



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 Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
POLICY AND RESOURCES COMMITTEE of Leigh-on-Sea Town Council on
Tuesday, 4th September 2018 at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea
commencing at **7.30 p.m.**

Committee Membership

Cllrs: *Mark Bromfield, John Duprey, Patrick Fox, Jill Healey, Valerie Morgan, Carole Mulrone, Declan Mulrone (Chairman), Ron Owen and Vivien Rosier*

AGENDA

1. CHAIRMAN'S OPENING REMARKS & HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING [3RD JULY 2018](#)
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 3

POLICY

7. REVIEW OF VOLUNTEER POLICY ([Appendix 2](#)) page 4 **DECISION ITEM**

This policy was due for review in accordance with the Policy review schedule implemented by the Town Clerk. It is **RECOMMENDED** that the Committee adopt the rewritten Policy with **recommendation to Council**. The existing policy can be viewed on the [Council's website](#).

RESOURCES

8. LTC MAGAZINE

The ninth edition is progressing well, looking to be a bumper issue following the improved timing of publication dates.

9. COMMUNITY SPECIAL CONSTABLES

We have increased the marketing of this programme and early indication is there has been some interest although we are unable to establish at this stage whether full applications have been made.

REFERENCES FROM OTHER COMMITTEES AND GROUPS

10. YOUTH GROUP

E&L resolved that £500 could be vired from the Community Initiatives budget for the purpose of youth provision. Cllr Forde will be visiting local schools to raise awareness of the Town

Council's hopes to provide an avenue for the Leigh youth. In this respect a workshop meeting will be held in the October half term to engage ideas. A meeting took place with YMCA Southend with regard to working in partnership on various matters being the Chairman's charity for the year.

A power point presentation will be available at the meeting which provides an overview of the project Youth Space by YMCA Southend. It is proposed to hold youth club sessions at Leigh Community Centre for 8-13 year olds within this remit. This would be delivered throughout the lifespan of the project in conjunction with Leigh Town Council and there is currently 16 months lottery funding remaining.

YMCA Southend would deliver the sessions meeting the young people first with a view to establish what types of activities they would like to do and consider planning a Christmas party and maybe a mini film project in youth week in November.

It is **RECOMMENDED** that the Committee agree to the youth club sessions to be delivered by YMCA Southend commencing Thursday October 4th and assist where possible in the promotion and delivery.

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|------------------|
| FINANCIAL |
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11. COMMITTEE AND COUNCIL BUDGETS 2018/19

- P&R Budget Reports as at 24th August 2018 ([Appendix 3](#)) page 7
- Leigh Town Council Main Budget Report as at 24th August 2018 ([Appendix 4](#)) page 9

12. QUARTERLY FINANCE CHECK

Cllr D Mulroneu has undertaken the relevant checks with no issues raised.

13. BANK RECONCILIATION CHECK

Cllr Duprey has undertaken the relevant checks with no issues raised.

14. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 5](#)) page 10 **DECISION ITEM**

The Committee is asked to **NOTE** the account transfers and **RECOMMEND the expenditure to Council.**

15. BANK ACCOUNT BALANCES AS AT 28TH AUGUST 2018

| | |
|--------------|-------------|
| HSBC Current | £ 10,794.17 |
| HSBC BMM | £ 25,810.73 |
| HSBC Payroll | £ 7,694.20 |
| HSBC Imprest | £ 760.64 |
| CCLA (PSDF) | £540,709.25 |

