

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

10th September 2015

Notice is hereby given that the next meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 15th September 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 30th June 2015

POLICY

5. PERSONNEL SUB-COMMITTEE MEETING 15th SEPTMBER 2015 **DECISION ITEM**

Any action or decisions emanating from the PSC meeting held prior to the P&R meeting (Verbal Report by Chairman)

- a) CREATION OF THREE PENSIONABLE POSTS LGA 1972

RECOMMENDATION to Council

- b) CHANGE TO TWO STAFF MEMBERS' CONTRACTED HOURS - Report 2546/PB (Confidential Appendix 1 Part 1)

Committee to **RESOLVE**

- c) PAYMENT OF EXTRA HOURS AND AN INCREASE IN CONTRACTED HOURS – Report 2546/PB (Confidential Appendix 1 Part 2)

Committee to **RESOLVE**

- d) REQUEST BY A STAFF MEMBER TO TAKE UNPAID LEAVE – Report 2546/PB (Confidential Appendix 1 Part 3)

Committee to **RESOLVE**

6. DRAFT VOLUNTEER POLICY (Appendix 1) **DECISION ITEM**

The Draft Policy is presented for initial discussion and the Committee is **RECOMMENDED** to defer any detailed discussion to the Volunteer Co-Ordinator and the Volunteer T&FG with a final draft being presented to Council on 22nd September 2015.

7. COUNCILLOR SURGERIES **DECISION ITEM**

Traditionally the Council has run a surgery on the 1st Saturday of the month. With the opening of the LCC access by the public to officers on a daily basis has replaced Q&As dealt with by Councillors at surgeries, consequently the take up at surgeries has fallen off with little public engagement other than giving out pink sacks

The Committee is **requested** to consider ceasing the Councillor Surgeries in their present form and to consider an outreach replacement. It is suggested that once a month two Councillors could set up a stall in, for example a local retail outlet and interact with members of the public on issues of concern. If the Committee is undecided on the exact form of the replacement it has the option to refer consideration of a detailed arrangement to a T&FG.

8. CONSIDERATION OF REVISED COMMUNITY ENGAGEMENT STATEMENT OF INTENT – Report 2514/JW by Chairman of Committee (Appendix 2) **DECISION ITEM**

The Committee is **requested** to consider recommending the revised statement for adoption by Council.

9. ELECTION TO NATIONAL EXECUTIVE COUNCIL OF SLCC **INFORMATION ITEM**

The Town Clerk has been elected as the Essex Representative on the Society of Local Council Clerks National Executive Council effective for four years from 16th October 2015 this is in addition to being a member of the Essex SLCC Branch Executive. The commitment is to attend a maximum of four meetings per year usually held in London or at the National Conference venue.

10. REFUGEE CRISIS **INFORMATION ITEM**

There are discussions taking place with organisers as to how the Council and LCC can assist.

11. SMALL BUSINESS SATURDAY 5th December 2015 **DECISION ITEM**

Small Business Saturday is an initiative which originated in the USA to encourage people to use their local shops and businesses, focussing on one day in the year, but in the hope it gives the incentive to everyone to continue doing so for the rest of the year.

Leigh Town Council, in conjunction with the Borough Council, has taken part in the campaign in the last 2 years.

Southend Borough Council prepares the promotional material and the Town Council approaches all the shops in the town seeking their support and participation in enhanced sales schemes to attract customers to Leigh.

The date this year is 5 December i.e. one week after the Leigh Lights when we are instigating a festive window competition for the best dressed window during that week.

Publicity will be given widely to those taking part on relevant websites, twitter, facebook etc and it is hoped to produce a publicity brochure setting out all that is on offer which will be distributed through the Community Centre/Library/shops.

The purpose of this report is to confirm the support of the Town Council to the initiative in Leigh under the Good for Leigh umbrella. There is very little cost involved to the Town Council which can be covered within the Community Engagement budget.

What is needed is volunteers to deliver letters to all retail businesses within the town in the coming weeks.

The Committee is **requested** to confirm its support for the initiative and any costs (up to £100) to be taken from the Community Engagement Budget.

12. CONSIDERATION OF APPLYING FOR A GOLD AWARD UNDER THE LOCAL COUNCIL AWARD SCHEME – Officer's Report **DECISION ITEM**

Earlier this year when the new Local Council Award Scheme was introduced LTC was automatically awarded Foundation Status for one year as a previous Quality Council, this will expire in January 2016. The purpose of this report is to consider whether the Council wishes to gain either the Quality Award or the Gold Award. The fees are as follows:

A registration fee of £50

Accreditation fee Foundation Standard £50; Quality Standard £100; Quality Gold £200

If the Council wish to become accredited under the scheme it is **RECOMMENDED** that it applies for the Gold Award.

13. POLICY AND RESOURCES BUDGET (Information Report for **noting**)

Policy & Resources Budget Report 2547/GP as at 9th September 2015 (Appendix 3)

RESOURCES

14. REFERENCES FROM OTHER COMMITTEES

There are none

15. FRIENDS OF HADLEIGH CASTLE COUNTRY PARK WINDING UP AND DISTRIBUTION OF FUNDS – Officer’s Report **DECISION ITEM**

The Friends of Hadleigh Castle Country Park organisation has been wound up as of 31st July 2015 and has asked if LTC would be happy to hold residual funds for the use specified below:

“Monies to be held by Leigh-on-Sea Town Council to provide funding for any group established to oppose proposals that would affect the usage and integrity of Hadleigh Country Park.

