



# Leigh-on-Sea Town Council

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



2<sup>nd</sup> January 2014

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 7<sup>th</sup> January 2014** 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 3<sup>rd</sup> DECEMBER 2013

## GENERAL PURPOSES

5. TO SET DATE FOR AUDIT & GOVERNANCE WORKING PARTY FOR STANDING ORDER REVIEW
6. QUESTIONS TO CHAIRMAN – That F&FPC considers the removal of “Questions to The Chairman” as a separate agenda item.

### Report

Councillors have the right to ask questions on any agenda item and can put motions or request any matter to be placed on an agenda. ‘Questions to the Chairman’ from Councillors as a separate agenda item is an unnecessary duplication.

*(At present both question and answer are the personal opinion of the questioner and the Chairman but could be misinterpreted as referring to Council policy. Neither Councillors nor staff have the right of comment or reply so it is of no value in assisting the Council in its deliberations. There is also the danger that the phraseology of a question could lead the Chairman, unwittingly, into being deemed to have predetermined their position on an issue which has yet to be considered.)*

7. VOLUNTEERING – Report from Louise Powell (Appendix 1)
8. TO CONSIDER QUESTIONS FOR SBC FINANCE EVENT (Replaces Business Rates Consultation Evening – 22<sup>nd</sup> January 2014)
9. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2303/GP as at 19<sup>th</sup> December 2013 (Appendix2)

## FINANCE

10. REFERENCES FROM OTHER COMMITTEES

There are none

11. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2304/FGP as at 19<sup>th</sup> December 2013 (Appendix 3)
- Committee Income and Expenditure Report 2305/FGP as at 19<sup>th</sup> December 2013 (Appendix 4)

12. DRAFT BUDGET 2014/15 (Appendix 5)

13. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING

See report 2306/I&E (Appendix 6)

14. BANK ACCOUNT BALANCES as at 19<sup>th</sup> December 2013

CCLA A/c	£ 205,216.14
HSBC BMM A/c	£ 109,254.21
HSBC Current A/c	£ 19,166.53
HSBC Payroll A/c	£ 1,609.90
HSBC Imprest A/c	£ 1,000.00

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

That in view of the confidential nature of the business to be transacted in item 16 the public and press be temporarily excluded and they are instructed to withdraw (SO.1c) – (Staffing)

16. PAYMENT OF ADDITIONAL HOURS ACCRUED BY SENIOR ADMINISTRATOR AND FUTURE MANAGEMENT OF WORKLOAD – Report 2307 (Confidential Appendix 1)



Paul Beckerson  
Town Clerk  
2<sup>nd</sup> January 2014

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

# Volunteers and Leigh Town Council

December 2013

Why are we interested in involving volunteers in Leigh Town Council?



Before the setting up of any volunteer programme the number one question must be.

## Why do we think the involvement of volunteers will be good for our organisation?

According to Volunteer Ireland, some of the generalised reasons may include the following, perhaps starting with the most obvious:

### Extra Hands

Volunteers are the lifeblood and backbone of many organisations that simply could not succeed without them. Volunteers contribute to organisations by: extending services so you have the capacity to reach greater numbers; extending hours of operation; or diversifying the types of services offered by your organisation.

### Additional Skills

Involving volunteers with *additional* skills which *support and complement the existing skills of salaried staff (not replace them)* can help an organisation be even more effective in achieving its objectives. Volunteer expertise can include HR support, graphic design, receptionist, IT skills, accountancy, electrician – the list is endless!

### Specialised Attention

Staff members often have to divide their time and skills across many of the organisation's operations. Volunteers can give dedicated attention to specific groups, issues or projects (*again to support staff, not replace them*).

However we should not overlook other, less immediately obvious benefits:

### Community Spirit

Involving people from the locality as volunteers - students, employees, families, older people - is a great way of building a connection with the local community and demonstrates your organisation's commitment to it. As well as bringing local knowledge, enthusiasm and skills to your organisation, volunteer involvement reflects acceptance and ownership of your project or group within the community.