Helen Symmons

Helen Symmons
Town Clerk
30th August 2018

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

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

| Committee | Minute No. and Subject | Completion Status | Completion Date | Outcome | Forward Action Required | Responsible |
|------------------|---|--|------------------------|-------------------------|---|--------------------|
| P&R 05-09-17 | 31. Staff | RESOLVED to review Staff Handbook | | Consultant instructed. | Review ongoing | TC |
| P&R 06-03-18 | 97. CFC Minute 80 | RESOLVED with recommendation to Council only when confirmation of exact amount and that 2 nd phase proceeding | | | Await confirmations from LD Sub-committee via CFC | EPO |
| P&R 03-07 | 7-10 Review of Policy & Procedure documents | All RESOLVED with recommendation to Council | 03-07 | Added to Council agenda | NFA | |
| P&R 03-07 | 13. CFC recommendation | RESOLVED with recommendation to Council | 03-07 | Added to Council agenda | NFA | |
| P&R 03-07 | 14. Youth Group | RESOLVED with recommendation to E&L re budget | 19-08 | Added to E&L agenda | NFA | |
| P&R 03-07 | 19. Expenditure | RESOLVED with recommendation to Council | 03-07 | Added to Council agenda | NFA | |
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[Agenda](#)

LEIGH-ON-SEA TOWN COUNCIL

VOLUNTEER POLICY

POLICY STATEMENT

Leigh-on-Sea Town Council recognises, welcomes and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by Leigh-on-Sea Town Council.

Leigh-on-Sea Town Council involves volunteers to:

- Increase our contact with the local community we serve
- 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.

PRINCIPLES

This Volunteering Policy is underpinned by the following principles:

- We will ensure that volunteers have a clear understanding of their role within the Council, the tasks they are being asked to perform and the responsibility that goes with those tasks.
- We do not aim to introduce volunteers to replace paid staff
- We expect that paid staff at all levels will work positively with volunteers and where appropriate will actively seek to involve them in their work.
- We recognise that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively.
- We are committed to ensuring that volunteers find their volunteering rewarding and enjoyable.

PRACTICE GUIDELINES

The following guidelines deal with practical aspects of volunteering with the Town Council.

Recruitment

All prospective volunteers will be invited to an informal discussion to fill out a registration form and for the volunteer coordinator 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

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, or if they are part of a wider organisation that is volunteering with the Council. 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.

Safeguarding

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. The Council has a Safeguarding Policy which is available to volunteers.

Information about previous criminal convictions will be requested 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.

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 £3 will be reimbursed. 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

Volunteers will be bound by the same requirements for confidentiality as paid staff.

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 the Town Clerk.

[Agenda](#)

| POLICY & RESOURCES DETAILED BUDGET | | | | | 2018/19 | | | | | |
|---|---------------------|---------------------|---------------------|---------------|--------------------------|--------------------|--------------------|-------------------|---------------------|--------------|
| INCOME | Budget 2018/19 | Income Received | Balance | % Received | EXPENDITURE | Earmarked Reserves | Budget 2018/19 | Expenditure | Balance | % Spent |
| Precept | £ 411,692.00 | £ 205,846.00 | £ 205,846.00 | 50.00% | Grant Award Fund | £ 3,971.18 | £ 5,000.00 | £ 1,840.10 | £ 7,131.08 | 20.51% |
| Council Tax Support Grant | £ 6,860.00 | £ 3,430.00 | £ 3,430.00 | 50.00% | Furniture & Equipment | | £ 4,000.00 | £ 273.49 | £ 3,726.51 | 6.84% |
| Bank Interest | £ 800.00 | £ 837.32 | -£ 37.32 | 104.67% | Elections | £ 19,344.77 | £ 3,000.00 | £ - | £ 22,344.77 | 0.00% |
| Other Income | £ 1,200.00 | £ 958.29 | £ 241.71 | 79.86% | Legal Costs | £ 3,475.00 | £ 3,500.00 | £ - | £ 6,975.00 | 0.00% |
| | | | | | Annual Town Meeting | | £ 500.00 | £ 164.95 | £ 335.05 | 32.99% |
| | | | | | Community Engagement | | £ 12,000.00 | £ 287.25 | £ 11,712.75 | 2.39% |
| CIL Income - FOR NOTING | | £ - | £ - | | Volunteer Programme | £ 19,504.40 | £ 6,000.00 | £ 1,528.63 | £ 23,975.77 | 5.99% |
| | | | | | Website | | £ 460.00 | £ 120.00 | £ 340.00 | 26.09% |
| | | | | | Civic | | £ 250.00 | £ 17.00 | £ 233.00 | 6.80% |
| | | | | | Renewals Fund | £ 16,086.02 | £ 5,000.00 | £ - | £ 21,086.02 | 0.00% |
| | | | | | Other Expenditure | | £ 1,200.00 | £ 961.78 | £ 238.22 | 80.15% |
| | | | | | Localism Act | | £ 300.00 | £ - | £ 300.00 | 0.00% |
| | | | | | Community Specials | | £ 5,000.00 | | £ 5,000.00 | 0.00% |
| | | | | | Old Town Spatial Plan | £ 2,000.00 | £ 3,000.00 | | £ 5,000.00 | 0.00% |
| | | | | | Youth Group | | £ 500.00 | | £ 500.00 | 0.00% |
| TOTAL INCOME | £ 420,552.00 | £ 211,071.61 | £ 209,480.39 | 50.19% | TOTAL EXPENDITURE | £ 64,381.37 | £ 49,710.00 | £ 5,193.20 | £ 108,898.17 | 4.55% |
| | | | | | Capital Fund | £ 30,000.00 | | | £ 30,000.00 | 0.00% |

