



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



Notice is hereby given that the next meeting of the **Leisure, Foreshore & Environment Committee** of the Leigh-on-Sea Town Council will take place on **Thursday 17th October 2013**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

A MEETING OF THE EVENTS WORKING PARTY (LEIGH LIGHTS) WILL BE HELD AT 7PM PRIOR TO THE LFE MEETING

AGENDA

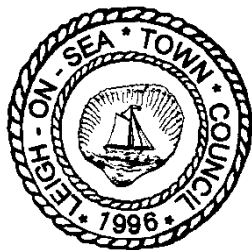
1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETING ON 19th SEPTEMBER 2013
5. MINUTES OF THE COMMUNITY TRANSPORT SUB-COMMITTEE 8th OCTOBER 2013 – (Appendix 1)
6. ITEMS FOR DISCUSSION
 - a) Heritage Centre – To consider contribution towards installation of electrical point for use at Town Council events. (Appendix 2)
 - b) Events Working Party – 19th September 2013 – Report by Cllr P Holden to follow (Leigh Lights)
 - c) To consider allocation of £200 from the 'Good for Leigh' budget for leaflets and reusable banners for Small Business Saturday
 - d) CCTV in Old Town update
 - e) Strand Wharf – To receive the updated proposals and costings from the architect for approval and onward transmission to S&TPSC.
 - f) Town Guide – Approval of proof for production (Copy to follow)
 - g) Accident at Skate Park
 - h) Dog Fouling - What if anything can the Council do to assist in keeping our parks and streets dog mess free? We get many complaints about this and it cannot be policed effectively. The possibility of starting up a reporting and mapping project over the next 6 months enabling people to report in where instances occur could be considered, so that we can then pass this on to the Borough and recommend additional provision of dog bins.

This item is for consideration with a view to costing such an exercise both financially and in terms of resources.
7. LF&EC BUDGET FOR 2014/15 (Appendix 3)
8. BUDGET Report 2269 – 9th October 2013 – (Appendix 4)



Paul Beckerson
Town Clerk
10th October 2013

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



Leigh-on-Sea Town Council



QUALITY
TOWN
COUNCIL

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MINUTES OF A MEETING OF THE COMMUNITY TRANSPORT SUB-COMMITTEE HELD
AT 10.30 AM ON TUESDAY 8th OCTOBER 2013 AT THE LEIGH COMMUNITY CENTRE, 71-
73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Donald Fraser, Margaret Cotgrove, Paul Lawrence and Carole Mulroney.

Also in attendance, Mrs Ruby Frost, Mr Brian Houssart MBE, Jan Andrews and Vivien Choppen (CTO).

Meeting started 10.30am

1. APOLOGIES FOR ABSENCE

Cllr Pat Holden

2. DECLARATION OF MEMBERS' INTERESTS

None

3. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting on 30th July 2013 were agreed by the sub-Committee and signed by the Chairman.

4. MEMBERSHIP UPDATE

The membership of the Community Transport Scheme currently stands at 162 members.

5. REPORT ON TRIPS TAKEN SINCE LAST MEETING:

- a. The visit to the Priory Museum, with refreshments at Morley's Garden Centre, on Thursday 29th August was a very successful trip. The presentation by the curator of the Priory was excellent.
- b. The visit to Tiptree for a cream tea on Thursday 19th September also proved very successful. Several members thanked the Council for organising the trip and particularly mentioned how well they had been looked after by the Tiptree staff.

9. PROGRESS ON ARRANGEMENTS FOR FUTURE EVENTS:

- a. The visit to the Plaza Centre to see the Chamber Ensemble of London on Friday 18th October is in the course of being organised. To date 16 members have booked.

10. FUTURE PROGRAMME OF EVENTS

The Community Transport Officer was tasked with organising:

- a. A trip to see A Christmas Carol at the Palace Theatre. Suggested date Thursday 28th November.

b. A Christmas Lunch at the Sarah Moore early in the week of 9th December.

The Community Transport Officer was also tasked with liaising with Belfairs School, to seek special ticketing to enable our members to see Beauty & the Beast. Suggested date 13th December.

