



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

12th November 2015

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 17th November 2015** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm when it is hoped to transact the following business.

Tea and Coffee will be available from 7.00pm, with a Talk at 7.15pm by John Bastin of SOS Bus and prayers at 7.30pm by Rev Julia Monaghan prior to the Council Meeting.

After the Council meeting Louise Powell (Volunteer Co-Ordinator) will brief members regarding progress on the project.

AGENDA

1. CHAIRMAN'S OPENING REMARKS / TOWN CLERK'S REPORT 2575/PB (Appendix 1)
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 6th OCTOBER 2015
5. PUBLIC QUESTIONS
6. QUESTIONS FROM COUNCILLORS
7. QUESTION FROM A MEMBER OF THE PUBLIC 3rd November 2015

"Would the council consider paying for some polite notices (wording to follow) to be put behind "Butt Busters" and in the alley in Rectory Grove to try and stop the dumping of rubbish behind there"?

Former Cllr Geoff Crawford

Council is **requested** to refer this to the December E&L meeting for consideration.

8. AMENDMENTS TO LEIGH COMMUNITY CENTRE TERMS AND CONDITIONS (Appendix 2)

Council is **RECOMMENDED** to approve amendments to the Community Centre Terms and Conditions for all hirers.

The amendments include a clearer cancellation policy, protection for the Council and clarifies the provisional booking system.

Please see the attached Terms and Conditions. Proposed changes are highlighted in italics.

9. COMMITTEES

To receive Minutes of Committees

- a) Planning, Highways & Licensing Committee - To receive minutes of 22nd September, 13th and 27th October and 10th November 2015
- b) Community Facilities Committee – To receive minutes of 6th October 2015

- c) Environment & Leisure Committee – To receive minutes of 20th October 2015
- d) Policy & Resources Committee - To receive minutes of 3rd November 2015

10. FINANCIAL REPORT

To receive report 2567/I&E – (Appendix 3)

11. COUNCIL MAIN BUDGET REPORT – Report 2574 – 11th November 2015 (Appendix 4)



Paul Beckerson
Town Clerk
12th November 2015

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

DATE OF NEXT MEETING: Tuesday 19th January 2016



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Report 2575/PB

TOWN CLERK'S REPORT SEPTEMBER / OCTOBER 2015

Highlights from the Town Clerk's Desk!

STRAND WHARF

Pre contract planning is ongoing, with work being undertaken to discharge the planning conditions prior to contract start. The electrical supply has been paid for with a meeting on site on 17th November.

SBC have been sent revised positions of the two bollards and two cycle racks.

STAFFING

Abbie has now become a full member of staff from 3rd November under the arrangements approved by P&R.

LCC ADVERTISING SCREEN PLANNING PERMISSION

The application has been withdrawn as it was likely to be refused.

GYPSY BRIDGE SHELTER

Our Painting Contractor started work on 10th November with an anticipated finish date within 3 weeks subject to the weather.

TRAINING

A training session took place on 6th November for Staff and Hirers on the use of the Defibrillator.

BUDGET CYCLE

A provisional budget has been approved by P&R at the meeting on 3rd November, the budget will go to Council in January 2016 for approval and to set the precept once the revenue support grant is known and the Tax Base calculated.

ARTICLE IN LEIGH TIMES CHRISTMAS SUPPLEMENT

The Town Clerk was interviewed by a Leigh Times reporter and the article appears on pages 4 and 6 of the supplement, there are additional articles on Father Clive Hillman and Carole Mulroney.

REPLACEMENT PLANNING LAPTOP

The laptop has been purchased and has been delivered to the Council.

CURTAINS FOR ROOM 7

Prices are being obtained for curtains in Room 7.

