



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 Mulrone
Town Clerk: Paul Beckerson

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 5th January 2016** 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 16th December 2015

POLICY

5. GRANT AID T&FG MEETING – **DECISION ITEM**

A T&FG meeting was held 4th December 2015 and it was recommended to amalgamate a Grant Awarding Policy with the existing Bursary Scheme commencing 1st April 2016. Grants can be applied for either in March or September which will be advertised.

It was further recommended with regards to 2016/17 budget:

- a) to move E&L 'Grants to Outside Organisations' £1,500 to P&R and rename this Grant Awards
- b) transfer the P&R 'Bursary Fund LCC' budget of £1,400 to Grant Awards
- c) increase the P&R 'Grant Awards' by £1,100 to be a total of £5,000

Members are requested to approve the recommendation and accompanying application document (Appendix 1)

6. ANNUAL TOWN MEETING – **DECISION ITEM**

Members are requested to approve the recommendation of a meeting date Friday 29th April 2016.

RESOURCES

7. REFERENCES FROM OTHER COMMITTEES – **DECISION ITEM**

Community Facilities Committee 1st December 2015

a. *Minute 53.I.*

RESOLVED: Website - to accept the quote to redesign the Community Centre website at a cost of £1920.00 and recommend to P&R Committee to approve the redesign of the Council website in conjunction therewith.

Following on from Community Facilities PDG 26th October 2015, the CCA was asked to seek quotes of up to £4.000 for the Community Centre website and also to produce a new Leigh Town Council website. This was done and a local web design company (who were amongst those approached), agreed that the additional site could be designed for half price. A total cost for the two sites would be £2770 + VAT. The full quote is attached along with images of example sites (Appendix 2)

Members are therefore requested to approve the redesign of the Council website in conjunction with the Community Centre website at a cost of £850 + VAT. Members are requested to fund the total amount of £2770 + VAT from 2015/16 General Reserves.

b. *Minute 54*

The Committee **RESOLVED** to agree the list and authorise the immediate expenditure of £584.00 and to **RECOMMEND** the purchase of a projector to P&R at a cost of £478.33

The Town Clerk advises the projector is for Council use both within the LCC and at events and external presentations etc.

Members are requested to approve the purchase from the Capital & Renewals Budget.

8. QUARTERLY FINANCE CHECK – **FOR NOTING**

On 3rd November I carried out the check on Expenditure. For the month of July I checked cheque payments, finding 3 vouchers lacking initials. These have subsequently been rectified.

For the month of July I checked payments by direct debit, standing order and Imprest account – all were correct.

For the month of August I checked petty cash payments – all were correct.

Donald Fraser

9. COMMITTEE AND COUNCIL BUDGETS – **FOR NOTING**

- P&R Budget Reports as at 14th December 2015 (Appendix 3)
- Leigh Town Council Main Budget Report as at 14th December 2015 (Appendix 4)

10. CONSIDERATION OF COUNCIL BUDGET FOR 2016/17 – **FOR NOTING**

Due to the Christmas closure of the Council Office, notice of this meeting is submitted prior to final amendments to the budget from other committees. Subject to these amendments, the Council Budget for 2016/17 will be submitted to Council 19th January 2016 for final approval.

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

See report 2579/I&E (Appendix 5) The Committee is asked to note the income and **recommend** the expenditure to Council.

12. BANK ACCOUNT BALANCES as at 14th December 2015

CCLA A/c	£ 381,995.26
HSBC BMM A/c	£ 97,308.15
HSBC Current A/c	£ 9,209.89
HSBC Payroll A/c	£ 1,533.00
HSBC Imprest A/c	£ 1,846.00



Paul Beckerson
Town Clerk
17th December 2015

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



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GRANT AWARDING POLICY

Policy Statement

The purpose of any grant given by Leigh-on-Sea Town Council (LTC) is to support local community initiatives that are not funded by LTC. It is to be for a specific purpose in the interests of or will directly benefit the area or its residents (whether fully or in part) and the benefit should be commensurate with expenditure.

Conditions of Funding

1. The organisation must be either non-profit making or charitable, ideally with clearly written aims & objectives, a written constitution, membership rules and a bank account in its own name with more than one authorised representative required to sign each cheque.
2. The organisation may only make one application for a grant in a financial year dated from 1st April – 31st March.