The White Bus Cinema is now showing films in the afternoon at the Community Centre. The sub Committee agreed that the advertising material about the film shows could be circulated to our members in our regular letters although we would not be organising transport.

Meeting ended 11.10 am

Vivien Choppen
Community Transport Officer
10th October 2013

Next meeting Tuesday 10th December 2013 at 10.30 am



The Leigh Society and Leigh Heritage Centre Ltd
13A High Street, Leigh-on-Sea, SS9 2EN
Tel: 01702 470834 enquiries@leighsociety.co.uk
Hon Secretary: Margaret Buckey Tel: 01702 473628

8 October 2013

Dear Sir

Leigh Heritage Centre Electricity

As you know over the years the Leigh Society has permitted access to the Heritage Centre for the use of our electricity supply during Town Council.

We are, of course, happy to continue to do so but this has meant a rather precarious arrangement of wiring from our top floor. I am sure you will agree that this has not been a very attractive solution, and also necessitates one of our volunteers being on hand to permit access to the Centre. As we are having to have some electrical work done to the Centre it would seem sensible to install an external electricity point to the rear of the building which will facilitate those who wish to use our electricity without intruding into the Heritage Centre, our volunteer time or affecting our supply.

The facility will be locked at all times with the key being obtainable on request at event times.

The cost of this installation is £406.80 and I am writing to ask if the Town Council, along with the Folk Festival, as the other regular user of the facility, would be prepared to make a contribution to that cost.

I hope the Town Council will view this request favourably and look forward to hearing from you.

Kind regards

Yours faithfully

A handwritten signature in black ink that reads 'M. Buckey'.

Hon Secretary
Leigh Society and Heritage Centre

Town Clerk
Leigh-on-Sea Town Council
71-73 Elm Road
Leigh-on-Sea
SS9 1SP

Leigh Heritage Centre Ltd is a Registered Charity No 281781 and a Registered Company No 01500364

Sheet 5

LFE Budget 1st Draft (Committee Recommendations) - 09-10-13

Heading	Income	Expenditure
Community Transport*	4000	10410
Flower baskets	0	6000
First Aid Provision	0	1000
Farmers' Market*	2040	2264
Strand Wharf	0	0
Leigh Lights*	3750	25150
Paddling Pool**	0	0
Grants to outside organisations	0	1500
Maritime Festival	0	2000
May Day	0	400
Carols on Strand Wharf	0	200
Easter Event	0	900
WW1 / LCC Cent. Event	0	500
Good for Leigh		500
Events Equipment		500
Town Guide ***		200
Community initiatives and recreational facilities		500
Staff costs		12200
Totals	9790	64224
Nett cost		54434

* see separate budgets below

** There is £1,798 in an earmarked reserve for work on the pool

*** 50% of biennial costs

Community Transport	Income	Expenditure
Staff costs		4000
Ticket sales	4000	
Trip costs		3900
Minibus hire		1300
CRB checks		200
Petrol		200
Refreshments		150
CTA membership		270
Midas Training		200
Misc		130
Driver Licence Verification		60
Totals	4000	10410
Nett cost		6410

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		3400
Skate Park Maintenance Prog		1000
Totals		6000

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		1000
Charges to stalls, fairs	550	
Support columns - erect and remove plus storage		1500
Totals	3750	25150
Nett cost		21400

