

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

29th October 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 3rd November 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 15th September 2015

POLICY

5. PERSONNEL SUB-COMMITTEE MEETING 14th OCTOBER 2015 (Appendix 1)
 - a) AMENDMENTS TO STAFFING ROLES AND RESPONSIBILITIES - Report 2563/PB (PSC Confidential Appendix 1)

The Sub-Committee **RECOMMENDED** to P&RC that the changes set out in the report are approved.

NB: If members wish to discuss the item it will be necessary to move into exempt business

The Committee is **requested** to agree the recommendation and **note** the minutes.
6. REVISED GOVERNANCE ARRANGEMENTS FOR SCHEME OF DELEGATION – Report 2571/TC (Appendix 2)

The Committee is **requested** to consider the proposals as set out in the report for recommendation to Council.
7. POLICY AND RESOURCES BUDGET (Information Report for **noting**)

Policy & Resources Budget Report 2568/GP as at 28th October 2015 (Appendix 3)

RESOURCES

8. REFERENCES FROM OTHER COMMITTEES

Environment and Leisure Committee 20th October 2015

- a. Minute 47 – Confidential Report 2564 – Allotment Tenancy (Confidential Appendix 1)

The Committee **RESOLVED** to **RECOMMEND** the report as amended (Report 2564A/AO) to Policy & Resources Committee.

The Committee is **requested** to agree the recommendation.

NB: If members wish to discuss the item it will be necessary to move into exempt business

- b. Minute 58 – Environment & Leisure Policy Development Group Report 2545/E&LPDG

The Committee **RECOMMENDED** to Policy and Resources that a Task & Finish Group be formed by their Chairman to consider the branding and logo issues of the Council.

The Committee is **requested** to form the Task & Finish Group.

- c. Minute 61 – Grant Aid Scheme

The Committee recognised that other Parish and Town Councils make this provision and have appropriate Grant Aid Policies.

The Committee **RECOMMENDED** that as the Community Centre bursary arrangements falls under the remit of the Policy & Resources Committee that a Grant Aid scheme be **REFERRED** to P&R Committee for their consideration and management.

Community Facilities Committee 6th October 2015

- d. Minute 42 – Community Centre Bursary Applications (Appendix 4)

The Committee **RECOMMENDED** the report to Policy & Resources for approval.

- e. Minute 44 – Consideration of Debtor Issues – Report 2560/ES (Confidential Appendix 2)

The Committee **RECOMMENDED** to Policy and Resources that the debts of £161.28 and £56.07 are written off.

NB: If members wish to discuss the item it will be necessary to move into exempt business

9. QUARTERLY FINANCE CHECK (Cllr Donald Fraser)

On 18th September 2015 I carried out the Quarterly Finance Check.

For Cheque Payments and Standing Order payments I selected the month of April.

For Petty Cash Payments I selected the month of June.

Cheques – I found one payment to a staff member without the Town Clerk's authorisation. I found one payment where the VAT had not been claimed.

Standing Order – I found all to be correctly authorised.

Petty Cash – I found two payments where VAT had not been claimed.

All discrepancies have subsequently been rectified.

Donald N. Fraser

10. PURCHASE OF REPLACEMENT COUNCIL PROJECTOR – Officer's Report

The projector that the council has had since 2005 is possibly approaching the end of its life with the chances of failure increasing. A replacement bulb is in the region of £200 which it is not an economically viable option, also the technology has moved on since 2005 with modern projectors being of a higher

definition and a different aspect ratio. Additionally modern projectors have an HDMI connector which the existing one doesn't.

It is **RECOMMENDED** that a replacement be purchased (Optoma GT 1080 Full HD 3D 1080p) at a cost of £478.33 to be funded from the renewals budget.

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

- Office Budget Report 2569/PR as at 28th October 2015 (Appendix 5)
- Committee Income and Expenditure Report 2570/PR as at 28th October 2015 (Appendix 6)

12. PROPOSAL FOR ACQUIRING A LEASE VAN – Report 2572/TC (Appendix 7)

The Committee is **requested** to consider the purchase.

13. CONSIDERATION OF POLICY & RESOURCES BUDGET 2016/17 (Appendix 8)

The Committee is **requested** to approve or amend the proposed budget

14. CONSIDERATION OF COUNCIL BUDGET FOR 2016/17 (Appendix 9)

The Committee is **requested** to approve the provisional budget for further consideration at the January 2016 meeting.

