

# 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 Carole Mulrone  
Town Clerk: Paul Beckerson

14<sup>th</sup> April 2016

Notice is hereby given that the **20<sup>th</sup> Annual Town Meeting of Electors** for Leigh-on-Sea will take place at **7.30p.m. on Friday 29<sup>th</sup> April 2016** at The Leigh Community Centre, Elm Road, Leigh-on-Sea, when it is hoped to transact the following business.

Prior to the meeting, from 7.00pm, there will be the opportunity to talk informally to Councillors and light refreshments will be available in the Cafe.

## AGENDA

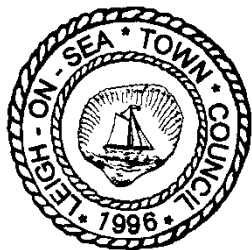
1. CHAIRMAN'S OPENING REMARKS  
Welcome and introductions.
2. APOLOGIES FOR ABSENCE
3. MINUTES OF 19<sup>TH</sup> ANNUAL TOWN MEETING  
To approve and sign the minutes of 19<sup>th</sup> Annual Town Meeting of Electors held on Friday 20<sup>th</sup> March 2015 (Appendix 1)
4. ANNUAL REPORT OF THE TOWN COUNCIL  
The Chairman of the Council will report on the work done by the Council during the past year. (Report and Attendance List Appendix 2)
5. REPORTS FROM COMMITTEE CHAIRMEN  
The Chairmen of Committees have produced written reports on their committee's activities over the year and will answer any questions from electors. (Appendix 3)
6. ACCOUNTS  
To receive the Accounts of the Town Council for the year ending 31<sup>st</sup> March 2015 (Appendix 4)
7. LATEST FINANCIAL POSITION  
To receive details of the balances held by the Council and details of expenditure of the Council up to a date as near as possible to 31<sup>st</sup> March 2016. (Appendix 5)
8. PROPOSED EXPENDITURE FOR 2016-2017  
To receive the observations of the Town Council on the proposed expenditure for the year 2016-2017 (Appendix 6)
9. GOOD FOR LEIGH AWARDS  
Presentation of Awards
10. OBSERVATIONS  
Observations made by Borough Councillors representing Wards within the Town Council's boundary, the Leader of the Council and Sir David Amess MP. Southend Police Inspector Bill Potter will provide a resume of policing activity in the Town.
11. RESOLUTIONS  
To consider resolutions of which written notice has been given by Thursday 21<sup>st</sup> April 2016

12. QUESTIONS AND COMMENTS TO COUNCILLORS FROM RESIDENTS AND ELECTORS OF LEIGH-ON-SEA (20 minutes).

A handwritten signature in black ink, appearing to read 'R. Herbert', with a large, sweeping flourish at the end.

Richard Herbert – Chairman – 14<sup>th</sup> April 2016

**Following the meeting there will be a bar and a chance for informal conversation.**



# 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



## Minutes of 19<sup>th</sup> Annual Town Electors Meeting – 20<sup>th</sup> March 2015, 7.30 pm at Leigh Community Centre, Elm Road

**Present:** Councillors: Richard Herbert (Chairman), Syrie Cox (Vice Chairman), Margaret Cotgrove, Donald Fraser, Pat Holden, Valerie Morgan, Carole Mulroney, Caroline Parker, Patsy Ryan, David Stanley and Jane Ward

Borough Councillors: Alan Crystall and Ron Woodley (Leader of SBC) – Father Clive St Clements Church, Southend Police Inspector Bill Potter, Leigh Police Sgt Stephen Parry – Press Paul Njinskyj (Echo) and Mark Insull (Leigh Times)

Plus 55 members of the public

### *The meeting opened at 7.30pm*

#### 1. **Chairman's Opening Remarks**

The Chairman welcomed everybody to the Annual Town Meeting. He then introduced all the Councillors present on the stage.

#### 2. **Apologies**

Councillors: Geoff Crawford, Jerry Holden, Paul Lawrence and John Wren – Sir David Amess MP, Rob Tinlin (SBC Town Clerk),

#### 3. **Minutes of the 18<sup>th</sup> Annual Town Meeting** were agreed and signed

#### 4. **Annual Report of the Town Council**

The Chairman reported on the work of the Council over the past year. (Appendix 2 to the Agenda)

#### 5. **Annual Reports from Committee Chairmen** (Appendix 3 to the Agenda)

Cllr Donald Fraser (Community Transport Sub-Committee)  
Cllr Caroline Parker (Transport and Highways Committee)  
Cllr Pat Holden (Allotments Committee)  
Cllr Pat Holden (Planning Committee)  
Cllr David Stanley (Leigh Community Centre Committee)  
Cllr Carole Mulroney (Leisure, Foreshore and Environment Committee)

#### 6. **Annual Accounts of the Council year ending March 2014**

The meeting noted the accounts. (Appendix 4 to the Agenda)

#### 7. **Details of the balances and expenditure up to date year 2014/15**

The balances were noted and there were no questions. (Appendix 5 to the Agenda)

#### 8. **Observations on the Town Council Budget 2015/16**

There were no observations. (Appendix 6 to the Agenda)

#### 9. **Good for Leigh Awards** - Presentations were made to:

##### Body's Opticians (Not Present)

Leigh Lights is always a major event in Leigh. Year on year it attracts more and more people, families and visitors alike. It is a massive event to stage and Leigh Town Council is grateful for the help of local businesses. Body's Opticians has supported Leigh Lights event every year, without fail. They are not a

business which benefits from the influx of people but that hasn't mattered to them as they contribute regardless, showing a commitment to our community for which we are grateful.

Clive Shirett (Not present received by a colleague)

For several years now Clive has been an integral part of Leigh Town Council events. Every year he has made a large area of his car park behind the Grand Hotel available to us to place our fairground attractions for the Night of the Lights and at other events he assists us with parking arrangements for participants and regularly advertises events for us. We are most grateful to Clive as he is always ready to help in any way he can.

