



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 14th January 2015** 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 2463/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 – 10th December 2014
7. BUDGET SETTING PROCEDURE – Officer's Report to follow

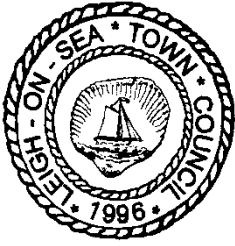
The Council is requested to agree the procedure set out in the report.

8. COMMITTEES
To receive Minutes of Committees
 - a) Planning & Licensing Committee - To receive minutes of 16th December 2014
 - b) Transport & Highways Committee – To receive minutes of 17th December 2014
 - c) Leisure, Foreshore & Environment Committee – To receive minutes of 18th December 2014
 - d) Finance & General Purposes Committee - To receive minutes of 6th January 2015
 - e) Leigh Community Centre Committee – To receive minutes of 7th January 2015
9. FINANCIAL REPORT
To receive report 2462/I&E – (Appendix 2)

Paul Beckerson
Town Clerk
8th January 2015

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

DATE OF NEXT MEETING: Wednesday 11th February 2015



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Report 2463/PB

TOWN CLERK'S REPORT TO COUNCIL January 2015

Actions since the last meeting:

Vine HR have been requested to give a price for vetting the new Staff Handbook.

Draft budgets have been revised to reflect the additional staffing agreed at the December Council meeting.

The Bonchurch Outdoor Gym order has been placed and HAGS are liaising with SBC regarding installation. A joint publicity launch will take place after the installation has been completed.

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

SBC has completed the condition survey at the LCC and we are awaiting the report.

The plans for Strand Wharf have been amended by the architect and have been revalidated by SBC Planning.

The amended plans are being forwarded to LTCs Surveyor for amending the B of Q is required and to enable the tender process to start.

The Intern started on 10th December 2014, but subsequently withdrew from the appointment. The position has been offered to the next candidate but because of immigration rules we are having to go through a sponsorship process with the Home Office.

Three candidates have been shortlisted for the apprenticeship position, and interviews are currently being arranged.

Janitorial interviews have taken place and a new part-time 20 hour Janitor has been appointed to take up post within the next week. The possibility of another candidate taking on the Ad-Hoc role is currently being investigated.

200 copies of the booklet 'It Takes All Sorts' have been acquired at the request of the Community Engagement Working Party.



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Income and Expenditure 25th November to 17th December 2014 Report 2462/I&E

Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101138	£787.75	ELA Group	Lift Repairs
101139	£55.20	PMS International Group Plc	Leigh Lights Event – Decorative Xmas Lights
101140	£150.00	Southend Carnival Association	Collecting Buckets & Shakers
101141	£30.00	Mr C Baker	Allotment Tenancy Deposit Refund (MDAS)
101142	£30.00	Mr M Brown	Allotment Tenancy Deposit Refund (MDAS)
101143	£43.98	Cllr R Herbert	Travel Expenses
101144	£15.00	The Salvation Army	Driver Licence Checks
101145	£91.13	Viking Direct	Stationery
101146	£492.00	Auditing Solutions	Interim Audit Fee
101147	£360.00	Baines Surveying Services Ltd	Strand Wharf Drawing Revisions
101148	£180.00	Leigh Times	Leigh Lights event – Delivery of Road Closure Notices
101149	£251.38	Neopost Ltd	Franking Machine Service Plan
101150	£189.55	Essex Supplies (UK) Ltd	CC Cleaning Materials
101151	£120.00	Leigh Times Ltd	Recruitment Advert for Janitor
101152	£340.00	EALC	Code of Conduct Training
101153	£42.15	Roxanne Upton	Skate Park Cleaning Cover
101154	£289.26	Acumen Wages Service	Wages processing
101155	£25.00	MENCAP	Community Transport - Donation in lieu of Free Concert
101156	£310.80	Mayfield Cleaning Ltd	Bus Shelter Repair

101157	£10,146.00	Aylesford Electrical Contractors Ltd	Xmas Lights Store, Test, Install and Remove plus 4 new LED Light Twist Displays and fittings
101158	£571.28	DOTS	Photocopying Charges
101159	£3,560.40	VIP Security Services	Leigh Lights - Security
101160		Cancelled	
101161	£19.99	Cllr J Holden	Reimbursement for purchase of Xmas Lights for a Gazebo
101162	£489.66	Anglian Water	CC Sewage Charge
101163	£69.00	M Frost & Associates Ltd	Supply of Annual Energy Certificate
101164	£1,650.00	Facilities Services Ltd	Hedge Cutting at Allotments (£990.00) Grass Cutting at Skate Park (£660.00)
101165	£91.08	Fulton Paper	Photocopying Paper
101166	£120.00	The Salvation Army T	Community Transport - Use of Minibus
101167	£110.00	The Taxi Driver's Charity Fund for Children	Community Transport - Use of Minibus
101168	£850.00	ATS Services and Supplies	CC Heating Boiler & Kitchen Water Heater Service
Bk Trs	£30,000.00	Public Sector Deposit Fund	Investment
Bk Trs	£1,189.83	Southend Timber	Materials for Ramp in Lower Hall
Bk Trs	£16,000.00	Staff	December Payroll
		Expenditure - Imprest Items	
	£30.00	Candu Self Drive Van Hire	Carols On Strand Wharf Event
	£359.97	Techie Home Ltd	Notebook PC
	£22.88	B&Q	Screws & Bolts for Ramp in Lower Hall
	£70.00	Marston Inns & Taverns	Community transport Group - Christmas Lunch Deposit for 16 th December
	£60.00	Marston Inns & Taverns	Community transport Group - Christmas Lunch Deposit for 18 th December
	£9.48	Amazon	VGA Socket for Projector in Room 5
		Expenditure - Direct Debits	
	£842.33	BES	CC Electricity
	£163.80	British Telecom	Internet Services
	£410.79	Essex & Suffolk Water	Water Charges – Leigh Site

	£859.77	Essex & Suffolk Water	Water Charges – Manchester Drive
	£135.40	Cory Environmental	CC Bin rental & Collection
	£777.00	Southend Borough Council	CC General Rates
	£220.23	GOCARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine rental (cost recovered by LTC)
	£3.09	E.on	Skate Park Electricity
	£65.66	Global Payments	CC Card Processing Charges

Income

Allotments Committee	£5,746.37
Finance & General Purposes Committee	0
Leigh Community Centre Committee	£5,098.03
Leisure, Foreshore & Environment Committee	£2,051.08
Transport & Highways Committee	0
Planning Committee	0
Total	£12,895.48