



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



You are hereby summoned to the meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 12th November 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.

There will be a presentation by Skateboarders about improvements to the park at 6.45pm

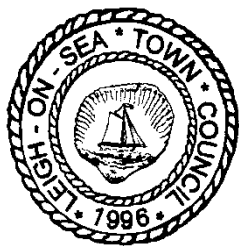
AGENDA

1. CHAIRMAN'S OPENING REMARKS & TOWN CLERK'S MONTHLY REPORT – Report 2433/PB (Information Only)
2. DECLARATIONS OF MEMBERS' INTERESTS
3. APOLOGIES FOR ABSENCE
4. PUBLIC QUESTIONS
5. QUESTIONS FROM COUNCILLORS
6. MINUTES OF PREVIOUS MEETING – 8th October 2014
7. APPROVAL OF BUDGET COSTINGS FOR STRAND WHARF PROJECT – Report 2432/PB (Appendix 1) Officer's Report for decision
8. COMMITTEES
To receive Minutes of Committees
 - a) Planning & Licensing Committee - To receive minutes of 14th and 28th October 2014
 - b) Transport & Highways Committee – To receive minutes of 15th October 2014
 - c) Leisure, Foreshore & Environment Committee – To receive minutes of 16th October 2014
 - d) Finance & General Purposes Committee - To receive minutes of 4th November 2014
 - e) Leigh Community Centre Committee – To receive minutes of 5th November 2014
9. FINANCIAL REPORT
To receive report 2409/I&E – (Appendix 2)

Paul Beckerson
Town Clerk
6th November 2014

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

DATE OF NEXT MEETING: Wednesday 10th December 2014



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Report 2433/PB

TOWN CLERK'S REPORT TO COUNCIL November 2014

Actions since the last meeting:

A draft Staffing Handbook has been prepared for consideration by the Personnel Sub-Committee.

Over most of the month work on the draft committee budgets has been progressed and the three year forecast. Prices have been obtained regarding a lease van for use by the Council. A report on this will be going to the next F&GPC meeting.

The flagpole has been erected at the front of the LCC and two Union Flags obtained, one of which has been hoisted in preparation for Remembrance Sunday.

Agreement has been reached with SBC Parks about the installation of the Green Gym in Bonchurch Park, SBC will assume ownership once installed and oversee the installation. This process will allow the installation without planning permission.

SBC are to undertake a structural survey of the Gypsy Bridge Shelter sometime next week and will reimburse the Council for the cost of the fencing.

SBC will be undertaking the condition survey at the LCC within the next two weeks, lift repairs were needed on two occasions.

Cllr Cox and I undertook the appraisal of the LCC Manager on 30th October the outcome of which will be reported to PSC at its next meeting.

The website has been updated with staff photographs with the exception of one who is on annual leave.

Negotiations continue with SBC regarding amendments to the plans submitted for Strand Wharf, there is still a debate about the actual paving finish.

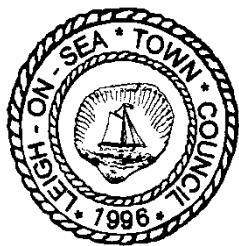
The bulb failed in the hall projector a replacement would have cost nearly £300 so a new HD projector has been purchased £495.

Training Courses:

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

Attended the Larger Local Council's Forum on 14th October at Great Dunmow

Attended a EALC/SLCC Networking Day at Great Dunmow on 4th November



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Report 2432/PB

STRAND WHARF PROJECT BUDGET COSTINGS

Council Meeting 12th November 2014

The priced Bill of Quantities attached as Confidential Appendix 1 shows a cost of £100,406.30 which with fees at 4.9% (£4919.08) comes to a total of £105,325.38 if the tenders reflect this costing, if the tenders turn out to be less the fees will reduce in line.

The Strand Wharf Budget Balance stands at £68,678 which leaves an estimated shortfall of £36,647.38.

Options considered by the Strand Wharf Working Party:

- 1) Implement the full scheme at a cost of £100,406.30

Advantage: scheme completed at most economical price and least disruption. Additional funding from "Awards for All", donations and Capital Project Fund

Disadvantage: Draw down from Capital Project Fund?

- 2) Implement full scheme less works to SBC areas at a cost of £98,500

Advantage: cost reduction of £1,500

Disadvantage: leaves unsightly boundary for minimal cost saving and increases maintenance costs.

- 3) Implement scheme in two phases. Phase 1 levelling, site infrastructure and paving at a cost of £70,000. Phase 2 furniture and lighting at a cost of £40,000

Advantage: reduced initial cost

Disadvantage: increased overall cost and increased disruption to area.