EVENTS AT LEIGH COMMUNITY CENTRE

Recent Events:

- 18th October – Realising Every Dream – Motivational Event
- 23rd October – Essex Business Women’s Experience Day
- 24th October – Nearly New Kids Sale
- 24th October – Interactive Tudor Feast Performance
- 26th October – Snakes Alive – Creepy Crawly Handling
- 27th October – The Art Ministry Halloween Crafts
- 28th October – Inflatable Day
- 29th October – Halloween Dance Workshops
- 30th October – Story Telling
- 30th October – Crime Scene Investigation Workshop
- 31st October – Royal British Legion Cake Sale/Bring & Buy Sale
- 6th November – Defibrillator Training for Staff & Hirers
- 6th November – Art Exhibition Preview Night
- 7th November – Betty Blue Eyes Vintage Fair
- 8th November – Remembrance Service
- 14th November – Lady McAdden Craft Fair
- 20th November – Lions Charity Quiz Night
- 27th November – Leigh Lights – Pre Parade Fun
- 28th November – SACC Handmade Fair
- 29th November - Realising Every Dream – Motivational Event
- 4th December – Lady McAdden Charity Quiz Night
- 5th December – Wedding Reception
- 7th – 11th December – School Choirs in Lower Hall

Future Events:

- 12th December - Betty Blue Eyes Vintage Fair
- 18th – 20th December – Snow White’s Got Talent – Pantomime
- 21st December – Stud 100 Gig
- 22nd – 23rd December – Christmas Crafts – Blenheim Children’s Centre
- 10th January - Realising Every Dream – Motivational Event
- 16th January – Health & Wellbeing Fair
- 17th January – Wedding Reception
- 7th February – Textile Exhibition
- 20th February - Charity Quiz Night
- 12th March – Essex Vintage Wedding Fair
- 19th March – Easter Event
- 4th June – Wedding Ceremony & Reception
- 12th June – 90 for 90 Event
- 2nd July – Wedding Ceremony & Reception
- 5th – 8th August – Southend Carnival Beer Festival
- 13th August – Wedding Ceremony & Reception

27 children’s parties booked and taken place between 1st October – 31st December 2015 with various other enquiries and provisional bookings that didn’t go ahead.

6 parties have already been booked for next year.

CHRISTMAS CARD

A Council Christmas Card has been designed for circulation in December via email and post.

LEIGH POLICE STATION

An application has been sent to SBC to list the Police Station as a Community Asset.

LEIGH COMMUNITY CENTRE ACCOUNTS FOR YEAR ENDING 31st July 2015

Please find a copy of the completed accounts attached to this report for onward transmission to SBC under the conditions of our lease.

VAT RETURN FOR SIX MONTHS TO SEPTEMBER 2015

VAT Return has been submitted to HMRC.

INTERNAL AUDITORS

The Internal Auditors are visiting the Office on 23rd and 24th November.

SLCC ANNUAL CONFERENCE

The Town Clerk attended the Conference at Hinkley Island 14th to 17th October 2015. A full report will go to the next P&R meeting.

Paul Beckerson 11th November 2015

LEIGH COMMUNITY CENTRE ACCOUNTS FOR 2014/15			
1st August 2014 - 31st July 2015			
	2014/15	2015/16	Total
Income			
Hiring	£61,027.90	£35,940.00	£96,967.90
Other Income	£2,098.27	£717.47	£2,815.74
Fundraising	£1,450.67	£534.12	£1,984.79
Grants Received	£0.00	£0.00	£0.00
LTC Use Grant	£15,666.64	£8,333.33	£23,999.97
Total Income	£80,243.48	£45,524.92	£125,768.40
Expenditure			
Rent	£0.00	£0.00	£0.00
Insurance	£2,702.34	£2,702.34	£5,404.68
Business Rates	£4,662.00	£3,168.00	£7,830.00
Water Rates	£927.66	£459.77	£1,387.43
Gas	£2,476.65	£3,181.20	£5,657.85
Electricity	£5,877.94	£2,807.65	£8,685.59
Telecoms	£1,191.75	£587.90	£1,779.65
Catering	£1,436.09	£775.17	£2,211.26
Cleaning	£4,805.85	£1,236.73	£6,042.58
Health and Safety	£1,124.14	£654.61	£1,778.75
Sundries	£286.52	£106.18	£392.70
External Building Maintenance	£409.74	£717.11	£1,126.85
Internal Building Maintenance	£5,544.95	£3,628.10	£9,173.05
Advertising		£1,577.02	£1,577.02
Security	£828.87	£62.19	£891.06
Card Processing Charges	£551.37	£301.93	£853.30
IT Infrastructure & Licences	£94.27	£152.52	£246.79
Licences	£363.14	£145.50	£508.64
Staff Training			£0.00
Friends Funds Purchases	£1,768.94		£1,768.94
			£0.00
Tools			£0.00
Furniture / Fixtures & Fittings	£2,233.60	£309.52	£2,543.12
Infrastructure Costs	£1,653.15		£1,653.15
Salaries	£75,084.85	£34,826.15	£109,911.00
Total Expenditure	£114,023.82	£57,399.59	£171,423.41
Profit / Loss	-£33,780.34	-£11,874.67	-£45,655.01