Any interest received can be used for the Council’s general funds.”

The Committee is **RECOMMENDED** to agree the conditions and hold the money in trust for the use outlined above.

16. ANNUAL AUTHORISATION OF DIRECT DEBIT PAYMENTS

The Committee is **requested** to confirm authorisation of the payment of the direct debits listed below:

Name	Reason	Average Annual Spend
Cory Commercial	Waste/Bins CC & Skate Park	£4700.00
Southend BC	Business Rates	£7920.00
Global Payments	Card processing fees	£780.00
Anglian Water	Sewage fee Comm Centre	£1000.00
BES Electricity	Electricity Comm Centre	£8000.00
BNP Paribas Leasing	Photocopier rental	£1500.00
BT	Line rental & call chgs	£2000.00
The Calls Warehouse	Call charges LCC	£840.00
Essex & Suffolk Water	Water rates CC & Allotments	£3800.00
GOCARDLESS Ltd	Verde Coffee machine rental	£1200.00
Heart Internet	Website domains for LCC & LTC	£315.00
Information Commissioner	Annual registration	£35.00
SSE Gas	Gas CC Electricity Skate Park	£6500.00
Wessex Leasing	Hand Drier leasing	£676.00

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

- Office Budget Report 2548/PR as at 9th September 2015 (Appendix 3)

The insurance budget is overspent due to adjustments in the premium occasioned by additional staffing, fidelity guarantee (more money held in the bank) and an increase in income protection for the LCC. The Committee is **requested** to note the budget overspend

- Committee Income and Expenditure Report 2549/PR as at 9th September 2015 (Appendix 4)
- Detailed Budget Sub-Heading Breakdown (Appendix 5)

18. 2015/16 POLICY & RESOURCES BUDGET ADJUSTMENTS – Officer's Report **DECISION ITEM**

- The Staff Training Budget will become overspent due to additional necessary Facilities Training amounting to £750. It is **RECOMMENDED** that the budget be increased by £1,500 from reserves; this will cover the additional training and future commitments.
- The Council have planned to issue a second magazine in December the previous issue cost £4,701 with the budget balance standing at £3,816 in order to cover the cost it is **RECOMMENDED** that the budget be increased by £1,000 from reserves.

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

See report 2550/I&E (Appendix 6) The Committee is asked to note the income and **recommend** the expenditure to Council.

20. BANK ACCOUNT BALANCES as at 9th September 2015

CCLA A/c	£ 311,716.51
HSBC BMM A/c	£ 44,792.27
HSBC Current A/c	£ 19,240.03
HSBC Payroll A/c	£ 1,099.70
HSBC Imprest A/c	£ 730.00



Paul Beckerson
Town Clerk
10th September 2015

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

LEIGH-ON-SEA TOWN COUNCIL

DRAFT VOLUNTEER POLICY – 25TH AUGUST 2015

Leigh-on-Sea Town Council's Mission Statement is “to promote, represent and provide for the community of Leigh-on-Sea” and its main strategic aim is “to promote the well being and quality of life” of that community.

To that end, Leigh-on-Sea Town Council believes that a volunteering programme will serve to

- Increase its contact with the local community it serves
- Help ensure its facilities and services reflect the needs of the community and
- Increase the skills, experience, perspectives and diversity of those involved with the Council.

Leigh-on-Sea Town Council expects this programme to benefit volunteers, the wider community and the Council alike, and provide increased opportunities for interested residents to make a valuable contribution to their community in a practical way.

All Council employees will be expected to work positively with any volunteers and, where appropriate, will actively seek to involve them in their work.

The Council aims to provide volunteers with satisfying roles and the opportunity for personal development. The Council will seek to help volunteers meet these needs, as well as providing training where necessary in order for volunteers to carry out their role effectively.

The Town Council will not introduce volunteers to replace paid staff.

Guidelines

The following guidelines deal with practical aspects of volunteering with the Town Council. The Council is working towards the provision of a volunteer handbook but in the meantime copies of relevant staff policies are available.

Recruitment

All prospective volunteers will be invited to an informal interview to find out what they would like to do, their skills, suitability and how best their potential might be realised.

Two references will be sought for each volunteer, we appreciate that checks of any kind can appear a very intrusive process but feel they are necessary for a number of reasons:

- It takes account of the Town Council's responsibility to the public and the community
- It gives the volunteer a degree of credibility
- It reassures colleagues

If the volunteer is to work in a regulated activity (as determined by the Disclosure and Barring Service) with or on behalf of the Council, the Council will carry out DBS checks.

Information about previous criminal convictions may be requested at interview but this is purely designed to assist the selection process and will only be taken into account when the conviction is considered relevant to the role of volunteer.