Esoteric Buddhist Meditation Group

In 2014 the Leigh Buddhist Group led by Marc Allen & Jo Slater set up a collection point for the local food banks at the Community Centre. Each week food is left in a box at the Centre, collected and taken to one of the three food banks run and supported by local churches and the Trussell Trust in Southend and Leigh. Poverty is often hidden and these quiet acts of kindness facilitated by the Leigh Buddhists make a real difference to the wider Community.

Garry Lowen

At the Night of the Lights, the Yuletide Parade has been an integral part of this major event in Leigh and Garry has played a vital role in voluntarily acting as Parade Manager in recent years. This has become an increasingly challenging role as the parade size has grown in the last two years, with over 500 people taking part in 2014. Garry's involvement starts early in the year attending meetings and working closely with our Events Officer. Between them in 2014 they reversed the parade, which proved a resounding success but obviously involved more of Garry's time in event planning. With Garry being Chairman of Southend Council Association and running a successful hotel business his commitment to Leigh is truly remarkable.

Ian Johnson

Leadership tempered with caring are wonderful attributes and Ian Johnson has proved over many years' service in Leigh that he has both of these qualities in abundance. Ian is known to many generations of Leigh youngsters for all the wonderful work he has done, and continues to do with the 3<sup>rd</sup> Chalkwell Bay Sea Scouts in the Old Town. Always in charge and ensuring a positive and enriching experience for the troop. Ian is also a leadership figure in the St John Ambulance which assists Leigh Town Council at all its events – ready to assist and again leading and educating the young cadets. Ian is truly good for Leigh.

Majors John and Teresa Charmichael

This year we are losing two very dear friends who are taking a very well earned retirement after many years of service to the community of Leigh. We always expect the Salvation Army to be there when its needed and John and Teresa have never let Leigh down whatever the request, whatever the need, whether it's the band playing at events, or help for the elderly and young. John has acted as Chaplain for Leigh Town Council on many occasions and his wise words and guidance have been a help to successful Chairmen and Councillors. We wish them a long and happy retirement.

Norman Sutcliffe

Norman has had many roles, local doctor, comedian, poet, gardener and conservationist. Norman is a friend of Leigh Community Centre and in the work to keep the Centre open and inviting spends much time looking after the floral displays at the front of the building. For many years Norman has also looked after the conduit in the Old Town, preserved as part of our heritage. Norman recently won our 'Leigh and Me' competition with a poem about why he loves Leigh.

10. **Observations from Guests**

**Cllr Alan Crystall (SBC)** thanked the Town Council for all the work it undertook on behalf of the residents of Leigh.

**Cllr Ron Woodley, Leader Southend Borough Council (SBC)** thanked the Town Council for the work it undertakes on behalf of the residents of Leigh, and commented on the positive relationship the two authorities enjoyed.

11. **Resolutions of which written notice has been received**

There were none.

12. **Questions and comments from residents and electors of Leigh-on-Sea**

- 12.1 **Peter Monk**  
Asked if it was possible to co-ordinate the colour of street furniture?  
  
From **Cllr Richard Herbert**  
There was a policy document regarding street furniture but it was unlikely that existing furniture will be replaced due to financial constraints.
- 12.2 **Mr Smart**  
The hedge in Church Hill was still overgrown?  
  
From **Cllr Carole Mulroney**  
The hedge has been trimmed in places and undertook to take it up with SBC Officers.
- 12.3 **Sally Hayes**  
Asked why the 2 hour parking limits had not been applied to London Road.  
  
From **Cllr Richard Herbert**  
The next Council administration could look at these issues and perhaps undertake a residents survey.
- 12.4 **Mike Dolby**  
Thanked the Council for all the work it undertakes on behalf of residents.  
  
From **Cllr Richard Herbert**  
Thanked former Councillor Mike Dolby for his comments.
- 12.5 **Jon Mullett**  
Raised a concern about protecting architectural features.  
  
From **Cllr Carole Mulroney**  
Undertook to investigate if they could be listed as Community Assets or afforded some protection.
- 12.6 **Inspector Bill Potter**  
Gave a resume of policing activity in the Town.
13. **Conclusion**  
The Chairman thanked those attending and ***closed the meeting at 8.51pm***

**COUNCILLOR MEETING ATTENDANCE 2015/16**

Councillor	Full Council			Committee Meetings		All Meetings	
	Attended	Possible	Percentage	Attended	Possible	Attended	Possible
Cllr Jill Adair	7	9	77.77%	7	11	14	20
Cllr Mark Bromfield	4	9	44.44%	8	11	12	20
Cllr Patrick Fox	9	9	100%	10	26	19	35
Cllr Donald Fraser	8	9	88.88%	23	27	31	36
Cllr Alistair Hanman Resigned February 2016	4	9	44.44%	6	9	10	18
Cllr Madelaine Hanman- Murphy	5	9	55.55%	5	11	10	20
Cllr Richard Herbert	7	9	77.77%	24	32	31	47
Cllr Fr. Clive Hillman	6	9	66.66%	1	5	7	14
Cllr Valerie Morgan	7	9	77.77%	10	11	17	20
Cllr Carole Mulrone	9	9	100%	32	38	41	47
Cllr Declan Mulrone	5	9	55.55%	10	27	15	36
Cllr Ron Owen	7	9	77.77%	24	27	31	36
Cllr Caroline Parker	6	9	66.66%	24	33	30	42
Cllr Helen Robertson	8	9	88.88%	23	27	31	36
Cllr Vivien Rossier	8	9	88.88%	10	11	18	20
Cllr Jane Ward	8	9	88.88%	9	11	17	20

## **ANNUAL REPORT OF THE COUNCIL 2016 – Chairman Cllr Richard Herbert**

Chairman of the Council  
Report for the year 31<sup>st</sup> March 2016

It is the end of another exciting and interesting year in the life of Leigh on Sea Town Council. There have been a number of new innovations including The LTC news. We have started a project working with volunteers and as interesting schemes arise so our band of volunteers gets stuck in, events, litter picking, decorating at the community centre.

