



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, 8th January 2019 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 Mulroney,
Declan Mulroney (Chairman), Ron Owen and Vivien Rosier

AGENDA

1. CHAIRMAN'S OPENING REMARKS & HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE

Cllr C & D Mulroney have given apologies in advance of the agenda
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING 6TH NOVEMBER 2018
5. PUBLIC REPRESENTATIONS

Beat It Cancer Exercise Rehab have sent a letter of thanks to the Committee for the Grant Aid Award. They were thrilled to have been awarded the cost of weekly room hire at the Community Centre for a year. This will mean that they can continue to provide the classes for the ever growing number of cancer sufferers, who are so in need of them.

6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 3

POLICY

7. GRANT AID AWARD POLICY ([Appendix 2](#)) page 4 **DECISION ITEM**

This policy is due for review. The Town Clerk has no recommendations for amendments.

RESOURCES

8. COMMUNITY SPECIAL CONSTABLES

Unfortunately one volunteer did not pass the assessment stage and so at the present time just one Special Constable recruitee is progressing and due to start the training course in February 2019.

9. YOUTH GROUP

A Youth Group meeting is scheduled in a week's time, with the next Youth Forum taking place 24th January. Numbers attending the Youth Club Sessions are beginning to grow.

FINANCIAL

10. COMMITTEE AND COUNCIL BUDGETS 2018/19

- P&R Budget Reports as at 2nd January 2019 ([Appendix 3](#)) page 9
- Leigh Town Council Main Budget Report as at 2nd January 2019 ([Appendix 4](#)) page 11

11. QUARTERLY FINANCE CHECK

Cllr D Mulronev will be undertaking this quarter's check imminently.

12. BANK RECONCILIATION CHECK

The third quarter reconciliation checks are in progress.

13. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 5](#)) page 12 **DECISION ITEM**

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

14. BANK ACCOUNT BALANCES AS AT 31st DECEMBER 2018

HSBC Current	£ 17,310.09
HSBC BMM	£ 53,054.10
HSBC Payroll	£ 7,742.37
HSBC Imprest	£ 898.10
CCLA (PSDF)	£516,855.49

Helen Symmons

Helen Symmons
Town Clerk
3rd January 2019

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 and TC has spoken with consultant	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		Some information received but more required with regard to community project	Ongoing communication	EPO
P&R 06-11-18	42. Community Infrastructure Levy	RESOLVED with recommendation to Council £15k of CIL money allocated to viewing platform project in partnership with SBC	06-11-18	On Council Agenda 20-11-18	NFA under this minute	
P&R 06-11-18	43. Communication Systems	RESOLVED to upgrade LTC system to Club solution opting for purchase option from Renewals Fund		TC confirmed support contract. Regular BT support as per a telephone contract. Order placed	Installation January 2019	TC
P&R 06-11-18	47. Committee Draft budgets 2019/20	RESOLVED with recommendation to Council	06-11-18	On Council Agenda 20-11-18	NFA under this minute	
P&R 06-11-18	49. P&R and Council Draft budgets 2019/20	RESOLVED with recommendation to Council	06-11-18	On Council Agenda 20-11-18	NFA under this minute	
P&R 06-11-18	52. Approve expenditure	RESOLVED with recommendation to Council	06-11-18	On Council Agenda 20-11-18	NFA under this minute	
P&R 06-11-18	55. Grant Aid Awards	RESOLVED grants	06-11-18	Applicants advised, cheques issues or bursary noted if room hire	NFA	



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GRANT AWARDING POLICY

RESOLVED JANUARY 2015
FOR REVIEW JANUARY 2019

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

A completed application form.

