



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

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



18<sup>th</sup> December 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 6<sup>th</sup> January 2015** 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 2<sup>nd</sup> DECEMBER 2014

## GENERAL PURPOSES

5. STRATEGY AND TOWN PLAN SUB-COMMITTEE MINUTES 2<sup>nd</sup> DECEMBER 2014 (Appendix 1)  
The Committee is **requested** to note the minutes and approve the **recommendations** in minute 6.
6. COMMUNITY ENGAGEMENT WORKING PARTY 10<sup>th</sup> DECEMBER 2014 – Report 2455/CEWP (Appendix 2)  
The Committee is **requested** to note the report.
7. AMALGAMATION OF LEIGH INFANT AND JUNIOR SCHOOL (Officer's Information Report)  
The Council have been notified that on 11<sup>th</sup> December 2014 Leigh Infant School Governing Body and Interim Executive Board of Leigh North Street Junior School voted to proceed with the amalgamation of the two bodies.  
The Committee is **requested** to note the report.
8. LOCAL COUNCIL AWARD SCHEME – (Officer's Information Report)  
The Town Council's Quality Status will expire on the 31<sup>st</sup> January 2015; automatic transition to Foundation Level of the new Local Council Award Scheme has been applied for at no cost and without the Council being required to take part in any accreditation process. This will be valid until January 2016. When the criteria are published in the new year, the Council can then decide which level of accreditation they wish to apply for: either Quality Award Level at half the normal fee, or Quality Gold Award Level at 75% the normal fee both of which apply up until the end of 2015.
9. TO SET DATE FOR ANNUAL TOWN MEETING  
To **agree** Friday 20th March 2015 as the date for the Annual Town Meeting

10. TOWN COUNCIL STRUCTURAL REVIEW (Appendix 3)

Proposed Cllr Richard Herbert  
Seconder Cllr Cox

Following the Council's approval of the "staffing review" and the resolution to consider an urgent re-structure of the committee system the attached documents are presented for the committee's consideration. They have been widely consulted on and have the following purposes:

- to create a more efficient and cost effective committee structure which will allow resources to be focused away from servicing the Council's many committees and towards direct delivery of services;
- to create two distinct types of committee, formal Scrutiny & Decision committees and less formal Policy Development & Implementation committees which will better engage with members and promote their particular interests and expertise;
- to encourage greater community involvement in the Council's work and remove perceived barriers to becoming a councillor.

**Motion**

That the committee approves and recommends to Council the "Suggested Council Structural Review" as the basis of the restructuring of the Council's committee system and consults further and develops this document and that a final version is brought to the committee and Council in February 2015 for approval.

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

General Purposes Budget Report 2457/GP as at 17<sup>th</sup> December 2014 (Appendix 4)

**FINANCE**

12. REFERENCES FROM OTHER COMMITTEES

There are none.

13. QUARTERLY INTERNAL AUDIT CHECK – (Chairman of Committee)

The Chairman carried out the quarterly internal audit check of expenditure on 06 December 2014. All appeared to be in good order. Very few minor administrative issues were noted and reported to the senior finance officer who has confirmed how they will be rectified.

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

- Office Budget Report 2458/FGP as at 17<sup>th</sup> December 2014 (Appendix 5)
- Committee Income and Expenditure Report 2462/FGP as at 17<sup>th</sup> December 2014 (Appendix 6)

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

See report 24xx/I&E (Appendix 7) The Committee is asked to note the income and **recommend** the expenditure to Council.