The Council has developed a new approach to its work, less talk and more doing! We have more than halved the number of meetings and the savings from this and other efficiencies are now filtering through and by the end of our financial year we should have freed up significant sums to plough back into real services. Communicating with our residents has taken a top priority and we have changed the way we comment on planning applications in our area and will be developing strong practical policies involving you which hopefully will give us a bit more clout when it comes to objecting to inappropriate developments which threaten our town and also to encourage positive improvements to the public realm.

Strand Wharf is due for completion very soon. I hope you will like it and be able to go down and enjoy the area. There will be more such projects, we are already considering a leisure plaza area, ambitious and still at a very early stage so we don't yet know how it will pan out but we shall be asking you for your input and ideas.

There is a serious side to our work, developing projects to enhance the working economy of our town alongside many other groups and fishermen in the Coastal Community Group, seeking grant funding and bringing various business and cultural interests together. We also take part in meetings of many other groups affecting our area such as the Airport Consultative group and Leigh Port Partnership to name but two.

This is your Council. The 16 councillors, none of whom receives any payment or allowance, and our staff and volunteers are all working hard for the good of Leigh and we need your support and ideas. We hold public meetings to discuss important matters as they arise in Leigh, all our committee meetings (normally on a Tuesday) are open to the public who are given an opportunity to speak, so come along and see how we develop services for you and check that the best value for money is always obtained.

Richard Herbert  
Chairman Leigh on Sea Town Council.

### **Community Facilities Report for the year to 31<sup>st</sup> March 2016 – Chairman Cllr Richard Herbert**

Community Facilities looks after the buildings and assets of the Council, the community centre, skate-park etc. This is all rather exciting at the moment as there are some large scale projects coming along.

The community centre has been a great success but it is a very old building, 1911, and is in dire need of a bit of tender loving care. We intend to refurbish this building and make it fit for the future. I hope in another hundred years it is still here serving the needs of our community. We have a number of ideas for developing the centre, we don't intend to go mad, but there are some obvious improvements needed (as well as a new roof and windows). We shall of course be asking you what improvements you would like to see here and we will be developing a group to seek grant funding and donations to try to keep it affordable.

The Strand Wharf project is overseen by this committee. After many years thinking suddenly work started and our contractors have done a great job. I may be biased but I think it will look even better than we expected and hope our visitors and residents enjoy it for many, many years and it forms an additional attraction to bring people to our Town.

Down at the skate park we have interesting plans which emphasises our need to raise funds from grants and other sources, we certainly have no intention to increase our share of your Council tax.

Overall a busy but worthwhile year for this committee which has focused on the direct implementation and development of capital projects as well as overseeing the business development of the community centre.

### **Environment and Leisure Report for the year to 31<sup>st</sup> March 2016 – Chairman Cllr Carole Mulroney**

Once again in November Leigh Town Council produced a truly memorable Night of the Lights, packed with people and events. The weather was kind and everyone had a wonderful time.

This was followed in December by our traditional Carols on Strand Wharf - a chilly but very enjoyable and magical evening with the sound of Christmas wafting out over the estuary.

Every year the Town Council reviews its events and seeks to ring the changes to keep them enjoyable and relevant. This year we will be looking at our Christmas events in detail and there may be some changes, but rest assured it will still be a wonderful event for Leigh.

We are now looking forward to our Annual Maritime Festival in the Old Town which will be on Sunday, 21<sup>st</sup> August - once again we celebrate our nautical heritage and our riverside position and invite you all to join us for a wonderful day.

As well as events the Committee looks at environmental issues and those that hit the headlines are inevitably dogs' mess and litter. We work with the Borough to help promote better awareness of the problem and promote safer disposal recycling and pride in our environment. Ideas for assisting with this are always welcome.

Our Old Town Community Group meets frequently to discuss matters of interest and concern to the Old Town. This year we have taken on board concerns about traffic in Cockle Row and the need to keep the Old Town vibrant whilst maintaining its historic charm and character.

The Committee also oversees our three allotment sites and this year has worked closely with the Allotment Societies, with whom we have a very good and encouraging relationship, to maintain and enhance the sites and deal with issues relating to a wide variety of subjects which affect allotments.

All in all it is a busy Committee and I pay tribute to our Events Officer who with a very dedicated supporting team continues to innovate, inspire and amaze us with their ideas and work ethic.



### **Community Transport Report for the year to 31<sup>st</sup> March 2016 – Chairman Cllr Donald Fraser**

With some 150 members, the Community Transport Scheme continues to provide a theatre trip or an outing about once each month.

During the past year there have been visits to the Cliffs Pavilion to see the Glenn Miller Orchestra, the Palace Theatre to see the play the 39 Steps, Highlands Methodist Church for the annual MENCAP Christmas concert, Seevic College to see the Mushroom Theatre Company perform their summer show and the Odeon Silver Cinema to see the film the Lady in the Van.

For summer outings we visited Wat Tyler Country Park for lunch, Tropical Wings, Paper Mill Lock for a barge trip on the River Chelmer, Maldon to see the Maldon Embroidery in the Maeldune Heritage Centre and Alton Garden Centre for shopping.

Also we organised Christmas Lunch at the Sarah Moore and a social afternoon in our wonderful Community Centre.

### **Planning and Licensing Report for the year 31<sup>st</sup> March 2016 – Chairman Cllr Caroline Parker**

As you know our committee meets twice a month, the only committee to do so on LTC.

Although we are only a consultee we do spend a lot of time considering all planning applications. Most of my committee visit sites within their wards as a site visit can bring a different dimension to a plan as opposed to looking at a plan on paper.

