaken by the Council and the lessons learned will be of great value for future projects particularly as the Council has resolved to undertake further major projects and set its budget accordingly.

7. CHAIRMAN'S LIAISON PANEL – REPORT 2256 – Report from Chairman Cllr Carole Mulroney (Appendix 2)
8. GENERAL PURPOSES BUDGET
- General Purposes Budget Report 2247/GP as at 27th August 2013 (Appendix 3)

FINANCE

9. REFERENCES FROM OTHER COMMITTEES

There were none.

10. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2248/FGP as at 27th August 2013 (Appendix 4)
- Committee Income and Expenditure Report 2249/FGP as at 27th August 2013 (Appendix 5)

11. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2245/I&E (Appendix 6)


12. PETTY CASH & FINANCIAL TRANSACTION AUDIT 27th July 2013

The Chairman checked a month's Petty Cash and Cheque transaction and reported that all was in order.

13. TOWN CLERK'S ATTENDANCE AT NATIONAL SLCC CONFERENCE – Hinckley, Leicestershire – Report 2254/TC (Appendix 7)

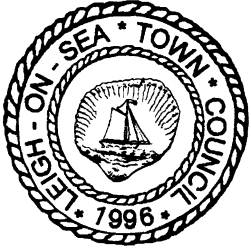
14. BANK ACCOUNT BALANCES as at 27th August 2013

CCLA A/c	£ 155,038.67
HSBC BMM A/c	£ 20,986.24
HSBC Current A/c	£ 12,696.88
HSBC Payroll A/c	£ 15,435.50
HSBC Imprest A/c	£ 261.56



Paul Beckerson
Town Clerk
29th August 2013

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



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MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON WEDNESDAY 31st JULY 2013 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Donald Fraser, Jerry Holden, Paul Lawrence, Carole Mulroney, Caroline Parker and Patsy Ryan

In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.04pm

12. APOLOGIES FOR ABSENCE

Cllr Mark Bromfield

13. DECLARATION OF MEMBERS' INTERESTS

None

14. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 13th June 2013 were agreed as a correct record and signed by the Chairman

15. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RESOLVED; That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SO.1(c)) - (staffing)

Start of confidential business

16. REPORT ON INTERACTION OF A COUNCILLOR AND CERTAIN STAFF (Report 2243/TC)

As it was the Town Clerk who had called the meeting, the Chairman invited him to speak to his report. The Town Clerk withdrew the report and requested deferral of the issues contained in the report and would re-present them in separate reports for consideration under the relevant Procedure.

It was **RESOLVED** that the report be withdrawn and deferred as requested and that Cllrs Pat Holden and Patsy Ryan would be the lead members and first point of contact.

It was agreed that the Chairman of the Council would hold informal discussions with the Councillor in question.

The Sub-Committee would consider the Model Protocol on Member/Officer Relations – Report 2189/FGP, Draft Dignity at Work/Bullying and Harassment Policy – Report 2244/TC and if any amendments were required to the Council's Grievance and Disciplinary Procedure 2011 at the next meeting of the Sub-Committee.

17. NATIONAL COST OF LIVING RISE OF 1% BACKDATED TO 1st APRIL 2013

Members **RESOLVED** to note the rise which had been budgeted for and that it would be implemented in August.

End of confidential business

The meeting closed at 8.23pm

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.

Finance & General Purposes Committee Budget 2013/14 as at 27th August 2013

Heading	B/F 2012/13	Budget		Committed	Balance	% Spent
		Expenditure	Spent to Date			
Crime Prevention*		0	0.00		0	
Bursary Fund LCC*		1,000	0.00		1,000	
Donations*		0	0.00		0	
Community Affairs*		0	0.00		0	
Elections	6,212	5,000	0.00		11,212	0
Legal Costs		500	0.00		500	0
Annual Town Meeting		100	165.60		-66	166
Publicity		250	264.58		-15	106
Civic		100	0.00		100	
Renewals Fund	8,585	2,500	0.00		11,085	0
Strategy Sub-Committee		0	0.00		0	
Localism Act		0	6.00		-6	
Library Campaign*		0	304.57		-305	
Capital Project Fund		50,000	0.00		50,000	0
GP Janitorial		2,260	0.00		2,260	0
					0	
Totals	14,797	61,710	740.75	0.00	75,766	1