### Diversity

Volunteers come from all walks of life, different age groups, backgrounds, cultures and classes. By involving volunteers from a variety of backgrounds and with complementary skills, an organisation can learn to approach challenges creatively and with a fresh perspective. Involving a wider variety of volunteers also ensures your message has a wider reach within the community.

### Belief in your Mission

Volunteers have chosen your organisation because something about what you do appeals to them.

People often feel encouraged by knowing the volunteer involved is there because they want to be and not because they are paid to be.

### Organisational Feedback

Volunteers often feel freer to say what they think about an organisation's practices than paid employees do. This is a very valuable way for your organisation to gather information about its practices or programmes and to make any changes needed for future success.

Looking at Leigh town council's strategic aim

## **“To promote the well being and quality of life of the residents of Leigh-on-Sea”**

I would also argue that another important consideration might be the effects on volunteers themselves.

Common reasons given to Volunteering England, as to why someone chooses to volunteer, include the following,

- To gain confidence and improve self-esteem.
- Make a difference to the lives of others
- Help others less fortunate or without a voice
- Feel valued and part of a team
- Spend quality time away from work or a busy lifestyle
- Gain new skills, knowledge and experience
- Improve employment prospects
- Meet new people and make new friends
- Socialise
- Get to know the local community
- Feel less isolated

**And finally, according to a 2008 study by the Department of Voluntary Sector studies at the University of Lampeter,**

**“Volunteering can increase volunteers’ longevity, improve their mental health, keep them fitter, and enable them to cope better with illness when it occurs.”**

If we finish this section by referring to Leigh Town Council's strategic objective number 8, which is

**“To seek to create a socially inclusive and caring community.”**

The decision to involve volunteers in the council appears to become a case of not why, but how?

**A formal volunteering framework (not as daunting as it sounds).**

Formal volunteering is defined as "giving unpaid help through groups, clubs or organisations to benefit other people or the environment".

Informal volunteering, is defined as "giving unpaid help as an individual to people who are not relatives"

If the council wishes to develop a formal volunteering programme, in my opinion it should aim to meet Volunteering England and the National Council for Volunteering Organisations Good Practice Guides.

This will mean developing the following

- A volunteer policy

This needs to cover areas such as

The Council's values and vision, both generally and in respect to volunteers

Volunteer supervision and support

Recruitment and selection

Training and development  
Expenses  
Insurance  
Confidentiality  
Rights and responsibilities  
Volunteer agreement

- Detailed and individual role descriptions
- Application forms

Which I would be able to develop in consultation with council/staff and which, if done well, should help to recruit more engaged and effective volunteers.

## What else do we need to think about?

Whilst writing a volunteer policy will bring up issues that need to be discussed such as induction, training, expenses and insurance the Council will also need to think about

- Recruitment – Where and how to advertise, will we be taking references, having interviews, carrying out DBS (formerly CRB) checks?
- Will any roles need risk assessments?
- What will be the procedure for councillors/staff asking for volunteer involvement on certain projects?

- Is there office, email, telephone access for a volunteer coordinator?
- How this programme works with the Friends of Leigh Community Centre programme?
- What the programme might be called?
- Is there a councillor (or several) who would be willing to work with the coordinator to set up a programme as familiarity with council priorities/systems will be vital going forward?
- FINANCE. Although there are, of course, financial benefits to an organisation involving volunteers, there are also costs involved in any volunteer programme and there needs to be money available in a budget and a financial commitment to a programme for it to succeed.

The list below is taken from the Institute for Volunteering Research, Volunteer Investment and Value Audit. Of course not everything on the list will apply and this does not look at the economic benefits of involving volunteers but it is a good resource for thinking about costs.