We have looked at 363 in the past year alone. We try to keep in mind if the proposed extension or new build will sit comfortably with its neighbouring properties and not be out of character with other houses within that road. We always try to keep bungalows, as I believe we should never demolish them, our elderly population often need one level accommodation in their retirement years as do the disabled. Also the diversity is good for the town. We try to highlight issues that might not be apparent to SBC, and we try to carry out their research for them and pass it on.

We obviously do not have the final word but we always object where we believe it to be necessary and in the interest of Leigh residents. I often meet with residents who are concerned, upset, or worried about a proposed property in their roads; and where the application is large i.e. flats or a house of dense proportion, the residents of Leigh can always come to our planning meetings and write to Southend Planning Department with a list of their objections – it really does make a difference. Also, ask your local borough councillor to have the plans ‘called in’ which means instead of one planning officer making the decision it will go before a planning committee of 17 councillors.

Although, as you all know, the applicant can always go to appeal in which case a government inspector arrives in the town from another area and can override the SBC objection to the proposed plan. So many of the public blame us and Southend for monstrosities such as ‘Eden Point’ where we both objected but were overruled. Sometimes democracy can be unfair.

We also deal with licensing applications but again SBC have the final word. We like to think we have some influence, and I’m informed by several borough councillors that they do take note of what we have stated in our planning objections and licensing likewise.

Before I conclude I must mention highway issues are also included on our committee agendas, the obvious fly in the ointment is parking. Recently, we have approached Southend’s highway department about installing a lay-by outside the Leigh Primary Health Centre on London Road, as patients of all the various doctors’ surgeries and health clinics within who need dropping off or picking up informed us that the taxis have a problem here as there is no official off-road allocated space to do so. Watch this space as the Pall Mall surgery alone has 15000 patients and a car park for approximately 10 patients. A layby would be appreciated by taxi companies and patients.

So rest assured residents of Leigh, we try to support you and act on your behalf whenever possible, we are here to represent you, and we endeavour to try to keep the lovely character of Leigh whenever we can. Please feel free to attend out meetings if there is an item on our agenda that concerns you, or notify our office.

**Policy and Resources Report for the year 31<sup>st</sup> March 2016 – Chairman Cllr Jane Ward**

Since becoming Chair of this committee we have recognised the need to engage more with the Leigh Community. We introduced the Leigh on Sea Town Council News publication which is delivered free to the residents. Its aim is to explain what The Council is responsible for and what our priorities are. We explain our income and expenditure in visual form which hopefully makes it clearer for everyone. We are currently working on our third issue which will be distributed in early June. In addition we feature as many of the local clubs and organisations as we can to show what a vibrant place Leigh is and to encourage participation.

We recently established a group of Volunteers thanks to Louise Powell, who have come forward to help with events, the community centre and areas that are identified such as litter picking.


Very recently we have proposed and developed a 3 year framework for the committee's to help identify how each will work with the community, target resources and review its activity.

Leigh-on-Sea Town Council Annual Accounts to 31<sup>st</sup> March 2015

## Income and Expenditure Account

31/03/2014		31/03/2015	Budget	
£	<b>INCOME</b>	£		
14,053.07	Allotments	13,024.59	10,467.00	
1,618.04	Community Centre Fundraising	2,279.66		
3,705.00	Community Transport	1,920.00	4,000.00	
	General Purposes			
535.92	Interest on Investments	975.62		
79,852.18	Leigh Community Centre	92,576.31	77,000.00	
6,723.49	Leisure Foreshore & Environment	8,336.86	5,790.00	
	Transport & Highways			
325,041.00	Precept	302,581.00	302,581.00	
33,000.00	Local Council Tax Support Grant	27,000.00	27,000.00	
1,777.29	Premises	1,638.50		
	General admin			
<b>£ 466,305.99</b>	<b>INCOME TOTAL</b>	<b>£450,332.54</b>	<b>£ 426,838.00</b>	
	<b>EXPENDITURE</b>			
2,075.86	Affiliations	2,156.54	2,040.00	
16,454.33	Allotments	17,270.68	19,322.00	
17,242.81	Capital Expenditure	21,761.89	59,250.00	
8,342.00	Community Transport	7,086.76	9,461.00	
5,731.94	Development Control	4,179.04	7,182.00	
	Elections	2,945.92	7,000.00	
18,296.44	General Administration	21,708.28	22,060.00	
1,690.29	General Purposes	31,253.71	40,420.00	
8,203.39	Highways	9,947.65	10,197.00	
116,503.86	Leigh Community Centre	171,050.55	172,994.00	
55,274.59	Leisure Foreshore & Environment	62,986.65	70,809.00	
23,709.97	Premises	0.00	23,500.00	
153.16	Re-imbursment of Councillors Expenses	277.76	600.00	
0.00	Section 137 Payments	0.00		
56,095.20	Staff	60,422.59	62,724.00	
1,366.00	Training	2,388.00	3,000.00	
<b>£ 331,139.84</b>	<b>EXPENDITURE TOTAL</b>	<b>£415,436.02</b>	<b>£ 510,559.00</b>	
35,637.17	Balance from Previous Year	99,353.02		
466,305.99	Add Total Income	450,332.54		
501,943.16		549,685.56		
331,139.84	Deduct Total Expenditure	415,436.02		
170,803.32		134,249.54		
-71,450.30	Transfer from/ to Earmarked Reserves	-33,131.98		
<b>£ 99,353.02</b>	<b>Balance as at 31st March</b>	<b>£101,117.56</b>		