*Various total in Committee Budget Sheet

Office Budget for 2013-14 as at 27th August 2013

Budget	Heading	Budget 2013/14	Spend to Date	Committed	Balance	% Spent
2012/13						
	Premises					
13,000.00	Rent		0.00		0	
5,600.00	General Rates		0.00		0	
300.00	Water Rates		0.00		0	
1,250.00	Gas		0.00		0	
750.00	Electricity		0.00		0	
2,300.00	Office Cleaning		0.00		0	
0.00	Premises Repairs & Services		0.00		0	
150.00	Office Tools		0.00		0	
300.00	Contingencies		88.72		-89	
	LCC Premises use Grant	23,500.00	23,500.00		0.00	100.00
		23,500.00	23,588.72	0.00	-88.72	100.38
	Administration					
800.00	Stationery	900.00	347.76		552	38.64
4,500.00	Insurance	4,200.00	4,738.57		-539	112.82
50.00	Library	100.00	63.00		37	63.00
1,750.00	Communication	1,800.00	709.06		1,091	39.39
2,400.00	Photocopying	2,400.00	940.11		1,460	39.17
1,600.00	Subscriptions	2,040.00	1,807.86		232	88.62
1,700.00	Postage	1,700.00	409.25		1,291	24.07
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	120.00	0.00		120	0.00
400.00	Expenses/Travel Costs - Cllrs	400.00	40.21		360	10.05
500.00	Miscellaneous	500.00	483.52		16	96.70
	Professional Advice		0.00			
2,000.00	Audit	2,500.00	600.00		1,900	24.00
1,000.00	IT	2,000.00	728.12		1,272	36.41
0.00	Waste Sacks	300.00	244.90		55	81.63
1,000.00	Training - Staff	1,200.00	474.00		726	39.50
1,000.00	Training - Cllrs	500.00	0.00		500	0.00
450.00	Mileage & Expenses - Staff	550.00	167.92		382	30.53
		21,260.00	11,754.28	0.00	9,506	55.29
42,950.00	Total	44,760.00	35,343.00	0.00	9,417.00	78.96

Committee to decide on how to allocate Contingencies expenditure as there is no budget provision at present.