Category of expenditure	Cost details	Amount (£)
Volunteer manager	Annual salary. <b><i>If you are looking at a fully operational, reasonably sized, scheme this should become a paid role as is usual in this sector.</i></b>	
Other paid staff	% of annual salary corresponding to % of time spent on managing or supporting volunteers	



Advertising and recruitment	Cost of printing leaflets, posters etc. and of producing and placing advertisements	
Induction and training	Costs of materials, lunches, childcare, staff time (unless already included, above) and fees paid for external training	
Volunteers' expenses	Travel and out of pocket expenses reimbursed to volunteers	
Administration, support and recognition	Volunteer newsletters, meetings, socials, parties, awards, certificates, office expenses and other non-salary costs	
Supplies and equipment	Clothing, badges, materials and equipment provided free to volunteers for their volunteering	
Food and accommodation	Costs of drinks, food and accommodation provided free while volunteering	
Volunteer insurance	Cost of the volunteer insurance policy or a percentage of the organisation's overall insurance policy, to cover volunteers	
Volunteer-related building costs or expenses	Rent and utility costs where buildings are maintained solely for volunteers	
<b>Total annual expenditure</b>		

## How might we involve volunteers in Leigh Town Council?

Volunteers come from all walks of life and varied backgrounds. They have varied reasons for volunteering and can offer varied skills and experiences. You know that, because you are volunteers yourselves.

So what roles and tasks might suggest volunteer involvement in the council?

Suggestions from councillors so far have included

- Event stewards
- Event organisation
- Manning the Reception desk
- Organisation of community transport scheme
- Updating of Friends newsletter
- Updating brochure of events
- Helping with mail shots
- Fundraising event management
- Manning front of house at cinema shows

There have also been discussions re. more ambitious plans for the future such as a “Task force” for Leigh assisting older and vulnerable people with their gardens or small maintenance jobs. A befriending service for older people in the community and the organisation of a Christmas lunch for people who are isolated.

## In conclusion

*In my opinion, the biggest issue will not be recruiting volunteers but the provision of the right roles for those volunteers, in order that they might feel valued and engaged.*

I believe that it is vital that a volunteering programme should be needs led. If you don't actually need volunteers to fulfil certain roles, (even if you fully support the *concept* of volunteer involvement in the Council) then volunteers will not feel that they are contributing. Lack of structure and direction can certainly be harmful to a volunteer programme.

My suggestion was going to be that the Council started with recruiting event stewards, as a soft launch, but I have recently spoken to Emily at Southend Association of Voluntary Services about the Essex Ambassadors scheme which is set up to provide Essex wide volunteer event stewards. Emily currently has 147 county-wide volunteers registered and this is something which the Council could certainly take advantage of in the future.

## So where do we go from here?

Before this programme can go any further there needs to be agreement on the following

- Do the Council support the idea of volunteer involvement in Leigh Town Council?
- Are the Council in agreement that they support a formal volunteering programme which will aim to meet Volunteering England and the National Council for Volunteering Organisations Good Practice Guides?

- Are there individual councillors and staff willing to work closely with the volunteer coordinator to identify specific needs for volunteers and develop role descriptions and policies alongside the coordinator?

**Finance & General Purposes Committee Budget 2013/14**

	Budget					
Heading	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	125.00		375	25
Annual Town Meeting		100	165.60		-66	166
Publicity		250	286.45		-36	115
Civic*		100	460.00		-360	
Renewals Fund	8,585	1,500	0.00		10,085	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	
<b>Totals</b>	<b>14,797</b>	<b>60,710</b>	<b>1,440.26</b>	<b>0.00</b>	74,066	2

## Office Budget for 2013-14

Budget	Heading	Budget 2013/14	Spend to Date	Committed	Balance	% Spent
2012/13						
	<b>Premises</b>					
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		161.63		-162	
	LCC Premises use Grant	23,500.00	23,500.00		0.00	100.00
		<b>23,500.00</b>	<b>23,661.63</b>	<b>0.00</b>	<b>-161.63</b>	<b>100.69</b>
	<b>Administration</b>					
800.00	Stationery	900.00	684.93		215	76.10
4,500.00	Insurance	4,200.00	4,738.57		-539	112.82
50.00	Library	100.00	142.95		-43	142.95
1,750.00	Communication	1,800.00	1,223.60		576	67.98
2,400.00	Photocopying	2,400.00	1,800.96		599	75.04
1,600.00	Subscriptions	2,040.00	2,067.86		-28	101.37
1,700.00	Postage	1,700.00	803.50		897	47.26
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	120.00	285.00		-165	237.50
400.00	Expenses/Travel Costs - Cllrs	400.00	108.92		291	27.23
500.00	Miscellaneous	500.00	790.96		-291	158.19
	Professional Advice		652.80			
2,000.00	Audit	2,500.00	1,230.00		1,270	49.20
1,000.00	IT	2,000.00	2,040.62		-41	102.03
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	353.97		196	64.36
		<b>21,260.00</b>	<b>18,274.46</b>	<b>0.00</b>	<b>2,986</b>	<b>85.96</b>
<b>42,950.00</b>	<b>Total</b>	<b>44,760.00</b>	<b>41,936.09</b>	<b>0.00</b>	<b>2,823.91</b>	<b>93.69</b>

