

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 Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



QUALITY
TOWN
COUNCIL

You are hereby summoned to the meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 8th October 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.

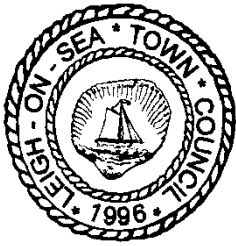
AGENDA

1. CHAIRMAN'S OPENING REMARKS & TOWN CLERK'S MONTHLY REPORT – Report 2418/PB (Information Only)
2. DECLARATIONS OF MEMBERS' INTERESTS
3. APOLOGIES FOR ABSENCE
4. PUBLIC QUESTIONS
5. QUESTIONS FROM COUNCILLORS
6. MINUTES OF PREVIOUS MEETING – 10th September 2014
7. REQUIREMENT TO PREPARE 3 YEAR BUDGET FORECASTS – Report 2417/PB (Appendix 1) Officer's Report for information
8. COMMITTEES
To receive Minutes of Committees
 - a) Planning & Licensing Committee - To receive minutes of 9th and 23rd September 2014
 - b) Allotments Committee – To receive minutes of 17th September 2014
 - c) Leisure, Foreshore & Environment Committee – To receive minutes of 25th September 2014
 - d) Finance & General Purposes Committee - To receive minutes of 30th September 2014
 - e) Leigh Community Centre Committee – To receive minutes of 24th September and 1st October 2014
9. FINANCIAL REPORT
To receive report 2409/I&E – (Appendix 2)

Paul Beckerson
Town Clerk
2nd October 2014

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

DATE OF NEXT MEETING: Wednesday 12th November 2014



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Report 2418/PB

TOWN CLERK'S REPORT TO COUNCIL October 2014

Actions since the last meeting:

Strand Wharf planning application published, SBC provided with clarifications on soft landscaping scheme (subject to condition); paving samples provided (delivered to SBC); bonding materials to Cockleshell path (there are none); Information Board (subject to condition); Drainage Strategy (existing drains used).

Surveying Services Company for creating Bill of Quantities, Managing Tender Process and Managing contract. Given instruction to proceed with Stage D work as per LFE resolution at a cost of £225 (budget costing to be reported to LFE on 16th October), once Council have ratified LFE recommendation, Surveyor to be instructed to manage contract as per proposal

A Party Wall Agreement has been concluded with Livemore for 83 Elm Road regarding the underpinning of the boundary wall to the northern boundary. Livemore have undertaken a full condition survey prior to work commencing. The building work has now started.

Flagpole for LCC has been delivered and is awaiting erection.

The replacement Notice Board for the Elms has been delivered and is awaiting installation.

Provisional order has been placed for the Green Gym.

Replacement computer for Senior Administrator has been delivered and installed.

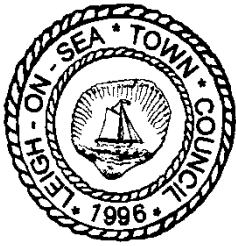
Governance and Audit WP has met and the Corporate Governance Report will go to November's F&GPC for approval. It is proposed that Standing Orders etc. will be reviewed at the March Council meeting each year.

An initial meeting has been held with ITEC to start the process of advertising and employing an apprentice; ITEC will distribute application forms and will oversee the interview process.

Training Courses:

The Town Clerk will be at the SLCC Conference from 8th October until 11th October.

There is a Larger Local Council's Forum on 14th October at Great Dunmow.



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Report 2417/PB

REQUIREMENT TO UNDERTAKE THREE YEAR BUDGET FORECAST (FOR INFORMATION)

Under Financial Regulation 3.1 each committee is required each year to prepare a three year forecast of revenue and capital receipts and payments. Having taken regard of the forecast, it must then formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

The purpose of this report is to pre-warn committees and their chairmen of this requirement and what is expected. The idea of the forecast is to indicate the general level of income and expenditure over the next three years and to plan and flag up major items of expenditure that need to be planned for.

For example it could be that in 3 years' time the council wishes to replace all of the Christmas Lights at considerable cost or that refurbishment works to the Community Centre should be carried out; the funding for such projects could be precepted over the three year period and put in an earmarked reserve.