at the heart of the community

71-73 Elm Road, Leigh-on-Sea Essex SS9 1SP Telephone: 01702 477248
enquiries@leighcommunitycentre.com www.leighcommunitycentre.com

bookings will be held for a period of 14 days. If the booking is taken in a period of less

Group Name/
Name of Event
.....

Terms and Conditions

Leigh Community Centre (the Centre) is managed as a separate concern by Leigh-on-Sea Town Council.

General

Office opening hours are between 9.00 and 17:00 hours Monday to Thursday and 9.00 and 16.30 on Fridays. During other times the Centre will be open when events are booked, including Bank Holidays if required.

The hirer shall only be permitted to use the room(s) between the times agreed in writing with the Centre. All rooms are charged at an hourly rate, rounded up to the nearest 15 minutes.

The Council reserves the right to decide upon the area in the building where a meeting or exhibition can be held. If there is a perceived level of controversial content which some people may find unsuitable for general participation or public viewing, relevant notices must be displayed advising attendees of any such content.

The Hirer shall not use the room(s) for any purpose other than that described in the booking form and shall not sub-hire or use the room(s) or allow the room(s) to be used for any unlawful purpose. This includes the consumption or sale of alcoholic liquor. If there is any doubt regarding the authenticity or interests of the group requesting the hiring the Council reserves the right to refuse the booking.

The Council reserves the right to move a hirer to a different room.

All bookings must be paid for in advance.

End of Hire

The Hirer shall be responsible for:

- A leaving the premises and surrounding area in a clean and tidy condition
- B replacing contents temporarily removed from their usual positions properly replaced
- C closing any windows opened; switching off lights
- D collecting and bagging all rubbish at the end of the hire period
- E ensuring all guests leave the Centre by the time specified in the booking agreement.

Bookings

Bookings can only be taken from people over the age of 18.

Bookings are considered to be provisional until the Terms and Conditions Form is signed. Provisional

Date of event.....

Signed:.....

Name:.....

Address.....

.....

Email.....

Date:.....

Please note that all contact details will be held on our booking system for the purposes of invoicing. Please indicate how you would prefer to receive your invoice.

Email

Post

I do NOT wish to receive details of news and events being held at the Community Centre

than seven days before the event, the form must be signed and full payment made by return. Any provisional booking that has not been confirmed 7 days prior to the booking time will be cancelled.

All bookings must start and end at the agreed time. Any request for additional time at the beginning of a booking or any bookings running over the stated time on the booking form will result in additional charges. Early access to rooms is only with the express permission of the Council.

Some bookings may require extra staffing/security to be on site, this will be discussed at the time of the booking and will incur additional costs.

Payments & Invoicing

Regular hirers

Will be invoiced monthly in advance and sent on the 18th of the month. All invoices will state clearly that payment MUST be made within 14 days of the invoice date. If payments are consistently poorly

managed by the hirer, the Council reserves the right to cancel existing bookings and refuse future hire. All invoices will be sent by either email or post, in accordance with the hirer's preference, as stated on their signed T&C form. All new regular hirers will be required to pay the first months invoice in full when confirming their booking with a signed T&C form. This payment will be non-refundable.

