

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 Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

You are hereby summoned to a meeting of the Leigh-on-Sea Town Council, which will take place on **Tuesday 15th November 2016** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm when it is hoped to transact the following business.

Tea and Coffee will be available from 6.45pm when the EALC Chairman Cllr John Gilli-Ross and County Secretary Joy Darby will provide an overview of the work of the EALC and answer Councillor's questions, with prayers at 7.30pm by Gavin Dixon, Leader of King's Church to the Council Meeting.

AGENDA

1. THE CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE EXTRAORDINARY MEETING OF 25th OCTOBER 2016
5. PUBLIC REPRESENTATIONS
6. QUESTIONS FROM COUNCILLORS

COMMITTEES

7. COMMITTEES
To receive Minutes of Committees and report 2625/I&E
 - a) Planning, Highways & Licensing Committee - To receive minutes of 27th September, 11th and 25th October and 8th November 2016
RECOMMENDATION TO COUNCIL- None made
 - b) Community Facilities Committee – To receive minutes of 4th October 2016
RECOMMENDATION TO COUNCIL- None made
 - c) Environment & Leisure Committee – To receive minutes of 18th October 2016
RECOMMENDATION TO COUNCIL:
 - Minute 37 – Request by Cllr Jill Adair for leave of absence on health grounds until the Annual Council Meeting in May 2017
 - Minute 45 – That responsibility for the Paddling Pool should become the remit of the Community Facilities Committee.
 - d) Policy & Resources Committee - To receive minutes of 1st November 2016
RECOMMENDATIONS TO COUNCIL:
 - Minute 52 – External Auditors Certificate for noting.
 - Minute 37 – Approve Expenditure (Report 2625/I&E Appendix 1)

DECISION ITEMS

8. GRANT AID APPLICATIONS (Appendix 5 to the Policy and Resources Agenda)

In the light of further information (Circulated 9th November 2016 by email for applications 1 & 2) supplied the Council is **requested** to determine the applications.

9. FOUNDATION LEVEL – LOCAL COUNCIL AWARD

EALC have written to the Council informing us that we have achieved the Foundation Award. The Council is **requested** to approve an application under the scheme for Quality Status (the next stage) which will be submitted in February 2017. The cost to register with NALC will be £50 and the invoice from EALC will be £100 less 20% if accreditation of Quality Status is gained within a year of gaining the Foundation level.

FOR NOTING

10. TOWN CLERK'S REPORT 2629/PB (Appendix 2)

11. SMALL BUSINESS SATURDAY 3rd DECEMBER 2016

This is an SBC initiative that Leigh Town Council has supported over the last few years. There is no cost to the Council; our role is to advertise and increase awareness of the event in the town and to enrol volunteers to assist in delivering literature.

12. INVESTIGATING THE CASE FOR ADDITIONAL ENFORCEMENT RESOURCES FOR SOUTHEND – REPORT 2626/HS (Appendix 3)

The Environment and Leisure Officer attended a stakeholder event at SBC on 19th October 2016 and Council is **requested** to note the report.

FINANCIAL

13. COUNCIL MAIN BUDGET REPORT (Appendix 4)

The Council is **requested** to note the report.