Applications will NOT be considered from:

- Political parties
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion or disability

This list is not exclusive and may be added to at the Council's discretion

Use or Purpose of the Grant

LTC awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:

- Providing a service or requiring room hire at Leigh Community Centre
- Providing activities
- Enhancing the quality of life
- Improving the environment
- Promoting Leigh-on-Sea in a positive way

Applications will NOT be considered for:

- Projects which benefit single individuals or private business projects
- Projects that are the prime statutory responsibility of other government bodies
- Projects that simply replace existing facilities with no significant improvement
- Projects that improve or benefit privately owned land or property
- Projects that have already been completed, or will have been by the time the grant is issued
- Prize money

Application Procedure

1. A completed application form.
2. Copy of Income & Expenditure figures and Balance Sheet for last financial year OR for new initiatives, a Budget Forecast.
3. Copy of written constitution (if applicable) together with details of their aims and purpose.

Assessment Procedure

Grant offers cannot be made until Council approves the budget for the financial year. A grant request can only be for a maximum of £500. Any amount stated in the application form does not guarantee an award for the stated amount. A completed grant request must be received by 31st March or 30th September.

Each application will be assessed on its own merits. However, to ensure that there is a fair distribution of available funds, the P&R Committee will take into account the amount and frequency of any previous awards. Account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities. No commitment to award grants in future years will be made.

The P&R Committee may make the award subject to such additional conditions and requirements as it considers appropriate. The organisation will receive notice of the outcome of their application within two weeks of the Committee meeting.

Successful Applications

1. The grant will be paid by cheque and must be acknowledged promptly by the organisation. If the grant is for room hire at Leigh Community Centre, then this will be retained by LTC to cover the cost.
2. Organisations are required to advise their users/members that a grant has been received from LTC.
3. The grant must only be used for the purpose for which it was awarded.
4. LTC reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.
5. LTC are to be acknowledged on any promotional material advertising the project/activity.



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APPLICATION FORM FOR GRANT AWARD FROM LEIGH-ON-SEA TOWN COUNCIL

Name of Organisation and Lead Contact: Position in Organisation:		Address:	
Contact Number:		Email Address:	
Please provide a Brief Overview of the Project your Organisation are planning, including Aims & Objectives:			
How will the Project benefit the Local Community? :		Please state Target Demographics:	
Amount of Grant Requested:		Date Funding Required from:	
Please list the uses/items that the Grant Award Funding will be allocated to:		Estimated Total Cost of the Project:	
What impact will the Grant Award Funding have on your Project?:			

<p>Has funding been sought elsewhere? If so when? :</p>			
<p>Please list companies/ organisations approached for funding:</p> <p>Were other applications successful?:</p>			
<p>Will any of the Grant Award be allocated to Room Hire at Leigh Community Centre for Meetings/Events?</p>		<p>If yes, please provide details of hire:</p> <p>(Such as dates, times, room size, event)</p>	
<p>Confirmation that the Project complies with Equality Obligations: <i>Please Tick:</i></p>		<input type="checkbox"/>	
<p>Confirmation that the Applicant has read & understood the Grant Awarding Policy Conditions: <i>Please Tick:</i></p>		<input type="checkbox"/>	
<p>Copy of Audited/Inspected Accounts OR A Budget Forecast for the Project Enclosed: <i>Please Tick:</i></p>		<input type="checkbox"/>	
<p>Any other Comments in support of the Application:</p> <p>Please attach additional Supporting Documents if required</p>			
<p>How did you hear about the Grant Award Scheme?</p>			

Signature:	
Print name:	
Date:	



Website Hosting

Website hosting includes the following:

- 500MB Web space
- Weekly co-located back-ups of the website data
- Email and phone technical support

Project Pricing

Website design, development and CMS, responsive mobile site	£1,500
SEO consultation and optimisation	£320
Second website, includes: <ul style="list-style-type: none"> • Design • CMS • Responsive 	£750
Website hosting (for both websites)	£200 per year
Total (Ex VAT):	£2,770.00
VAT @ 20%	£554.00
Total (Inc VAT):	£3,324.00

PARK VIEW
CHICHESTER, SUSSEX

01702 483900

Home Weddings Functions Food at Park View Book a Country Club What on Contact Us Christmas 2015

WEDDINGS AT PARK VIEW

PARK VIEW - ONE OF THE BEST WEDDING VENUES IN SOUTHEAST

A day to remember
Your wedding day will always be memorable – and you want to be sure that it is for all the right reasons. When Park View hosts your reception you can be sure that you and your guests can relax and celebrate. Whichever package you choose, you can be confident that the Park View team will make sure everything happens as planned and your guests are well looked after. You can choose:
- A sit down meal
- A high priced buffet
- A buffet served by our chef and his team.
Come and talk to us about the kind of dining experience you'd like – for larger groups with a silver service we can offer a more formal evening dining at your discretion.