## Consolidated Balance Sheet

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			
31/03/2014			31/03/2015
£		£	£
	<b>Current assets</b>		
238,909.52	Investments		267,787.52
10,855.32	VAT Recoverable		13,115.64
8,208.50	Other Debtors		10,339.38
3,695.25	Payments in Advance		4,566.44
24,318.90	Cash in Hand and at Bank		15,267.05
<b>285,987.49</b>	<b>TOTAL CURRENT ASSETS</b>		<b>311,076.03</b>
16,920.67	Creditors		7,384.19
271.50	Receipts in Advance		-
<b>17,192.17</b>	<b>TOTAL CURRENT LIABILITIES</b>		<b>7,384.19</b>
<b>£ 268,795.32</b>	<b>NET CURRENT ASSETS</b>		<b>£ 303,691.84</b>
	Represented by		
99,353.02	General Fund		101,117.56
	Earmarked Reserves		
	Paddling Pool	1,798.00	
	Legal, Bursary, Highway Infrastructure	3,653.18	
	Alotment Infrastructure	1,658.02	
	Leigh Community Centre Fund	15,164.73	
	Renewals Fund	7,837.69	
46,204.30	Elections	15,265.59	45,377.21
	Capital Reserves		
	Strand Wharf	67,183.07	
	Capital Projects	90,014.00	
123,238.00			157,197.07
<b>£ 268,795.32</b>			<b>£ 303,691.84</b>

**Supporting Notes to Accounts 2014/15****1. Assets**

During the year, the following assets were purchased at the following cost:

Computers	£ 8,713.54
Seat	£ 891.00
Bollards	£ 570.63
Leigh Lights	£ 4,658.44
Notice Boards	£ 659.67
Flag Pole	£ 467.99
LCC Equipment	£ 6,413.96
LCC Fixtures & Fittings	£ 1,366.91
Allotment Fence	£ 3,884.48
Events Equipment	£ 135.27

During the year, the following assets were disposed of at an asset value of:

None

At 31<sup>st</sup> March 2015 the following assets were held:

Computers	£ 18,327.19*
Bus Shelters	£ 16,757.00*
Notice Boards	£ 5,017.67*
Chairman's Insignia (Donated by Mr. T. Hatton)	£ 1,500.00**
Christmas Lights	£ 58,407.44*
Buildings & Infrastructure on allotments	£ 31,623.60*
Seats	£ 1,932.00*
Bins	£ 1,393.00*
Bollards	£ 7,017.63*
Franking Machine	£ 1,109.00*
Skate Park Lighting	£ 7,866.65*
Leigh Sign	£ 2,220.00*
Allotments -	
Marshall Close	£ 1.00***
Manchester Drive	£ 1.00***
Leigh	£ 1.00***
Youth Facility	£280,000.00****

\* The basis of valuation of these assets is purchase value.

\*\* Insignia at Insurance value.

\*\*\* Nominal value, not purchased, transferred from Southend B.C.

\*\*\*\* Insurance Value

Value of other assets not required to be individually identified £41,863.04

**2. Leases**

During the year the following leases were held:

Landlord	Property	Rent Paid £	Repairing/ Not Repairing
Southend Borough Council	The Community Centre	0.00	Repairing

Southend Borough Council	Skate Park Leigh Marsh	50.00	Repairing

The basic rent payable for the Community Centre Rent is £35,000.00 per annum. Rent becomes payable at 40% of the net profit arising from the operation of the premises up to a maximum of £35,000.00.

The Council maintains a 5 year lease for the photocopier. Payments in 2014/15 amounted to £558.15 for the part-year of the former lease and amounted to £744.44 in respect of the new lease agreement.

### 3. Borrowings

The Council had no loans outstanding as at 31<sup>st</sup> March 2015.

### 4 Short Term Investments

Short Term Investments comprise:

HSBC Business Savings Account	£ 6,331.35
Public Sector Deposit Fund	£ 261,456.17
<b>Total</b>	<b>£ 267,787.52</b>

### 5. Bank and Cash in Hand

Balances as at 31<sup>st</sup> March 2015 were as follow:

Current Account & Community Centre	£ 13,631.21
Payroll Account	£ 435.15
Imprest Account	£ 974.00
Petty Cash	£ 226.69
<b>Total</b>	<b>£ 15,267.05</b>

During the year 2014/15 Friends of the Community Centre funded the purchase of drapes for the lower hall, a fridge and an Aqualite outdoor TV for use in the Centre. As at 31<sup>st</sup> March 2015 Leigh Town Council holds a balance of funds of £767.95 on behalf of the Friends of the Community Centre.

### 6. Debts Outstanding

The Council had the following debtors as at 31<sup>st</sup> March 2015:

Payee	Purpose	£
HMRC	Vat Recoverable	13,115.64
Hirers	Room Bookings	9,089.38
Elsie's Cafe	Working Capital Loan	1,250.00
<b>Total</b>		<b>23,455.02</b>

On 1 August 2012 Southend Adult Community Centre provided Leigh Community Centre with £3,000.00 of equipment in lieu of room charges for adult education classes. During the year 2014/15 the value of room usage was fully drawn against the value of equipment.

### 7. Pensions

Employees participate in the Local Government Pension Scheme administered by Essex County Council. For the year of account the Council's contributions equal 15.1% of the employees' pensionable pay (this increases to 17.42%) to take account of Actuarial deficiencies (£326.24 per month). For the year 2015/16 the Council's contributions equal 15.9% of the employee's pensionable pay (this increases to 18.32%) to take account of Actuarial deficiencies (£341.04 per month)).

## 8. Capital Reserves

At 31<sup>st</sup> March 2015, the Council had Capital Reserves of £ 157,197.07

Strand Wharf - £67,183.07  
Other Projects Fund -£90,014.00

Movements on the Capital Reserves

<b>Opening Balance</b>	<b>£ 123,238.00</b>
New Capital Projects	£ 50,000.00
Less	
Amount Used to Finance Capital Expenditure	£ 16,040.93
<b>Balance at year end</b>	<b>£ 157,197.07</b>

The Capital Reserve represent the amount of money available within the Council's fund balance that can only be used to finance capital expenditure

## 9. Earmarked Reserves

Reserves of £45,377.21 have been earmarked for specific projects during the year.