| OFFICE ADMIN DETAILED BUDGET | | | | 2018/19 |
|-------------------------------------|--------------------|--------------------|--------------------|----------------|
| EXPENDITURE | Budget 2018/19 | Expenditure | Balance | % Spent |
| Premises | | | | |
| Office Rental | £ 3,500.00 | £ - | £ 3,500.00 | 0.00% |
| LCC Premises Use Grant | £ 27,000.00 | £ 13,500.00 | £ 13,500.00 | 50.00% |
| | £ 30,500.00 | £ 13,500.00 | £ 17,000.00 | 44.26% |
| Office Admin - EMR £4750 | | | | |
| Stationery | £ 1,500.00 | £ 531.72 | £ 968.28 | 35.45% |
| Insurance | £ 6,700.00 | £ 6,624.62 | £ 75.38 | 98.87% |
| Library | £ 300.00 | £ 18.82 | £ 281.18 | 6.27% |
| Communication | £ 2,450.00 | £ 777.14 | £ 1,672.86 | 31.72% |
| Photocopying | £ 3,000.00 | £ 1,240.59 | £ 1,759.41 | 41.35% |
| Subscriptions | £ 2,150.00 | £ 1,833.45 | £ 316.55 | 85.28% |
| Postage | £ 1,000.00 | £ 361.25 | £ 638.75 | 36.13% |
| Entertaining | £ 250.00 | £ - | £ 250.00 | 0.00% |
| Licences | £ 500.00 | £ - | £ 500.00 | 0.00% |
| Bank Charges | £ 1,200.00 | £ 337.32 | £ 862.68 | 28.11% |
| Miscellaneous | £ 500.00 | £ 175.56 | £ 324.44 | 35.11% |
| Professional Advice | £ 1,000.00 | £ 325.00 | £ 675.00 | 32.50% |
| Audit | £ 2,800.00 | £ 1,720.00 | £ 1,080.00 | 61.43% |
| IT | £ 15,000.00 | £ 1,550.66 | £ 13,449.34 | 10.34% |
| Training EMR £1500 | | | | |
| Training - Staff | £ 2,000.00 | £ 1,210.00 | £ 790.00 | 60.50% |
| Expenses/Travel Costs - Cllrs | £ 500.00 | £ 33.95 | £ 466.05 | 6.79% |
| Training - Cllrs | £ 1,500.00 | £ 795.00 | £ 705.00 | 53.00% |
| Mileage & Expenses - Staff | £ 700.00 | £ 367.01 | £ 332.99 | 52.43% |
| | £ 43,050.00 | £ 17,902.09 | £ 25,147.91 | 41.58% |
| | | | | |
| | £ 73,550.00 | £ 31,402.09 | £ 42,147.91 | 42.69% |