The finer details
You'll find Park View is one of the most friendly and intimate wedding venues in Southdown, lovely and laid back. The views here are simply stunning, and the food is superb. So why not make your wedding day at Park View?

BOOKING ENQUIRY

NAME:

PHONE:

DATE:

WEDDING PACKAGE:

WEDDING TIME:

SURE TO THE RIGHT:

CALL US ON: 01702 483900 TO BOOK

Trust Links

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Trust Links is Southend's local, independent charity for wellbeing

Welcome to Trust Links

Trust Links is biodiversity, clarity for wellbeing and mental health support. Through our Growing Together Gardens in Westcliff, Southend-on-sea and our new site in Thurdingbury, we offer therapeutic gardening and other services to help people through difficult times in their lives. Our services are open to all ages and people with mental health issues. Our staff and our many volunteers are passionate about our work and the many events we run through the year.

Refer someone to Trust Links **Is Trust Links for me?**

Events

Christmas Fairs 2015
Sat 28th Nov-2015

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	£ 636.50	£ 1,096.68	36.72%
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*		£ 1,325.50	-£ 1,325.50		Legal Costs	£ 375.00	£ 1,500.00	£ -	£ 1,875.00	0.00%
VAT Refund*		£ 3,460.64	-£ 3,460.64		Annual Town Meeting		£ 500.00	£ 250.00	£ 250.00	50.00%
					Community Engagement		£ 10,000.00	£ 10,140.51	-£ 140.51	101.41%
					Volunteer Programme		£ 7,500.00	£ 1,189.71	£ 6,310.29	15.86%
					Civic		£ 200.00	£ 145.00	£ 55.00	72.50%
					Renewals Fund	£ 7,837.69	£ 8,000.00	£ 1,251.67	£ 14,586.02	7.90%
					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	£ 386,843.62	-£ 4,899.62	101.28%	TOTAL EXPENDITURE	£115,488.46	£ 94,417.00	£ 16,013.89	£ 193,891.57	7.63%

* 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	£ 25,000.00	£ -	100.00%
	£ 28,500.00	£ 25,000.00	£ 3,500.00	87.72%
Administration				
Stationery	£ 1,400.00	£ 1,503.19	-£ 103.19	107.37%
Insurance	£ 5,500.00	£ 6,001.87	-£ 501.87	109.12%
Library	£ 300.00	£ 49.99	£ 250.01	16.66%
Communication	£ 2,000.00	£ 888.57	£ 1,111.43	44.43%
Photocopying	£ 2,700.00	£ 1,875.22	£ 824.78	69.45%
Subscriptions	£ 2,300.00	£ 2,155.14	£ 144.86	93.70%
Postage	£ 1,700.00	£ 784.39	£ 915.61	46.14%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 500.00	£ 220.00	£ 280.00	44.00%
Bank Charges	£ 1,200.00	£ 747.00	£ 453.00	62.25%
Miscellaneous	£ 500.00	£ -	£ 500.00	0.00%
Professional Advice		£ 1,042.50	-£ 1,042.50	
Audit	£ 2,000.00	£ 1,820.00	£ 180.00	91.00%
IT	£ 2,000.00	£ 1,467.66	£ 532.34	73.38%
Waste Sacks	£ 1,000.00	£ 1,217.20	-£ 217.20	121.72%
Training - Staff	£ 3,500.00	£ 3,368.00	£ 132.00	96.23%
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	£ 562.04	-£ 12.04	102.19%
	£ 30,000.00	£ 24,802.33	£ 5,197.67	82.67%
	£ 58,500.00	£ 49,802.33	£ 8,697.67	85.13%