<b>Purpose of Reserve</b>	<b>Opening Balance</b>	<b>Reserves Created/Increased</b>	<b>Movement in Year</b>	<b>Closing Balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Paddling Pool	1,798.00	0	0	1,798.00
Election	11,211.51	7,000.00	2,945.92	15,265.59
Renewals Fund	10,085.18	5,000.00	7,247.49	7,837.69
Community Centre Fund	698.68	0	698.68	0
Bus Shelters	2,500.00		2,500.00	0
Highway Infrastructure	500.00	2,945.00	500.00	2,945.00
Allotments Waste Removal	3,899.33	0	3,899.33	0.00
Allotment Infrastructure Fund	0	3,265.99	1,607.97	1,658.02
Community Centre (Refurbishment & Equipment)	14,465.60	18,567.24	17,868.11	15,164.73
Legal Costs	375.00		0	375.00
Bursary Fund	671.00	1000.00	1,337.82	333.18
	<b>46,204.30</b>	<b>37,778.23</b>	<b>38,605.32</b>	<b>45,377.21</b>

## 10. List of Creditors / Accruals 2014-15

<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>
		<b>£</b>
Allotment Plot Holders	Tenancy Deposits Held	2,599.50
McDonald Highways Services	2013 Xmas Event - Road Signage	2,000.00
SSE	Gas Charge	1,301.57
Auditing Solutions	Internal Audit Fee	820.00
Cory Environmental	Waste Bin Rental and Collection	178.96

Global Payments	Card Processing Charges	112.74
Bank Charges	HSBC	107.09
Punch and Judy Show	Easter Event - Entertainment	75.00
The Calls Warehouse	Centre Telephone Call Charges	74.43
Verde Coffee	Coffee Machine Rental	57.70
St John Ambulance	Easter Event – Medical Cover	57.20
<b>Total</b>		<b>7,384.19</b>

### 11. Contingent Liabilities

There are no contingent liabilities which have not been included in the Council's accounts for 2014-15.

### 12. Commitments

During the year 2014/15 the Council commissioned Quantity Survey and Project Management Services for the development of Strand Wharf. The Council has entered into a financial commitment of £98,856.40 for the construction and enhancement of Strand Wharf.



**Explanation of variances – pro forma for local councils****Leigh-on-Sea Town Council**

- Variances of more than 15% between totals in individual boxes (except variances of less than £200)
- Any change where there is a movement to and from zero; and
- If the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

<b>Section 1</b>	<b>2013/14 £</b>	<b>2014/15 £</b>	<b>Variance £</b>	<b>Variance %</b>	<b>Detailed explanation of variance (with amounts in £)</b>
<b>Box 2</b> <i>Precept</i>	<b>325,041</b>	<b>302,581</b>	<b>-22,460</b>	<b>-7%</b>	
<b>Box 3</b> <i>Other Receipts</i>	<b>141,265</b>	<b>147,752</b>	<b>6,487</b>	<b>5%</b>	
<b>Box 4</b> <i>Staff Costs</i>	<b>173,059</b>	<b>202,129</b>	<b>29,070</b>	<b>17%</b>	<b>LCC Janitorial Additional hours £1,653 Add Finance Officer £13,660 Add Apprentice £5,803 Add Assistant Clerk Upgrade £6,521 Intern £1,433</b>
<b>Box 5</b> <i>Loan interest/capital repayments</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Box 6</b> <i>Other payments</i>	<b>158,081</b>	<b>213,308</b>	<b>55,226</b>	<b>35%</b>	<b>Allotments add £484.27 Community Transport less £2,071.88 Affiliations add £80.68 Capital Equipment add £9,011.39* Elections (By-Election) add £2,945.92 Leigh CC (Refurbishment) add £2,595.35 LFE (Xmas Lights) add £676.22 Planning (Projector) add £267.58 Policy &amp; Resources add £37,950.70** Highways (Seat) add £526.65 Premises (Deleted) less £1,490 Training (New Programme) add £1,022 Office Admin (Paper Etc.) add £4,692.38</b>
<b>Box 9</b> <i>Fixed assets &amp; long term assets</i>	<b>447,275</b>	<b>475,037</b>	<b>27,762</b>	<b>6%</b>	
<b>Box 10</b> <i>Borrowings</i>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Explanation for 'high' reserves</b>					

**\*Includes:** Allotments Fencing and Water Tanks £4,676.63; **\*\*Community Engagement** £1,214.12; Noticeboard £659.67; Computer Equipment £7008.53; Bonchurch Gym £9986.00; VAT Partial Exemption Payment for 2012/13 and 2013/14 £16,621.55; Renewal Fund Computers £7247.49; Office Equipment £985.93;

**Leigh-on-Sea Town Council**

<b>Box 7: Balance carried forward</b>		£	£
			<b>303,691.84</b>
Deduct	<b>Debtors</b>		
	LCC Room Hire	9,089.38	
	VAT	13,115.64	
	Elsie's Place Capital Loan	1,250.00	
		<b>23,455.02</b>	
Deduct	<b>Payments in Advance</b>		
	General Purposes	2,099.02	
	Affiliations	40.00	
	LCC Premises	2,010.75	
	LFE	416.67	
		<b>4,566.44</b>	
<b>Total Deductions</b>			<b>28,021.46</b>
Add	<b>Creditors</b>		
	Administration	927.09	
	Allotments	2,599.50	
	LCC - Premises	1,725.40	
	LFE	2,132.20	
		<b>7,384.19</b>	
Add	<b>Receipts in Advance</b>		
		<b>0.00</b>	
<b>Total Additions</b>			<b>7,384.19</b>
<b>Box 8: Total Cash &amp; Short Term Investments</b>			<b>283,054.57</b>

