



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



31st October 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 5th November 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 1st OCTOBER 2013

GENERAL PURPOSES

5. PERSONNEL SUB-COMMITTEE 9th OCTOBER 2013 (Appendix 1)
6. STRATEGY & TOWN PLAN SUB-COMMITTEE 29th OCTOBER 2013 (Appendix 2)
7. EMERGENCY PLAN F&GPC MINUTE 154 February 2013 (Appendix 3)
8. ORAL REPORT ON SBC CABINET CONSIDERATION OF LIBRARY CONSULTATION
9. SIGN IN REGISTER FOR ALL COUNCIL AND COMMITTEE MEETINGS
10. COUNCILLOR TRAINING – Cllr John Wren
11. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2276/GP as at 29th October 2013 (Appendix 4)

FINANCE

12. REFERENCES FROM OTHER COMMITTEES

There are none.

13. LEIGH LIGHTS REPAIR COSTS

The Leigh Lights Infrastructure requires repairs amounting to £1,900. This exceeds the current budget of £1,100 and leaves no spare capacity for further repairs that may be required as a consequence of installation. LF&EC can vire money from the Capital Renewals budget to cover the cost but again this leaves little spare capacity to cover further expenditure.

The Committee is **requested** to consider allocating up to £1,000 from the General Purposes Renewals Fund to cover additional repair and replacement costs if this is required.

14. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2277/FGP as at 29th October 2013 (Appendix 5)
- Committee Income and Expenditure Report 2278/FGP as at 29th October 2013 (Appendix 6)

15. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2280/I&E (Appendix 7)

16. FUTURE FORMAT OF INCOME AND EXPENDITURE REPORTS

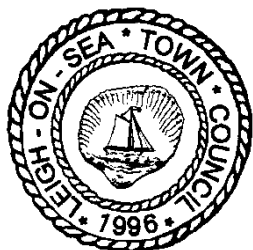
17. BANK ACCOUNT BALANCES as at 29th October 2013

CCLA A/c	£ 205,216.14
HSBC BMM A/c	£ 129,326.27
HSBC Current A/c	£ 16,487.94
HSBC Payroll A/c	£ 6,594.18
HSBC Imprest A/c	£ 1,161.29



Paul Beckerson
Town Clerk
31st October 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 9th OCTOBER 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, and Patsy Ryan (from Min 29)

In attendance: Cllr Richard Herbert (until min 27)

The meeting opened at 6.35pm

23. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield and Caroline Parker

24. DECLARATION OF MEMBERS' INTERESTS

None

25. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 11th September 2013 were agreed as a correct record to be signed by the Chairman later.

26. 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

27. It was agreed to seek up to 3 Councillors to be co-opted to serve on the Personnel Sub-Committee to assist with the current grievance.

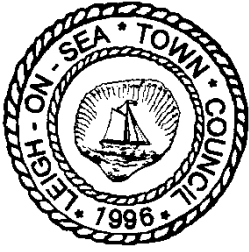
28. It was recommended that Southend Borough Council HR department be engaged to provide advice on procedures and personnel to assist with the current grievances.

Cllr Patsy Ryan joined the meeting.

29. It was agreed that Louise Fuller be paid £125 from the General Purposes Legal Budget for professional advice given and work undertaken.

End of confidential business

The meeting closed at 7.30pm



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MINUTES OF A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON WEDNESDAY 6th FEBRUARY 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert, (Chairman), Margaret Cotgrove, Donald Fraser, Jerry Holden, Pat Holden, Carole Mulroney and Caroline Parker (from Min 6, until Min 8)

In Attendance: Cllrs Geoff Crawford and Paul Lawrence, Paul Beckerson (Town Clerk)

The meeting opened at 7.32pm

1. ELECTION OF CHAIRMAN

Cllr Richard Herbert was elected Chairman

2. ELECTION OF VICE CHAIRMAN

Cllr Carole Mulroney was elected Vice Chairman

3. APOLOGIES FOR ABSENCE

Cllr Syrie Cox

4. DECLARATION OF MEMBERS' INTERESTS

None

5. MINUTES OF THE 6th FEBRUARY 2013

The minutes of the 6th February 2013 were agreed and signed by the Chairman.

6. CONSIDERATION OF FORMAT OF STRATEGIC REVIEWS

Cllr Caroline Parker joined the meeting

Members discussed the draft circulated at the meeting and the headings contained within them.

It was **RECOMMENDED** that the following changes be made:

- That when staff are cited that the actual apportionment of time be identified.
- That the headings 'Can benefit increase' and 'can cost be reduced' be amalgamated into a single heading 'Opportunities'

Members then discussed the timing of the reviews and the process to which they should be subjected. It was generally felt that the process should take place at the end and start of the administrative year. The reviews could form the basis of the reports by Chairman of their Committees actions and projects over the past year as presented at the Annual Town Elector's Meeting. Prospective Committee Chairman could review these activities and consider additions or alterations.