16. BANK ACCOUNT BALANCES as at 17<sup>th</sup> December 2014

CCLA A/c	£ 285,953.06
HSBC BMM A/c	£ 81,086.40

HSBC Current A/c	£ 39,729.68
HSBC Payroll A/c	£ 103.69
HSBC Imprest A/c	£ 1,197.48



Paul Beckerson  
Town Clerk  
18<sup>th</sup> December 2014

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



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## MINUTES OF A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON TUESDAY 2<sup>nd</sup> DECEMBER 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert, (Chairman), Donald Fraser and Carole Mulroney

In Attendance: Cllr Syrie Cox and Cllr Jane Ward (from Min 6), Paul Beckerson (Town Clerk)

### ***The meeting opened at 6.00pm***

#### 1. ELECTION OF CHAIRMAN

Cllr Richard Herbert was elected Chairman (Proposed Cllr Carole Mulroney; seconded Cllr Donald Fraser)

#### 2. ELECTION OF VICE CHAIRMAN

Cllr Carole Mulroney was elected Vice Chairman (Proposed Cllr Richard Herbert; seconded Cllr Donald Fraser)

#### 3. APOLOGIES FOR ABSENCE

Cllrs Jerry Holden, Pat Holden and Caroline Parker

#### 4. DECLARATION OF MEMBERS' INTERESTS

None

#### 5. MINUTES OF THE 4<sup>th</sup> March 2014

The minutes of the 4<sup>th</sup> March 2014 were agreed and signed by the Chairman.

#### 6. TO REVIEW THE CORE STRATEGY AND ADOPT A MISSION STATEMENT (Appendix 1 to the agenda)

Members discussed the proposed mission statement on the agenda resulting in a new proposal:

'To promote, represent and provide for the community of Leigh-on-Sea'

Proposed Cllr Carole Mulroney; seconded Cllr Donald Fraser

The Sub-Committee **RECOMMENDED** the Mission Statement to F&GPC and Council for adoption.

Members then reviewed the Core Strategy and made some amendments attached as Appendix 1.

The Sub-Committee **RECOMMENDED** the Revised Core Strategy to F&GPC and Council for adoption.

### ***Cllr Jane Ward joined the meeting***

#### 7. CONSIDERATION OF COMMITTEE REVIEWS

The Sub-Committee noted that the reviews had been undertaken earlier in the year and that some things had changed.

LCC – Benefit had increased due to imminent signing of a new 30 year lease and that the net cost had decreased.

Transport & Highways – The review was noted.

Leisure, Foreshore and Environment – It was noted that the Strand Wharf Lottery Bid had been unsuccessful and that the balance was now being funded from the Capital Projects fund.

Allotments – none had been received.

Planning & Licensing – Concern was expressed on the over reliance on one Councillor, the Chairman and to whether this was a sustainable position. The Sub-Committee felt there should be a change of focus from technical aspects to local input and an overview of policy and major applications.

***The meeting closed at 7.05pm***



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## Leigh-on-Sea Town Council Core Strategy Statement – Adopted 6<sup>th</sup> December 2011

### Proposed Revisions December 2014

#### Vision Statement

“Leigh-on-Sea is an active and vibrant ~~working~~ town with a ~~separate and~~ distinctive identity ~~to~~, but still an integral part of the larger urban community of Southend-on-Sea; a community where people support one another and can live, work, shop, visit and enjoy themselves in an environment that is constantly cared for and enhanced. A town that:

- provides sustainable employment opportunities, transport, housing and business facilities;
- preserves and enhances the natural beauty, heritage and traditions of Leigh;
- preserves and nurtures the cultural life of Leigh;
- encourages everyone within the community to work together to achieve continual improvement to the facilities and future prospects of the town; and
- promotes thriving commercial areas which provide leisure and shopping facilities to meet the needs and wishes of residents and visitors.”

#### Strategic Aims

##### **“To promote the well being and quality of life of the residents of Leigh-on-Sea”**

To achieve this we aim to:

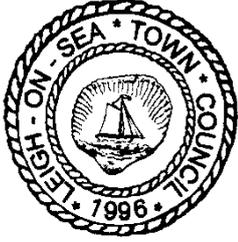
- take part in an open dialogue with ~~residents~~ **community** to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the Town Council;
- provide high standard, value for money services to help meet the needs and wishes of the **community** ~~residents~~;
- assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents; and
- promote the best interests of the town for the benefit of the local community

#### Strategic Objectives

The Town Council’s strategic objectives are based on the Council’s overall vision. The objectives are:

1. To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of ~~Leigh’s residents~~ **the community** and visitors.
2. To encourage and support the economic and commercial vitality of the town.
3. To preserve ~~Leigh’s~~ **the** unique character and heritage, protect its conservation areas and maintain and enhance its maritime environment.