Paul Beckerson
Town Clerk
10th November 2016

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

DATE OF NEXT MEETING: Tuesday 17th January 2017



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Income and Expenditure 27th Aug 2016 – 20th Oct 2016 Report 2625/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
101848	£962.57	VIP Security Services	Security Services at Maritime Festival
101849	£230.00	Valerie Herron	Entertainer fees for Children's Events & Donation for help at Maritime Festival
101850	£0.00	Cancelled not issued	Cancelled not issued
101851	£60.00	Phoenix Water Coolers Ltd	Cups for Water Dispenser
101852	£54.60	Acumen Wages Services	Payroll Processing Aug 16
101853	£126.00	Miskos Ltd	Server monitoring and spam filtering service
101854	£144.76	DOTS	Photocopying costs Aug 16
101855	£44.13	RNLI	Distribution of Maritime Festival collection
101856	£44.13	Fisherman's Mission	Distribution of Maritime Festival collection
101857	£250.00	EALC	Councillor Training Days
101858	£982.34	Baines Surveying Services	Quantity Surveying Strand Wharf
101859	£60.00	Vivien Choppen	Reimbursement for payment to Piano Tuner
101860	£86,482.99	Valley Provincial Group LLP	Strand Wharf contractor payment
101861	£72.41	Viking Direct	Stationery Order
101862	£15.00	Nigel Warwick-Brown	Refund Plot Deposit
101863	£100.00	Southend BC	Traffic Management at The Maritime Festival
101864	£1,613.40	Edge IT Systems Ltd	Hosted Services (Facilities & Finance) 4 th year of contract
101865	£18.12	SSE	Electricity Strand Wharf

101866	£52.00	David Skeels	Travel Expenses - College Attendance
101867	£118.80	SLCC Enterprises Ltd	ILCA Online Training Course Abbie Cotterell
101868	£77.00	Mrs N Holmes	Refund Room Hire
101869	£54.60	Acumen Wages Service	September Payroll Processing
101870	£312.00	SLCC Enterprises Ltd	National Conference attendance by Town Clerk
101871	£87.20	Roxanne Upton	Skate Park cleaning cover
101872	£34.45	Paul Beckerson	Mileage EALC AGM
101873	£141.00	Fulton Paper	A4 Paper
101874	£1,190.70	Southend BC	HR Support
101875	£1,560.00	PKF Littlejohn LLP	External Audit Fee
101876	£126.00	Miskos Ltd	Server monitoring & spam filter
101877	£167.98	Viking Direct	Stationery
101878	£10.00	Blooming Bumps	Refund room hire
101879	£10.07	Recognition Express Essex	Name badge
101880	£180.00	Miskos Ltd	Access point & email issues
101881	£57.60	Allen Bros Electrical (Factors) Ltd	Light Fittings
101882	£5.00	Mark Bromfield	Refund of Allotment Key Deposit
101883	£25.53	Hilary Le Marie	Reimbursement of expenses to volunteer re Notice Boards
101884	£25.00	John Metcalfe	Refund Allotment Deposit
101885	£311.18	Veolia Environmental	Garden waste sacks
101886	£175.00	M Frost & Associates Ltd	Display Energy Certificate & report
101887	£45.00	Miskos Ltd	Install security certificate
101888	£36.85	Abbie Cotterell	Travel expenses re Social Media Training
101889	£30.00	David Stanley	Refund Plot Deposit MDAS
101890	£200.00	EALC	Social Media course - A Cotterell Employment overview course – H Symmons & Cllr C Mulroney
101891	£124.03	DOTS	Photocopying costs
101892	£25.00	Melissa Glenister	Allotment Deposit Refund
101893	£120.00	The Play Inspection Company Ltd	Annual Inspection Skate Park
101894	£150.00	Cash	Petty cash top up
101895	£1,008.00	Auditing Solutions Ltd	Internal audit fee first biannual visit 16/17