One off events

As soon as a booking is confirmed by the return of a signed T&C form, an invoice will be produced. It will clearly state that full payment of the invoice must be made 21 days before the booked event. If a booking is made within 7 days of the event, full payment will be taken at the time of booking. An invoice will be produced and marked as paid, to provide a receipt for the Hirer.

For all larger events and block bookings a non-refundable deposit of 20% will be required at the time of booking.

The Hirer will be liable for any cancellation charges incurred for items booked through third parties.

Bookings for parties for 12-21 year olds will not be permitted.

Definitions

Larger events – any event in the Lower Hall, parties, weddings. Bookings combining rooms 4 & 5.

Regular Hirer-any person who has a booking which is repeated 6 times or more in a 12 month period.

Scale of Charges

The room hire rates will be in accordance with the advertised charges made at the time of booking but may from time to time be subject to alteration. Notice of such alterations will be given at the time of booking.

Any changes to a booking made by the hirer, including room changes, may incur an administration charge of up to 5% of the hire charge.

Cancellations

Cancellation of a booking must be received by the Council, in writing to enquiries@leighcommunitycentre.com or Leigh Community Centre 71-73 Elm Road, Leigh-on-Sea Essex SS9 1SP not less than seven working days prior to the hire date.

The following cancellation fees are liable:

*One-off/Block bookings.
Over 6 weeks' notice: No cancellation fee. However for larger events the non-refundable deposit will be retained.*

1-6 weeks' notice: 50% of the room fees will be charged

Less than 1 week: Full room fees will be charged

Regular Hirers

One weeks' notice is required for the cancellation of individual sessions, or the hire fee will be charged in full.

Any regular hirers wishing to cease their arrangement with the Community Centre must give one months' notice.

The Council reserves the right to cancel or amend a booking at any time, without penalty. No compensation will be given. Hirers will only be entitled to the return of the hire cost.

Damage

The Hirer is responsible for the preservation of good order during the hire period. Any damage caused to the Centre or Centre property as a consequence of the hiring will see the Centre make good the damage and then recover the resultant costs from the Hirer. Under certain circumstances, and for parties and weddings, the Centre Manager will demand a refundable damage deposit. Should the Centre incur any loss of revenue as a result of damage caused by a Hirer then the Hirer will bear the cost of this loss.

In the event of any claim being made by any person in respect of any injury, damage or loss which he or they may have sustained or incurred in the room(s) the Hirer shall alone be responsible and indemnify the Centre unless it is as a direct result of the negligence of the Centre or its employees.

Smoking Policy

No smoking is permitted within the Centre's premises or anywhere outside the premises except in the designated area at the back of the building.

Health & Safety and Regulatory Requirements

The Hirer must remain on the site throughout the term of the hiring period and ensure maximum capacity numbers are not exceeded.

Under no circumstances are children to be permitted to leave the Community Centre during the course of an event to gather or play in the vicinity of the premises or the car parking area.

All electrical equipment brought into the Centre must be by prior arrangement. Proof of safety checks, carried out by competent safety personnel, must be provided before this equipment can be used. *Alternatively, the Centre Caretakers can carry out these tests by prior arrangement and for a nominal fee.*

If the Hirer is involved in providing activities for children or adults at risk; teaching or taking part in physical activity; then a DBS number, Adult Safeguarding Policy and Public Liability Insurance, as appropriate, must be provided and kept on a central register at the Community Centre. Hirers

who provide activities for children or physical activities will hold their own accident report book when on the premises.

The Council reserves the right to assure themselves that the hirer has the training, qualifications or experience to deliver classes at the Community Centre.

If the Hirer is involved in the preparation or serving/selling of food to the public, they must liaise fully with the Community Centre staff, to ensure that all current legislation, health & safety and insurance requirements are complied with.

Dogs and other animals are not admitted to any part of the premises except where a person requires the assistance of an animal trained to assist in the case of disability-

The Hirer must provide a PPL and/or PRS licence if they are playing music during their booking.