4. To ~~encourage harmony~~ **seek a balance** between developing commercial and residential requirements and existing amenities.
5. To ~~consult with and take due regard of all comments received from~~ **work in partnership with** other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs.
6. To protect and enhance Leigh's **the** natural environment, its open spaces and public gardens.
7. To seek to improve sustainable transport infrastructure across the town.
8. To seek to create a socially inclusive and caring community.



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Report 2455/CEWP

## COMMUNITY ENGAGEMENT WORKING PARTY – Wednesday 10<sup>th</sup> December 2014

Present: Cllrs Jane Ward (Convenor), Donald Fraser, Richard Herbert, Carole Mulroney and Karen Bowden-Jones (Volunteer)

Apologies: Cllr Caroline Parker

### 1. ELECTIONS: "Be A Councillor Campaign"

- Both CM and RH have made contact with local papers and will follow up in January
- Room 3 has been booked for 5<sup>th</sup> February meeting
- Booklet, 'It Takes All Sorts' was approved and CM will ask PB to order 100 plus to be displayed separately in the LCC foyer, Library, Schools and Sports Centres, Churches etc. Get permission to quote re copyright?
- RH to find out about banners (3 to displayed outside, LCC, library and Belfairs school.) permission required/requested?
- CM to use her Twitter account to promote awareness of elections and need for Cllrs.
- JW will produce colour A4 posters and A5 leaflets to be displayed on LTC Notice Boards and around the town, in all LCC Rooms. See Vivian re boards.
- RH will check if we can use LTC email to forward enquiries to CEWP Members.
- All Cllrs need to individually spread the word to friends and acquaintances to develop interest.
- CM said the logo need to be in the correct format for banners etc

### 2. LTC PUBLICATION AND WEBSITE

- Copies of the prepared brief were shared.
- JW has made contact with:- Icicle Graphic Design; Swan Creative; Six Red Squares.  
  
She will meet with them to discuss the concept prior to giving the brief for a quotation. Swan and 6RS also design websites. JW will discuss the development at the same time regarding costs and parameters.
- RH to find out who hosts LTC/LCC/GOOD FOR LEIGH Websites.
- RH to contact SBC re street signs to direct and locate LTC and LCC.

Next meeting to be held on 6<sup>th</sup> January 2015 at 11.00 in Room 3

## **Suggested Council Structural Review**

### **Introduction**

Many members have commented in the past about the difficulty of attending the very high number of meetings which we hold each year and the quality of debate at those meetings.

The Town Clerk's appraisal highlighted some of the difficulties faced by the Council following a period of very rapid expansion. A number of members were concerned about the timely implementation of committee and Council decisions and the quality of advice received from Council staff.

A staffing review has been carried out which recognised the very large proportion of the Town Clerks time devoted to supporting meetings and Council resolved to review the committee structure.

A number of members have complained over the past few years about the formality of committee proceedings making free and open debate difficult and frustrating but at the same time others have complained that motions are made up on the spot and are not fully understood or thought through.

Finally I have felt for some time now that our community could be involved far more in our work. Allotments, community transport, farmers' market have a high level of involvement but other areas, particularly the community centre, have little or none.

### **Overview/ Executive Summary**

At present we have six main committees with a total of 80 meetings per year. In addition there are 3 sub committees, each of which meets about 4 times a year.

There are 18 working parties which meet in response to need.