It was **RECOMMENDED** that the following process should be put in place:

- That the Strategic Reviews be broken down into each Committee area of activity
- That the Strategic Reviews be dealt with by the programmed Committees
- That at the first meeting of each Committee in the administrative year the current review be considered to assess any changes and updates.
- That each Committee review its Strategic Objectives at its June meeting (or first available meeting)

7. ASSESSMENTS OF NEW PROJECTS OVER £5,000

The Sub-Committee welcomed and noted the proposals submitted and **RECOMMENDED** the following:

- That the proforma should contain the timescale of the project and separately identify Capital and Revenue costs.
- That the proposals go to the appropriate Committee in the first instance for consideration, and then if required to F&GPC if there are financial aspects outside the scope of the Committee.
- Once the Committee have approved the proposal for consideration, it should then go to S&TPSC to give its view in parallel with the normal Committee process, all assessments to be considered together

8. STRAND WHARF – EVALUATION OF FINAL PROJECT (Appendix 1 to the agenda)

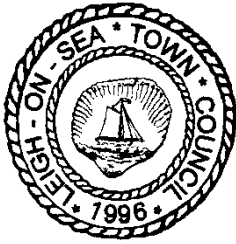
Cllr Caroline Parker left the meeting (after expressing her view in support of the project)

Members considered the review, welcoming the finalisation of the project and looked forward to it proceeding. The proposal should include reference to the Competitive Tendering Procedure.

The Sub-Committee **agreed** the following statement of intent:

Strategic and Town Plan Sub-committee has reviewed the Strand Wharf Project and considers that the current proposals can be completed within the existing budget and that the objectives of the project will be successfully achieved in accordance with the Council's Core Strategy. The Sub-Committee looked forward to the project being carried forward to completion.

The meeting closed at 8.48pm



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Report 2273/TC&CM

Report to LCCC and F&GPC

Emergency Planning

At its meeting on 5 February 2013 F&GPC considered this issue as follows, and resolved accordingly:

154. EMERGENCY PLANNING

The Chairman of Council outlined the need for an Emergency Plan now that the Council has taken over control of the LCC. It was emphasised that such procedures would only be implemented in the event of a major emergency. Some concern was expressed as to how such emergencies would impinge on the financial viability of the LCC but it was pointed out that in a major emergency there would be little choice, very often venues were commandeered and in any case in a major event it was a civic duty to assist.

The Committee **RESOLVED** to prepare an appropriate plan in liaison with SBC.

In a follow up to this decision Cllr Mulroney, the Town Clerk and the Centre Manager have met with Keith Holden (KH), the Borough Council's Emergency Planning Officer.

The Borough Council is very grateful for the offer of the Community Centre as a venue within the emergency planning network.

KH advised that he saw the Centre as eminently suitable as a 'rest centre' in an emergency. He stressed that if an emergency required sleeping accommodation it was his preferred solution to use hotels/guesthouses as these provided the sleeping arrangements necessary. However, the rest centre would provide support, safety, warmth, food and drink etc. and an area potentially for displaced pets.

The Borough Council would undertake training for those involved and all volunteers need to be aware that as they are dealing with people in stressful circumstances they need to be aware of the vulnerability of people from all walks of life and with varying problems, this could include drug users/potentially violent people. However, the Police would always be accessible to deal with these situations. There is no requirement for the CRB type checking.

KH has taken away a plan of the Centre to review the areas available. In the meantime it is for the Town Council to draw up a list of persons (staff and Councillors) who would make themselves available in an emergency (which may of course be at night) and to catalogue any particular skills (i.e. First Aid)

If outside agencies such as the Red Cross or WRVS are involved they would take care of provisions etc. so there is no need to stockpile these at the Centre although KH would like to store such items as toilet bags and baby items so they were readily available.

Councillors and staff need to be aware that the Centre could be used for persons in an emergency from anywhere in the Borough or over the borders as SBC has reciprocal arrangements with neighbouring authorities. This means that (unless they opt out of going elsewhere) they would be volunteering to be available at other venues throughout the Borough or cross boundary in an emergency.

Once a list is drawn up there will then be a meeting to allocate specific responsibilities in the case of an emergency, and details will then be available to SBC and internally so contact is made as efficiently and effectively as possible.

The staff will be canvassed for their ability to participate and likewise Councillors are asked to let Cllr Mulroney know of their willingness and any special skills which would be available through them in an emergency.