| Leigh Town Council Main Budget Report | | | | | 2018/19 | | | | |
|---|---------------------|---------------------|---------------------|---------------|--|---------------------|---------------------|---------------------|---------------|
| INCOME | Budget 2018/19 | Income Received | Balance | % Received | EXPENDITURE | Budget 2018/19 | Expenditure | Balance | % Spent |
| Balances B/F | | £ 514,106.00 | | | | | | | |
| Policy & Resources | | | | | Policy & Resources | | | | |
| Precept | £ 411,692.00 | £ 205,846.00 | £ 205,846.00 | 50.00% | P & R Expenditure | £ 49,710.00 | £ 5,193.20 | £ 44,516.80 | 10.45% |
| Local Council Tax Support Grant | £ 6,860.00 | £ 3,430.00 | £ 3,430.00 | 50.00% | Office & Admin | £ 73,550.00 | £ 31,402.09 | £ 42,147.91 | 42.69% |
| Interest | £ 800.00 | £ 837.32 | -£ 37.32 | 104.67% | Staffing | £ 92,549.00 | £ 33,816.46 | £ 58,732.54 | 36.54% |
| Other Income | £ 1,200.00 | £ 958.29 | £ 241.71 | 79.86% | Capital Projects | | £ - | £ - | |
| CIL Income | | £ - | £ - | | | £ 215,809.00 | £ 70,411.75 | £ 145,397.25 | 32.63% |
| | £ 420,552.00 | £ 211,071.61 | £ 209,480.39 | 50.19% | | | | | |
| Community Facilities | | | | | Community Facilities | | | | |
| LCC Hire Income | £ 129,000.00 | £ 38,970.15 | £ 90,029.85 | 30.21% | LCC Expenditure | £ 52,200.00 | £ 18,523.61 | £ 33,676.39 | 35.49% |
| LTC Contribution | £ 27,000.00 | £ - | £ 27,000.00 | 0.00% | LCC Staffing | £ 135,865.00 | £ 44,221.13 | £ 91,643.87 | 32.55% |
| | | | | | Highways Expenditure | £ 4,700.00 | £ 4,291.75 | £ 408.25 | 91.31% |
| Other Income | £ 4,500.00 | £ 307.67 | £ 4,192.33 | 6.84% | Strand Wharf Expenditure | £ 700.00 | £ 133.07 | £ 566.93 | 19.01% |
| | | | | | Skate Park Expenditure | £ 3,150.00 | £ 101.26 | £ 3,048.74 | 3.21% |
| | | | | | Skate Park Staffing | £ 5,955.00 | £ 1,679.12 | £ 4,275.88 | 28.20% |
| | | | | | Paddling Pool | £ 500.00 | £ - | £ 500.00 | 0.00% |
| | | | | | Repair Project | £ 112,000.00 | £ 3,182.40 | £ 108,817.60 | 2.84% |
| | £ 160,500.00 | £ 39,277.82 | £ 121,222.18 | 24.47% | | £ 315,070.00 | £ 72,132.34 | £ 242,937.66 | 22.89% |
| Environment & Leisure | | | | | Environment & Leisure | | | | |
| Allotments Income | £ 13,085.00 | £ 1,038.00 | £ 12,047.00 | 7.93% | Allotments Expenditure | £ 13,340.00 | £ 6,898.26 | £ 6,441.74 | 51.71% |
| | | | | | Allotments Staffing | £ 8,517.00 | £ 3,000.72 | £ 5,516.28 | 35.23% |
| Community Transport Fees | £ 2,500.00 | £ 793.50 | £ 1,706.50 | 31.74% | Community Transport Expenditure | £ 4,070.00 | £ 774.86 | £ 3,295.14 | 19.04% |
| | | | | | Community Transport Staffing | £ 2,796.00 | £ 1,438.14 | £ 1,357.86 | 51.44% |
| Farmers' Market Fees | £ 2,500.00 | £ 1,019.00 | £ 1,481.00 | 40.76% | Farmers' Market Expenditure | £ 5,067.00 | £ 1,873.90 | £ 3,193.10 | 36.98% |
| Leigh Lights Income | £ 2,750.00 | £ - | £ 2,750.00 | 0.00% | Leigh Lights Expenditure | £ 36,970.00 | £ 1,776.00 | £ 35,194.00 | 4.80% |
| Other Events Income | £ 450.00 | £ 1,139.69 | -£ 689.69 | 253.26% | Events & Other Expenditure | £ 12,900.00 | £ 8,474.68 | £ 4,425.32 | 65.70% |
| Other E&L Income | | £ - | £ - | | E&L Staffing | £ 12,260.00 | £ 3,309.43 | £ 8,950.57 | 26.99% |
| | £ 21,285.00 | £ 3,990.19 | £ 17,294.81 | 18.75% | | £ 95,920.00 | £ 27,545.99 | £ 68,374.01 | 28.72% |
| Planning, Highways & Licensing | | | | | Planning Highways & Licensing | | | | |
| | | £ - | £ - | | Planning Expenditure | £ 1,500.00 | £ - | £ 1,500.00 | 0.00% |
| | | | | | Staffing | £ 9,828.00 | £ 1,742.44 | £ 8,085.56 | 17.73% |
| | £ - | £ - | £ - | | | £ 11,328.00 | £ 1,742.44 | £ 9,585.56 | 15.38% |
| Total Income | £ 602,337.00 | £ 254,339.62 | £ 347,997.38 | 42.23% | Total Expenditure | £ 638,127.00 | £ 171,832.52 | £ 466,294.48 | 26.93% |
| Capital Reserves 31/03/18 | £ 168,407.95 | YR END EST | £ 30,000.00 | | Balances Remaining C/F | | £ 596,613.10 | | |
| Earmarked Reserves 31/03/18 | £ 236,558.40 | YR END EST | £ 320,000.00 | | Est. General Reserves @ 31st March 2019 | | £ 102,000.00 | | |
| 3rd Party monies | | YR END EST | £ 26,000.00 | | | | | | |