<b>Bank Reconciliation</b>		
<b>Leigh-on-Sea Town Council</b>		
<b>Financial year ending 31 March 2015</b>		
Prepared by: V L Choppen (Senior Administrator)		
<b>Balance per bank statements as at 31 March 2015</b>	<b>£</b>	<b>£</b>
Public Sector Deposit Fund	261,456.17	
Savings Account	6,331.35	
Current Accounts	21,019.06	
Payroll Account	435.15	
Imprest Account	974.00	
		290,215.73
Petty Cash Account		186.69
Petty Cash Float (Waste Bags)		40.00
		290,442.42
<b>Less: Unpresented Cheques at 31 March 2015:</b>		
Cheque No. 101200	-20.00	
Cheque No. 100217	-78.24	
Cheque No. 100227	-68.40	
Cheque No. 100228	-75.00	
Cheque No. 100229	-43.01	
Cheque No. 100272	-525.00	
Cheque No. 100273	-84.60	
Cheque No. 100275	-102.72	
Cheque No. 100276	-310.80	
Cheque No. 100277	-28.36	
Cheque No. 100278	-84.00	
Cheque No. 100279	-155.97	
Cheque No. 100280	-343.20	
Cheque No. 100281	-32.25	
Cheque No. 100282	-18.79	
Cheque No. 100283	-481.20	
Cheque No. 100284	-100.00	
Cheque No. 100285	-49.80	
Cheque No. 100286	-180.00	
Cheque No. 100287	-70.50	
Cheque No. 100288	-190.00	
Cheque No. 100289	-50.00	
Cheque No. 100290	-1,615.20	
Cheque No. 100291	-12.96	
Cheque No. 100292	-25.00	
Cheque No. 100294	-43.07	
Cheque No. 100295	-127.81	
Cheque No. 100296	-153.16	
Cheque No. 100297	-1,475.00	
Cheque No. 100298	-25.00	
Cheque No. 100299	-240.00	
Cheque No. 100300	-19.64	
Cheque No. 100301	-46.20	

Cheque No. 100302	-182.97	
Cheque No. 100303	-300.00	
Cheque No. 100307	-30.00	
		- 7,387.85
<b>Net balances as at 31 March 2015</b>		<b>£283,054.57</b>
<b>CASH BOOK :</b>		
Opening Balance as at 1 April 2014		263,228.42
Add: Receipts in the year		464,356.96
Less: Payments in the year		-444,530.81
<b>Closing balance per cash book as at 31 March 2015</b>		<b>£283,054.57</b>

As as 23<sup>rd</sup> March 2016

Leigh Town Council Main Budget Report					2015/16				
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
<b>Balances B/F</b>		<b>£ 303,691.84</b>							
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Precept	£ 361,694.00	£ 361,694.00	£ -	100.00%	P & R Expenditure	£ 85,250.00	£ 18,295.09	£ 66,954.91	21.46%
Local Council Tax Support Grant	£ 19,750.00	£ 19,750.00	£ -	100.00%	Office & Admin	£ 60,500.00	£ 55,576.01	£ 4,923.99	91.86%
Interest	£ 500.00	£ 982.28	-£ 482.28	196.46%	Staffing	£ 82,989.06	£ 73,602.77	£ 9,386.29	88.69%
Other Income		£ 4,896.48	-£ 4,896.48						
	<b>£ 381,944.00</b>	<b>£ 387,322.76</b>	<b>-£ 5,378.76</b>	<b>101.41%</b>		<b>£ 228,739.06</b>	<b>£ 147,473.87</b>	<b>£ 81,265.19</b>	<b>64.47%</b>
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC Hire Income	£ 94,000.00	£ 105,519.22	-£ 11,519.22	112.25%	LCC Expenditure	£ 71,576.49	£ 64,979.20	£ 6,597.29	90.78%
LTC Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	LCC Staffing	£ 124,661.17	£ 102,701.94	£ 21,959.23	82.38%
Other Income	£ 3,694.35	£ 2,993.65	£ 700.70	81.03%	Highways Expenditure	£ 8,050.00	£ 2,135.00	£ 5,915.00	26.52%
LCC Fund-Raising		£ 1,019.05	-£ 1,019.05		Highways Staffing	£ -	£ -	£ -	
					Skate Park Expenditure	£ 4,400.00	£ 2,327.61	£ 2,072.39	52.90%
	<b>£ 122,694.35</b>	<b>£ 134,531.92</b>	<b>-£ 11,837.57</b>	<b>109.65%</b>	Skate Park Staffing	£ 3,767.27	£ 3,259.78	£ 507.49	86.53%
						<b>£ 212,454.93</b>	<b>£ 175,403.53</b>	<b>£ 37,051.40</b>	<b>82.56%</b>
<b>Environment &amp; Leisure</b>					<b>Environment &amp; Leisure</b>				
Allotments Income	£ 12,875.00	£ 12,236.94	£ 638.06	95.04%	Allotments Expenditure	£ 14,086.00	£ 8,462.66	£ 5,623.34	60.08%
Community Transport Fees	£ 3,800.00	£ 3,030.84	£ 769.16	79.76%	Allotments Staffing	£ 5,281.14	£ 4,920.29	£ 360.85	93.17%
Farmers' Market Fees	£ 2,040.00	£ 1,500.00	£ 540.00	73.53%	Community Transport Expenditure	£ 4,060.00	£ 3,754.98	£ 305.02	92.49%
Leigh Lights Income	£ 3,050.00	£ 2,620.00	£ 430.00	85.90%	Community Transport Staffing	£ 4,173.60	£ 3,463.99	£ 709.61	83.00%
Other Events Income		£ 2,367.48	-£ 2,367.48		Farmers' Market Expenditure	£ 1,650.00	£ 1,218.02	£ 431.98	73.82%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 29,060.00	£ 19,573.23	£ 9,486.77	67.35%
	<b>£ 21,765.00</b>	<b>£ 21,755.26</b>	<b>£ 9.74</b>	<b>99.96%</b>	Strand Wharf Capital Expenditure	£ 11,638.97	£ 51,029.50	-£ 39,390.53	438.44%
					Events & Other Expenditure	£ 20,404.87	£ 11,142.24	£ 9,262.63	54.61%
					E&L Staffing	£ 15,427.69	£ 13,240.88	£ 2,186.81	85.83%
						<b>£ 105,782.27</b>	<b>£ 116,805.79</b>	<b>-£ 11,023.52</b>	<b>110.42%</b>
<b>Planning, Highways &amp; Licensing</b>					<b>Planning Highways &amp; Licensing</b>				
					Planning Expenditure	£ 500.00	£ 416.67	£ 83.33	83.33%
					Staffing	£ 11,262.08	£ 10,893.32	£ 368.76	96.73%
	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>			<b>£ 11,762.08</b>	<b>£ 11,309.99</b>	<b>£ 452.09</b>	<b>96.16%</b>
<b>Total Income</b>	<b>£ 526,403.35</b>	<b>£ 543,609.94</b>	<b>-£ 17,206.59</b>	<b>103.27%</b>	<b>Total Expenditure</b>	<b>£ 558,738.34</b>	<b>£ 450,993.18</b>	<b>£ 107,745.16</b>	<b>80.72%</b>
<b>Capital Reserves 31/03/15</b>	<b>£ 157,197.07</b>				<b>Balances Remaining C/F</b>		<b>£ 410,661.38</b>		
<b>Earmarked Reserves 31/03/15</b>	<b>£ 49,040.21</b>				<b>Est. General Reserves @ 31st March 2016</b>		<b>£ 79,472.35</b>		
<b>VAT REFUND DUE</b>		<b>£ 14,352.78</b>							