Volunteers will need to be over 16 years of age to volunteer independently with Leigh-on-Sea Town Council and under-18s will be asked for parental consent. Younger people may get involved in some aspects of volunteering with the Council if they are accompanied by a responsible adult. The Council does not have an upper age limit for volunteers but there may be situations that require the volunteer coordinator to ask someone to stop volunteering – for example when health issues are considered a risk to the person concerned or others around them.

Equal Opportunities

The Town Council operates an Equality and Diversity Policy in respect of both paid staff and volunteers, a copy is available to volunteers. The Council will do everything in its power to ensure that everyone is treated fairly and with respect at all times and expects volunteers to do the same.

Induction and training

All volunteers will receive an induction into the Town Council and into specific volunteer roles where applicable.

Training will be provided if necessary.

Expenses

The Council will reimburse reasonable out of-pocket expenses, such as travel costs and, if volunteering for more than four hours in one session the cost of a sandwich lunch or equivalent (*up to a certain amount e.g. three pounds?*). Payment of reasonable expenses will be authorised by the volunteer coordinator in advance and receipts or tickets will be required.

Health and Safety

The Town Council has a legal obligation to ensure it complies with health and safety legislation and has a duty of care to avoid exposing volunteers to risks to their health and safety.

Practical issues will be discussed as part of a volunteer's induction and a copy of the Town Council's Health and Safety Policy is available on request.

Insurance

All volunteers are covered by the Town Council's insurance policy whilst they are on Town Council property or engaged in any volunteering on behalf of the council.

Confidentiality

The Council and the Volunteer Programme take great care to protect the volunteer's information as part of our data protection responsibilities. As a volunteer we expect you to protect any personal and/or confidential information to which you may have access.

The Volunteer's Voice

Volunteers are encouraged to express their views about matters concerning the Town Council facilities and services to the volunteer coordinator.

Problem Solving

We aim to identify and solve problems at the earliest possible stage. If a volunteer has a problem with a task, a member of staff or another volunteer they should first discuss it with the volunteer coordinator, as should a member of staff or councillor if they have a problem with a volunteer

If the issue is not resolved, or the complaint is with the volunteer coordinator, then it can be taken to *(I need input here, would this be the Town Clerk?)*

And finally

The volunteer programme is designed to benefit Leigh-on-Sea, its residents and Council. Whilst we also hope that your experience volunteering is beneficial to you, the volunteer, we do understand that volunteers are not employees but are giving their time, unpaid to help others and we appreciate it.

Leigh-on-Sea Town Council Volunteer Agreement

This agreement is intended to confirm Leigh-on-Sea Town Council's commitment to making a volunteers experience productive and rewarding.

The Town Council agrees to accept the services of

..... (Volunteer)

The Town Council commits to the following:

- To provide adequate information, training and assistance for the volunteer to be able to meet the responsibilities of their position
- To ensure diligent supervision to the volunteer and to provide feedback on their performance
- To treat the volunteer with respect and without discrimination
- Provide access to all policies and procedures relating to their role and duties within with the Town Council

I agree to serve as a volunteer and commit to the following:

- To perform my duties to the best of my ability
- To adhere to the Council's policies and procedures

Signed.....

Signed

Date.....

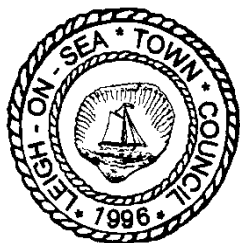
Date

Leigh-on-Sea Town Council

Volunteer

This agreement can be cancelled at any time at the discretion of either of the parties, but will expire automatically on the resignation, whether voluntarily or involuntarily of the volunteer.

This document is not intended to form a contract; Leigh-on-Sea Town Council has no intention of creating a contract with any volunteers.



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

Report 2514/JW

Community Engagement Statement Intent (with reference to the Power of General Competence)

This paper is in part a synopsis of the NALC and CRC Getting Your Message Across – A Communication Toolkit for Local Councils.

Local Councils have an overarching role to play which no other body can provide. In performing a community leadership role, councils can articulate and represent the views and needs of the local community more effectively.

This involves listening to the community and communicating what it is doing through a variety of medium. If the community knows and understands what the council is doing for them, research has proven that its reputation will be higher.

What is Community Leadership?

Community leadership is being widely used to describe the key and unique value that councils can bring to their localities.

As the overarching locally elected body, councils have a uniquely democratic role within the locality.

In this capacity they are increasingly being asked to perform a visible community leadership role, focusing on bringing partners together, joining up local services, engaging with citizens and creating a vision for their localities.

Leigh on Sea Town Council Aims and Objectives

LTC is an open and transparent council. It strives to reflect the values, views and opinions of the community. Within financial and legal constraints LTC addresses the needs and concerns of the community.

Defining the Community

Leigh on Sea has a socially diverse community of people that live and work in the area. The LTC has strong links with many Church groups, Education establishments, Voluntary Groups and Societies, Business Groups, the Fishing industry and the many Leisure Facilities. Through these links the council is able to gauge the local dynamic and link these to other community strategies and neighbourhood planning.

Communicating with the people of Leigh

The Role of the Councillor

For Councillors to be effective and fulfil their role adequately they will be meeting and liaising with individuals and groups within their Ward. It is essential that the community is driving the council agenda by contributing its expertise, views interest and knowledge. In developing these relationships and developing clear communications LTC is better able to deliver targeted services and projects and for the people of Leigh.