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

27/08/2013

Budgets Spend vs Budget to 31st March 2014

Committee	Item	Budget		Spend to date	Balance	% spent	2012/13 spend
		2012/13	2013/14				
Council	Office Admin	0	44,760	35,343	9,417	79	43,395
	Salaries	0	54,531	19,596	34,934	36	67,181
		0	99,291	54,939	44,351	55	110,576
Leisure	Community Transport A	0	6,937	337	6,600	5	6,031
Foreshore & Environment	Flower Baskets	600	5,500	600	5,500	10	600
	First Aid Provision	0	1,000	472	528	47	1,073
	Farmers Market A	0	224	-1,036	1,260	-462	-747
	Strand Wharf	73,238	0	0	73,238	0	1,170
	Leigh Lights A	271	16,260	71	16,460	0	13,175
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth	0	6,538	1,858	4,680	28	9,281
	Staffing Costs	0	11,774	4,311	7,463	37	11,898
	Various B	1,300	5,650	3,223	3,727	46	6,125
		77,207	53,883	9,837	121,253	8	48,606
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	4,300
	Bus Shelter Cleaning/Maint	0	3,000	200	2,800	7	4,195
	New Bus Shelters	2,500	1,000	0	3,500	0	0
	Highway Infrastructure	2,500	3,900	0	6,400	0	0
	Bollards	0	250	0	250	0	0
	Staffing Costs	0	578	225	353	39	1,033
	Phone Box	0	300	0	300	0	300
		5,000	13,528	425	18,103	2	9,828
Planning	Planning Staffing	0	7,202	2,289	4,913	32	4,102
	Planning Other	0	500	25	475	5	282
	Neighbourhood Plan	0	2,000	0	2,000	0	0
		0	9,202	2,314	6,888	25	4,384
General Purposes	Various C	0	1,100	305	795	28	425
	Renewals	8,585	2,500	0	11,085	0	2,415
	Elections	6,212	5,000	0	11,212	0	3,788
	Legal costs	0	500	0	500	0	0
	Annual Town Meeting	0	100	166	-66	166	72
	Capital Projects Fund	0	50,000	0	50,000	0	0
	Janitorial	0	2,260	0	2,260	0	0
	Publicity	0	250	265	-15	106	515
		14,797	61,710	735	75,772	1	7,215
Community Centre	Set-Up Budget						22,823
	Revenue A	8,159	-24,167	-19,509	3,501	122	4,960
	Staffing Costs	0	90,387	28,989	61,398	32	42,373
	Friend's Fund Raising A	2,089	0	-902	2,991	-43	
		10,248	66,220	8,578	67,890	13	70,156
Allotments	Revenue A	1,719	-920	2,429	-1,630	304	-6,111
	Staffing Costs	0	4,274	1,943	2,330	45	8,539
	Capital Improvements	2,750	2,500	5,257	-7	100	640
		4,469	5,854	9,629	694	93	3,068
	Tenancy Deposits	0	0	608	483		
Total		111,721	309,937	87,064	335,434	21	253,833

Neutral Effect as not in Budget

Income	Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2013/14	0	358,041	162,521	45	205,990
Estimated Interest to 31.3.14	0	0	55	-55	84
Unbudgeted income	0	0	47	0	86
Waste Sacks	0	0	454	0	712
Premises hire	0	0	0	0	1,194
	0	358,041	163,077	46	208,066
Add					
			Est Bank Balance at 27.08.13 inc Petty Cash		204,564
					400,029
			VAT refund due		5,969
					405,998
			Plus Debtors		
			Less Creditors		
					335,434
Less planned expenditure (Balance to spend)					70,564
Estimated General Reserves at 31.03.14					

(Figure is an approximation as accounted for as Payments and Receipts)

A Community Transport, Allotments Revenue, Leigh Lights, Community Centre Revenue and Farmers Market are balances of income and expenditure
 B Includes Community Initiatives, recreational facilities, events & conservation areas
 C Includes Crime Prevention, community affairs, Library Campaign and Bursary fund



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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
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£131.76 Friends of Community Centre

Bar Revenue Donations from
events put on by Neil Harding &
from Donations Box

SLCC National Conference Agenda 17 th October to 19 th October 2013	
Thursday 17th October 2013	
09.30 - 12.45	Delegate Registration (Main Street)
09.00 - 10.30	ILCM Board Meeting for ILCM Board Members only. Conference 11
11.00 - 12.00	Meeting of First Time Delegates with Helen Quick & Lucy Marsh. A session dedicated to delegates attending their first National Conference. This informal welcome and briefing from officers and NEC members helps you to settle in to enjoy your first conference. Conference 6
11.00 - 13.30	ILCM AGM with Lunch & guest speaker Lakeside Suite
12.30 - 13.30	Lunch with the Exhibitors. We have two service points both offering a hot lunch. London Suite
14.00 - 14.20	Conference Opening (Paris Suite)
14.20 - 15.20	Keynote Political Address from Hilary Benn MP, Parliamentary Under Secretary of State for Communities and Local Government. Chair Howard Midworth Paris Suite
15.20 - 15.45	Tea & Coffee with the Exhibitors London Suite

One to One Advisors
Surgery book your
appointment at the
SLCC Reception.
Surgeries held in
**Conference 13, 14
& 15**