It is proposed that the constitutional basis of the Council should change to reduce the number of committees and consequently meetings by having the Council and 3 Scrutiny and Decision Committees - each with full delegated decision making powers - meeting on a bi-monthly basis. This would reduce the number of meetings to 18 per year + 23 Planning meetings (Planning is a special case because of the times scale of commenting on planning applications).

9 Policy Development and Implementation Committees, (many of which would meet irregularly e.g. Strategy & Town Plan (S&TP), or be mainly non-councillors i.e. neighbourhood plan) would replace 6 Committees and Sub Committees and 18 working parties.

Policy Development & Implementation Committees would meet as required and Councillors would involve themselves in those for which they have an interest and non-councillors could be involved to a far greater extent, (in allotments, community centre, events etc. for example), but councillors would retain a full overview and control of all Council activities via the Scrutiny and Decision committees.

They should operate in a very similar manner to the community transport sub-committee which works very successfully

The Town Clerk would have to attend and service 18 meetings a year which would release a significant amount of his time for actual delivery of service.

Policy Development & Implementation committees would be far more responsive to demand, (e.g. the recent urgent cash flow problems at the community centre addressed in a more timely manner), and their informal proceedings would lend themselves better to the development of ideas and implementation and delivery of policy. Whilst giving notice to members and public and having elected chairmen and vice chairmen and a fixed membership they would need less formal notice of meetings and could debate more freely, promoting the effective development of ideas within previously defined policy boundaries.

### **. The current problem**

- Time spent servicing the current number of formal committees is considered by a number of councillors and staff to have an adverse impact on service delivery
- Members' availability to attend the current number of formal policy-making committees means some feel excluded from the decision making process
- Plethora of working parties some of which hardly ever meet but add to the bureaucracy by creating another tier of meetings.
- Formality of committee proceedings, a legal requirement where decisions on the spending of public money are being made; is not conducive to the development of projects and ideas.
- The direct costs of the current number of meetings (estimated at £621 per main committee meeting\*) could be released to support extended service delivery.
- Current committee system arrangements are considered by some members and staff to be inefficient in terms of use of time and the formality acts as a barrier to deeper public involvement with Council and the open development of ideas with precept-payers.
- The commitment required to attend the current number of meetings makes the Council less attractive to potential new councillor candidates
- There is little involvement, except in allotments, of members of our community in the Council's current standing committees and sub-committees.

\* (estimated 3 days per meeting of TC time preparing, attending and writing minutes of main meetings + cost of producing agendas + notional room hire. )

### **Proposal**

- To separate the formal scrutiny and decision making functions of the Council from the development of ideas and policy.
- To establish a core of three committees with full delegation on policy and financial matters, except where reserved by statute for full Council, which would be fully serviced and attended by the Town Clerk as at present.
- To establish Policy Development and Implementation Committees involving service users and members of our community as well as councillors which would be far less formal and produce reports and recommendations and carry out implementation of decisions and oversee delivery of services within policy boundaries.
- Reduce the frequency of committee meetings.
- Stand down all sub committees (except Personnel sub-committee) and working parties

### **Advantages**

- More efficient decision-making meetings with comprehensive reports from full debates at development committees leading to better decisions.
- A more outward looking Council with greater direct involvement of local people in policy and development leading to more community-focussed decisions.
- A reduction in staff time and cost, particularly of the Town Clerk, spent servicing committees which could be better spent delivering services.
- Full involvement of Councillors in the decision making process at S&D committees to give proper oversight of spending and policy decisions.
- More attractive Council for potential councillors.
- Saving of circa £26,000 pa. to be released for additional service delivery
- More efficient delivery of services

### **Disadvantages**

- Major organisational change
- It will take some time and effort to reorganise current committee remits, budgets etc.
- Some Policy and Development committees (allotments, community centre) may need to have a regular schedule of meetings but would need attendance by officers only on request.