1. Copy of Income & Expenditure figures and Balance Sheet for last financial year OR for new initiatives, a Budget Forecast.
2. 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:	

[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	£ 411,692.00	£ -	100.00%	Grant Award Fund	£ 3,971.18	£ 5,000.00	£ 2,984.77	£ 5,986.41	33.27%
Council Tax Support Grant	£ 6,860.00	£ 6,860.00	£ -	100.00%	Furniture & Equipment		£ 4,000.00	£ 273.49	£ 3,726.51	6.84%
Bank Interest	£ 800.00	£ 2,065.38	-£ 1,265.38	258.17%	Elections	£ 19,344.77	£ 3,000.00	£ -	£ 22,344.77	0.00%
Other Income	£ 1,200.00	£ 1,462.59	-£ 262.59	121.88%	Legal Costs	£ 3,475.00	£ 3,500.00	£ -	£ 6,975.00	0.00%
Insurance Claim		£ 629.68			Annual Town Meeting		£ 500.00	£ 164.95	£ 335.05	32.99%
					Community Engagement		£ 12,000.00	£ 5,287.68	£ 6,712.32	44.06%
CIL Income - FOR NOTING		£ 19,591.90			Volunteer Programme	£ 19,504.40	£ 6,000.00	£ 3,257.01	£ 22,247.39	12.77%
Leigh Partnership Group - FOR NOTING		£ 9,028.37			Website		£ 460.00	£ 190.00	£ 270.00	41.30%
					Civic		£ 250.00	£ 199.00	£ 51.00	79.60%
					Renewals Fund	£ 16,086.02	£ 5,000.00	£ -	£ 21,086.02	0.00%
					Other Expenditure		£ 1,200.00	£ 1,213.98	-£ 13.98	101.17%
					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	£ 88.00	£ 412.00	17.60%
TOTAL INCOME	£ 420,552.00	£ 451,329.92	-£ 1,527.97	107.32%	TOTAL EXPENDITURE	£ 64,381.37	£ 49,710.00	£ 13,658.88	£ 100,432.49	11.97%
					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	£ -	100.00%
LCC Premises Use Grant	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%
	£ 30,500.00	£ 17,000.00	£ 13,500.00	55.74%
Office Admin - EMR £4750				
Stationery	£ 1,500.00	£ 692.65	£ 807.35	46.18%
Insurance	£ 6,700.00	£ 6,563.85	£ 136.15	97.97%
Library	£ 300.00	£ 129.95	£ 170.05	43.32%
Communication	£ 2,450.00	£ 1,379.62	£ 1,070.38	56.31%
Photocopying	£ 3,000.00	£ 1,679.70	£ 1,320.30	55.99%
Subscriptions	£ 2,150.00	£ 2,106.45	£ 43.55	97.97%
Postage	£ 1,000.00	£ 1,315.65	-£ 315.65	131.57%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 500.00	£ 35.00	£ 465.00	7.00%
Bank Charges	£ 1,200.00	£ 633.84	£ 566.16	52.82%
Miscellaneous	£ 500.00	£ 185.56	£ 314.44	37.11%
Professional Advice	£ 1,000.00	£ 330.00	£ 670.00	33.00%
Audit	£ 2,800.00	£ 2,150.00	£ 650.00	76.79%
IT	£ 15,000.00	£ 3,123.46	£ 11,876.54	20.82%
Training EMR £1500				
Training - Staff	£ 2,000.00	£ 1,620.00	£ 380.00	81.00%
Expenses/Travel Costs - Cllrs	£ 500.00	£ 33.95	£ 466.05	6.79%
Training - Cllrs	£ 1,500.00	£ 1,000.00	£ 500.00	66.67%
Mileage & Expenses - Staff	£ 700.00	£ 690.61	£ 9.39	98.66%
	£ 43,050.00	£ 23,670.29	£ 19,379.71	54.98%
	£ 73,550.00	£ 40,670.29	£ 32,879.71	55.30%