No dangerous, hazardous or harmful items, or non-prescription drugs may be brought on to the premises.

Alcohol

The Centre strictly follows the Challenge 21 policy and will challenge anyone under the age of 21 or appearing to be under the age of 21 attempting to purchase or consume alcohol. Alcohol will not be served to anyone suspected of being drunk or under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly manner will be asked to leave the premises and its immediate vicinity. *Any use of alcohol must be agreed in advance with the Centre Administrator.*

Supervision

The Centre is unable to accept bookings from persons under the age, or believed to be under the age of 18 years. All Hirers are responsible for ensuring their guests, as a group or individually, cause no nuisance or disturbance to the staff or other users of the premises and that they cause no disturbance when arriving or leaving the premises. The Centre staff reserve the right to terminate the hiring if after due warning a disturbance continues or if the hiring continues significantly past the finishing time stated when the booking was originally made.

The Hirer shall be responsible for ensuring the orderly and safe admission and departure of persons to the booked venue and their safe evacuation in the event of an emergency. All doors and emergency exits to and from the booked venue will remain unobstructed and the Hirer must comply with the wishes of the Centre staff on duty as to the preservation of safety, good order, noise levels and decency of the event or meeting. The Hirer shall ensure that their guests use only the room(s) booked and do not congregate in the corridors or toilets.

The Centre does not advocate the collection of any monies at the point of entry to the event. Insurance requirements demand that if money is to be collected on entry then the Group or Organisation collecting the money must demonstrate beforehand they have Public Liability cover up to five million pounds (£5m) before they can do so. Should this not apply it is required that if any entry fee is required from guests, this should be obtained outside of the Centre's premises. Sales of goods at events are only permitted with prior authorisation from the Centre, however no liability is accepted by the Centre in connection with these transactions.

Failure of Heating or Lighting

No responsibility will be accepted, or compensation paid by the Centre in the event of any failure of heating or lighting which causes the booked event to be terminated or interrupted.

Right of Entry

Centre staff on duty at the time of the hiring, reserve the right to refuse entry to any individual, or groups of individuals, whose presence in the opinion of the Centre staff member, is likely to be prejudicial to the interests of the Centre, or cause a disturbance to the good order of the booking. No liability will be accepted by the Centre by such actions being initiated.

Alterations and Decorations

The Hirer shall not cause or permit any interference with, or alteration to, the lighting, heating, seating, means of escape, fittings, fixtures, apparatus or furnishings of the Centre.

Any decorations, flags, banners, signs, posters or placards requiring to be displayed will only be permitted at the discretion of the Centre staff on duty. Arrangements for these displays must be made at the time of booking and confirmation received.

Any adhesive material, tacks, screws, nails or hooks used to display this material and driven into the walls, or furniture of the hired premises will be regarded as damage, the repair of which will then become a chargeable item to the person or Group making the booking.

Prohibited items

Candles and any naked flames.

Chewing gum/bubble gum.

Flammable liquids, gases and oil.

Animals, except guide dogs.

Non-Prescription Mood Altering Drugs

Sharp Objects except with permission of Centre Staff

Bicycles & mobility scooters (wheelchair available on site).

French chalk or any substance that will increase floor slippage.

Any other items likely to cause damage or to be harmful to centre users.

No smoking is permitted anywhere in the building.

Bouncy Castles

Bouncy Castles are only permitted in the Lower Hall due to weight and height restrictions within the building.

Catering Provision

Arrangements for the provision of catering should be made at the time of booking the room.

Responsibility for Loss of Property

In no circumstances will the Centre accept responsibility for the loss, theft or damage to property belonging to the Hirer or their Group, which has been left, deposited or brought into the Centre's premises, or left with any member of the Centre's staff. If as a result of this damage or loss, the Centre itself incurs any costs, the Hirer or their Insurer shall be required to indemnify the Centre against all actions, expenses, claims and demands arising out of, or in any way connected to, the theft, loss or damage.

