



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 10th December 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 2452/PB – Appendix 1 (Information Only)
2. DECLARATIONS OF MEMBERS' INTERESTS
3. APOLOGIES FOR ABSENCE
4. PUBLIC QUESTIONS
5. QUESTIONS FROM COUNCILLORS
6. MINUTES OF PREVIOUS MEETING – 12th November 2014
7. CHANGE TO CALENDAR OF MEETINGS – LCC Committee

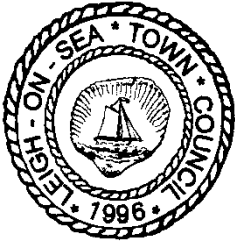
It is proposed that after the meeting of 7th January 2015 that future meetings be held on the last Wednesday of each month commencing on 28th January 2015. This will considerably assist the Town Clerk re the production of minutes for the Council agenda.

8. COMMITTEES
To receive Minutes of Committees
 - a) Planning & Licensing Committee - To receive minutes of 11th and 25th November 2014
 - b) Allotments Committee – To receive minutes of 19th November 2014
 - c) Leisure, Foreshore & Environment Committee – To receive minutes of 20th November 2014
 - d) Finance & General Purposes Committee - To receive minutes of 2nd December 2014
 - e) Leigh Community Centre Committee – To receive minutes of 3rd December 2014
9. FINANCIAL REPORT
To receive report 2445/I&E – (Appendix 2)

Paul Beckerson
Town Clerk
4th December 2014

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

DATE OF NEXT MEETING: Wednesday 14th January 2015



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Report 2452/PB

TOWN CLERK'S REPORT TO COUNCIL December 2014

Actions since the last meeting:

A Draft Staffing Handbook has been presented to PSC and F&GPC as well as being proof read and amendments made, this is now going to Vine HR for checking.

Draft budgets have now been presented to all committees.

LTC's accountants have prepared the partial exemption calculations which have resulted in money being due to HMRC, the Committee Budget and the LCC budget for 2015/16 have been amended to reflect this.

The 2 minutes silence was observed inside and outside the LCC on the 11th November, the last post was played, with Big Ben and Reveille.

The Bonchurch Outdoor Gym order is being progressed, some revisions have been implemented and negotiations are on-going with the manufacturer mainly to do with the provision of soft surfacing.

We are still awaiting the results of the structural survey of the Gypsy Bridge Shelter.

SBC will be undertaking the condition survey at the LCC on the 5th December this should inform a programme of works relating to the building.

Solicitors have been instructed to complete the leases with SBC regarding the LCC and Strand Wharf.

I have prepared plans for submission to SBC relating to the paving cross sections and the site boundaries to SBC Planning. To assist in this process a Topographical Survey has been carried out on the northern end of the site.

A sample of paving is to be laid out on the Wharf by the paving manufacturers for SBC Planners.

The interviews for the Intern took place on the 26th November and one appointed who is starting on the 10th December 2014.

There have been 8 applications so far for the apprenticeship position.

I acted as radio and event controller for the Leigh Lights on 28th November 2014, the LCC was extremely well attended and my thanks go to all involved especially the Events Officer who has organised a very successful event.

Training Courses:

SLCC Branch Secretaries Event in London on 19th November 2014



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Income and Expenditure 27th October to 24th November 2014 Report 2445/I&E Expenditure incurred under the General Power of Competence