## Leigh-on-Sea Town Council

## COMMITTEE BUDGETS

18/12/2013

## 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	41,936	2,824	94	43,395
	Salaries	0	54,531	38,055	16,476	70	67,181
		0	99,291	79,991	19,300	81	110,576
Leisure	Community Transport A	0	6,937	2,344	4,593	34	6,031
Foreshore & Environment	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	-424	648	-189	-747
	Strand Wharf	73,238	0	0	73,238	0	1,170
	Leigh Lights A	271	22,913	3,932	19,252	17	13,175
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth	0	6,538	4,685	1,853	72	9,281
	Staffing Costs	0	11,774	8,147	3,627	69	11,898
	Various B	1,300	4,622	4,440	1,482	75	6,125
		77,207	59,508	24,743	111,972	18	48,606
Transport & Highways	School Crossing Patrols	4,300	4,500	8,485	315	96	4,300
	Bus Shelter Cleaning/Maint	0	3,000	347	2,654	12	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	408	169	71	1,033
	Phone Box	0	300	60	240	0	300
		9,300	13,528	9,300	13,528	41	9,828
Planning	Planning Staffing	0	7,202	4,513	2,688	63	4,102
	Planning Other	0	500	25	475	5	282
	Neighbourhood Plan	0	2,000	0	2,000	0	0
		0	9,702	4,538	5,163	47	4,384
General Purposes	Various C	0	1,100	863	237	78	425
	Renewals	8,585	1,500	0	10,085	0	2,415
	Elections	6,212	5,000	0	11,212	0	3,788
	Legal costs	0	500	125	375	25	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	286	-36	115	515
		14,797	60,710	1,440	74,066	2	7,215
Community Centre	Set-Up Budget						22,823
	Revenue A	8,159	-24,167	-28,974	12,966	181	4,960
	Staffing Costs	0	90,387	59,248	31,139	66	42,373
	Friend's Fund Raising A	2,089	0	29	2,060	1	
		10,248	66,220	30,303	46,165	46	70,156
Allotments	Revenue A	1,719	-920	-3,869	4,668	-484	-6,111
	Staffing Costs	0	4,274	3,554	719	83	8,539
	Capital Improvements	2,750	2,500	5,257	-7	100	640
		4,469	5,854	4,942	5,381	48	3,068
Total		116,021	314,812	156,348	275,576	36	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	1,091	0	0	
Waste Sacks		0	0	1,026	0	0	712
Premises hire		0	0	0	0		1,194
		0	358,041	360,394	-189	101	208,066
Add	Est Bank Balance at 18.12.13 inc Petty Cash				336,385		
	VAT refund due				336,196		
					3,926		
	Plus Debtors				340,122		
	Less Creditors						
Less planned expenditure (Balance to spend)					275,576		
Estimated General Reserves at 31.03.14					64,546		
(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 &amp; conservation areas

C Includes Crime Prevention, community affairs, Library Campaign, Bursary fund, Civic and Localism Act