Leigh-on-Sea Town Council

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Chairman: Cllr Valerie Morgan
 Vice Chairman: Cllr Jill Healey
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Payments List 16th June 2018- 28th August 2018 Report 2700 Expenditure incurred under the General Power of Competence

| Cheque | Expenditure | Payee | Purpose |
|--------|-------------|--------------------------------|--|
| | | Expenditure - Cheques | |
| 102539 | £18.61 | Recognition Express Essex | Replacement chq – original lost |
| 102540 | £258.00 | Miskos Ltd | Spam filtering Server monitoring PCI compliance |
| 102541 | £10629.25 | Southend BC | Hanging baskets HR services Commercial Insurance |
| 102542 | £255.00 | EALC | Councillor training course x 3 |
| 102543 | £174.00 | Evac + Chair International Ltd | Annual maintenance contract |
| 102544 | £250.00 | Palmers Solicitors | Professional advice |
| 102545 | £75.90 | St John Ambulance | First Aid cover Community Day |
| 102546 | £45.00 | Entertainer | Movement day |
| 102547 | £300.00 | Leigh Times Series Ltd | Newsletter |
| 102548 | £69.40 | Viking | Stationery |
| 102549 | £33.60 | Hampshire Flag Company | Flag |
| 102550 | £525.94 | Printer | Leigh Partnership Group survey |
| 102551 | £55.80 | Staff member | Travel expenses |
| 102552 | £67.08 | James Todd & Co Ltd | Payroll processing |
| 102553 | £10.00 | Plot holder | Return of key deposit |
| 102554 | £200.00 | Entertainer | Children's event |
| 102555 | £150.00 | Entertainer | Children's event |
| 102556 | £150.00 | Entertainer | Puppet shows |
| 102557 | £100.00 | Entertainer | Magic show |
| 102558 | £200.00 | Entertainer | Messy play craft |