One to One Advisors
Surgery

15.45 - 16.25	Localising Council Tax Support, DCLG Chair Val Taylor Paris Suite	Smart Metering & Utility Bills. Laurence Saffer, LSI Utility Broker. Chair Chris Geeson FILCM Conference 6	Love Your Market, Graham Wilson, NABMA Conference 7	One to One Advisors Surgery book your appointment at the SLCC Reception. Surgeries held in Conference 13, 14 & 15
16.30 - 17.30	How Employee Well-Being Drives Performance and Efficiency, Steve Head. Chair Johnathan Bourne FILCM Paris Suite			One to One Advisors Surgery
18.45 - 19.30	Pre Dinner Reception in the Rotunda			
19.30	Dinner followed by the Hitsville Motown Show & Disco (Black Tie) Paris Suite			

Friday 18th October 2013				
08.45 - 09.15	Delegate Registration (Main Street)			
09.15 - 10.15	Keynote Address: Alastair Campbell. Chair Katherine Owen SILCM Paris Suite			
10.15 - 11.00	Community	Data Protection -	Managing Change in	One to One

	<p>Infrastructure Levy - DCLG Chair Duncan Wright Paris Suite</p>	<p>Are you Legal? Paul Simkins, Director, Act Now Training Conference Suite 6</p>	<p>the Employment relationship. Bethan Osborne. Chair Alan Blakeley Conference 7</p>	<p>Advisors Surgery book your appointment at the SLCC Reception. Surgeries held in Conference 13, 14 & 15</p>
10.00 - 16.00	Trip for Accompanying Guests			
11.00 - 11.30	Tea & Coffee with the Exhibitors London Suite			
11.30 - 12.10	<p>Asset Based Community Development, Cormac Russell. Chair Elisabeth Skinner FILCM Paris Suite</p>			<p>One to One Advisors Surgery book your appointment at the SLCC Reception. Surgeries held in Conference 13, 14 & 15</p>
12.20 - 13.00	<p>Quality Council Scheme Paris Suite</p>	<p>tbc</p>	<p>Footpaths, Commons and Village Greens: Public Rights on Private Land. Nicholas Hancox & Debbie Ashton Conference 7</p>	
13.00 - 14.00	Lunch with the Exhibitors London Suite			
14.00 - 15.00	Annual General Meeting Paris Suite			
15.00 - 15.45	<p>Making Neighbourhood Planning work for your Community, Anton Draper, Decentralisation and Neighbourhood Planning Team Department for Communities and Local Government Paris Suite</p>			<p>One to One Advisors Surgery book your appointment at the SLCC Reception.</p>

		Surgeries held in Conference 13, 14 & 15	
15.45 - 16.10	Tea & Coffee with Exhibitors London Suite		
16.10 - 16.55	Howard Midworth, CEO addresses the Conference. Chair Chris Geeson FILCM Paris Suite		
17.00 - 17.40	How to Conduct Investigations and Disciplinary Hearings in Local Councils Rachel Fraser, Ellis Whittam Paris Suite	VAT Steve Parkinson Conference 6	An International Perspective, Marc Lemoine & Chris Shalby, IIMC Chair Bruce Poole FILCM Conference 7
19.15 - 19.45	Drinks in the Rotunda		
19.45	Beach Party Paris Suite		
Saturday 19th October			
09.30 - 10.15	Sustainable Communities Act, Steve Shaw. Chair Sam Shippen PILCM Paris Suite		
10.15 - 10.45	NALC Chairman		Round Table discussion with OVW CEO Lyn Cadwallader
10.45 - 11.15	Tea & Coffee with the Exhibitors London Suite		
	Working in partnership with your members Alan Jones		

11.15 -12.00	Chair Andrew Tubb MILCM Paris Suite
12.00 -13.00	Motivational Speaker - Phil Packer Paris Suite
13.00	Close of Conference with Howard Midworth & The SLCC President Paris Suite
13.15	Lunch & Departure

Delegate prices:

Early Bird until 13th September		
	<i>Member</i>	<i>Non-member</i>
Full Conference	£395	£495
Day Delegate	£95	£120
14th September onwards		
Full Conference	£440	£540
Day Delegate	£110	£140

Plus Travel costs.