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

See report 2567/I&E (Appendix 10) The Committee is asked to note the income and **recommend** the expenditure to Council.

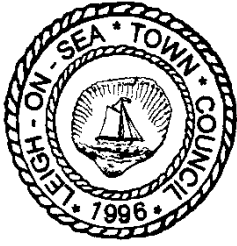
16. BANK ACCOUNT BALANCES as at 28th October 2015

CCLA A/c	£ 381,995.26
HSBC BMM A/c	£ 164,586.90
HSBC Current A/c	£ 9,253.16
HSBC Payroll A/c	£ 4,901.18
HSBC Imprest A/c	£ 792.95



Paul Beckerson
Town Clerk
29th October 2015

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



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MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON WEDNESDAY 14TH OCTOBER 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Richard Herbert, Ron Owen and Jane Ward
In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 10.30am

17. APOLOGIES FOR ABSENCE

Cllr: Fr. Clive Hillman

18. DECLARATION OF MEMBERS' INTERESTS

There were none.

19. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 15th September 2015 were agreed as a correct record and signed by the Chairman.

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

RESOLVED; That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing)

Start of confidential business

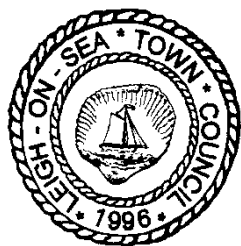
The following items were considered in accordance with SO 13(c)

21. AMENDMENTS TO STAFFING ROLES AND RESPONSIBILITIES - Report 2563/PB (Confidential Appendix 1)

The Sub-Committee **RECOMMENDED** to P&RC that the changes set out in the report are approved.

End of confidential business

The meeting closed at 10.52am



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Report 2571/TC

REVISED GOVERNANCE ARRANGEMENTS FOR SCHEME OF DELEGATION

Discussions have been taking place regarding how the scheme of delegation operates and particularly when something is delegated to an Officer in consultation with the Chairman. It is proposed that when such a situation arises or expenditure needs to be incurred as a matter of urgency or between meetings that the Officer should consult with a Governance Group consisting of the Chairman and Vice Chairman and two additional members. The Officer would refer the proposal to the group and if the majority agree proceed, if there is split opinion or the members do not agree then it would go to Committee for a decision. There are two options proposed as to how this should be implemented as one group for the Council of a different group for each major Committee.

Option 1 – Whole Council

- a) Chairman and Vice Chairman of Council with two other members
- b) Chairman and Vice Chairman of Council, Chairman and Vice Chairman of P&R plus one other member

Option 2 – Committee Level – P&R, E&L and CFC

Chairman and Vice Chairman of Committee plus two other members

It is also proposed that the Governance Group has a role in overseeing the implementation of Policy decisions made by Committee and Council.

The existing schemes of delegation are set out below:

Adopted Minute 15 4th December 2012 Leigh Community Centre Committee

Members considered the options presented in Report 2130 and **RESOLVED** to delegate the following to the LCC Manager (Administrator):

1. **Staff** hiring of Janitorial Staff
2. **Staff** appraisals
3. **Staff** deployment, hours of work, training
4. **Temporary staff/ overtime**
5. **Building** maintenance/repair up to £2,000 for any one occurrence
6. **Building** use of space
7. **Health and Safety** implementation
8. **Utilities** contracts and services up to £2,000 for any one occurrence
9. **Hiring** day-to-day, events
10. **Hiring** applying room rates and other charges
11. **Business development** implementation
12. **Equipment** purchase, replacement or repair up to £1,000 for any one occurrence
13. **“Friends” donations usage** policy etc.
14. **Marketing** placing routine adverts
15. **Marketing** initial web site design
16. **Marketing** web site maintenance, proactive press releases
17. **Volunteers** training, CRB checks
18. **Volunteers** deployment, safety, hours
19. **Budget** preparing in conjunction with the Chairman

20. **Budget** spending in conjunction with the Town Clerk

Finance & General Purposes Agenda 4th November 2014

11. SCHEME OF FINANCIAL DELEGATION TO THE TOWN CLERK – Officer's Report

As the Committee is probably aware there is a scheme of delegation relating to the management of the Leigh Community Centre budget but there is not one relating to other budgets across the Council. In practice there is spending on an ongoing basis from various budgets, this report is designed to regularise the situation for the record.

It is proposed that the detailed budget heads below fall within the Scheme of Delegation, and that the Clerk or delegated Officer where appropriate may incur expenditure up to the amount included in the approved budget, subject to the requirements of Standing Orders.