Insurance

The Centre provides insurance cover in respect of its own buildings, furniture and fittings. This cover does not extend to goods, equipment or anything other than that provided by the Centre. Hirers are advised to obtain additional insurance if they consider it necessary. This will particularly apply to any Hirers handling money as a consequence of a sale of goods at their event who will be asked prior to the booking being accepted.

Bill Posting

The Hirer may not advertise, promote or announce any event to be held at any premises until they have received a Confirmation of Booking and approval from the Council. The Centre reserves the right to cancel any event that has been found to be advertised in this manner.

Posters, flyers and A Boards can only be displayed with the express permission of Council.



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Income and Expenditure 10th Sept 2015 – 28th Oct 2015 Report 2567/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101454	£300.00	Neopost Credifon	Top up Franking Machine
101455	£6.00	EALC	Afternoon tea donation
101456	£80.00	EALC	Risk Assessment training for G Davison
101457	£151.20	PFS Group Ltd	Fire Alarm Callout
101458	£1,200.00	PKF Littlejohn LLP	Annual Audit Fee re Annual Return
101459	£825.00	Vision ICT Ltd	Design & Development Comm Centre website. 50% payment & cost of adding web content
101460	£18.43	Viking	Stationery
101461	£114.00	Edge IT Systems Ltd	Additional User Licence for H Symmons Finance System
101462	£600.00	SLCC Enterprises Ltd	Conference Costs Town Clerk
101463	£46.20	Mayfield Cleaning Ltd	Bus Shelter Cleaning Sept 2015
101464	£304.30	Cory Commercial	Garden Waste Sacks (June Delivery)
101465	£63.58	Essex Supplies (UK) Ltd	Cleaning Materials for Centre
101466	£59.52	Viking Direct	Stationery
101467	£48.00	V Choppen	Reimburse Community Transport Museum Entrance Cost.
101468	£41.85	P Beckerson	Reimburse Travel Costs SLCC Conference
101469	£49.80	Acumen Wages Service	Payroll Processing Fee
101470	£103.25	DOTS	Photocopying Costs
101471	£25.00	P Range	Plot Tenancy Deposit Refund
101472	£304.30	Cory Environmental	Garden Waste Sacks (Sept Delivery)

101473	£500.00	Leigh Art Trail	LTC Support for Leigh Art Trail
101474	£39.59	Viking	Stationery
101475	£341.56	Sycamore 529	Donation to Chairman's Charity
101476	£341.56	Thursday Club	Donation to Chairman's Charity
101477	£67.50	Southend Borough Council	Minibus Hire for Community Transport trip to Maldon
101478	£180.00	Miskos Ltd	SSL Certificate Installation
101479	£434.81	Allen Bros Electrical (Factors) Ltd	Various electrical works and bulbs Community Centre
101480	£50.00	Ami Hawthorn	Musical Entertainment at Community Transport event
101481	£97.56	Fulton Paper	A3 & A4 Paper
101482	£360.00	BT Payphones	Red Telephone Box
101483	£300.00	ATS Services	Call out to leaky roof and repair above Room 8 at Front Landing of Community Centre
101484	£240.00	E Ridgwell	Refund Room Hire - Cancelled Booking
101485	£56.89	Viking	Stationery
101486	£100.00	Cash	Top up petty cash
101487	£129.20	R Upton	Skate Park cleaning cover
101488	£1,553.81	Baines Surveying Services Ltd	Quantity Surveying and re-tender fees re Strand Wharf
101489	£1,800.00	Greenworks Solutions Ltd	Washroom Services Oct 15 – Sept 16
101490	£295.89	SSE	Skate Park Electricity
101491	£32.83	Viking	Stationery
101492	£27.00	Paul Beckerson	Reimburse Town Clerk for Taxi costs SLCC Conference
101493	£2142.30	UK Power Networks	Install 3 Phase Supply at Strand Wharf
101494	£70.00	Southend BC	Annual Premises Licence Fee
101495	£49.80	Acumen Wages Service	Payroll Processing October fee
101496	£410.00	EALC	Essex Equals 21 H Symmons Training
101497	£32.22	Richard Herbert	Reimburse for Paint Purchase
101498	£31.32	Declan Mulroney	Reimburse Travel Expenses EALC Larger Councils Meeting
101499	£33.40	Paul Beckerson	Reimburse Travel Expenses EALC AGM
101500	£15.00	Wyvern Community Transport	Annual Membership for Minibus Hire