## **Financial Observations regarding the proposed expenditure for 2016/2017**

The precept for this year will be £45.27 for a Band D property, an increase of **£2.43 p.a.**

In the year 2016/2017 we expect to spend a net sum of £406,000, an increase of £24,000.

Much of this increase is outside of our control in that as well as being affected by inflation, £4,000, we have had some increased costs such as the reduction in our rate support grant by a further £5,000 this year, the increased cost of providing the Christmas lights and parade (our most popular event), £2,000. £4,000 for a licence to allow music to be played in this building which adds greatly to our hiring offer. We have also had to make an allowance for the cost of long term sickness which is a challenge for most small organisations.

Had it not been for these events there would have been no rise in precept even though we have introduced new services, such as a volunteer scheme (which we expect in the medium term will give us overall cost savings as well as new capabilities), the LTC news which is delivered to every household and has been very well received and a grant support scheme to give a small boost to other worthwhile community groups. In total nearly £30,000 of new services.

All in all we have tried hard to keep our costs down in difficult times, the majority of the £55,000 of additional costs and services has been paid from efficiency savings and restructuring, leaving a net rise of £24,000 and our precept is well below average for a Town Council.

Despite a marked increase in the assistance provided to our residents in areas ranging from planning, recycling, reporting street lighting and pavement defects, assisting with registering to vote and much more our staffing costs have been kept well under control, reducing from a predicted £86,000 last year to £80,000 in 2016/17

Councillors have continued to undertake voluntary tasks on behalf of the community at no cost to the Council in areas such as Heritage, Dog Fouling, Tourism, working with traders groups and other bodies, protection of fishing industry and others. All this works adds value for the residents of Leigh at no cost.

Set against the direct cost of the Council you have to consider the benefits and added value which it brings, benefits which can be measured in part by the popularity of our area reflected in the increase in the value of housing in Leigh, voted the 4<sup>th</sup> best place in the country to live.

### **To summarise**

- **Increase is £2.43 which equates to 4.6p per week**
- **Increased costs e.g. inflation, reduced grant, VAT and licences, Christmas lights and planning, allowance for long term sickness.**
- **Extra services = LTC news, Volunteers, Grant Aid.**
- **Extra zero cost activity=heritage protection, trade organisations, increased community liaison, Tourist Group.**
- **Net increase reduced by efficiency savings.**

Final Council Budget				
Anticipated reserves at 31 March 2016				
General Reserves			76,161	
Planning Reserve			2,000	From attached sheet 2
Capital Reserves			87,357	
<b>Add</b>				165,518
draft budget income from committees				
Planning			0	From attached sheet 2
Highways			0	From attached sheet 3
Allotments			11,713	From attached sheet 4
Environment & Leisure			7,652	From attached sheet 5
Policy & Resources			0	From attached sheet 6
Office			0	From attached sheet 7
Staff			0	From attached sheet 8
Leigh Community Centre Hire Income			131,600	From attached sheet 9 & 10
<b>Committee Total</b>				150,965
<b>Deduct</b>				
draft budget expenditure from committees				
Neighbourhood Plan			2,000	From attached sheet 2
Planning			15,318	From attached sheet 2
Highways			8,000	From attached sheet 3
Allotments			17,537	From attached sheet 4
Environment & Leisure			72,505	From attached sheet 5
Strand Wharf			0	Project completed 2015/16
Major Project Fund			87,357	From Capital reserves
Policy & Resources			93,050	From attached sheet 6
Office			59,300	From attached sheet 7
Staff			80,019	From attached sheet 8
Leigh Community Centre			206,246	From attached sheet 9
Skate Park			8,471	From attached sheet 10
Strand Wharf			2,450	From attached sheet 10
<b>Committee Total</b>				652,253
<b>Deduct</b>				
Planned reserve at 31 March 2017*			70,000	
Nett shortfall = Precept required			-405,770	
Less LCTS Grant			-14,220	
			<b>-391,550</b>	<b>391,402</b>
*£70,000 is the Town Clerk's recommended reserve level				
The Paddling Pool, being a donation for this purpose, is ring fenced and will have no impact on the precept				
Proposed increase/decrease in budget		6.26 %		
Proposed Band D equivalent at Tax base		45.29		Divisible by 9
		<b>45.27</b>	Band D 2016/17	5.03222222
An increase of	£2.43	5.67 %	Band D 2015/16	£42.84
Tax Base 2016/17	8645.94			
An increase of	203.03			