The Council and Town Clerk

The Town Clerk and his staff provide the day to day contact with members of the public. He also has responsibility for preparing and publishing Council and Committee agendas and minutes ensuring that they are available to all interested parties.

The council hosts the official website: it includes the contact details, Ward and Councillor information as well as a statement about the Freedom of Information Scheme; there are also links to Southend Borough Council services and information; LTC Annual Reports.

There is also:-

An online feedback form for current issues and concerns.

There is an annual External Audit and statement of accounts

There are 9 noticeboards around the Town.
An Annual Town open meeting held in April
A twice yearly publication delivered locally
Posters, Banners and Advertising to highlight specific events.

Media Relations

Engaging positively with the local press and radio is essential and used to:- explain the work undertaken by the council on behalf of the electorate; promote and raise the profile of the work of Town Council; defend the interests of the Town Council.

The Community Centre

This has proved the most successful recent acquisition in offering a wide range of events and activities for people to participate in

There is a community café

Main meeting hall

Monthly Farmers Market

In the foyer there is the LTC reception and office, the public are welcome to drop in for advice and information or to get involved. If any member of the public wishes to discuss any issue with their Ward Councillor they can arrange to have one to one meeting or extend an invitation to attend a community group meeting.

There is a suggestion / comment box

Correspondence received will be responded to within two working days

Contact can either be made by phone, email or drop-in

Formal Representation

Members of the public are welcome to attend and contribute to the Council and Committee meetings at the discretion of the Chair.

Anyone wishing to make formal representation to the council can do so in writing prior to the deadline for closure of the appropriate agenda.

Consultations

Where there are specific issues or a new project, the views of the residents will be sought. Residents can have confidence that their voice will be heard and represented by the Council.

Future Development for the Council

Will include:-

Development for Social media; Facebook; Twitter; Instagram

Development of a more interactive, attractive easy to navigate website

An outreach programme to engage more fully with the young, elderly, families, so that we better represent the whole community of Leigh on Sea.

POLICY & RESOURCES DETAILED BUDGET					2015/16					
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
Precept	£ 361,694.00	£ 180,847.00	£ 180,847.00	50.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 19,750.00	£ 9,875.00	£ 9,875.00	50.00%	Bursary Fund LCC	£ 333.18	£ 1,400.00	£ 284.25	£ 1,448.93	16.40%
Bank Interest	£ 500.00	£ 279.76	£ 220.24	55.95%	Furniture & Equipment		£ 500.00	£ -	£ 500.00	0.00%
Other Income*		£ 342.84	-£ 342.84		Elections	£ 15,265.59	£ 7,000.00	£ -	£ 22,265.59	0.00%
Sale of Waste Sacks*		£ 484.00	-£ 484.00		Legal Costs	£ 375.00	£ 1,500.00	£ -	£ 1,875.00	0.00%
VAT Refund*		£ -	£ -		Annual Town Meeting		£ 500.00	£ 250.00	£ 250.00	50.00%
					Community Engagement		£ 9,000.00	£ 5,183.33	£ 3,816.67	57.59%
					Volunteer Programme		£ 7,500.00	£ 42.98	£ 7,457.02	0.57%
					Civic		£ 200.00	£ 55.00	£ 145.00	27.50%
					Renewals Fund	£ 7,837.69	£ 8,000.00	£ 841.87	£ 14,995.82	5.32%
					Capital Fund	£ 90,014.00	£ 50,000.00	£ -	£ 140,014.00	0.00%
					Localism Act		£ 300.00	£ -	£ 300.00	0.00%
					Intern	£ 1,663.00	£ 4,000.00	£ 2,400.50	£ 3,262.50	42.39%
					GP Janitorial		£ 3,517.00	£ -	£ 3,517.00	0.00%
TOTAL INCOME	£ 381,944.00	£ 191,828.60	£ 190,115.40	50.22%	TOTAL EXPENDITURE	£115,488.46	£ 93,417.00	£ 9,057.93	£ 199,847.53	4.34%