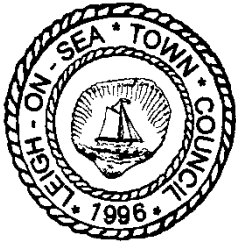
101896	£1,800.00	Greenworks Solutions Ltd	Annual fee washroom services
101897	£1,243.63	PRS Ltd	PRS Licence renewal
101898	£16.38	SSE	Electricity Strand Wharf
101899	£30.00	Mrs Reader	Refund of Allotment Plot Deposit
101900	£34.89	Jane Ward	Expenses re training course
101901	£70.90	Paul Beckerson	Expenses re SLCC conference
101902	£80.40	Quantum Services	Call out & repair to lift
101903	£250.00	J & C's Party Pets	Children's event entertainer fee
Bk Trs	£36.00	Urban Design & Print Ltd	Banner for Leigh Community Centre
Bk Trs	£20,000.00	Payroll	September payroll
Bk Trs	£750.00	MDAS	ASA Agreement
Bk Trs	£400.00	LOSALGA	ASA Agreement
Bk Trs	£125.00	Marshall Close	ASA Agreement
		Expenditure – Imprest Items	
	£117.96	B&Q	Various items re decorating at Comm Centre
	£118.08	Brunel Engraving	Memorial Plaques at Strand Wharf
	£153.99	Gear4Music	Portable PA system Comm Centre
	£97.50	Southend BC	Planning fee Strand Wharf Heritage Board
	£6.75	HSBC	Bank Charges
	£46.50	Odeon	Nutcracker tickets Community Transport
	£5.04	Amazon	Ethernet socket
	£123.41	Howdens Joinery Co	Sink & plumbing in Attic
	£106.98	Brunel Engraving	Memorial Plaques at Strand Wharf
	£120.54	UK Point of Sale Group Ltd	Leaflet holders
	£33.18	B&Q	External plumbing & Attic plumbing
	£11.20	UK Point of Sale Group Ltd	Leaflet holders
	£96.00	Heart Internet	Domain renewal LTC
	£42.35	B & Q	Parts for repairs etc at CC & lock for Skate Park meter

		Expenditure – Direct Debits	
	£149.75	Biffa Environmental	Bin Collection at Comm Centre
	£799.00	Southend BC	Business Rates for Comm Centre
	£620.86	SSE	Gas Community Centre
	£378.53	BNP Paribas	Photocopier rental
	£177.24	British Telecom	Council Broadband
	£35.00	Information Commissioner	Renew registration with Information Commissioner
	£59.61	Global Payments	Card processing charges Comm Centre
	£95.82	The Calls Warehouse	Phone Calls Tel: 477248
	£377.87	BES	Electricity Community Centre
	£799.00	Southend BC	Business Rates for Comm Centre
	£1,233.46	Essex & Suffolk Water	Manchester Drive Allotments water charges
	£61.75	Global Payments	Card processing charges Comm Centre
	£189.42	Biffa Environmental	Bin Collection at Skate Park
	£63.68	GO CARDLESS (Verde Coffee Ltd)	Coffee order costs recovered by LTC

Income

Policy & Resources Committee	£203,235.80
Community Facilities Committee	£20,038.70
Environment & Leisure Committee	£3400.94
Planning, Highways & Licensing Committee	£0.00
Total	£226,675.44

[Agenda](#)



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REPORT 2629/PB

TOWN CLERK'S REPORT NOVEMBER 2016

COUNCILLOR TRAINING

Internal Budget Training was given in two sessions one at 3pm and one at 7.30pm on the 6th October 2016 the following Councillors attended:

Cllrs Donald Fraser, Jill Healey, Richard Herbert, Val Morgan, Vivien Rosier and Jane Ward

Other courses held by EALC have been or will be attended as follows:

12th October 2016 Chairman's Day 1 – Cllrs Helen Robertson and Vivien Rosier

18th October 2016 Council Finance – Cllrs Valerie Morgan and Jane Ward

1st November 2016 Employment Overview Vine HR – Cllr Carole Mulroney

15th November 2016 Advanced Councillor Day – Cllr Valerie Morgan

23rd November 2016 Chairman's Day 3 – Cllr Vivien Rosier

A further programme of internal training is being formulated and will commence in December 2016.

STAFF TRAINING

14th September 2016 Introduction to Local Council Administration (On-Going Course) – Abbie Cotterell

12th October to 15th October SLCC National Conference – Town Clerk

11th October 2016 Social Media Course – Abbie Cotterell

1st November 2016 Employment Overview – Vine HR – Helen Symmons

3rd November 2016 EALC / SLCC Training Day (Employment Issues – Vine HR, Fire Service Update)
Town Clerk

STAFFING

Our Skate Park Cleaning Operative, Cheryl Hedges, has tendered her resignation effective at the end of November, she has been with the Council since 2007 and we all wish her well for the future. Arrangements are in hand to fill the post.