| Cheque | Expenditure | Payee | Purpose |
|--------|-------------|-------------------------------|---|
| | | Expenditure - Cheques | |
| 101105 | £69.94 | Cllr R Herbert | Travel Expenses |
| 101106 | £36.45 | Knight Security Systems | Hasps & Padlocks |
| 101107 | £39.48 | Acumen Wages | Salaries Processing |
| 101108 | £70.00 | Southend BC | Annual Events License |
| 101109 | £761.61 | ELA Repairs | Lift Repair |
| 101110 | £50.00 | Mr Sparks | Allotment Tenancy Deposit Refund (MDAS) |
| 101111 | £30.00 | Ms K Theobold | Allotment Tenancy Deposit Refund (MDAS) |
| 101112 | £50.00 | Mr S Burrow | Allotment Tenancy Deposit Refund (MDAS) |
| 101113 | | Cancelled | |
| 101114 | £143.86 | Essex Supplies (UK) Ltd | CC Cleaning Materials |
| 101115 | £296.18 | ELA Repairs | Lift Repair |
| 101116 | | Cancelled | |
| 101117 | £19.51 | Recognition Express | Donation Plaque |
| 101118 | £25.00 | Wyvern Community Transport | Balance of Minibus Hire Charge |
| 101119 | £75.00 | Royal British Legion | Donation for Poppy Wreaths |
| 101120 | £80.00 | A Cunningham | Lower Hall Drapes |
| 101121 | £60.00 | Potherbs | Additional Xmas Trees for Leigh Lights Event |
| 101122 | £78.00 | LCA Electrical Ltd | Supply and set Photocell in Lights System at Skate Park |
| 101123 | £43.53 | Cllr P Holden | Reimbursement of Costs of Community Transport Trip |
| 101124 | £270.00 | Baines Surveying Services Ltd | Costings for Strand Wharf |

| | | | |
|--------|------------|------------------------------------|--|
| 101125 | £66.00 | The National Allotment Society | Annual Affiliation Fee |
| 101126 | £1,149.60 | Baines Surveying Services Ltd | Strand Wharf - Preparation of Bill of Quantities |
| 101127 | £8.95 | Montine Food Company | Thermos Lid |
| 101128 | £34.88 | Viking | Stationery |
| 101129 | £150.00 | Petty Cash | |
| 101130 | £42.60 | Elsie's Place | Commission in respect of Café Hire as per Licence 9.1 |
| 101131 | £9.50 | Recognition Express | Name Badge for Janitor |
| 101132 | £222.00 | DCK Beavers Ltd | Vat Partial Exemption Review |
| 101133 | £107.99 | Advanced Integrated Security | New Hard Drive for CCTV |
| 101134 | £60.00 | Potherbs | Xmas Trees for Community Centre |
| 101135 | £513.60 | H2O Nationwide Ltd | Water Hygiene Risk assessment |
| 101136 | £1,800.00 | Greenworks Solutions Ltd | Washroom services Annual Fee |
| 101137 | £6,830.00 | Southend BC | Hanging Baskets £6,780.00 Skate Park Annual Lease £50. |
| Bk Trs | £16,000.00 | Staff | November Payroll |
| | | Expenditure - Imprest Items | |
| | £40.00 | AIK Glass Ltd | Glass for Lower Hall and Gents Toilets |
| | £4.69 | St Ann's | Putty |
| | £71.39 | Hampshire Flag | National Flag |
| | £71.39 | Hampshire Flag | National Flag |
| | £55.11 | B&Q | Materials for Erecting Flag Pole |
| | £63.90 | B&Q | Extension Leads and Sockets |
| | £25.00 | BT Disclosure Scotland | DBS Check on Community Centre Manager |
| | | Expenditure - Direct Debits | |
| | £623.21 | BES | CC Electricity |
| | £223.26 | BNP Paribas Leasing | Photocopier Lease |
| | £68.39 | Calls Warehouse | CC Telephone Calls |
| | £171.35 | Corona Energy | CC Gas |
| | £131.12 | Cory Environmental | CC Bin rental & Collection |

| | | | |
|--|---------|-------------------------------|---|
| | £233.38 | Cory Environmental | Skate Park Bin rental & Collection |
| | £777.00 | Southend Borough Council | CC General Rates |
| | £115.69 | GOCARDLESS LTD (Verde Coffee) | Elsie's Place Coffee machine rental (cost recovered by LTC) |
| | £0.36 | E.on | Skate Park Electricity |
| | £10.70 | E.on | Skate Park Electricity |
| | £65.60 | Global Payments | CC Card Processing Charges |

Income

| | |
|--|-------------------|
| Allotments Committee | £1,516.50 |
| Finance & General Purposes Committee | £143.00 |
| Leigh Community Centre Committee | £10,409.73 |
| Leisure, Foreshore & Environment Committee | £1,251.50 |
| Transport & Highways Committee | 0 |
| Planning Committee | 0 |
| Total | £13,320.73 |