* Other Income in Main Budget Sheet

OFFICE ADMIN DETAILED BUDGET				2015/16
EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 3,500.00	£ -	£ 3,500.00	0.00%
LCC Premises Use Grant	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%
	£ 28,500.00	£ 12,500.00	£ 16,000.00	43.86%
Administration				
Stationery	£ 1,400.00	£ 884.81	£ 515.19	63.20%
Insurance	£ 5,500.00	£ 6,001.87	-£ 501.87	109.12%
Library	£ 300.00	£ 49.99	£ 250.01	16.66%
Communication	£ 2,000.00	£ 633.99	£ 1,366.01	31.70%
Photocopying	£ 2,700.00	£ 803.11	£ 1,896.89	29.74%
Subscriptions	£ 2,300.00	£ 2,155.14	£ 144.86	93.70%
Postage	£ 1,700.00	£ 315.34	£ 1,384.66	18.55%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 500.00	£ 400.00	£ 100.00	80.00%
Bank Charges	£ 1,200.00	£ 489.20	£ 710.80	40.77%
Miscellaneous	£ 500.00	£ 2.50	£ 497.50	0.50%
Professional Advice		£ 1,030.00	-£ 1,030.00	
Audit	£ 2,000.00	£ 820.00	£ 1,180.00	41.00%
IT	£ 2,000.00	£ 685.22	£ 1,314.78	34.26%
Waste Sacks	£ 1,000.00	£ 608.60	£ 391.40	60.86%
Training - Staff	£ 2,000.00	£ 1,847.00	£ 153.00	92.35%
Expenses/Travel Costs - Cllrs	£ 600.00	£ 11.44	£ 588.56	1.91%
Training - Cllrs	£ 2,000.00	£ 1,056.80	£ 943.20	52.84%
Mileage & Expenses - Staff	£ 550.00	£ 221.66	£ 328.34	40.30%
	£ 28,500.00	£ 18,016.67	£ 10,483.33	63.22%
	£ 57,000.00	£ 30,516.67	£ 26,483.33	53.54%

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	£ 93,417.00	£ 9,057.93	£ 84,359.07	9.70%
Local Council Tax Support Grant	£ 19,750.00	£ 9,875.00	£ 9,875.00	50.00%	Office & Admin	£ 57,000.00	£ 30,516.67	£ 26,483.33	53.54%
Interest	£ 500.00	£ 279.76	£ 220.24	55.95%	Staffing	£ 77,445.77	£ 32,730.74	£ 44,715.03	42.26%
Other Income		£ 826.84	-£ 826.84						
	£ 381,944.00	£ 191,828.60	£ 190,115.40	50.22%		£ 227,862.77	£ 72,305.34	£ 155,557.43	31.73%
Community Facilities					Community Facilities				
LCC Hire Income	£ 94,000.00	£ 43,621.18	£ 50,378.82	46.41%	LCC Expenditure	£ 69,656.49	£ 26,919.49	£ 42,737.00	38.65%
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	£ 1,096.52	£ 903.48	54.83%	Highways Expenditure	£ 8,050.00	£ 192.50	£ 7,857.50	2.39%
LCC Fund-Raising		£ 726.12	-£ 726.12		Highways Staffing	£ -	£ -	£ -	
					Skate Park Expenditure	£ 4,400.00	£ 1,120.97	£ 3,279.03	25.48%
	£ 121,000.00	£ 57,943.82	£ 63,056.18	47.89%	Skate Park Staffing	£ 3,765.00	£ 1,395.88	£ 2,369.12	37.08%
						£ 213,523.49	£ 72,557.98	£ 140,965.51	33.98%
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%
Community Transport Fees	£ 3,800.00	£ 1,448.00	£ 2,352.00	38.11%	Allotments Staffing	£ 4,414.37	£ 1,570.95	£ 2,843.42	35.59%
Farmers' Market Fees	£ 2,040.00	£ 765.00	£ 1,275.00	37.50%	Community Transport Expenditure	£ 4,060.00	£ 1,111.68	£ 2,948.32	27.38%
Leigh Lights Income	£ 3,050.00	£ 50.00	£ 3,000.00	1.64%	Community Transport Staffing	£ 4,156.00	£ 1,320.87	£ 2,835.13	31.78%
Other Events Income		£ 787.61	-£ 787.61		Farmers' Market Expenditure	£ 1,650.00	£ 446.72	£ 1,203.28	27.07%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 29,060.00	£ -	£ 29,060.00	0.00%
	£ 21,765.00	£ 3,938.61	£ 17,826.39	18.10%	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%
Planning, Highways & Licensing					E&L Staffing	£ 12,773.00	£ 4,835.92	£ 7,937.08	37.86%
						£ 92,299.37	£ 20,043.92	£ 72,255.45	21.72%
	£ -	£ -	£ -		Planning Highways & Licensing				
					Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
Total Income	£ 524,709.00	£ 253,711.03	£ 270,997.97	48.35%	Staffing	£ 11,224.00	£ 3,560.54	£ 7,663.46	31.72%
						£ 11,724.00	£ 3,560.54	£ 8,163.46	30.37%
Capital Reserves 31/03/15	£ 157,197.07				Total Expenditure	£ 545,409.63	£ 168,467.78	£ 376,941.85	30.89%
Earmarked Reserves 31/03/15	£ 45,377.21				Balances Remaining C/F		£ 391,939.16		
VAT REFUND DUE		£ 3,004.07			Est. General Reserves @ 31st March 2016		£ 83,421.00		

Policy and Resources 15th September 2015 – Appendix 5 – Budget Sub-Heading Breakdown