\* Includes £23,500 payment to LCC

# Leigh-on-Sea Town Council

## Budget Pack 2014/15

**F&GPC**  
**07-01-14**  
2<sup>nd</sup> Draft



2nd Draft Council budget 21/10/13

**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		
<b>Add</b>		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	
<b>Deduct</b>			
draft budget expenditure from committees			
Planning	6,557		From attached sheet 2
Transport & Highways	11,447		From attached sheet 3
Allotments	19,257		From attached sheet 4
Leisure Foreshore and Environment	62,147		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	60,900		From attached sheet 8
Leigh Community Centre	159,828		From attached sheet 9
Committee Total		516,004	
<b>Deduct</b>			
Planned reserve at 31 March 2014*		70,000	
Nett shortfall = Precept required		-327,322	
Less LCT Grant		-27,000	
		<b>-300,322</b>	<b>300,322</b>

\*£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	0.70	%		
Proposed Band D equivalent at Tax base	36.01			
	<b>36.01</b>	Divisible by 9		
An increase of	-£2.96	-7.60	%	Band D 2013/14 £38.97

Tax Base 2013/14 8340.8

## Sheet 2

## 1st Planning Budget

<b>Heading</b>	<b>B/F 2013/14</b>	<b>Income</b>	<b>Expenditure</b>
Staff costs		0	6,057
Planning		0	500
Neighbourhood Plan	2,000	0	0
Other items (specify)		0	0
<b>Total</b>	<b>2,000</b>	<b>0</b>	<b>6,557</b>

## Sheet 3

## T &amp; 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
<b>Total</b>		<b>11,447</b>

Sheet 4

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

Self Help / Management

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**			4,572
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	£19,257
Nett cost (exp - inc)		£5,649	

Staffing

TC	2536.42
VC	1065.95
HS	969.97
	4572.34

Revenue

Capital\*  Revised costings

\*\* Includes an element for travel

## Sheet 5

## LFE Budget 2nd Draft (Committee Recommendations) - 17-10-13

<b>Heading</b>	<b>Income</b>	<b>Expenditure</b>
Community Transport*	4000	9461
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		10021.98
<b>Totals</b>	<b>9790</b>	<b>62146.98</b>
<b>Nett cost</b>		<b>52356.98</b>

\* see separate budgets below

<b>Community Transport</b>	<b>Income</b>	<b>Expenditure</b>
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
<b>Totals</b>	<b>4000</b>	<b>9461</b>
<b>Nett cost</b>		<b>5461</b>

<b>Farmers Market</b>	<b>Income</b>	<b>Expenditure</b>
Stall hire	2040	
Hall Hire		1884
Leaflet		380
Banners		0
Totals	2040	2264
Nett cost		224

<b>Skate Park</b>	<b>Income</b>	<b>Expenditure</b>
Rent		50
Cleaning		900
Electricity		450
Miscellaneous		200
Staff costs		2751
Skate Park Maintenance Prog		1000
Totals		5351

<b>Leigh Lights</b>	<b>Income</b>	<b>Expenditure</b>
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
<b>Capital Renewals</b>		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 – 3rd draft budget F &amp; G.P. 03-12-13

<b>Heading</b>	<b>Income</b>	<b>Expenditure</b>
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		
	<b>LCC Support Grant</b>	
23,500	LCC Premises Use Grant	23,500
<b>23,500</b>		<b>23,500</b>
	<b>Administration</b>	
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
<b>21,260</b>		<b>24,460</b>
<b>44,760</b>	<b>Total</b>	<b>47,960</b>

	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

1st Provisional salaries budget	2014/15	
Heading	Budget 2014/15	
Town Clerk*		
Pay	42,485.05	
Other staff (proportionate)*		
Pay	17,828.95	
	<table border="1"><tr><td>60,314.00</td></tr></table>	60,314.00
60,314.00		
Payroll Costs	586	
Total	£60,900.00	

\* some elements of pay are allocated to committee budgets

Sheet 9

**LCC Budget 2014/15**

	<b>Income Budget</b>	<b>Expenditure Budget</b>
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		£79,788.00
Existing Admin Salaries Apportioned		£15,240.00
<b>Totals</b>	<b>£94,500.00</b>	<b>£159,828.00</b>

Includes 33% of 3 Year Wedding Licence



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



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

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

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
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 Mulrone	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
		<b>Expenditure - Imprest Items</b>	
	£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

		<b>Expenditure - Direct Debits</b>	
	£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
<b>Total</b>	<b>£ 6,267.07</b>