GENERAL PURPOSES BUDGET

Elections, Premises / Equipment, Civic and Localism Act

OFFICE BUDGET

All with the exception of Subscriptions

LEISURE, FORESHORE AND ENVIRONMENT

All Events Budgets, Events Equipment, Community Transport, Farmers' Market, Skate Park and Leigh Lights

TRANSPORT AND HIGHWAYS

Bus Shelter Cleaning and Maintenance and Phone Box (currently sponsored externally)

ALLOTMENTS

Water Rates, Maintenance, Hedge Cutting and Keys

Adopted under Minute 90 4th November 2014 Finance & General Purposes Committee

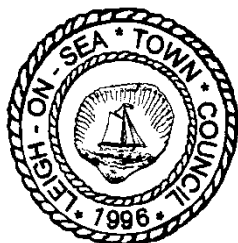
The Committee is **requested** to consider the setting up of the Governance Group or groups as outlined in the options above.

If the Committee are minded to accept option 2 of the proposal, this will be referred to the Committees to set up the groups who will then consider and recommend the parameters to be applied to Committee and Council.

If the Committee are minded to accept option 1 of the proposal, the Committee is asked to form the group who will then consider the parameters and bring this back to Committee and Council for adoption.

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	£ 361,694.00	£ -	100.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 19,750.00	£ 19,750.00	£ -	100.00%	Bursary Fund LCC	£ 333.18	£ 1,400.00	£ 429.75	£ 1,303.43	24.80%
Bank Interest	£ 500.00	£ 570.64	-£ 70.64	114.13%	Furniture & Equipment		£ 500.00	£ -	£ 500.00	0.00%
Other Income*		£ 42.84	-£ 42.84		Elections	£ 15,265.59	£ 7,000.00	£ -	£ 22,265.59	0.00%
Sale of Waste Sacks*		£ 1,149.50	-£ 1,149.50		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		£ 10,000.00	£ 5,186.63	£ 4,813.37	51.87%
					Volunteer Programme		£ 7,500.00	£ 506.16	£ 6,993.84	6.75%
					Civic		£ 200.00	£ 115.00	£ 85.00	57.50%
					Renewals Fund	£ 7,837.69	£ 8,000.00	£ 905.24	£ 14,932.45	5.72%
					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	£ 383,206.98	-£ 1,262.98	100.33%	TOTAL EXPENDITURE	£115,488.46	£ 94,417.00	£ 9,793.28	£ 200,112.18	4.67%

* Other Income in Main Budget Sheet



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COMMUNITY FACILITIES COMMITTEE MEETING – TUESDAY 6TH OCTOBER 2015

BURSARY FUND APPLICATIONS

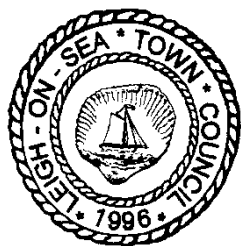
Have received several applications for bursaries for the upcoming 6 month period from 1st October 2015 – 1st April 2016:

1. Leigh Maritime CIC
Working to boost visitors in Old Leigh by opening a Maritime Museum.
2. Endeavour Trust
Ongoing maintenance & community education in respect of the Leigh Little Ship
3. Lady McAdden Breast Screening Trust
Providing breast & osteoporosis screening and care.
4. Southend Pier Mentoring (Formerly AMIGOS Mentoring)
Training volunteers to work with families from deprived & vulnerable areas in Southend.
5. Leigh Port Partnership
Raising & administrating funding for Fisheries Local Action Group
6. SABUG – Southend Area Bus User Group
Liaise with SBC & ECC and all commercial bus companies in area to feedback concerns & issues.

Group	One Off/Regular Meeting?	Accounts Seen?	Cost Estimate	Bursary Recommendation
Leigh Maritime CIC	Regular Meeting – 6 x 2hr meetings	Y	£84.00	FULL BURSARY
Endeavour Trust	Regular Meeting – 6 x 2hr meetings	Y	£84.00	FULL BURSARY
Lady McAdden Breast Screening Trust	One Off – Quiz Night/Craft Fair	Y	£193.00	33% BURSARY - £64.00
Southend Pier Mentoring	One Off – Volunteer Training	N	£281.25	33% BURSARY - £93.25
Leigh Port Partnership	Regular Meeting – 6 x 3hr meetings	Y	£126.00	FULL BURSARY
SABUG	Regular Meeting – 6 x 1.5hr meetings	Y	£99.00	FULL BURSARY