Detailed Account Breakdowns (Sub-Heading)														
Policy & Resources			LCC			Highways			Community Transport					
Income			Expenditure			Expenditure			Expenditure					
Other Income*	Interest on Savings Account	2/0	Utilities	Water Rates	910/0	Highway Infrastructure	Highway Infrastructure (Capital)	620/0	Ticket Purchases	Ticket Refunds (cash)	515/3			
	Other Income	5/0		Gas	911/0		Seats & Bins (Capital)	630/0		Ticket Purchases	520/1			
Expenditure				Electricity	912/0					Ticket Refunds	520/4			
Annual Town Meeting	Annual Town Meeting	230/0		Communications	912/0	Skate Park								
	Annual Town Meeting (Cash)	231/0	Catering	Catering / Coffee Machine	915/3	Expenditure			Minibus Hire & Fuel	Petrol (Cash)	515/1			
Community Engagement	Community Engagement (Cash)	234/0		Catering / Staff Charges	915/5	Miscellaneous	Other Minor Costs	640/4		Minibus Hire & Fuel	520/2			
	Community Engagement	235/0	Infrastructure Costs + F&F (Capital)	IT Infrastructure	920/1		Protective Clothing	640/7	Miscellaneous	Miscellaneous (cash)	515/2			
	Notice Boards	236/0		Equipment	920/2	Staffing Costs	Miscellaneous (Cash)	645/0		Miscellaneous	520/8			
	Notice Boards (Cash)	237/0		Fixtures & Fittings	920/3		Graham Davison	805/7	Leigh Lights					
Office Admin				Signage	920/4	Environment & Leisure	Cheryl Hedges	805/3	Expenditure					
Expenditure				Acoustics	920/5	Income			Installation Removal & Storage	Lights Install & Removal	430/2			
Stationery	Stationery	140/0		Electrical Work	920/6	General Events	Maritime Festival	40/0		Lights Storage	430/3			
	Stationery (Cash)	141/0		Café Infrastructure	920/7		Carols On Strand Wharf	42/0	Capital Renewals	Xmas Lights (Capital)	428/0			
Postage	Postage	158/0		Café F & F	920/8		Easter Event	45/0		Infrastructure	430/10			
	Postage (Cash)	159/0	Cleaning & Waste / H&S	Furniture, F & F (Capital)	926/0	Expenditure	Inflatables Day	49/0	Miscellaneous	Miscellaneous (Cash)	429/0			
Bank Charges	Bank Charges (Current)	171/0		Health & Safety	924/0	First Aid Provision	First Aid	435/0		Xmas Trees	430/15			
	Bank Charges (Payroll)	173/0		Cleaning	925/0		First Aid (cash)	436/0		Sundries	430/15			
Miscellaneous	Miscellaneous	172/0	Internal Maintenance			Community Initiatives	Community Initiatives	400/0						
	Miscellaneous (Cash)	185/0		Glazing	929/1		Community Initiatives (cash)	401/0	Planning					
Professional Advice	Quality Council Status	177/0		Plumbing	929/2	Padding Pool*	Padding Pool	402/0	Expenditure					
	Professional Advice	178/0		External Doors	929/3		Padding Pool (cash)	403/0	Staffing Costs	Susan Marx	802/1			
				Cleaning Equipment	929/4	Maritime Festival	Maritime Festival (Cash)	409/0		Abbie Cotterell	802/2			
Mileage & Expenses - Staff	Staff Expenses	182/0		Maintenance Contracts	929/5		Maritime Festival	410/0		Paul Beckerson	802/3			
	Staff Expenses (Cash)	183/0		Decoration	929/6	May Day	May Day Event	480/0						
	Training - Travel Expenses	192/0		Equipment	929/7		May Day Event (cash)	481/0						
Expenses/Travel Costs - Cllrs	Cllr Expenses	180/0		Replacements/Repairs	929/8	Carols on Strand Wharf	Carols on Strand Wharf	431/0						
	Cllr Expenses (Cash)	181/0		Miscellaneous	929/9		Carols on Strand Wharf (cash)	432/0						
				Minor Equipment & Tools	929/11	Easter Event	Easter Event (cash)	437/0						
Staffing				Tubes & Bulbs	929/12		Easter Event	438/0						
Other Staff (Proportion)	Susan Marx	800/2		Electrical	929/13	Events Equipment	Events Equipment (Capital)	404/0						
	Vivien Choppen	800/3	Miscellaneous	Kitchen Refurb	929/14		Events Equipment (small items)	406/0						
	Helen Symmons	800/4		Condition Survey	929/15		Events Equipment (cash)	407/0						
	Emma Stratton	800/5		Minor Maintenance (cash)	930/0	Staffing Costs	Events Electrical Supply	408/0						
	Abbie Cotterell	800/7	Salaries (Admin)				Paul Beckerson	801/5						
	Louise Powell	800/6		Sundries (cash)	921/0		Helen Symmons	801/6						
	Statutory Sick Pay	820/0		Sundries	922/0		Caretaker Recharge	801/7						
Ancillary Costs	Staff Disclosure Checks	825/0				Allotments								
	Student Loan	830/0				Income								
	Recruitment	835/0				Other Income	Miscellaneous Income	74/0						
	Bank Charges Payroll	845/0					Insurance Claim	75/0						
	Pension Conts (U/P)	850/0				Expenditure								
	Redundancy Payments	860/0	Salaries (Janitorial)			Maintenance Costs	Maintenance Costs	700/0						
							Maintenance Costs (cash)	701/0						
						Capital Expenditure	Capital Equipment & F&F	710/0						
							Capital Improvements	750/0						
						Keys & Refunds	Keys	760/0						
							Key Refunds (cash)	761/0						
							Key Refunds	764/0						
						Staff Costs	Paul Beckerson	803/3						
							Helen Symmons	803/4						
							Caretaker Recharge	803/5						