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	£ 411,692.00	£ -	100.00%	P & R Expenditure	£ 49,710.00	£ 13,658.88	£ 36,051.12	27.48%
Local Council Tax Support Grant	£ 6,860.00	£ 6,860.00	£ -	100.00%	Office & Admin	£ 73,550.00	£ 40,670.29	£ 32,879.71	55.30%
Interest	£ 800.00	£ 2,065.38	-£ 1,265.38	258.17%	Staffing	£ 92,549.00	£ 70,378.55	£ 22,170.45	76.04%
Other Income	£ 1,200.00	£ 1,462.59	-£ 262.59	121.88%	Capital Projects		£ -	£ -	
CIL Income		£ 19,591.90	-£ 19,591.90			£ 215,809.00	£ 124,707.72	£ 91,101.28	57.79%
	£ 420,552.00	£ 441,671.87	-£ 1,527.97	105.02%					
Community Facilities					Community Facilities				
LCC Hire Income	£ 129,000.00	£ 86,204.07	£ 42,795.93	66.82%	LCC Expenditure	£ 52,200.00	£ 29,637.00	£ 22,563.00	56.78%
LTC Contribution	£ 27,000.00	£ 13,500.00	£ 13,500.00	50.00%	LCC Staffing	£ 135,865.00	£ 95,075.61	£ 40,789.39	69.98%
					Highways Expenditure	£ 4,700.00	£ 4,591.75	£ 108.25	97.70%
Other Income	£ 4,500.00	£ 7,085.24	-£ 2,585.24	157.45%	Strand Wharf Expenditure	£ 700.00	£ 233.35	£ 466.65	33.34%
					Skate Park Expenditure	£ 3,150.00	£ 706.48	£ 2,443.52	22.43%
					Skate Park Staffing	£ 5,955.00	£ 3,384.49	£ 2,570.51	56.83%
					Paddling Pool	£ 500.00	£ -	£ 500.00	0.00%
					Repair Project	£ 112,000.00	£ 127,984.57	-£ 15,984.57	114.27%
	£ 160,500.00	£ 106,789.31	£ 53,710.69	66.54%		£ 315,070.00	£ 261,613.25	£ 53,456.75	83.03%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 13,085.00	£ 14,936.60	-£ 1,851.60	114.15%	Allotments Expenditure	£ 13,340.00	£ 13,944.91	-£ 604.91	104.53%
Community Transport Fees	£ 2,500.00	£ 1,914.29	£ 585.71	76.57%	Allotments Staffing	£ 8,517.00	£ 6,289.21	£ 2,227.79	73.84%
Farmers' Market Fees	£ 2,500.00	£ 1,735.00	£ 765.00	69.40%	Community Transport Expenditure	£ 4,070.00	£ 2,222.64	£ 1,847.36	54.61%
Leigh Lights Income	£ 2,750.00	£ 2,378.33	£ 371.67	86.48%	Community Transport Staffing	£ 2,796.00	£ 1,438.14	£ 1,357.86	51.44%
Other Events Income	£ 450.00	£ 1,484.66	-£ 1,034.66	329.92%	Farmers' Market Expenditure	£ 5,067.00	£ 4,082.00	£ 985.00	80.56%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 36,970.00	£ 24,725.27	£ 12,244.73	66.88%
	£ 21,285.00	£ 22,448.88	-£ 1,163.88	105.47%	Events & Other Expenditure	£ 12,900.00	£ 12,365.14	£ 534.86	95.85%
					E&L Staffing	£ 12,260.00	£ 7,160.17	£ 5,099.83	58.40%
						£ 95,920.00	£ 72,227.48	£ 23,692.52	75.30%
Planning, Highways & Licensing					Planning Highways & Licensing				
		£ -	£ -		Planning Expenditure	£ 1,500.00	£ -	£ 1,500.00	0.00%
					Staffing	£ 9,828.00	£ 7,566.77	£ 2,261.23	76.99%
	£ -	£ -	£ -			£ 11,328.00	£ 7,566.77	£ 3,761.23	66.80%
Total Income	£ 602,337.00	£ 570,910.06	£ 51,018.84	94.78%	Total Expenditure	£ 638,127.00	£ 466,115.22	£ 172,011.78	73.04%
Capital Reserves 31/03/18	£ 168,407.95	YR END EST	£ 30,000.00		Balances Remaining C/F		£ 618,900.84		
Earmarked Reserves 31/03/18	£ 236,558.40	YR END EST	£ 377,029.00		Est. General Reserves @ 31st March 2019		£ 113,473.00		
3rd Party monies		YR END EST	£ 15,329.00						