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	£ 25,000.00	£ -	100.00%
	£ 28,500.00	£ 25,000.00	£ 3,500.00	87.72%
Administration				
Stationery	£ 1,400.00	£ 1,138.83	£ 261.17	81.35%
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	£ 1,204.59	£ 1,495.41	44.61%
Subscriptions	£ 2,300.00	£ 2,155.14	£ 144.86	93.70%
Postage	£ 1,700.00	£ 564.43	£ 1,135.57	33.20%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 500.00	£ 505.00	-£ 5.00	101.00%
Bank Charges	£ 1,200.00	£ 523.19	£ 676.81	43.60%
Miscellaneous	£ 500.00	£ 2.50	£ 497.50	0.50%
Professional Advice		£ 1,030.00	-£ 1,030.00	
Audit	£ 2,000.00	£ 1,820.00	£ 180.00	91.00%
IT	£ 2,000.00	£ 979.21	£ 1,020.79	48.96%
Waste Sacks	£ 1,000.00	£ 1,217.80	-£ 217.80	121.78%
Training - Staff	£ 3,500.00	£ 3,118.00	£ 382.00	89.09%
Expenses/Travel Costs - Cllrs	£ 600.00	£ 42.76	£ 557.24	7.13%
Training - Cllrs	£ 2,000.00	£ 1,056.80	£ 943.20	52.84%
Mileage & Expenses - Staff	£ 550.00	£ 337.53	£ 212.47	61.37%
	£ 30,000.00	£ 22,381.63	£ 7,618.37	74.61%
	£ 58,500.00	£ 47,381.63	£ 11,118.37	80.99%

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	£ 361,694.00	£ -	100.00%	P & R Expenditure	£ 94,417.00	£ 9,793.28	£ 84,623.72	10.37%
Local Council Tax Support Grant	£ 19,750.00	£ 19,750.00	£ -	100.00%	Office & Admin	£ 58,500.00	£ 47,381.63	£ 11,118.37	80.99%
Interest	£ 500.00	£ 570.64	-£ 70.64	114.13%	Staffing	£ 77,445.77	£ 44,752.46	£ 32,693.31	57.79%
Other Income		£ 1,192.34	-£ 1,192.34						
	£ 381,944.00	£ 383,206.98	-£ 1,262.98	100.33%		£ 230,362.77	£ 101,927.37	£ 128,435.40	44.25%
Community Facilities					Community Facilities				
LCC Hire Income	£ 94,000.00	£ 59,579.72	£ 34,420.28	63.38%	LCC Expenditure	£ 69,656.49	£ 35,059.47	£ 34,597.02	50.33%
LTC Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	LCC Staffing	£ 127,652.00	£ 61,080.65	£ 66,571.35	47.85%
Other Income	£ 3,114.59	£ 1,781.64	£ 1,332.95	57.20%	Highways Expenditure	£ 8,050.00	£ 531.00	£ 7,519.00	6.60%
LCC Fund-Raising		£ 718.16	-£ 718.16		Highways Staffing	£ -	£ -	£ -	
					Skate Park Expenditure	£ 4,400.00	£ 1,533.71	£ 2,866.29	34.86%
	£ 122,114.59	£ 87,079.52	£ 35,035.07	71.31%	Skate Park Staffing	£ 3,765.00	£ 1,942.16	£ 1,822.84	51.58%
						£ 213,523.49	£ 100,146.99	£ 113,376.50	46.90%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 12,875.00	£ 3,383.00	£ 9,492.00	26.28%	Allotments Expenditure	£ 13,286.00	£ 4,805.14	£ 8,480.86	36.17%
Community Transport Fees	£ 3,800.00	£ 1,749.50	£ 2,050.50	46.04%	Allotments Staffing	£ 4,414.37	£ 2,313.61	£ 2,100.76	52.41%
Farmers' Market Fees	£ 2,040.00	£ 1,027.00	£ 1,013.00	50.34%	Community Transport Expenditure	£ 4,060.00	£ 1,295.52	£ 2,764.48	31.91%
Leigh Lights Income	£ 3,050.00	£ 477.00	£ 2,573.00	15.64%	Community Transport Staffing	£ 4,156.00	£ 1,813.54	£ 2,342.46	43.64%
Other Events Income		£ 944.08	-£ 944.08		Farmers' Market Expenditure	£ 1,650.00	£ 519.70	£ 1,130.30	31.50%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 29,060.00	£ 65.00	£ 28,995.00	0.22%
	£ 21,765.00	£ 7,580.58	£ 14,184.42	34.83%	Strand Wharf Expenditure	£ 2,150.00	£ -	£ 2,150.00	0.00%
					Events & Other Expenditure	£ 21,760.72	£ 11,624.10	£ 10,136.62	53.42%
					E&L Staffing	£ 12,773.00	£ 6,815.56	£ 5,957.44	53.36%
						£ 93,310.09	£ 29,252.17	£ 64,057.92	31.35%
Planning, Highways & Licensing					Planning Highways & Licensing				
					Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 11,224.00	£ 6,314.09	£ 4,909.91	56.26%
	£ -	£ -	£ -			£ 11,724.00	£ 6,314.09	£ 5,409.91	53.86%
Total Income	£ 525,823.59	£ 477,867.08	£ 47,956.51	90.88%	Total Expenditure	£ 548,920.35	£ 237,640.62	£ 311,279.73	43.29%
Capital Reserves 31/03/15	£ 157,197.07				Balances Remaining C/F		£ 547,538.52		
Earmarked Reserves 31/03/15	£ 45,377.21				Est. General Reserves @ 31st March 2016		£ 81,641.02		
VAT REFUND DUE		£ 3,620.22							