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

Income and Expenditure 25th June 2015 – 9th Sept 2015 Report 2550/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101371	£54.86	Essex Supplies (UK) Ltd	Toilet roll CC
101372	£2702.34	Southend Borough Council	Annual Commercial Insurance Premium re Comm Centre
101373	£372.40	Essex Association Of Local Councils	Code of Conduct councillors course
101374	£85.54	PMS International Group plc	Buckets & lines for Maritime Festival
101375	£49.80	Acumen Wages Service	June payroll processing
101376	£104.10	DOTS	Photocopying costs
101377	£30.00	Mr T Jordan	MDAS Allotment refund
101378	£30.00	Mrs L Webb	MDAS Allotment refund
101379	£30.00	Mrs A Whiteford	MDAS Allotment refund
101380	£1080.00	Vine HR Ltd	Staff Handbook review
101381	£90.00	Leigh Times Series Ltd	Heritage Assets advert
101382	£174.00	Evac & Chair International Ltd	Annual contract
101383	£89.37	Paul Beckerson	Travel expenses Stratford upon Avon, Loughton & Springfield
101384	£130.00	Vivien Choppen	Community Transport trip to Tropical Wings
101385	£272.84	Baines Surveying Services Ltd	Strand Wharf Contractor Administrator
101386	£32.00	Mushroom Theatre Company Ltd	Community Transport – show tickets
101387	£30.00	Phoenix Water Coolers Ltd	Cups
101388	£40.00	CF Transport	Transport for Community Transport trip to Tropical Wings
101389	£97.56	Fulton Paper	A4 & A3 paper
101390	£100.00	Petty cash	Petty cash LTC

101391	£286.99	SSE	Skate park electricity
101392	£594.00	Highline Roadmarkings Ltd	To mark out disabled & short stay parking bays at CC
101393	£300.00	Leigh Times Series Ltd	Advertisement re Annual Town Meeting
101394	£372.40	EALC	Code of Conduct Short course 7 July 15
101395	£46.20	Mayfield Cleaning Ltd	Bus shelter cleaning July 15
101396	£41.30	Viking Direct	Stationery
101397	£120.00	Mark Johnson Southend Deckchairs	Deckchair hire Maritime Festival
101398	£49.80	Acumen Wages Service	July payroll processing costs
101399	£110.00	Southend Borough Council	Planning application fees external display screen
101400	£145.51	Viking	Purchase Henry Hoover
101401	£70.76	G Davison	Reimburse for purchase of cable ties
101402	£1189.00	Vicarage Marquees Ltd	Balance due for hire of marquees Maritime Festival
101403	£900.00	Richard Longstaff Associates	Architectural fees Strand Wharf
101404	£72.00	Dickies Store	Caretakers uniform
101405	£25.00	LOSALGA	Redding tenancy deposit withheld
101406	£80.00	MDAS	Murray, Bishop tenancy deposits withheld
101407	£27.00	Abbeystar	Printing of Councillors photo board
101408	£30.00	Essex Playing Fields Association	2015 Annual subscription
101409	£360.00	Footrope Knots	Rope making display at Maritime Festival
101410	£95.00	Paul Kelly	Party with Sid – entertainment at Maritime Festival
101411	£155.16	DOTS	Photocopying costs
101412	£227.20	Essex Supplies (UK) Ltd	Cleaning materials Comm Centre
101413	£75.00	Lady McAdden Breast Screening Trust	Refund of room hire received twice in error
101414	£430.00	St John Ambulance	First Aid cover April-May 15 and Maritime Festival
101415	£500.00	Leigh Folk Festival	Donation from LTC
101416	£680.40	VIP Security Services	Security staff Maritime Festival
101417	£25.00	Southend West Activity Centre	Donation re Maritime Festival
101418	£20.00	J Hodis	Donation re Maritime Festival