The first of new regular staff meetings was held on Tuesday 25th October 2016 at 13.30 these will be held on the last Tuesday of each month, the next being Tuesday 29th November 2016. The financial scheme of delegation was clarified and the Town Clerk has produced a Procurement Implementation Policy for staff to refer to and this will be presented to members at the next Policy and Resources meeting.

A staffing review is taking place where all members of staff are logging the tasks they undertake over the next month, this will then be collated with a view to rationalisation and to identify any duplication or indeed things that are not being covered.

The next round of annual staff appraisals will commence in December after the completion of the staffing review.

LOCAL COUNCIL AWARDS SCHEME

The Chairman of the Local Council Award Panel has written to the Chairman of Council confirming the Council has achieved Foundation Level in the scheme. Comments were made by other members of the panel at the Training Day in Danbury that they considered it an excellent application.

STRAND WHARF

HERITAGE BOARD

The variation to condition 2 and removal of condition 11 was approved conditionally by SBC on 1st November 2016. The works must be complete within three months.

COMPLETION OF LEASE

The solicitor has been instructed to start completion of the lease. SBC have been requested to update the Council on the current status of the permanent TRO and when they wish to carry out their inspection of the works in order to complete the lease (i.e. before or after the installation of the Heritage Board).

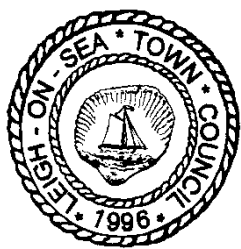
LEIGH COMMUNITY CENTRE

There has been a problem with the wi-fi connection in the Café / Lower Hall, the faulty Ethernet socket has been replaced and is now functioning correctly.

OTHER ADMINISTRATIVE MATTERS

- The Councillor Photo Board in the Foyer has been updated to take account of Staff and Councillor Changes.
- Work continues on transferring files and creating new pages to the new Town Council website, this is now about half complete.
- A diary of policy and documentation review for the council year has been produced.
- A revised format for the reviewing of council decisions has been produced and backdated to May 2015.
- Budget projections and estimates are in full swing and are progressing through the budget cycle.
- The Environment and Leisure Officer is fully engaged in preparations for the Night of The Lights and Carols on Strand Wharf.
- A schedule of repair works has been produced for the LCC laying out a possible timetable for implementation; this will be presented to the LCC Sub-Committee for consideration.
- An updated staff hierarchy chart has been produced.

Paul Beckerson (Town Clerk) 10th November 2016



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Report 2626/HS

Investigating the case for additional enforcement resources for Southend

Stakeholder Event held at SBC 19th October 2016

SBC's Place Scrutiny and Policy & Resources Scrutiny Committees are currently undertaking an in depth study to investigate the case for additional enforcement resources for Southend. A joint project team comprising 10 Councillors from those Committees, has been charged with taking the study forward.

As part of the project, they are holding 3 evidence gathering sessions.

When I was Acting Town Clerk I was invited to the first where there were a mixture of representatives from the voluntary, private, faith sectors, scrutiny project team members and Council officers.

In small groups the following questions formed the basis of the discussion:

1. How does it feel to be in Southend?
2. How does your organisation/association contribute to the Borough?
3. How can we collectively solve the problems identified?
4. What is working well in Southend, what could we do more of or better?

The session proved a good exchange of information between those present. The evidence and input will support the outcomes from the sessions and help inform the final report and recommendations to Cabinet. LTC will have the opportunity to see and comment on this report.

[Agenda](#)