**COUNCIL**

X6

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<b>Scrutiny and Decision Committees</b>		
FINANCE AND PERSONNEL X6	DELIVERY AND SERVICE  X6	PLANNING & ENVIRONMENT (inc. planning and licensing) X24
	<b>Policy Development &amp; Implementation Committees</b>	
Policy*  Staffing*  *(councillors only)	Events Facilities Community Centre Allotments Community Engagement	Neighbourhood plan  Transport & Environment

Council and Scrutiny & Decision Committees would consist of Councillors only and their proceedings would be subject to full standing orders. They would have full decision making and spending powers within their own budgets without further reference. This protects the public interest and ensures, by the reduced number of meetings, that ALL Councillors have the opportunity to take a full part in Council decisions either as committee members or as attendees.

These committees could meet less often because they would have the advantage of fully developed reports, from PD&I committees or officers, making the decision making process both more efficient and better informed which would lead to better decisions. Finance & Personnel and Delivery & Service would alternate with Council so that urgent matters could be approved in a timely manner and it is always possible to call extraordinary meetings if required.

Apart from Planning and Environment, which needs to meet more often because of timing of planning responses, Council and Committees would meet bi-monthly.

Financial reporting would be to Finance and Personnel Committee only.

Policy, Development and Implementation (PD&I) Committees would be less formal and take place under the regulations of Standing Order 5. As they have no power for final decisions or spending, their proceedings can take place in much the same way as working parties at present and can have a high level of involvement by Non-Councillors. They would function in a similar way to the community transport sub-committee.

Council officers can be delegated to each PD&I committee who can attend these meetings *if required* in the same way as working parties at present. These officers can have delegated powers to fulfil the wishes of the PD&I Committees i.e. can authorise spending on events etc. within the parameters set by the parent committees.

Officers would only attend these meetings if required. They would assist with the preparation of agendas and minutes if required but these committees should always consider if this is needed, a similar position to working parties at present.

PD&I Committees can meet as required.

They can set their own less formal agendas and their reports can be taken upwards as recommendation for final decision and approval. By this stage the recommendations would have full reports which would enable the decision committees to make fully informed decisions and give officers the time and opportunity to offer any necessary advice.

**The proposed structure**

<b>FINANCE AND PERSONNEL</b>	All functions of F&GP except those which more properly fall under Delivery
<b>DELIVERY AND SERVICE</b>	Provision of all services and property management.
<b>PLANNING &amp; ENVIRONMENT</b>	Planning and Environment & Transport functions
<b>Policy Development &amp; Implementation committees</b>	
Policy	S&TP + governance and audit working party
Staffing	Personnel Sub-committee (meetings confidential to members )
Events	All events-associated working parties
Facilities	Management of all property e.g. skate park, bus shelters, hanging baskets and functions of all related working parties
Community Centre	Leigh community centre
Allotments	allotments
Community Engagement	All presentation, media, PR, town guide etc. functions + volunteers and outside groups such as Leigh road traders, farmers market, community transport
Neighbourhood plan	
Transport and Environment	Such matters as parking, buses & trains etc.

**(The remit of these committees will need much further development)**

**Conclusion**

It is proposed that there would be 3 Scrutiny and Decision committees + Council - each with full delegated decision making powers - with a total of 41 meetings per year (planning, 23 meetings, is included in this figure but is a special case).

9 Policy Development & Implementation committees, (many of which would meet irregularly e.g. Strategy & Town Plan (S&TP) or be mainly non-councillors i.e. neighbourhood plan) would replace 6 Committees and Sub Committees and 18 working parties. PD&I committees would be relatively informal with simple agendas and minutes and be conducive to effective collegiate debate.

PD&I Committees would meet as required and Councillors would involve themselves in those for which they have an interest and non-councillors could be involved to a far greater extent, (in allotments, community centre, events etc. for example), but all councillors would retain a full overview and control of all council activities via the scrutiny and decision committees as members or attendees.

The Town Clerk would have to attend and service 18 meetings a year which would release a significant amount of his time for actual delivery of service.