The Council is **RECOMMENDED** to undertake the full scheme and take any shortfall from the Capital Projects Fund and to delegate implementation of the project to the Town Clerk.



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Income and Expenditure 24th September to 27th October 2014 Report 2424/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101073	£314.00	EALC	Training Courses for Chairman and Vice Chairman
101074	£84.30	Ms R Upton	Skate Park – Holiday Cleaning Cover
101075	£50.00	Mr M Davis	Allotment Tenancy Deposit Refund (MDAS)
101076	£1,200.00	PKF Littlejohn	External Audit Fee
101077	£299.28	Cory Environmental	Garden Waste Sacks
101078	£30.00	Mr M Scott	Allotment Tenancy Deposit Refund (MDAS)
101079	£30.00	Ms K Theobald	Allotment Tenancy Deposit Refund (MDAS)
101080	£3,004.13	Aylesford Electrical	Xmas Lights New Brackets & Steel Banding
101081	£153.73	Essex Supplies (UK) Ltd	Cleaning Materials
101082	£27.76	Miss J Watson	Consumable items for First Aid Post
101083	£349.21	The Royal British Legion	Donation of proceeds from WW1 Event
101084	£100.00	Cash	Petty Cash
101085	£15.00	EALC	EALC AGM Charge for refreshments
101086	£237.59	ELA Group	Lift Repair
101087	£2,702.34	Southend Borough Council	CC Annual Insurance
101088	£84.60	Fulton Paper	Photocopying Paper
101089	£50.00	Mr R Sparks	Allotment Tenancy Deposit Refund (MDAS)
101090	£84.30	Ms R Upton	Replacement for lost cheque 101074
101091	£134.00	EALC	Training Course for Chairman and Vice Chairman

101092	£97.35	Ms V Choppen	Travel Expenses
101093	£143.18	Mr P Beckerson	Travel Expenses
101094	£120.00	Leigh Times	Advertisement for Janitor
101095	£9.50	Recognition Express	Name Badge
101096	£217.80	Advanced Integrated Security	CCTV Repair
101097	£1,196.40	Edge IT Systems Ltd	Finance & Facilities Systems - Annual Contract Renewal
101098	£70.93	SLCC Enterprises	Books for Office
101099	£200.00	Neopost Ltd	Franking Machine Top-up
101100	£15.00	Mr P Mc Namara	Allotment Tenancy Deposit Refund (Marshall Close)
10101	£17.00	Elsie's Place	Cleaning Cost of Kitchen & Bar Area following LTC Events in Centre
101102	£360.00	BT Payphones	Red Telephone Box in Old Town
101103	£34.64	Viking	Stationery
101104	£180.00	Potherbs	Xmas Trees for Leigh Lights Event
Bk Trs	£750.00	MDAS	ASA Payment
Bk Trs	£400.00	LOSALGA	ASA Payment
Bk Trs	£125.00	MARSHALL CLOSE	ASA Payment
Bk Trs	£10.00	Wyvern Community Transport	Community Transport – Minibus Hire Deposit
Bk Trs	£15,000.00	Staff	October Payroll
		Expenditure - Imprest Items	
	£12.85	Email Reg.org	LTC Domain Renewal
	£594.48	Amazon	Projector for Lower Hall
	£23.00	B&Q	Ballast & Cement for Flag Pole
	£10.40	Amazon	No Through Road Signs
	£88.00	Southend Borough Council	Community Transport Concert Tickets
	£21.00	Southend Borough Council	Temporary Event Notice
	£405.00	Dickies Store	Janitor Uniforms
	£299.99	The Glowhouse	Glow Sticks
		Expenditure - Direct Debits	

	£74.34	British Telecom	CC Line Rental
	£80.25	British Telecom	Internet Line Rental
	£216.54	British Telecom	LTC Line Rental & Charges
	£68.65	Calls Warehouse	CC Telephone Calls
	£86.49	Corona Energy	CC Gas
	£168.48	Wessex Leasing Ltd	CC Hand Drier Rental
	£135.40	Cory Environmental	CC Bin rental & Collection
	£777.00	Southend Borough Council	CC General Rates
	£145.68	GOCARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine rental (cost recovered by LTC)
	£25.81	E.on	Skate Park Electricity
	£69.24	Calls Warehouse	CC Telephone Calls
	£61.40	Global Payments	CC Card Processing Charges

Income

Allotments Committee	£994.00
Finance & General Purposes Committee	£130.57
Leigh Community Centre Committee	£9,223.67
Leisure, Foreshore & Environment Committee	£1,397.50
Transport & Highways Committee	0.00
Planning Committee	0.00
Total	£11,745.74