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Report 2572/TC

PURCHASE OF VAN FOR COUNCIL USE

This report sets out the case for leasing a Van for the uses listed below:

- **Events and Moving Items** – In the course of a year we have spent £700 on van hire, this does not include the use of staff cars to collect and move tools about which of course is subject to an expenses claims approximately another £100. If the Council owned a van it would be able to service these events, plus providing a higher profile instead of advertising a Van Hire company when at an event it would be advertising the Town Council 'Working for a Better Leigh'.
- **Servicing work at the Allotments** – There is a list of works to be undertaken at the Allotments which will require transport, cement sandbags for the Prittlewell Brook. Taking other tools and materials to site.
- **Cinder Path Shelter** - There will be a need to deliver paint and equipment to undertake the work at the shelter.
- **Volunteer Scheme** – The Council could enlist volunteers to undertake clearance of public and jointly owned land, arranging a licence with the new Waste contractor to dispose of it at their Amenity Tip.
- **LCC** – Collecting equipment and materials for use in the Centre, paint, wood manhole covers etc.

Costs:

- A van lease for a Ford Transit would be £211.17 per month for 48 months = £10,136.16 over the 4 years. Or £2,534.04 per annum.
- There is an initial payment of £1,267.02 in the first year when the lease starts.
- The lease includes Road Tax and Warranty works.
- The insurance would be £450.00 per year.
- Fuel and on costs would be in the region of £500 per year.
 - First Year Budget Cost = £4,751.06
 - For the remaining 3 years = £3,484.04

The Committee is **requested** to consider adding this purchase to the P&R budget.

Sheet 6

2016/17

Policy & Resources - 1st draft budget P & R 04-11-15

Heading	Income	Expenditure
Bursary Fund LCC*	0	1,400
Furniture / Equipment	0	500
Elections	0	0
Legal Costs	0	1,500
Annual Town Meeting	0	500
Community Engagement	0	10,000
Volunteer Programme	0	15,000
Civic	0	200
Renewals Fund**	0	3,000
Strategy & Town Plan SC	0	0
Capital Fund	0	50,000
Localism Act	0	300
Intern		4,000
GP Janitorial	0	3,050
Totals	0	89,450
Nett cost	0	89,450

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7

1st Provisional Office Budget for 2016-17

For information

Office budget and expenditure

Budget	Heading	2015/16		Budget	Expenditure	% spent
			1997/8	14,515	13,122	90
2015/16			1998/9	17,260	14,401	83
	LCC Support Grant		1999/2000	14,075	10,850	77
3,500	Office Rental	3,500	2000/1	12,505	11,467	92
25,000	LCC Premises Use Grant	25,000	2001/2	12,865	11,130	87
28,500		28,500	2002/3	14,690	12,229	83
	Administration		2003/4	13,925	15,560	112
1,400	Stationery	1,600	2004/5	16,000	15,418	96
5,500	Insurance	6,100	2005/6	21,000	20,766	99
300	Library	300	2006/7	29,110	29,003	100
2,000	Communication	1,500	2007/8	28,360	29,164	103
2,700	Photocopying	3,000	2008/9	32,060	31,867	99
2,300	Subscriptions	2,300	2009/10	33,570	32,998	98
1,700	Postage	1,700	2010/11	36,460	36,606	100
250	Entertaining	250	2011/12	40,020	44,807	112
500	Licences	500	2012/13	42,950	43,395	101
600	Expenses/Travel Costs - Cllrs*	600	2013/14	44,760	46,187	103
1,200	Bank Charges	1,200	2014/15	47,960	48,447	101
500	Miscellaneous	500	2015/16	57,000		
2,000	Audit	2,500				
2,000	IT**	2,000				
2,000	Training - Staff	3,000				
2,000	Training - Cllrs	2,000				
550	Mileage & Expenses - Staff	550				
1,000	Green Waste Sacks	1,200				
28,500		30,800				
57,000	Total	59,300				