PD&I Committees would be far more responsive to demand, (e.g. the recent urgent cash flow problems at the community centre addressed in a more timely manner), and their informal proceedings would lend themselves better to the development of ideas and implementation and delivery of policy. They would need less formal notice of meetings and could debate more freely, promoting the effective development of ideas within previously defined policy boundaries.

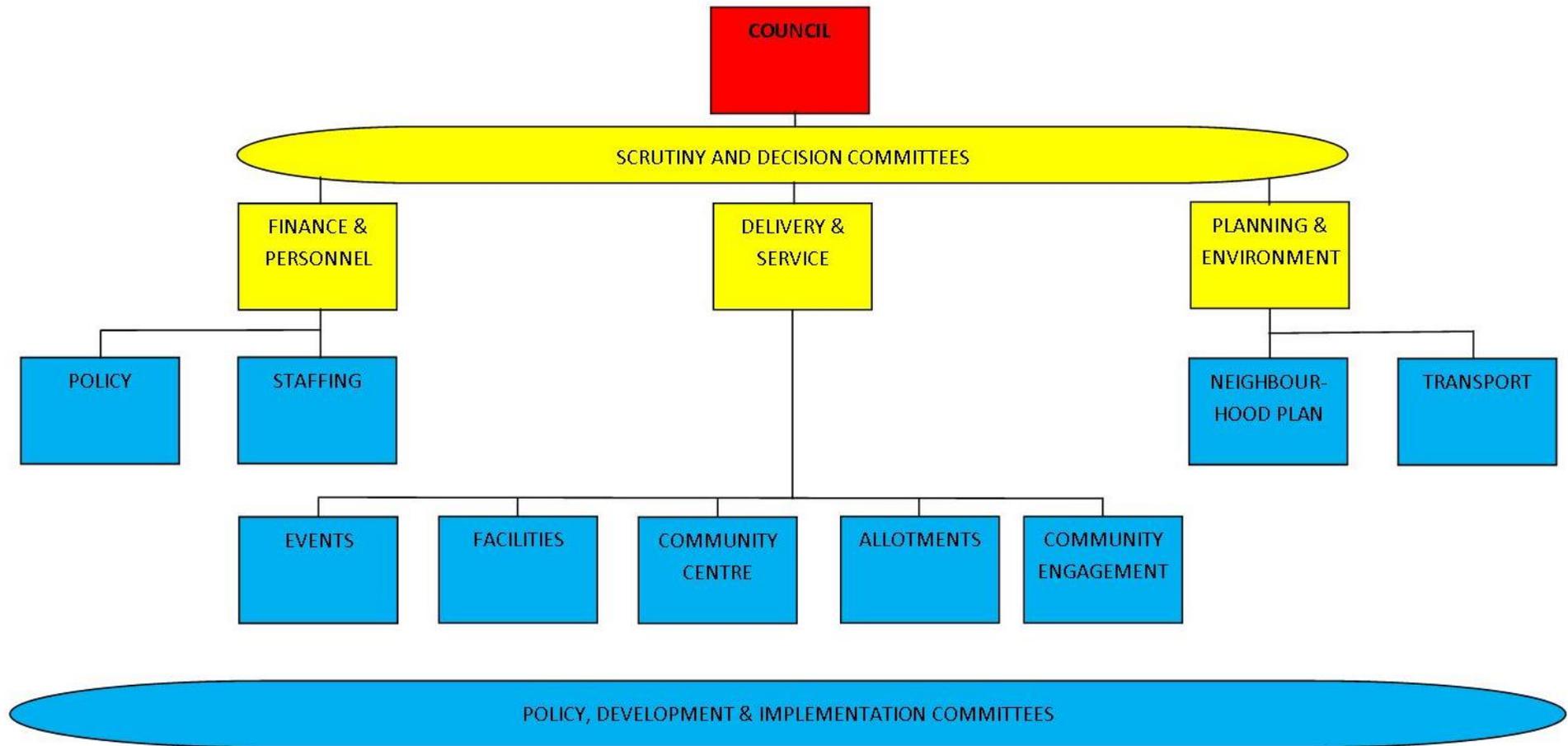
## **Moving Forward**

Clearly the maximum input from all councillors on such a restructuring is very important so I am suggesting the following action points.