Normal expenditure would be forecast at the committee level to indicate general percentage rises and decreases if appropriate. The forecast would be reviewed each year and adjusted as appropriate.

The procedure will give a clear indication of the future proposals of the Council, will assist in budgeting each year and will ensure that precept monies are allocated appropriately and prioritised.



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Income and Expenditure 27th August to 23rd Sept 2014 Report 2409/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101051	£25.00	Alison Goodman	Maritime Event - Entertainment (Cockleshell clogs)
101053	£159.51	Essex Supplies (UK) Ltd	Cleaning Materials
101054	£84.66	Viking	Stationery
101055	£25.00	Ms E Machin	Refund of Tenancy Deposit
101056	£299.28	Cory Environmental	Garden Waste Sacks
101057	£240.00	Leigh Folk Festival	External Electric Socket for Library Gardens
101058	£30.00	Phoenix Water	Plastic Cups for Water Cooler
101059	£192.50	SBC	Planning Application for Strand Wharf
101060	£98.30	Viking	Stationery
101061	£60.32	Graham Davison	Reimbursement of cost of ironmongery for First Aid Post and CC
101062	£303.38	Help for Heroes	Donation of 50% of proceeds from WW1 Event
101063	£500.00	Leigh Lions Club	Grant to Leigh Regatta
101064	£30.00	RNLI	Community Transport Southend Pier Outing – Donation
101065	£75.00	EALC	VAT Course
101066	£369.60	Get Mapping	Parish Online Annual Subscription
101067	£523.98	DOTS	Photocopying
101068	£84.42	Viking	Stationery
101069	£474.00	SLCC Enterprises Ltd	National Conference - Delegate Fee
101070	£20.00	Mrs M Widemann-Mean	Allotment Tenancy Deposit Refund (MDAS)
101071	£50.00	Mr S Tate	Allotment Tenancy Deposit Refund (MDAS)

101072	£50.00	Mrs P Skinner	Allotment Tenancy Deposit Refund (MDAS)
Bk Trs	£334.80	One Stop Promotion	Flagpole
Bk Trs	£4,340.00	Richard Longstaff	Architectural Services
Bk Trs	£180.00	SBC	LTC Premises Licence
Bk Trs	£314.40	Mayfield Cleaning	Supply & Fit Panels to Hadleigh Road Bus Shelter
Bk Trs	£156.00	LCA Electrical	CC Electrical Repairs
Bk Trs	£92.40	Mayfield Cleaning	Bus Shelter Cleaning
Bk Trs	£15.00	Wyvern Community Transport	Community Transport –Balance of Minibus Hire
BK Trs	£17,000.00	Staff	September Payroll
		Expenditure - Imprest Items	
	£16.80	Land Registry	Copy of Title Deed for Strand Wharf Planning Application
	£199.99	Coastal Software	Microsoft Office 2013
	£755.46	PC World	New Computer & Assoc Items
	£74.00	Southend Theatres	Extra Tickets for the Lady Killers
	£801.60	The Notice Board Company UK Ltd	New Notice Board at the Elms
		Expenditure - Direct Debits	
	£87.59	Corona Energy	CC Gas
	£35.00	Information Commissioner	Data Protection Registration
	£44.40	Cory Environmental	Bin Hire for Maritime Festival
	£135.40	Cory Environmental	CC – Bin rental & Collection
	£777.00	Southend Borough Council	CC General Rates
	£94.80	GOCARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine rental (cost recovered by LTC)
	£18.71	E.on	Electricity- Skate Park
	£163.80	British Telecom	CC Internet Service
	£640.73	BES Electricity	CC Electricity
	£32.09	GOCARDLESS LTD (Verde Coffee)	Elsie's Place Coffee supplies (cost recovered by LTC)
	£76.51	Global Payments	CC Card Processing Charges

Income

Allotments Committee	£30.00
Finance & General Purposes Committee	£165,225.00
Leigh Community Centre Committee	£5,953.58
Leisure, Foreshore & Environment Committee	0.00
Transport & Highways Committee	0.00
Planning Committee	0.00
Total	171,208.58