Policy and Resources 5th January 2016 – Appendix 4

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	£ 16,013.89	£ 78,403.11	16.96%
Local Council Tax Support Grant	£ 19,750.00	£ 19,750.00	£ -	100.00%	Office & Admin	£ 58,500.00	£ 49,802.33	£ 8,697.67	85.13%
Interest	£ 500.00	£ 570.64	-£ 70.64	114.13%	Staffing	£ 77,445.77	£ 52,579.19	£ 24,866.58	67.89%
Other Income		£ 4,828.98	-£ 4,828.98						
	£ 381,944.00	£ 386,843.62	-£ 4,899.62	101.28%		£ 230,362.77	£ 118,395.41	£ 111,967.36	51.40%
Community Facilities					Community Facilities				
LCC Hire Income	£ 94,000.00	£ 76,659.73	£ 17,340.27	81.55%	LCC Expenditure	£ 69,656.49	£ 48,786.71	£ 20,869.78	70.04%
LTC Contribution	£ 25,000.00	£ 25,000.00	£ -	100.00%	LCC Staffing	£ 127,652.00	£ 72,540.19	£ 55,111.81	56.83%
Other Income	£ 3,241.48	£ 2,414.56	£ 826.92	74.49%	Highways Expenditure	£ 8,050.00	£ 608.00	£ 7,442.00	7.55%
LCC Fund-Raising		£ 751.56	-£ 751.56		Highways Staffing	£ -	£ -	£ -	
					Skate Park Expenditure	£ 4,400.00	£ 1,804.25	£ 2,595.75	41.01%
	£ 122,241.48	£ 104,825.85	£ 17,415.63	85.75%	Skate Park Staffing	£ 3,765.00	£ 2,379.69	£ 1,385.31	63.21%
						£ 213,523.49	£ 126,118.84	£ 87,404.65	59.07%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 12,875.00	£ 11,540.94	£ 1,334.06	89.64%	Allotments Expenditure	£ 13,286.00	£ 6,078.84	£ 7,207.16	45.75%
Community Transport Fees	£ 3,800.00	£ 2,427.50	£ 1,372.50	63.88%	Allotments Staffing	£ 4,414.37	£ 2,899.10	£ 1,515.27	65.67%
Farmers' Market Fees	£ 2,040.00	£ 1,178.00	£ 862.00	57.75%	Community Transport Expenditure	£ 4,060.00	£ 2,301.61	£ 1,758.39	56.69%
Leigh Lights Income	£ 3,050.00	£ 2,340.00	£ 710.00	76.72%	Community Transport Staffing	£ 4,156.00	£ 2,223.02	£ 1,932.98	53.49%
Other Events Income		£ 1,755.43	-£ 1,755.43		Farmers' Market Expenditure	£ 1,650.00	£ 601.57	£ 1,048.43	36.46%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 29,060.00	£ 14,943.05	£ 14,116.95	51.42%
	£ 21,765.00	£ 19,241.87	£ 2,523.13	88.41%	Strand Wharf Expenditure	£ 2,150.00	£ -	£ 2,150.00	0.00%
					Events & Other Expenditure	£ 22,554.87	£ 16,525.84	£ 6,029.03	73.27%
					E&L Staffing	£ 12,773.00	£ 8,209.98	£ 4,563.02	64.28%
						£ 94,104.24	£ 53,783.01	£ 40,321.23	57.15%
Planning, Highways & Licensing					Planning Highways & Licensing				
					Planning Expenditure	£ 500.00	£ 416.67	£ 83.33	83.33%
					Staffing	£ 11,224.00	£ 7,587.77	£ 3,636.23	67.60%
	£ -	£ -	£ -			£ 11,724.00	£ 8,004.44	£ 3,719.56	68.27%
Total Income	£ 525,950.48	£ 510,911.34	£ 15,039.14	97.14%	Total Expenditure	£ 549,714.50	£ 306,301.70	£ 243,412.80	55.72%
Capital Reserves 31/03/15	£ 157,197.07				Balances Remaining C/F		£ 513,683.03		
Earmarked Reserves 31/03/15	£ 45,377.21				Est. General Reserves @ 31st March 2016		£ 82,735.09		
VAT REFUND DUE		£ 5,381.55							