1. All councillors consider the above, in conjunction with the Town Clerk's staffing report, and send their comments, or alternative proposals to the Clerk or myself by the end of December.
2. All this will be collated and a formal proposal, or alternatives, will be presented to F&GP in January for debate. (So that the maximum number of members can be involved from the earliest stages).
3. That we look to implementing any changes in March, so that we have a couple of rounds to see how it works out before the new Council in May
4. That we review the operation of changes every 3 months for the first year so that any problems which arise can be quickly addressed.

## **Implementation**

1. January F&GP and Council discuss and agree to principle
2. January further consultation and adjustment.
3. February F&GP and Council agree number and remit of committees.
4. February allocate staff to committees and consult staff.
5. February reallocate committee budgets
6. March Implement and invite community members



**Finance & General Purposes Committee Budget 2014/15**

Heading	Budget					
	B/F 2013/14	Expenditure	Spent to Date	Committed	Balance	% Spent
Crime Prevention*		0	0.00		0	
Bursary Fund LCC*	671	1,000	1,151.30		520	69
Donations*		0	0.00		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		4,700	1,060.75		3,639	23
Civic*		200	105.00		95	53
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	
<b>Totals</b>	<b>72,843</b>	<b>75,370</b>	<b>10,628.10</b>	<b>0.00</b>	137,585	7

Various\*

5,000

2,242.23

\*Various on Committee Budget

Office Budget for 2014-15

Budget	Heading	Budget 2014/15	Spend to Date	Committed	Balance	% Spent
2013/14						
	<b>Premises</b>					
	Rent		0.00			
23,500.00	LCC Premises use Grant	23,500.00	23,500.00		0.00	100.00
		<b>23,500.00</b>	<b>23,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
	<b>Administration</b>					
900.00	Stationery	1,400.00	862.16		538	61.58
4,200.00	Insurance	4,900.00	5,162.48		-262	105.36
100.00	Library	150.00	70.93		79	47.29
1,800.00	Communication	2,000.00	858.23		1,142	42.91
2,400.00	Photocopying	2,700.00	1,288.90		1,411	47.74
2,040.00	Subscriptions	2,000.00	2,126.54		-127	106.33
1,700.00	Postage	1,700.00	827.48		873	48.68
50.00	Entertaining	50.00	33.50		17	67.00
120.00	Licences	450.00	285.00		165	63.33
400.00	Expenses/Travel Costs – Cllrs	600.00	201.39		399	33.57
	Bank Charges	1,200.00	725.30		475	60.44
500.00	Miscellaneous	500.00	0.00		500	0.00
	Professional Advice		185.00			
2,500.00	Audit	2,000.00	2,210.00		-210	110.50
2,000.00	IT	2,000.00	1,581.47		419	79.07
300.00	Waste Sacks	460.00	847.96		-388	184.34
1,200.00	Training - Staff	1,000.00	639.00		361	63.90
500.00	Training - Cllrs	2,000.00	803.00		1,197	40.15
550.00	Mileage & Expenses - Staff	550.00	318.68		231	57.94
		<b>25,660.00</b>	<b>19,027.02</b>	<b>0.00</b>	<b>6,633</b>	<b>74.15</b>
<b>44,760.00</b>	<b>Total</b>	<b>49,160.00</b>	<b>42,527.02</b>	<b>0.00</b>	<b>6,632.98</b>	<b>86.51</b>