* Now including LTC area

**Renewals element included in Renewals Fund P&R Budget

Sheet 8

1st Provisional salaries budget 2016/17

Heading Budget
 216/17

Town Clerk*

Pay 40,310.00

Other staff (proportionate)*

Pay 38,923.00

Additional Agreed

79,233.00

Payroll Costs 786

Total £80,019.00

* some elements of pay are allocated to committee budgets

Leigh-on-Sea Town Council

Budget Pack 2016/17

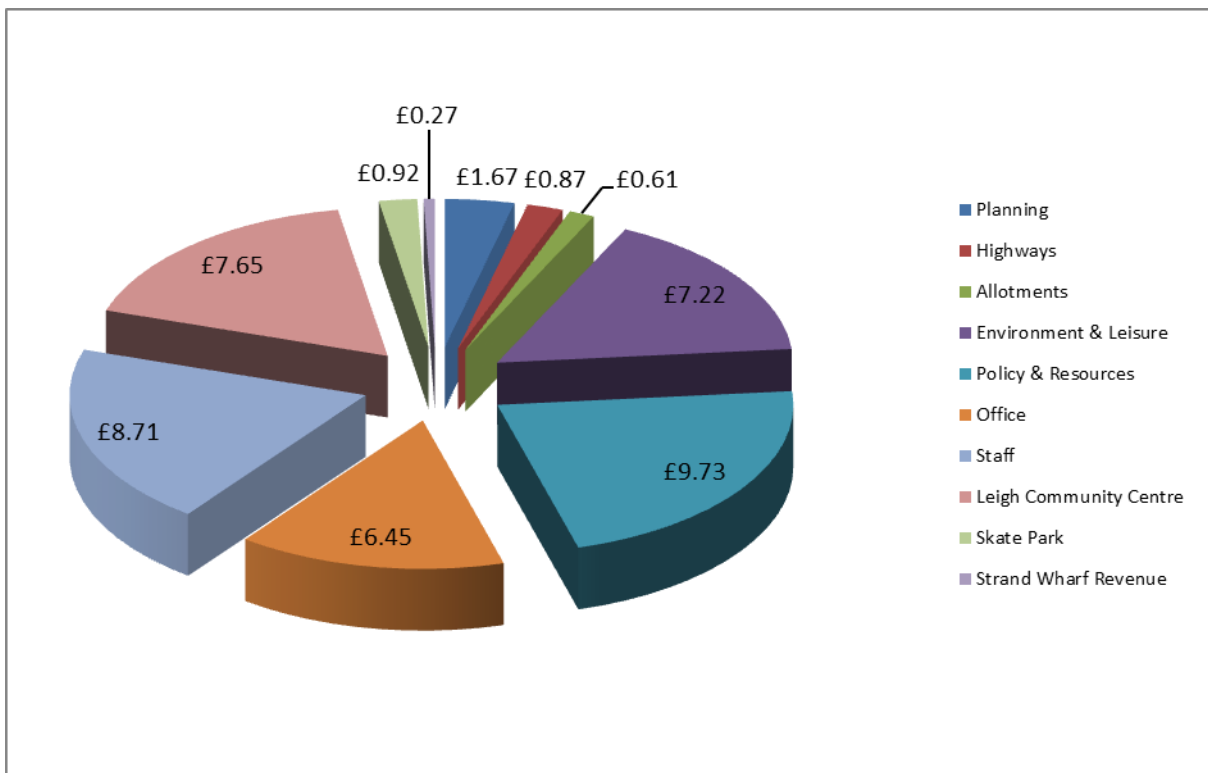
Council
03-11-15

1st Draft Budget

1st Draft Council budget				
NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT				
Anticipated reserves at 31 March 2016				
General Reserves			83,150	From attached sheet 1
Planning Reserve			2,000	From attached sheet 3
Capital Reserves			157,197	
Add				242,347
draft budget income from committees				
Planning			0	From attached sheet 2
Highways			0	From attached sheet 3
Allotments			11,890	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			133,100	From attached sheet 9
Committee Total				152,642
Deduct				
draft budget expenditure from committees				
Neighbourhood Plan			2,000	From attached sheet 3
Planning			15,318	From attached sheet 2
Highways			8,000	From attached sheet 3
Allotments			17,537	From attached sheet 4
Environment & Leisure			74,005	From attached sheet 5
Strand Wharf			67,183	From Capital reserves
Major Project Fund			90,014	From Capital reserves
Policy & Resources			89,450	From attached sheet 6
Office			59,300	From attached sheet 7
Staff			80,019	From attached sheet 8
Leigh Community Centre			203,376	From attached sheet 9
Skate Park			8,471	From attached sheet 10
Strand Wharf Revenue			2,450	From attached sheet 10
Committee Total				717,123
Deduct				
Planned reserve at 31 March 2017*				70,000
Nett shortfall = Precept required				-392,134
Less LCTS Grant				-16,788
				15% Reduction
				375,372
*£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			8.29 %	
Proposed Band D equivalent at Tax base			44.46	Divisible by 9
			44.46	Band D 2016/17
An increase of	£1.62		3.78 %	Band D 2015/16
				£42.84
Tax Base 2015/16 8442.91				
An increase of 116.47				

Sheet 1

Anticipated underspends by Committees	£