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|--------|----------|-------------------------------------|--|
| 102559 | £175.00 | Entertainer | Pony Cycle hire |
| 102560 | £140.00 | Cash | Top up Petty Cash |
| 102561 | £47.28 | Allen Bros Electrical (Factors) Ltd | Light bulbs |
| 102562 | £152.97 | Essex Supplies (UK) Ltd | Cleaning materials |
| 102563 | £50.00 | Plot holder | Refund plot deposit |
| 102564 | £15.00 | Plot holder | Refund plot deposit |
| 102565 | £95.00 | Entertainer | Children's event |
| 102566 | £585.00 | Entertainer | Children's events |
| 102567 | £100.00 | Entertainer | Children's events |
| 102568 | £75.00 | English Heritage Trust | Entrance fee Community Transport |
| 102569 | £193.90 | English Heritage Trust | Entrance fee Community Transport |
| 102570 | £400.00 | Princess Gatherings Ltd | Children's events |
| 102571 | £26.09 | Recognition Express Essex | Name badges |
| 102572 | £55.00 | EALC | Staff training |
| 102573 | £122.22 | Fulton Paper | Paper |
| 102574 | £84.15 | Viking | Stationery |
| 102575 | £89.00 | M Frost & Associates Ltd | Display Energy Certificate Community Centre |
| 102576 | £400.00 | Entertainer | Kids Zone event Strand Wharf |
| 102577 | £30.00 | Plot-holder | Refund plot deposit |
| 102578 | £50.00 | Plot-holder | Refund plot deposit |
| 102579 | £55.00 | EALC | Councillor training course |
| 102580 | £2100.00 | Inspectorate Ltd | Column testing re additional loadings |
| 102581 | £121.60 | Wyvern Community Transport | Minibus hire Audley End trip |
| 102582 | £200.00 | Entertainer | Children's summer activities |
| 102583 | £126.00 | Miskos Ltd | Server monitoring and spam filtering |
| 102584 | £70.20 | James Todd & Co Ltd | Payroll processing |
| 102585 | | CHQ CANCELLED | |
| 102586 | £465.00 | EALC | Staff training course |
| 102587 | £54.00 | Phoenix Water Coolers Ltd | Cone cups |
| 102588 | £528.00 | Miskos Ltd | PCI Compliance |
| 102589 | £24.00 | Rochford District Council | Community Transport trip |
| 102590 | £70.00 | Rayleigh Town Museum | Community Transport trip |
| 102591 | £170.00 | EALC | Councillor & staff training |
| 102592 | £6624.62 | WPS Ltd | Annual insurance |
| 102593 | £53.20 | Viking Payments | Stationery |