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Payments List 31st Oct 2018 – 2nd Jan 2019 Report 2708/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102645	£1620.00	Southend BC	Hedge cutting at allotments Grass cutting at Skate Park
102646	£126.00	Miskos Ltd	Server monitoring and spam filtering
102647	£100.00	Entertainer	Leigh Lights entertainment
102648	£195.60	Staff member	Reimburse expenses
102649	£70.20	James Todd & Co Ltd	Payroll processing
102650	£74.33	SEEOG	Donation re entertainment at children's event
102651	£35.00	Hirer	Refund hall hire
102652	£25.00	Plot holder	Return of allotment plot deposit
102653	£66.00	National Society of Allotment and Leisure Gardeners Ltd	Renew membership
102654	£30.00	Stallholder	Refund cancelled table (re-sold)
102655	£1458.00	Greenworks Solutions Ltd	Washroom services
102656	£250.00	Wesley Methodist Church	Grant awarded
102657	£18.90	Plot-holder	Refund overpayment
102658	£330.00	Crucis Designs Ltd	Site visit and structural designs re new lintel
102659	£32.40	Room hirer	Refund room hire
102660	£21463.80	Aylesford Electrical Contractors Ltd	Christmas lighting scheme further refurbishment phase and annual installation contract
102661	£189.60	Francotyp Postalia Ltd	Franking machine service agreement
102662	£516.00	Auditing Solutions Ltd	Internal audit interim visit
102663	£50.00	Southend BC	Skate Park lease
102664	£33.20	Staff member	Reimburse travel expenses

102665	£180.00	Leigh Times Series Ltd	Road closure notices
102666	£252.00	NALC	Conference 2019
102667	£25.00	Wyvern Community Transport	Minibus hire
102668	£83.64	Jelf Insurance Brokers Ltd	LOSALGA allotments insurance (paid from retained ASA monies)
102669	£4472.00	Icicle Graphic Design	LTC Magazine
102670	£12.99	Community Transport member	Refund Christmas lunch
102671	£25.00	Plot-holder	Refund plot deposit
102672	£111.13	LexisNexis	Arnold Baker Local Council Administration reference book
102673	£349.17	Essex Supplies (UK) Ltd	Cleaning materials
102674	£200.00	A Stoat Ltd	First Aid training
102675	£4686.80	RCH Heating & Plumbing Ltd	Balance due for replacement TRVs and lock shields
102676	£150.00	Cash	Top up petty cash
102677	£450.00	DJ Creative	Leigh Lights Programmes
102678	£690.00	Vicarage Marquees Ltd	Marquee hire for Carols on Strand Wharf
102679	£88.20	Fulton Paper	Paper
102680	£50.00	Entertainer	Grinch at Leigh Lights
102681	£273.00	SLCC	Annual membership
102682	£1700.00	Southend BC	Renewal of Wedding Venues Premises Licence
102683	£32.80	Wyvern Community Transport	Minibus hire Community Transport
102684	£75.00	Entertainer	Puppet show at Pre Parade Fun
102685	£180.00	EALC	Councillor training
102686	£180.00	The Art Ministry	Entertainment at Pre Parade Fun and finger lights
102687	£70.20	James Todd & Co Ltd	Payroll processing
102688	£25.98	Community Transport member	Refund Christmas lunch
102689	£33.98	Community Transport member	Refund Christmas lunch
102690	£84.00	Phuse Media	Updates to website
102691	£37824.68	Mansard Roofing Ltd	Roof repairs Community Centre
102692	£1591.32	Southend BC	Parking restriction costs Leigh Lights
102693	£184.81	Essex Supplies (UK) Ltd	Cleaning materials

