

Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



25th September 2014

Notice is hereby given that the next meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 30th September 2014** at the Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 2nd SEPTEMBER 2014

GENERAL PURPOSES

5. PLANNING & LICENSING COMMITTEE - LICENSING APPLICATION BECAUSE OF URGENCY (Deadline 9th October 2014) Officer's Report

Application to Vary Premises Licence – Peggy Sues Piano Bar, 1063 London Road, Leigh-on-Sea, SS9 3JP

To extend the existing licensed areas where alcohol can be sold and consumed.

To move the bar area from the existing as shown on the original plans to where they are shown on the attached plan, so as to increase the number of covers for diners. To include the rear garden area for the consumption of food and alcohol with a service area for food. Provide a storage area to the rear of the garden (see attached plan).

To include acoustic music to the rear garden from 10.00am till 22.00pm, Monday to Saturday, 13.00pm till 21.00 pm hours on Sunday. To extend the opening hours on Fridays and Saturdays till 01.00am.

To use the front forecourt for the consumption of food and alcohol from the hours of 10.00am till 21.00pm. The use of the forecourt will cease at 22.00 hours daily. To provide live and recorded music indoors on Fridays and Saturdays from 10.00 until 01.00 the following morning. To provide recorded music outdoors daily from 11.00 to 22.00. To extend the Late Night Refreshment hours until 00.30am on Thursdays, Fridays and Saturdays.

The Committee is requested to comment on the application.

6. STANDING ORDERS; CHANGE OF WORDING TO SO 3(l) Officer's Report

Since the introduction of the Openness of Local Government Bodies Regulations 2014 on the 5th August 2014 the existing wording of Standing Order 3 (l) no longer complies with the law. An amended Standing Order is produced below.

Existing:

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent

Amended Wording:

Filming, photographing or audio recording of proceedings, and/ or commentary on proceedings, for the purposes of reporting is allowed at any public meeting of the council and its committees by any person attending. Any communication methods, including the internet, may be used to broadcast, transmit, publish, post or otherwise share this reporting with persons not present, either during the meeting or later.

As a courtesy, those persons planning to make a visual or audio recording of proceedings and/ or commentary for broadcast, transmission or otherwise sharing, either during a meeting or later, are requested to liaise with the Town Clerk (or council officer acting in that capacity) before the meeting begins. Officers will notify the meeting's chairman, in order that all attendees can be informed before the recording, broadcast or transmission begins.

The chairman of the meeting will ask for any recording, broadcasting or transmitting to be undertaken in such a way that it is not disruptive or distracting to the good order and conduct of the meeting. In the case of disorderly conduct, persons may be excluded from public meetings, or public proceedings may be suspended in accordance with the relevant Standing Order/s.

Recording for broadcast, transmission or otherwise sharing with persons not present, either during the meeting or later, must cease if the meeting resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. In these cases, the proceedings of the confidential session will be recorded and reported as per the Public Bodies (Admission to Meetings) Act 1960.

The Committee is **requested** to approve the amended wording for recommendation and adoption by Council.

7. GENERAL PURPOSES BUDGET (Information Report for **noting**)

General Purposes Budget Report 2410/GP as at 25th September 2014 (Appendix 1)

FINANCE

8. REFERENCES FROM OTHER COMMITTEES

Allotments Committee 16th July 2014 –

Minute 24

The Committee **RECOMMENDED** to F&GPC the £950 rebate for water charges this year 2014/15 be funded from reserves.

Minute 28

The Committee **RECOMMENDED** to F&GPC that £1,500 be vired from the Waste Clearance Budget to supplement the predicted shortfall in income.

9. OFFICE AND COMMITTEE BUDGETS (Information Reports for **noting**)

- Office Budget Report 2411/FGP as at 25th September 2014 (Appendix 2)
- Committee Income and Expenditure Report 2412/FGP as at 25th September 2014 (Appendix 3)

10. ALLOTMENTS BUDGET 2015/16 (Appendix 4)

The Committee is asked to **agree** the recommendation for the Allotments Committee as set out in Appendix 4.

I. To **RECOMMEND** the Allotments Budget to Council for adoption

11. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING

See report 2409/I&E (Appendix 5) The Committee is asked to note the income and **recommend** the expenditure to Council.