Leigh Town Council Main Budget Report					2016/17				
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
Balances B/F		£ 355,127.00			NB E&L Staffing Costs include £15,291.00 funded from Reserves				
Policy & Resources					Policy & Resources				
Precept	£ 391,550.00	£ 391,550.00	£ -	100.00%	P & R Expenditure	£ 40,000.00	£ 7,978.71	£ 32,021.29	19.95%
Local Council Tax Support Grant	£ 14,220.00	£ 14,220.00	£ -	100.00%	Office & Admin	£ 59,300.00	£ 41,588.94	£ 17,711.06	70.13%
Interest	£ -	£ 695.48	-£ 695.48		Staffing	£ 83,069.00	£ 44,307.01	£ 38,761.99	53.34%
Other Income		£ 1,365.50	-£ 1,365.50		Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
CIL Income		£ 885.06	-£ 885.06			£ 232,369.00	£ 93,874.66	£ 138,494.34	40.40%
	£ 405,770.00	£ 407,830.98	-£ 2,060.98	100.51%					
Community Facilities					Community Facilities				
LCC Hire Income	£ 105,000.00	£ 66,749.41	£ 38,250.59	63.57%	LCC Expenditure	£ 71,770.00	£ 35,063.47	£ 36,706.53	48.86%
LTC Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing	£ 134,476.00	£ 64,779.04	£ 69,696.96	48.17%
Strand Wharf	£ 1,000.00	£ 3,000.00	-£ 2,000.00	300.00%	Highways Expenditure	£ 8,000.00	£ 338.50	£ 7,661.50	4.23%
Other Income	£ 912.61	£ 2,583.18	-£ 1,670.57	283.05%	Strand Wharf Expenditure	£ 2,450.00	£ 1,238.08	£ 1,211.92	50.53%
LCC Fund-Raising		£ 219.81	-£ 219.81		Skate Park Expenditure	£ 4,550.00	£ 1,030.78	£ 3,519.22	22.65%
					Skate Park Staffing	£ 3,921.00	£ 2,116.51	£ 1,804.49	53.98%
	£ 131,912.61	£ 85,052.40	£ 46,860.21	64.48%	Strand Wharf Capital Expenditure	£ -	£ 73,412.32	-£ 73,412.32	
Environment & Leisure						£ 225,167.00	£ 177,978.70	£ 47,188.30	79.04%
Allotments Income	£ 11,713.00	£ 4,546.44	£ 7,166.56	38.82%	Environment & Leisure				
Community Transport Fees	£ 3,200.00	£ 2,036.00	£ 1,164.00	63.63%	Allotments Expenditure	£ 12,660.00	£ 6,688.98	£ 5,971.02	52.84%
Farmers' Market Fees	£ 2,002.00	£ 1,179.00	£ 823.00	58.89%	Allotments Staffing	£ 4,877.00	£ 5,036.67	-£ 159.67	103.27%
Leigh Lights Income	£ 2,000.00	£ 1,370.00	£ 630.00	68.50%	Community Transport Expenditure	£ 3,930.00	£ 1,893.63	£ 2,036.37	48.18%
Other Events Income	£ 450.00	£ 568.26	-£ 118.26	126.28%	Community Transport Staffing	£ 4,377.00	£ 2,503.08	£ 1,873.92	57.19%
Other E&L Income			£ -		Farmers' Market Expenditure	£ 1,550.00	£ 596.05	£ 953.95	38.45%
	£ 19,365.00	£ 9,699.70	£ 9,665.30	50.09%	Leigh Lights Expenditure	£ 30,455.00	£ 3,619.33	£ 26,835.67	11.88%
Planning, Highways & Licensing					Events & Other Expenditure	£ 18,000.00	£ 4,628.79	£ 13,371.21	25.72%
		£ -	£ -		E&L Staffing	£ 14,193.00	£ 12,472.61	£ 1,720.39	87.88%
						£ 90,042.00	£ 37,439.14	£ 52,602.86	41.58%
	£ -	£ -	£ -		Planning Highways & Licensing				
Total Income	£ 557,047.61	£ 502,583.08	£ 54,464.53	90.22%	Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
Capital Reserves 31/03/16	£ 152,210.04	Accruals	£ 10,980.00		Staffing	£ 14,818.00	£ 5,396.89	£ 9,421.11	36.42%
Earmarked Reserves 31/03/16	£ 90,475.95	3rd Party	£ 7,040.00			£ 15,318.00	£ 5,396.89	£ 9,921.11	35.23%
VAT REFUND DUE		£ 19,375.41			Total Expenditure	£ 562,896.00	£ 314,689.39	£ 248,206.61	55.91%
					Balances Remaining C/F		£ 562,396.10		
					Est. General Reserves @ 31st March 2017		£ 107,948.03		