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QUALITY
TOWN
COUNCIL

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Income and Expenditure 29th Oct 2015 – 14 Dec 2015 Report 2579/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101508	£50.00	Tiny Tales Storytellers	Half Term event at Community Centre
101509	£112.55	Essex Supplies (UK) Ltd	Cleaning Materials CC
101510	£115.00	J Ransley – JNA Castles	Bouncy Castle hire for Inflatables Day at CC
101511	£66.00	National Society of Allotment & Leisure Gardeners Ltd	Membership Renewal
101512	£1,100.00	ATS Services	Boiler Service & Flue Repair
101513	£6.76	Essex Supplies (UK) Ltd	Cleaning Materials CC
101514	£237.00	The Salvation Army	Minibus Hire & Driver Checks Community Transport
101515	£150.00	The Taxi Driver's Charity Fund for Children	Minibus Hire re Community Transport
101516	£219.21	DOTS	Photocopying Costs
101517	£14.00	Leigh Estuary U3A	Refund Room Hire due to WiFi issue
101518	£54.00	D Edgell	Refund Room Hire deposit
101519	£22.50	Miskos Ltd	Resolve IT Issue Office Computer
101520	£0.00	Leigh Regatta	Cancelled & reissued chq no. 101528 to Leigh Lions Club
101521	£101.98	Allen Bros Electrical (Factors) Ltd	Light Bulbs and Disabled Toilet Alarm CC
101522	£15.66	Abbie Cotterell	Mileage re noticeboards
101523	£200.45	Helen Symmons	Mileage re CiCLA Training
101524	£430.00	St John Ambulance	Replace lost chq no. 101414
101525	£100.00	Cash	Petty cash

101526	£22.95	Graham Davison	Reimbursement for purchase of new Leg for Gazebo
101527	£250.00	SLCC	Helen Symmons CiLCA registration
101528	£500.00	Lions Club of Leigh on Sea	Grant re Leigh Regatta
101529	£0.00	Mayfield Cleaning Ltd	Cancellation of Lost chq
101530	£46.20	Mayfield Cleaning Ltd	Bus Shelter Cleaning Oct 15
101531	£62.03	G Davison	Reimbursement for purchase of Paint for Cinderpath Shelter & for Parking Charges
101532	£15.00	NALC	Local Councils Award Scheme - Quality Gold Registration Fee
101533	£120.00	Leigh Times Series Ltd	Advertisement re Leigh Lights
101534	£180.47	Essex Supplies (UK) Ltd	Cleaning Materials CC
101535	£3,444.00	PRS for Music	PRS and PPL Licences for Live and Recorded music.
101536	£98.05	Viking	Stationery
101537	£850.00	D Batchelor D & B Roofing	Repairs to Community Centre roof
101538	£50.00	MW Hewitt	Grinch entertainer at Leigh Lights
101539	£50.00	A R Mayo	Refund Pitch Fee Leigh Lights
101540	£50.00	Southend BC	Skate Park Annual Rent
101541	£35.24	Viking	Stationery
101542	£60.00	Pot Herbs	2 x Christmas Trees
101543	£63.22	G Davison	Reimbursement for purchase of Paint for Cinderpath Shelter
101544	£97.00	Southend BC	Strand Wharf – Planning Application
101545	£45.00	Miskos Ltd	To Change LCC Website Records
101546	£84.60	Fulton Paper	A4 Paper
101547	£17.99	Essex Supplies (UK) Ltd	Cleaning Materials CC
101548	£108.82	Allen Bros. Electrical (Factors) Ltd	Switches & Cable LCC
101549	£159.01	DOTS Ltd	Photocopying Costs
101550	£144.00	Scott & Stapleton Maintenance	Maintenance at Leigh Lights
101551	£4,375.50	VIP Security Services	Security at Leigh Lights
101552	£420.00	VIP Marquees Ltd	Marquee for Carols on Strand Wharf
101553	£182.16	St John Ambulance	First Aid cover Leigh Lights
101554	£263.95	Neopost Ltd	Annual Service Agreement