12. BANK ACCOUNT BALANCES as at 24th September 2014

CCLA A/c	£ 255,712.62
HSBC BMM A/c	£ 183,502.98
HSBC Current A/c	£ 13,687.79
HSBC Payroll A/c	£ 17,439.40
HSBC Imprest A/c	£ 2,980.79

13. TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted in item 14 the public and press be temporarily excluded and they are instructed to withdraw (SO.3(d)) – (Contractual)

14. LEIGH COMMUNITY CENTRE DEBT WRITE OFF (Officer's Report)

To write off debt of £23.02 on Invoice number 2706 – booking was cancelled at short notice. There is no prospect of payment.



Paul Beckerson
Town Clerk
25th September 2014

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

Finance & General Purposes Committee Budget 2014/15

Budget						
Heading	B/F 2013/14	Expenditure	Spent to Date	Committed	Balance	% Spent
Crime Prevention*		0	0.00		0	
Bursary Fund LCC*	671	1,000	392.06		1,279	23
Donations*		0	0.00		0	
Community Affairs*		2,000	0.00		2,000	0
Elections	11,212	7,000	0.00		18,212	0
Premises / Equipment*	500	500	985.93		14	99
Legal Costs	375	500	0.00		875	0
Annual Town Meeting		500	77.63		422	16
Community Engagement		2,000	1,021.65		978	51
Civic*		200	0.00		200	0
Renewals Fund	10,085	5,000	7,247.49		7,838	48
Strategy Sub- Committee*		3,000	0.00		3,000	0
Localism Act*		300	0.00		300	0
Capital Project Fund	50,000	50,000	0.00		100,000	0
GP Janitorial		2,670	0.00		2,670	0
					0	
Totals	72,843	74,670	9,724.76	0.00	137,788	7

Various*

7,000

1,377.99

*Various on Committee Budget

Office Budget for 2014-15

Budget	Heading	Budget 2014/15	Spend to Date	Committed	Balance	% Spent
2013/14						
	Premises					
23,500.00	LCC Premises use Grant	23,500.00	23,500.00		0.00	100.00
		23,500.00	23,500.00	0.00	0.00	100.00
	Administration					
900.00	Stationery	1,400.00	646.86		753	46.20
4,200.00	Insurance	4,900.00	5,162.48		-262	105.36
100.00	Library	150.00	0.00		150	0.00
1,800.00	Communication	2,000.00	610.91		1,389	30.55
2,400.00	Photocopying	2,700.00	1,140.06		1,560	42.22
2,040.00	Subscriptions	2,000.00	2,126.54		-127	106.33
1,700.00	Postage	1,700.00	418.00		1,282	24.59
50.00	Entertaining	50.00	33.50		17	67.00
120.00	Licences	450.00	215.00		235	47.78
400.00	Expenses/Travel Costs – Cllrs	600.00	53.57		546	8.93
	Bank Charges	1,200.00	517.39		683	43.12
500.00	Miscellaneous	500.00	0.00		500	0.00
	Professional Advice		0.00			
2,500.00	Audit	2,000.00	800.00		1,200	40.00
2,000.00	IT	2,000.00	571.62		1,428	28.58
300.00	Waste Sacks	460.00	548.68		-89	119.28
1,200.00	Training - Staff	1,000.00	639.00		361	63.90
500.00	Training - Cllrs	2,000.00	0.00		2,000	0.00
550.00	Mileage & Expenses - Staff	550.00	78.15		472	14.21
		25,660.00	13,561.76	0.00	12,098	52.85
44,760.00	Total	49,160.00	37,061.76	0.00	12,098.24	75.39