*This rise is due to increased column testing prices

**Increase due to change in contracting arrangements

***Increase in St John Ambulance charges

LFE Budget 2013/14

Heading	B/F 2012/13	Income Budget	Inc. To Date	Expenditure Budget	Spend to Date	Nett to Date	Balance	% Used
Community Transport*		4,500	1,946.50	11,437	3,281.14	1334.64	5,602	0.00
Flower baskets	600	0		5,500	600.00	600.00	5,500	12.24
First Aid Provision		0	0.00	1,000	1,018.58	1018.58	-19	101.86
Farmers Market*		2,040	1,248.00	2,264	767.44	-480.56	705	0.00
Strand Wharf	73,238	0		0	0.00	0.00	73,238	0.00
Leigh Lights*	271	3,250	490.00	19,510	271.33	-218.67	16,750	-1.34
Skate Park*				6,538	3,580.99	0.00	2,957	54.77
Paddling Pool	1,798	0		0	0.00	0.00	1,798	0.00
Grants to outside organisations		0		1,000	1,128.00	1128.00	-128	112.80
Maritime Festival		0	0.00	1,500	150.00	150.00	1,350	10.00
May Day		0	22.87	500	354.40	331.53	168	66.31
Carols on Strand Wharf		0	0.00	200	0.00	0.00	200	0.00
Easter Event		200	212.31	1,050	800.00	587.69	262	69.14
Coronation Event**	600		185.13	0	772.17	587.04	13	97.84
Good for Leigh			0.00	400	0.00	0.00	400	0.00
Events Equipment**	700			400	1,085.70	1085.70	14	98.70
Town Guide				400			400	0.00
Community initiatives and recreational facilities				400	2.35	2.35	398	0.59
Staff costs				11,774	5,865.71	5865.71	5,908	49.82
Totals	77,207	9,990	4,104.81	63,873	19,677.81	15,573.00	115,517	11.88
Nett cost				53,883	13,812.10			

* see separate budgets below

**Various

1,300

5,650 Various

3,872.31

115,517 109,609

**LFE Community Transport Budget
2013/14**

Community Transport	B/F 2012/13	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Spent
Staff costs				5127	1,817.09		3,309.91	35.44
Ticket sales		4500	1,946.50		0.00		2,553.50	43.26
Trip costs				3900	231.60		3,668.40	5.94
Minibus hire				1300	309.90		990.10	23.84
CRB checks				200	0.00		200.00	0.00
Petrol & Misc.				280	47.75		232.25	17.05
Refreshments				150	744.80		-594.80	496.53
CTA membership				270	0.00		270.00	0.00
Midas Training				210	130.00		80.00	61.90
Totals		4500	1946.5	11437	3281.14		5,602.36	
Nett cost				6937	Actual	1334.64		19.24

LFE Farmers Market Budget 2013/14

Farmers Market	B/F 2012/13	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Stall hire		2040	1,248.00		0.00		792.00	61.18
Hall Hire				1884	760.32		1,123.68	40.36
Leaflet				380	0.00		380.00	0.00
Farmers Market Pay				0	0.00		0.00	
Miscellaneous				0	7.12		-7.12	
Banners				0	0.00		0.00	
Totals		2040	1248	2264	767.44	-480.56	704.56	
Nett cost				224				

Skate Park Budget 2013/14

Skate Park	B/F 2012/13			Budget Expenditure	Spend to Date		Balance	% Spent
Rent				50	0.00		50.00	0.00
Cleaning				850	610.84		239.16	71.86
Electricity				450	99.87		350.13	22.19
Miscellaneous				110	210.23		-100.23	191.12
Grass Cutting				760	0.00		760.00	0.00
Skate Park Pay				3318	1,645.17		1,672.83	49.58
Skate Park Maintenance				1000	1,014.88		-14.88	101.49
Totals				6538	3,580.99		2,957.01	54.77

LFE Leigh Lights Budget 2013/14

Leigh Lights **	B/F 2012/13	Income	Inc. To Date	Expenditure	Spend to Date	Nett to Date	Balance	% Used
Column testing				800	0.00		800	0.00
Installation and removal				6500	0.00		6,500	0.00
Storage				2000	0.00		2,000	0.00
Replacement bulbs				1100	0.00		1,100	0.00
Electricity	271.33			300	271.33		300	90.44
Traders contributions		2000	210.00		0.00		-1,790	10.50
Switch-on security				2000	0.00		2,000	0.00
Entertainers				1000	0.00		1,000	0.00
Road closures, licences etc.				2610	0.00		2,610	0.00
Charges to stalls, fairs, collections		1250	280.00	700	0.00	280	280	
Capital Renewals				1000	0.00		1,000	0.00
Support columns - erect and remove / Storage				1500	0.00		1,500	0.00
Totals	271.33	3250	490.00	19510	271.33	-219	16,750	-1.34
Nett cost				16260				