101419	£30.00	Yardarm Folk Orchestra	Donation re Maritime Festival
101420	£50.00	Leigh Sailing Club	Donation re Maritime Festival
101421	£20.00	Leigh Heritage Centre Ltd	Donation re Maritime Festival
101422	£25.00	3 rd Chalkwell Bay Scouts	Donation re Maritime Festival
101423	£25.00	The Hoy at Anchor Folk Club	Donation re Maritime Festival
101424	£120.00	Steve Ellis	Donation re Maritime Festival
101425	£56.00	Miss V de Souza	Refund Comm Trans tickets
101426	£76.80	Dickies Store	Caretakers uniform
101427		Cancelled	
101428	£163.80	Fisherman's Mission	Distribution of collection money at Maritime Festival
101429	£163.80	RNLI	Distribution of collection money at Maritime Festival
101430	£199.70	Steve's Self Drive Hire	Van hire for Maritime Festival
101431	£189.60	Tormax United Kingdom Ltd	Repair to automatic door at CC
101432	£5242.65	WPS Ltd	Commercial Combined Insurance renewal
101433	£213.02	Viking Direct	Stationery
101434	£46.20	Mayfield Cleaning Ltd	Bus shelter cleaning August
101435	£120.00	Paul Kelly	Party with Sid puppet show at LCC
101436	£9.92	Recognition Express Essex	Name badge
101437	£510.00	PFS Group Ltd	Cabling for fire alarm at LCC
101438	£304.30	Cory Environmental	Garden sacks
101439	£85.00	M. Frost & Associates Ltd	Energy Certificate renewal CC
101440	£759.22	WPS Ltd	Commercial Combined Insurance additional premium re adjustment
101441	£100.00	D Walton	Entertainer fee re Viking Workshop at Comm Centre
101442	£100.00	Cash	Petty cash
101443	£180.00	Southend BC	Renewal of premises licence
101444	£86.20	Wyvern Community Transport	Minibus hire for CT trip
101445	£97.50	JR Moore	Entertainer fee re Lion King Dance workshop
101446	£42.54	Viking Direct	Stationery
101447	£157.06	DOTS	Photocopying costs
101448	£53.13	Essex Supplies (UK) Ltd	Cleaning materials CC
101449	£49.80	Acumen Wages Service	Payroll processing costs August
101450	£86.13	Miss R Upton	Skate Park cleaning holiday cover

101451	£369.60	Getmapping Plc	Parish Online annual subscription renewal
101452	£66.23	Graham Davison	Reimburse for paint purchase re decorating room 7
101453	£16.10	Allen Bros Electrical (Factors) Ltd	Light bulbs Comm Centre
Bk Trs	£2184.60	Premier Fire System	Replace fire alarm
Bk Trs	£125.00	Marshall Close	ASA Agreement
Bk Trs	£400.00	LOSALGA	ASA Agreement
Bk Trs	£750.00	MDAS	ASA Agreement
Bk Trs	£420.00	Ms A Burns-Donaldson	Delivery costs LTC newsletter
Bk Trs	£10.00	Wyvern Community Transport	Deposit minibus for CT trip
Bk Trs	£587.50	Paper Mill Lock Cruises Ltd	Tickets & buffet CT trip
Bk Trs	£23.40	X2Connect Ltd	Pay phone battery replacement
Bk Trs	£420.00	Edge IT Systems Ltd	Training day for staff
Bk Trs	£330.00	Edge IT Systems Ltd	Training day for staff
Bk Trs	£17500.00	Payroll	July Payroll
Bk Trs	£18000.00	Payroll	August Payroll
		Expenditure – Imprest Items	
	£26.00	Survey Monkey	Subscription costs residents survey
	£82.00	Shoecare	Allotment keys
	£95.84	B&Q	Fans, concrete & Manhole cover
	£220.00	Security Industry Authority	SIA Licence Paul Beckerson
	£155.82	Heart Internet	Community Centre website domain renewal
	£73.40	AnyLamp	Light bulbs Comm Centre
	£118.80	Newsquest Media	Advertisement re events at LCC and Community Transport
	£37.38	Angal Ltd	Bucket lids & seals Maritime Festival
	£10.94	B&Q	Cable ties
	£14.00	Part Hippo	Sailor Hats Maritime Festival
	£4.92	Mast Fancy Dress	Sailor Hats Maritime Festival
	£2.94	House of Choices	Bandanas Maritime Festival
	£38.94	Argos	Bookcase Comm Centre
	£189.60	247Blinds	Blinds Comm Centre

		Expenditure – Direct Debits	
	£34.26	Essex & Suffolk Water	Water rates Marshall Close
	£459.77	Essex & Suffolk Water	Water rates Comm Centre
	£54.90	GO CARDLESS LTD (Verde Coffee)	Coffee machine rental (cost recovered by LTC)
	£792.00	Southend BC	Business rates LCC
	£168.48	Wessex Leasing Ltd	Hand Drier rental
	£94.80	GO CARDLESS LTD (Verde Coffee)	Coffee machine rental (cost recovered by LTC)
	£63.38	Global Payments	Card processing fees LCC
	£155.99	Heart Internet	Council website domain charge
	£75.56	British Telecom	Line rental CC 477248
	£231.86	British Telecom	Rental & call charges 716288
	£70.16	The Calls Warehouse	Call charges 477248
	£85.11	British Telecom	Rental 716287
	£331.48	BES	Electricity Comm Centre
	£1920.34	SSE	Gas Comm Centre
	£250.85	Cory Commercial	Bin collection skate park
	£139.73	Cory Commercial	Bin collection Comm Centre
	£792.00	Southend BC	Business rates LCC
	£498.22	Anglian Water	Water rates CC
	£94.80	GO CARDLESS LTD (Verde Coffee)	Coffee machine rental (cost recovered by LTC)
	£63.56	Global Payments	Card processing fees LCC
	£65.99	The Calls Warehouse	Call charges 477248
	£1084.50	BES Electricity	Electricity Comm Centre
	£144.28	Cory Environmental	Bin collection CC
	£163.80	British Telecom	Internet chgs CC

INCOME

Policy & Resources Committee	£13436.26
Community Facilities Committee	£20658.73
Environment & Leisure Committee	£2085.11
Planning, Highways & Licensing Committee	£0.00
Total	£36180.10