## Leigh-on-Sea Town Council

## COMMITTEE BUDGETS

17/12/2014

Budgets 2014/15		Spend vs Budget to 31st March 2015					2013/14
Committee	Item	Budget		Spend	Balance	% spent	spend
		2013/14	2014/15	to date			
Council	Office Admin*	0	49,160	42,527	6,633	87	46,187
	Salaries	0	62,724	40,628	22,096	65	56,911
		0	111,884	83,155	28,729	74	103,098
Leisure	Community Transport A	0	5,461	3,632	1,829	67	4,400
Foreshore & Environment	Flower Baskets	5,500	6,000	5,650	5,850	49	600
	First Aid Provision	0	1,000	394	606	39	1,019
	Farmers Market A	0	224	-560	784	-250	-853
	Strand Wharf	73,238	0	6,043	67,195	8	0
	Leigh Lights A	2,000	23,555	10,876	14,679	43	20,946
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth	0	5,351	3,241	2,110	61	6,080
	Staffing Costs	0	8,368	6,735	1,633	80	11,723
	Various B	1,500	6,550	6,801	1,249	84	5,032
		84,036	56,509	42,812	97,733	30	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	398	3,852	9	100
	Staffing Costs	0	397	128	269	32	478
	Phone Box	0	300	300	0	100	60
		3,500	11,447	2,234	12,713	15	9,547
Planning	Planning Staffing	0	6,682	2,697	3,985	40	5,779
	Planning Other	0	500	0	500	0	25
	Neighbourhood Plan	2,000	0	0	2,000	0	0
		2,000	7,182	2,697	4,485	29	5,804
General Purposes	Various C	1,171	5,000	2,242	3,929	36	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	4,700	1,061	3,639	23	295
		72,843	75,370	10,628	137,585	7	1,871
Community Centre	Revenue A	15,164	-57,264	-37,216	-4,884	88	-41,948
	Staffing Costs	0	109,495	70,779	38,715	65	86,882
	Friend's Fund Raising A	2	0	-1,318	1,320		-326
		15,166	52,230	32,245	35,151	48	44,608
Allotments	Revenue A	2,399	1,005	-3,412	6,816	-100	-2,990
	Staffing Costs	0	5,250	2,865	2,385	55	4,861
	Capital Improvements	0	2,500	2,242	258	90	5,257
		2,399	8,755	1,694	9,460	15	7,128
<b>Total</b>		<b>179,944</b>	<b>323,377</b>	<b>175,805</b>	<b>325,856</b>	<b>35</b>	<b>222,633</b>
<b>Income</b>			<b>Budget 2014/15</b>	<b>Received to date</b>	<b>Balance</b>	<b>% Rec'd</b>	
Precept 2014/15		0	302,581	302,581	0	100	325,041
Local Council Tax Support Grant		0	27,000	27,000	0	100	33,000
Estimated Interest to 31.3.15		0	500	445	55	89	533
Unbudgeted income		0	0	5	-5		647
Allotment Tenancy Deposits		1,623	0	340	1,283	21	
Waste Sacks		0	1,130	1,436	0	127	1,130
		1,623	331,211	331,807	1,332	100	360,351
Add	Est Bank Balance at 17.12.14 inc Petty Cash				408,203		
	VAT refund due				409,535		
	Less LCC VAT @ 89.17%		6,539		16,572		
			LCC VAT		5,831		Partial Exemption Rules
	Plus Debtors				420,276		
	Less Creditors				1,550		Elsie's Place C.I.C.
Less planned expenditure (Balance to spend)					325,856		
Estimated General Reserves at 31.03.15					95,970		

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



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert

Vice Chairman: Cllr Syrie Cox

Town Clerk: Paul Beckerson



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

### Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
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	Clr 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
		<b>Expenditure - Imprest Items</b>	
	£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 <sup>th</sup> December
	£60.00	Marston Inns & Taverns	Community transport Group - Christmas Lunch Deposit for 18 <sup>th</sup> December
	£9.48	Amazon	VGA Socket for Projector in Room 5
		<b>Expenditure - Direct Debits</b>	
	£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
<b>Total</b>	<b>£12,895.48</b>