Planning	0
Community Centre	0
Strand Wharf	2,150
Highways	0
Allotments	0
Environment & Leisure	0
Policy & Resources	0
Office	0
Staff	0
Total	2,150
Anticipated general reserve from Budget report	81,000
General Reserves carried forward	83,150



Sheet 2

1st Planning Budget

Heading	B/F 2015/16	Income	Expenditure
Staff costs		0	14,818
Planning		0	500
Neighbourhood Plan	2,000	0	0
Other items (specify)		0	0
Total	2,000	0	15,318

Sheet 3

Highways Budget 2nd Draft 2016/17

Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter Cleaning/Maintenance	0	3,000
New Bus shelters	0	0
Highways Infrastructure	0	500
Staff Costs	0	
Total		8,000

Sheet 4

1st draft of allotments budget 2016/17 20/10/15

Heading	B/F 2015/16	Income	Expenditure
Rents			
Manchester Drive		6,700	
Leigh		2,964	
Marshall Close		399	
MDAS Commission			1,000
Plot clearance			500
Rubbish clearance			250
Affiliations			60
Water Rates		1,827	2,500
Staff Costs			4,877
Maintenance			2,000
Miscellaneous			0
Capital improvements	4,158		1,000
Capital Equipment			250
Grass Cutting			0
Keys			0
MDAS Grant			3,000
LA Grant			1,600
MC Grant			500
Totals		£11,890	£17,537
Nett cost (exp - inc)		£5,647	

Sheet 5

LFE Budget 1st Draft - 20-10-15

Heading	Income	Expenditure
Community Transport*	3200	8307
Flower baskets	0	6600
First Aid Provision	0	1100
Farmers' Market*	2002	1550
Leigh Lights*	2000	30455
Paddling Pool	0	0
Grants to outside organisations	0	1500
Maritime Festival	250	3750
Carols on Strand Wharf	0	1000
Easter Event	200	1250
Other Events		2000
Good for Leigh		500
Events Equipment		500
LCC Event Hire (3 Events)		300
Community facilities		1000
Staff costs		14193
Totals	7652	74005
Allotments - Separate Budget	11890	17537
Total Including Allotments	19542	91542
Nett cost		72000

* see separate budgets below

Community Transport	Income	Expenditure
Staff costs		4377
Ticket sales	3200	
Trip costs		1400
Travel Costs		750
Driver Costs		260
Refreshments		1200
CTA membership		270
Misc		50
Totals	3200	8307
Nett cost		5107

Farmers Market	Income	Expenditure
Stall hire	2002	
Hall Hire		800
Leaflet		500
Banners		200
Misc.		50
Totals	2002	1550
Nett cost		-452