101501	£60.00	Royal British Legion	Poppy Wreaths x 3
101502	£30.00	Phoenix Water Coolers Ltd	Drinking Cups
101503	£78.00	Leigh Times Series Ltd	Leigh Lights Volunteer Advert
101504	£277.20	PFS Group Ltd	Fire Alarm Bell and Wiring to front Door Replacement
101505	£113.75	J Moore	Drama workshop
101506	£67.50	Miskos Ltd	IT access point issue
101507	£150.00	Snakes Alive	Reptile Experience
Bk Trs	£80.00	Marshall Close	Withheld deposits paid to cover cost of works carried out by Society.
Bk Trs	£125.00	Marshall Close	ASA payment
Bk Trs	£400.00	LOSALGA	ASA payment
Bk Trs	£750.00	Manchester Drive	ASA payment
Bk Trs	£20,000.00	Payroll	Payroll September
Bk Trs	£70,000.00	Public Sector Deposit Fund	Deposit PSDF
Bk Trs	£40.00	Michael Elliott	Return of Funds paid in error
Bk Trs	£20,000.00	Payroll	Payroll October
Bk Trs	£936.20	Lorna & Lottie's CIC	Reimburse for cost of replacing Café Equipment and Furniture
		Expenditure – Imprest Items	
	£7.49	Bax-shop	4-pole chassis connector
	£82.79	247 Blinds	Blinds Lower Hall CC
	£27.94	B&Q	Padlocks & screwdriver
	£58.79	Go Daddy	Security Certificate server renewal
	£24.04	B&Q	Tools
	£36.40	St John Ambulance	Pads for defibrillator First Aid Post
	£21.00	Southend BC	Event Licence Leigh Lights
	£76.04	Crown Decorating Centres	Paint for Shelter on Cinderpath
	£55.18	Crown Decorating Centres	Paint for Community Centre
	£37.03	Amazon	HDMI cabling
		Expenditure – Direct Debits	
	£792.00	Southend Borough Council	Business rates Comm Centre
	£378.53	BNP Paribas	Photocopier leasing

	£94.80	GO CARDLESS (Verde Coffee)	Coffee machine rental (Cost recovered by LTC)
	£63.32	Global Payments	Card processing costs
	£35.00	Information Commissioner	Data protection registration
	£55.02	GO CARDLESS (Verde Coffee)	Coffee machine rental (Cost recovered by LTC)
	£209.51	BES Electricity	Electricity Comm Centre
	£72.07	The Calls Warehouse	Call chgs 477248
	£168.48	Wessex Products (Leasing) Ltd	Hand drier rental CC Oct-Jan
	£792.00	Southend BC	Business rates CC
	£94.80	GO CARDLESS (Verde Coffee)	Coffee machine rental (Cost recovered by LTC)
	£63.44	Global Payments	Card processing costs
	£83.97	British Telecom	01702 716287 Line rental
	£221.52	British Telecom	01702 716288 Line rental & chgs
	£75.56	British Telecom	01702 477248 line rental
	£67.46	The Calls Warehouse	477248 call charges
	£757.63	BES Electricity	Electricity Comm Centre

Income

Policy & Resources Committee	£190701.81
Community Facilities Committee	£14149.10
Environment & Leisure Committee	£4129.97
Planning, Highways & Licensing Committee	£0.00
Total	£208980.88