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|--------|-----------|------------------------------------|--------------------------------------|
| 102594 | £240.00 | Entertainer | Children's events entertainer |
| 102595 | £190.68 | Vanessa Treasure Designs | Armbands |
| 102596 | £50.00 | Plot-holder | Refund plot deposit |
| 102597 | £146.09 | Essex Supplies (UK) Ltd | Cleaning materials |
| 102598 | £1560.00 | PKF Littlejohn LLP | External audit fee |
| 102599 | £120.00 | Secom plc | Intruder alarm callout |
| 102600 | £13.78 | Royal Mail Group Ltd | Leigh Partnership survey |
| Bk Trs | £24000.00 | Payroll | To cover June payroll |
| Bk Trs | £2034.00 | Albany Environmental Services Ltd | Pigeon netting and clean up |
| Bk Trs | £350.00 | D & B Roofing | Roof repairs Community Centre |
| Bk Trs | £1508.40 | Vicarage Marquees Ltd | Marquee hire Craft & Cuisine event |
| Bk Trs | £22500.00 | Payroll | To cover July payroll |
| Bk Trs | £750.00 | Manchester Drive Allotment Society | ASA agreement |
| Bk Trs | £400.00 | LOSALGA | ASA agreement |
| Bk Trs | £125.00 | Marshall Close Allotments | ASA agreement |
| Bk Trs | £390.00 | Team Prevent UK Ltd | HR services |
| | | Expenditure – Imprest Items | |
| | £53.04 | Brunel Engraving | Plaque engraving Strand Wharf |
| | £36.99 | The Factory Shop | Events equipment |
| | £21.98 | WH Smith | Condolence book |
| | £6.83 | Amazon | Poster paper |
| | £26.00 | Southend Borough Council | Event permit Carols on Strand Wharf |
| | £409.20 | Everything Branded | Good for Leigh branded water bottles |
| | £38.35 | Viking Direct | Stationery |
| | | | |
| | | Expenditure – Direct Debits | |
| | £200.00 | FP Teleset | Postage |
| | £15.01 | SSE | Strand Wharf electricity |
| | £14.13 | Global Payments | Virtual Terminal processing fee |
| | £15.93 | Global Payments | Card machine processing fee |
| | £92.15 | Biffa Environmental | Skate Park bin collection |

| | | | |
|--|----------|--------------------------------|--------------------------------------|
| | £119.65 | Biffa Environmental | Community Centre general waste |
| | £93.07 | Biffa Environmental | Community Centre recycling |
| | £32.72 | The Calls Warehouse | Call charges 477248 |
| | £552.64 | SSE | Community Centre Electricity |
| | £96.00 | FP Mailing | Franking machine lease |
| | £200.00 | FP Teleset | Postage |
| | £12.00 | Annecto UK Ltd | Card machine charge |
| | £792.00 | Southend BC | Business rates Community Centre |
| | £399.31 | Wave | Water rates Community Centre |
| | £138.53 | Wessex Products (Leasing) Ltd | Hand drier lease |
| | £2569.50 | SSE | Gas Community Centre |
| | £6.05 | Global Payments | Virtual Terminal processing fee |
| | £15.72 | Global Payments | Card machine processing fee |
| | £6.00 | Annecto UK Ltd | Virtual Terminal charge |
| | £83.81 | GO CARDLESS (Verde Coffee Ltd) | Coffee order. Costs recovered by LTC |
| | £257.58 | Edenred | Childcare vouchers |
| | £277.21 | British Telecom | Line and call charges 716288 |
| | £89.52 | British Telecom | Line rental 716287 |
| | £34.01 | The Calls Warehouse | Call charges 477248 |
| | £15.93 | SSE | Electricity Strand Wharf |
| | £533.11 | SSE | Community Centre electricity |
| | £487.52 | British Telecom | Broadband & line rental alarm line |
| | £92.15 | Biffa Environmental | Skate Park bin collection |
| | £85.36 | Biffa Environmental | Community Centre general waste |
| | £75.46 | Biffa Environmental | Community Centre recycling |
| | £49.31 | SSE | Skate Park electricity |

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| | £12.00 | Annecto UK Ltd | Card machine charge |
| | £792.00 | Southend BC | Business rates Community Centre |
| | £58.86 | GO CARDLESS (Verde Coffee Ltd) | Coffee order. Costs recovered by LTC |
| | £6.00 | Annecto UK Ltd | Virtual Terminal charge |
| | £9.50 | Global Payments | Virtual Terminal processing fee |
| | £16.74 | Global Payments | Card machine processing fee |
| | £269.51 | Essex & Suffolk Water | Allotments water rates |
| | £257.58 | Edenred | Childcare vouchers |
| | £544.94 | SSE | Electricity Community Centre |
| | £33.11 | The Calls Warehouse | Call charges 477248 |
| | £1352.62 | Essex & Suffolk Water | Water rates Manchester Drive allotments |

[Agenda](#)