Leigh Lights	Income	Expenditure
Column testing 1/3		1450
Installation and Storage		9500
Power		330
Replacement bulbs / renewal		1100
Traders contributions	1600	
Switch-on security		3500
Entertainers		1000
Road closures, licences etc.		6000
First Aid		175
Cleaning		500
Promotion		100
Capital Renewals		5000
Charges to stalls, fairs	400	
Support columns - erect and remove plus storage		1800
Totals	2000	30455
Nett cost		28455

Sheet 6

2016/17

Policy & Resources - 1st draft budget P & R 04-11-15

Heading	Income	Expenditure
Bursary Fund LCC*	0	1,400
Furniture / Equipment	0	500
Elections	0	0
Legal Costs	0	1,500
Annual Town Meeting	0	500
Community Engagement	0	10,000
Volunteer Programme	0	15,000
Civic	0	200
Renewals Fund**	0	3,000
Strategy & Town Plan SC	0	0
Capital Fund	0	50,000
Localism Act	0	300
Intern		4,000
GP Janitorial	0	3,050
Totals	0	89,450
Nett cost	0	89,450

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7

1st Provisional Office Budget for 2016-17

For information

Office budget and expenditure

Budget	Heading	2015/16		Budget	Expenditure	% spent
			1997/8	14,515	13,122	90
2015/16			1998/9	17,260	14,401	83
	LCC Support Grant		1999/2000	14,075	10,850	77
3,500	Office Rental	3,500	2000/1	12,505	11,467	92
25,000	LCC Premises Use Grant	25,000	2001/2	12,865	11,130	87
28,500		28,500	2002/3	14,690	12,229	83
	Administration		2003/4	13,925	15,560	112
1,400	Stationery	1,600	2004/5	16,000	15,418	96
5,500	Insurance	6,100	2005/6	21,000	20,766	99
300	Library	300	2006/7	29,110	29,003	100
2,000	Communication	1,500	2007/8	28,360	29,164	103
2,700	Photocopying	3,000	2008/9	32,060	31,867	99
2,300	Subscriptions	2,300	2009/10	33,570	32,998	98
1,700	Postage	1,700	2010/11	36,460	36,606	100
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2,000	IT**	2,000				
2,000	Training - Staff	3,000				
2,000	Training - Cllrs	2,000				
550	Mileage & Expenses - Staff	550				
1,000	Green Waste Sacks	1,200				
28,500		30,800				
57,000	Total	59,300				

* Now including LTC area

**Renewals element included in Renewals Fund GP Budget

Sheet 8

1st Provisional salaries budget 2016/17

Heading Budget
 216/17

Town Clerk*

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Other staff (proportionate)*

Pay 38,923.00

Additional Agreed

79,233.00

Payroll Costs 786

Total £80,019.00

* some elements of pay are allocated to committee budgets

Sheet 9

LCC Budget 2016/17

	Income Budget	Expenditure Budget
Hiring Income	£105,000.00	
LTC Building Contribution	£25,000.00	
Bursary Fund	£1,500.00	
LTC Events Hire	£600.00	
Insurance		£2,800.00
Rates		£8,000.00
Gas		£6,500.00
Electric		£9,000.00
Water		£1,700.00
Catering		£0.00
Communications		£1,600.00
Cleaning & Waste / H&S		£7,000.00
Advertising		£3,000.00
Security / Alarms		£2,300.00
Internal Maintenance		£10,000.00
External Maintenance		£6,500.00
Miscellaneous		£2,000.00
Licences		£1,000.00
IT		£1,000.00
Janitorial Costs		£500.00
Contingencies		£2,000.00
Salaries / Payroll		£134,476.00
Equipment & Fittings		£4,000.00
Totals	£132,100.00	£203,376.00
Net Revenue Budget Deficit		£71,276.00

Sheet 10

Budget 2016/17

Skate Park	Income	Expenditure
Rent		50
Cleaning		2000
Electricity		500
Miscellaneous		300
Grass Cutting		700
Staff costs		3921
Skate Park Maintenance		1000
Totals		8471

Strand Wharf	Income	Expenditure
Income	1000	
Cleaning Staff Costs		2000
Maintenance		300
Electricity		150
	1000	2450

Community Facilities		
	Income	Expenditure
LCC Income	132,100	
LCC Expenditure		68,900
LCC Staffing		134,476
Highways		8,000
Skate Park Expenditure		4,550
Skate Park Staffing		3,921
Strand Wharf Income	1,000	
Strand Wharf Expenditure		450
Strand Wharf Staffing		2,000
	£ 133,100	£ 222,297



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 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.
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 Mulronev	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