Leigh Town Council Main Budget Report					2015/16				
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
Balances B/F		£ 303,691.84							
Policy & Resources					Policy & Resources				
Precept	£ 361,694.00	£ 180,847.00	£ 180,847.00	50.00%	P & R Expenditure	£ 94,417.00	£ 9,061.23	£ 85,355.77	9.60%
Local Council Tax Support Grant	£ 19,750.00	£ 9,875.00	£ 9,875.00	50.00%	Office & Admin	£ 58,500.00	£ 31,459.04	£ 27,040.96	53.78%
Interest	£ 500.00	£ 279.76	£ 220.24	55.95%	Staffing	£ 77,445.77	£ 32,778.43	£ 44,667.34	42.32%
Other Income		£ 1,343.84	£ -1,343.84						
	£ 381,944.00	£ 192,345.60	£ 189,598.40	50.36%		£ 230,362.77	£ 73,298.70	£ 157,064.07	31.82%
Community Facilities					Community Facilities				
LCC Hire Income	£ 94,000.00	£ 45,310.38	£ 48,689.62	48.20%	LCC Expenditure	£ 69,656.49	£ 28,395.98	£ 41,260.51	40.77%
LTC Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing	£ 127,652.00	£ 42,929.14	£ 84,722.86	33.63%
Other Income	£ 2,000.00	£ 1,191.32	£ 808.68	59.57%	Highways Expenditure	£ 8,050.00	£ 192.50	£ 7,857.50	2.39%
LCC Fund-Raising		£ 732.32	£ -732.32		Highways Staffing	£ -	£ -	£ -	
					Skate Park Expenditure	£ 4,400.00	£ 1,120.97	£ 3,279.03	25.48%
	£ 121,000.00	£ 59,734.02	£ 61,265.98	49.37%	Skate Park Staffing	£ 3,765.00	£ 1,395.88	£ 2,369.12	37.08%
						£ 213,523.49	£ 74,034.47	£ 139,489.02	34.67%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 12,875.00	£ 888.00	£ 11,987.00	6.90%	Allotments Expenditure	£ 13,286.00	£ 3,405.14	£ 9,880.86	25.63%
					Allotments Staffing	£ 4,414.37	£ 1,570.95	£ 2,843.42	35.59%
Community Transport Fees	£ 3,800.00	£ 1,676.50	£ 2,123.50	44.12%	Community Transport Expenditure	£ 4,060.00	£ 1,111.68	£ 2,948.32	27.38%
					Community Transport Staffing	£ 4,156.00	£ 1,320.87	£ 2,835.13	31.78%
Farmers' Market Fees	£ 2,040.00	£ 765.00	£ 1,275.00	37.50%	Farmers' Market Expenditure	£ 1,650.00	£ 446.72	£ 1,203.28	27.07%
Leigh Lights Income	£ 3,050.00	£ 50.00	£ 3,000.00	1.64%	Leigh Lights Expenditure	£ 29,060.00	£ -	£ 29,060.00	0.00%
Other Events Income		£ 787.61	£ -787.61		Strand Wharf Expenditure	£ 2,150.00	£ -	£ 2,150.00	0.00%
					Events & Other Expenditure	£ 20,750.00	£ 7,352.64	£ 13,397.36	35.43%
Other E&L Income			£ -		E&L Staffing	£ 12,773.00	£ 4,835.92	£ 7,937.08	37.86%
	£ 21,765.00	£ 4,167.11	£ 17,597.89	19.15%		£ 92,299.37	£ 20,043.92	£ 72,255.45	21.72%
Planning, Highways & Licensing					Planning Highways & Licensing				
					Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 11,224.00	£ 4,560.54	£ 6,663.46	40.63%
	£ -	£ -	£ -			£ 11,724.00	£ 4,560.54	£ 7,163.46	38.90%
Total Income	£ 524,709.00	£ 256,246.73	£ 268,462.27	48.84%	Total Expenditure	£ 547,909.63	£ 171,937.63	£ 375,972.00	31.38%
Capital Reserves 31/03/15	£ 157,197.07				Balances Remaining C/F		£ 391,005.01		
Earmarked Reserves 31/03/15	£ 45,377.21				Est. General Reserves @ 31st March 2016		£ 80,921.00		
VAT REFUND DUE		£ 3,004.07							