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

24/09/2014

Budgets Spend vs Budget to 31st March 2015

Committee	Item	Budget		Spend to date	Balance	% spent	2013/14 spend
		2013/14	2014/15				
Council	Office Admin*	0	49,160	37,062	12,098	75	46,187
	Salaries	0	62,724	25,761	36,963	41	56,911
		0	111,884	62,823	49,061	56	103,098
Leisure	Community Transport A	0	5,461	2,440	3,021	45	4,400
Foreshore & Environment	Flower Baskets	5,500	6,000	0	11,500	0	600
	First Aid Provision	0	1,000	370	630	37	1,019
	Farmers Market A	0	224	-723	947	-323	-853
	Strand Wharf	73,238	0	4,560	68,678	6	0
	Leigh Lights A	2,000	22,400	-46	24,446	0	20,946
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth	0	5,351	1,921	3,430	36	6,080
	Staffing Costs	0	8,368	4,281	4,087	51	11,723
	Various B	1,500	7,250	6,001	2,749	69	5,032
		84,036	56,054	18,804	121,287	13	48,947
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	8,485
	Bus Shelter Cleaning/Maint	0	2,000	1,408	592	70	424
	New Bus Shelters	3,500	0	0	3,500	0	0
	Highway Infrastructure	0	4,250	279	3,971	7	100
	Staffing Costs	0	397	80	317	20	478
	Phone Box	0	300	0	300	0	60
		3,500	11,447	1,767	13,180	12	9,547
Planning	Planning Staffing	0	6,682	1,686	4,996	25	5,779
	Planning Other	0	500	0	500	0	25
	Neighbourhood Plan	2,000	0	0	2,000	0	0
		2,000	7,182	1,686	5,496	18	5,804
General Purposes	Various C	1,171	7,000	1,378	6,793	17	1,271
	Renewals	10,085	5,000	7,247	7,838	48	0
	Elections	11,212	7,000	0	18,212	0	0
	Legal costs	375	500	0	875	0	125
	Annual Town Meeting	0	500	78	422	16	180
	Capital Projects Fund	50,000	50,000	0	100,000	0	0
	Janitorial	0	2,670	0	2,670	0	0
	Community Engagement	0	2,000	1,022	978	51	295
		72,843	74,670	9,725	137,788	13	1,871
Community Centre	Set-Up Budget						
	Revenue A	15,164	-54,864	-25,027	-14,673	63	-41,948
	Staffing Costs	0	106,495	44,575	61,919	42	86,882
	Friend's Fund Raising A	2	0	-1,137	1,138		-326
		15,166	51,630	18,411	48,385	36	44,608
Allotments	Revenue A	3,899	1,005	2,006	2,898	41	-2,990
	Staffing Costs	0	5,250	1,841	3,409	35	4,861
	Capital Improvements	0	2,500	2,242	258	90	5,257
		3,899	8,755	6,089	6,565	48	7,128
Total		181,444	321,622	119,510	381,761	24	222,633
Income			Budget 2014/15	Received to date	Balance	% Rec'd	
	Precept 2014/15	0	302,581	302,581	0	100	325,041
	Local Council Tax Support Grant	0	27,000	27,000	0		33,000
	Estimated Interest to 31.3.15	0	500	195	305	0	533
	Unbudgeted income	0	0	0	0	0	647
	Allotment Tenancy Deposits	1,623	0	205	1,418	0	
	Waste Sacks	0	1,130	1,166	0	0	1,130
		1,623	331,211	331,147	1,723	99	360,351
Add	Est Bank Balance at 24.09.14 inc Petty Cash				473,437		
					475,160		
	VAT refund due				9,590		
					484,750		
	Plus Debtors				1,700		Elsie's Place C.I.C.
	Less Creditors						
	Less planned expenditure (Balance to spend)				381,761		
	Estimated General Reserves at 31.03.15				104,689		
	(Figure is an approximation as accounted for as Payments and Receipts)						

A Community Transport, Allotments Revenue, Leigh Lights, Community Centre Revenue and Farmers Market are balances of income and expenditure

B Includes Community Initiatives, recreational facilities, events & conservation areas

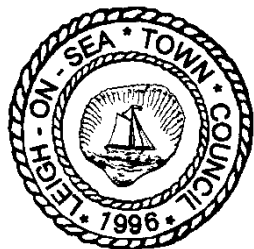
C Includes Crime Prevention, community affairs, Bursary fund, Civic and Localism Act, Strategy & Town Plan Sub.

* Includes £23,500 payment to LCC

Sheet 4

2nd draft of allotments budget 2015/16 17-09-14

Heading	B/F 2014/15	Income	Expenditure
Rents			
Manchester Drive		7,412	
Leigh		3,222	
Marshall Close		431	
MDAS Commission			926
Plot clearance			
Rubbish clearance			
Equipment			
Water Rates		1,810	2,700
Staff Costs			5,250
Maintenance			1,000
Miscellaneous			60
Training			
Vehicle			
Hedge Cutting			1,000
Capital improvements*			2,500
Grass Cutting			0
Keys			0
MDAS Grant			3,000
LA Grant			1,600
MC Grant			500
Totals		£12,875	£18,536
Nett cost (exp - inc)		£5,661	



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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