Finance & General Purposes Committee Budget 2013/14

Heading	Budget					
	B/F 2012/13	Expenditure	Spent to Date	Committed	Balance	% Spent
Crime Prevention*		0	0.00		0	
Bursary Fund LCC*		1,000	92.64		907	9
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	318.33		-218	
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	1,151.72	0.00	75,355	2

Various*

1,100

721.54

Office Budget for 2013-14

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	
150.00	Office Tools		0.00		0	
300.00	Contingencies		135.62		-136	
	LCC Premises use Grant	23,500.00	23,500.00		0.00	100.00
		23,500.00	23,635.62	0.00	-135.62	100.58
	Administration					
800.00	Stationery	900.00	440.52		459	48.95
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	909.88		890	50.55
2,400.00	Photocopying	2,400.00	1,218.43		1,182	50.77
1,600.00	Subscriptions	2,040.00	2,027.86		12	99.40
1,700.00	Postage	1,700.00	609.25		1,091	35.84
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	120.00	215.00		-95	179.17
400.00	Expenses/Travel Costs - Cllrs	400.00	83.86		316	20.97
500.00	Miscellaneous	500.00	673.24		-173	134.65
	Professional Advice		777.80			
2,000.00	Audit	2,500.00	1,230.00		1,270	49.20
1,000.00	IT	2,000.00	1,043.92		956	52.20
0.00	Waste Sacks	300.00	440.82		-141	146.94
1,000.00	Training - Staff	1,200.00	909.00		291	75.75
1,000.00	Training - Cllrs	500.00	0.00		500	0.00
450.00	Mileage & Expenses - Staff	550.00	305.27		245	55.50
		21,260.00	15,686.42	0.00	5,574	73.78
42,950.00	Total	44,760.00	39,322.04	0.00	5,437.96	87.85

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

29/10/2013

Spend vs Budget to 31st March 2014

Budgets 2013/14 Committee	Item	Budget		Spend to date	Balance	% spent	2012/13 spend
		2012/13	2013/14				
Council	Office Admin*	0	44,760	39,322	5,438	88	43,395
	Salaries	0	54,531	31,509	23,021	58	67,181
		0	99,291	70,832	28,459	71	110,576
Leisure Foreshore & Environment	Community Transport A	0	6,937	1,974	4,963	28	6,031
	Flower Baskets	600	5,500	600	5,500	10	600
	First Aid Provision	0	1,000	1,019	-19	102	1,073
	Farmers Market A	0	224	-664	888	-296	-747
	Strand Wharf	73,238	0	0	73,238	0	1,170
	Leigh Lights A	271	16,260	-543	17,074	-3	13,175
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth	0	6,538	4,065	2,473	62	9,281
	Staffing Costs	0	11,774	6,813	4,960	58	11,898
	Various B	1,300	5,650	3,989	2,961	57	6,125
		77,207	53,883	17,253	113,837	13	48,606
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	4,300
	Bus Shelter Cleaning/Maint	0	3,000	270	2,731	9	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	348	229	60	1,033
	Phone Box	0	300	60	240	0	300
	5,000	13,528	678	17,850	4	9,828	
Planning	Planning Staffing	0	7,202	3,827	3,375	53	4,102
	Planning Other	0	500	25	475	5	282
	Neighbourhood Plan	0	2,000	0	2,000	0	0
	0	9,702	3,851	5,850	40	4,384	
General Purposes	Various C	0	1,100	722	378	66	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	1,152	75,355	2	7,215	
Community Centre	Set-Up Budget						22,823
	Revenue A	8,159	-24,167	-28,664	12,656	179	4,960
	Staffing Costs	0	90,387	49,116	41,272	54	42,373
	Friend's Fund Raising A	2,089	0	-46	2,135	-2	0
	10,248	66,220	20,405	56,063	31	70,156	
Allotments	Revenue A	1,719	-920	2,216	-1,417	277	-6,111
	Staffing Costs	0	4,274	3,106	1,168	73	8,539
	Capital Improvements	2,750	2,500	5,257	-7	100	640
	4,469	5,854	10,579	-256	102	3,068	
Total		111,721	310,187	125,437	297,158	30	253,833
Income			Budget 2013/14	Received to date	Balance	% Rec'd	
Precept 2013/14		0	358,041	358,041	0	100	205,990
Estimated Interest to 31.3.14		0	0	189	-189	0	84
Unbudgeted income		0	0	47	0	0	86
Allotment Tenancy Deposits		0	0	688	0	0	0
Waste Sacks		0	0	723	0	0	712
Premises hire		0	0	0	0	0	1,194
		0	358,041	359,688	-189	100	208,066
Add	Est Bank Balance at 29.10.13 inc Petty Cash				358,996		
					358,806		
	VAT refund due				8,540		
					367,346		
	Plus Debtors						
	Less Creditors						
Less planned expenditure (Balance to spend)					297,158		
Estimated General Reserves at 31.03.14					70,188		
(Figure is an approximation as accounted for as Payments and Receipts)							

Neutral Effect as not in Budget

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, Bursary fund, Civic and Localism Act

* Includes £23,500 payment to LCC



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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