101555	£1,600.00	Southend BC	Renewal of Marriage Licence for CC
101556	0.00	Aylesford Electrical Contractors Ltd Cancelled & paid by BACS	Leigh Lights Lighting Scheme Installation, Maintenance & Storage.
101557	£197.29	Viking	Stationery
101558	£250.00	Southend Carnival Association	Donation re Leigh Lights
101559	£25.00	Westcliff United Reform Church	Donation re Leigh Lights
101560	£75.00	The Art Ministry	Donation re Leigh Lights
101561	£75.00	Blenheim Children's Centre	Donation re Leigh Lights
101562	£291.66	G Davison	Reimbursement for purchase of Paint for Cinderpath Shelter
101563	£441.00	Leigh Times Series Ltd	Distribution of 10,500 LTC newsletters
101564	£212.02	Havens Hospice	Distribution of collection at Leigh Lights
101565	£139.57	The Taxi Driver's Charity Fund for Children	Distribution of collection at Leigh Lights
101566	£104.88	Eastwood Lions	Distribution of collection at Leigh Lights
101567	£83.54	Theodora Children's Charity	Distribution of collection at Leigh Lights
101568	£77.93	Kids First Charity	Distribution of collection at Leigh Lights
101569	£39.20	Mencap	Distribution of collection at Leigh Lights
101570	£39.25	Cancer Research UK	Distribution of collection at Leigh Lights
101571	£50.51	St Christopher's School	Distribution of collection at Leigh Lights
101572	£47.25	St John Ambulance	Distribution of collection at Leigh Lights
101573	£46.20	Mayfield Cleaning Ltd	Replacement for lost chq no101529 for Bus Shelter Cleaning
101574	£49.80	Acumen Wages Service	Payroll Processing Costs Nov 15
101575	£50.00	Mencap	Donation in Lieu of charge for Tickets
101576	£2,600.00	Southend Borough Council	Traffic Regulation Order
Bk Trs	£427.61	DSL-Direct	Road closure barriers re Leigh Lights

Bk Trs	£165.60	Urban Design & Print	Banner & correx signs re Christmas events
Bk Trs	£20,000.00	Payroll	November payroll
Bk Trs	£12361.20	Aylesford Electrical Contractors Ltd	Leigh Lights Lighting Scheme Installation, Maintenance & Storage.
Bk Trs	£4541.00	Icicle Graphic	Issue 2 LTC Newsletter
		Expenditure – Imprest Items	
	£878.99	PC World	New laptop & software
	£88.37	The Glow Company	Glow lights for gazebos
	£14.22	Amazon	Laptop bags
	£44.28	Lampshop Online Ltd	Light bulbs
	£52.74	Vistaprint	100x Christmas cards
	£90.00	Sarah Moore	Deposit Community Transport Christmas lunch
	£55.00	Sarah Moore	Deposit Community Transport Christmas lunch
	£110.84	The Glow Company	Outdoor projector & balloons
	£359.00	Amazon	TV screen Community Centre
	£117.00	Filmbank Media	Film licence Comm Centre
	£225.00	Silent Media Ltd	Mobile TV stand
	£47.48	Amazon	Walkie Talkies for caretakers
	£159.93	Sarah Moore	Community Transport Christmas lunch
	£230.66	Sarah Moore	Community Transport Christmas lunch
	£41.99	McAfee	Antivirus software for Planning
	£62.99	McAfee	Antivirus software for Office
		Expenditure – Direct Debits	
	£1434.40	SSE	Gas Community Centre
	£139.73	Cory Environmental	Bin collection Community Centre
	£250.85	Cory Environmental	Bin collection Skate Park

	£32.09	GO CARDLESS (Verde Coffee)	Coffee machine rental Lottie & Lorna's (Cost recovered by LTC)
	£94.80	GO CARDLESS (Verde Coffee)	Coffee machine rental Lottie & Lorna's (Cost recovered by LTC)
	£63.50	Global Payments	Card processing fees
	£900.01	BES Commercial Electricity	Electricity Comm Centre
	£69.37	The Calls Warehouse	Call charges 477248
	£144.28	Cory Commercial	Bin collection CC
	£792.00	Southend BC	Business rates Comm Centre
	£611.20	Essex & Suffolk Water	Water rates Leigh allotments
	£561.08	Essex & Suffolk Water	Water rates Manchester Drive
	£163.80	British Telecom	Internet services Community Centre
	£792.00	Southend BC	Business rates Comm Centre
	£426.53	BNP Paribas	Photocopier leasing

Income

Policy & Resources Committee	£3636.64
Community Facilities Committee	£15314.97
Environment & Leisure Committee	£11056.79
Planning, Highways & Licensing Committee	
Total	£30008.40