102694	£10.99	Community Transport member	Refund
102695	£126.00	Miskos Ltd	Spam filtering server monitoring
102696	£5834.24	VIP Security Services	Security services Leigh Lights
102697	£203.80	Staff member	Reimburse expenses
102698	£32.30	Staff member	Reimburse expenses
102699	£130.00	Violet Streak's Circus	Performers Leigh Lights
102700	£32.16	Allen Bros. Electrical (Factors) Ltd	Cable and bulbs
102701	£1509.30	St John Ambulance	Cover at Leigh Lights and the First Aid Post Old Town
102702	£4018.03	Johnson Gillies Ltd	Contract management of roof repairs
102703	£384.94	Children's Chronic Arthritis Association	Distribution of collection at Leigh Lights
102704	£164.32	Cancer Research UK	Distribution of collection at Leigh Lights
102705	£72.95	Make a Wish Foundation	Distribution of collection at Leigh Lights
102706	£105.26	Southend Scout and Guide Gang Show	Distribution of collection at Leigh Lights
102707	£79.18	Eastwood Lions Club	Distribution of collection at Leigh Lights
102708	£31.72	The Danny Green Fund	Distribution of collection at Leigh Lights
102709	£65.95	Heycroft Primary School	Distribution of collection at Leigh Lights
102710	£263.77	Alzheimer's Society	Distribution of collection at Leigh Lights and Parade Prize
102711	£81.75	Leigh-on-Sea St John Ambulance	Distribution of collection at Leigh Lights
102712	£776.78	Across Foundation	Distribution of collection at Leigh Lights
102713	£100.00	Crisis	Distribution of collection at Leigh Lights
102714	£30.00	Salvation Army	Donation re Carols on Strand Wharf
102715	£1664.63	Steve's Self Drive	Van hire for events (2016-2018)
102716	£10.96	Recognition Express	Replacement staff badge
102717	£60.23	Viking	Stationery
102718	£3500.00	Southend BC	Community Centre rent
102719	£142.71	PPL PRS Ltd	Music licence
102720	£0.00	Cancelled	
102721	£30.00	The Hoy Shanty Crew	Donation re Carols on Strand Wharf

Bk Trs	£21000.00	Payroll	Cover December payroll
Bk Trs	£624.00	First Class Effects & Entertainment	Snow cannon hire
Bk Trs	£125.00	Marshall Close	ASA agreement
Bk Trs	£750.00	Manchester Drive Allotment Society	ASA agreement
Bk Trs	£22000.00	Payroll	Cover November payroll
		Expenditure – Imprest Items	
	£6.00	Vinyl Banners Printing	Banner stickers
	£264.00	Cliffs Pavilion	Community Transport Tickets
	£12.00	Vinyl Banners Printing	Banner stickers
	£93.95	Argos	Grotto decoration
	£11.48	Amazon	Grotto decoration
	£4.29	Amazon	Grotto decoration
	£36.59	Buy Backdrop	Grotto decoration
	£23.15	Must Let It Go	Grotto decoration
	£22.74	NWB Craft card	Grotto decoration
	£40.00	Solopress	TRO posters Leigh Lights
	£16.50	Cliffs Pavilion	Additional Community Transport ticket
	£76.99	Vinyl Banners Printing	Leigh Lights banners
	£289.20	Urban Design & Print	Road signs Leigh Lights
	£93.60	Yazzoo	Staff uniform
	£20.35	Cableties	Cable ties
	£52.80	Solopress	Christmas cards
	£80.00	The Sarah Moore	Deposit Community Transport Christmas lunch
	£139.55	Glowsticks	Glowsticks
	£34.00	Solopress	Farmer's Market leaflets
	£96.40	Sainsburys	Community Transport Christmas Social
		Expenditure – Direct Debits	
	£92.15	Biffa Environmental	Skate Park bin collection

	£96.72	Biffa Environmental	Community Centre bin collection
	£75.46	Biffa Environmental	Community Centre recycling
	£442.80	CF Corporate Finance	Photocopier lease
	£12.00	Annecto UK Ltd	Card machine charge
	£6.00	Annecto UK Ltd	Virtual Terminal charge
	£58.86	GO CARDLESS (Verde Coffee Ltd)	Coffee costs recovered by LTC
	£83.81	GO CARDLESS (Verde Coffee Ltd)	Coffee costs recovered by LTC
	£235.49	Essex & Suffolk Water Ltd	Allotments water charges
	£544.17	Wave	Allotments water charges
	£16.62	Global Payments	Card processing charges
	£18.43	Global Payments	Card processing charges
	£792.00	Southend Borough Council	Business rates Community Centre
	£72.02	DOTS	Photocopying costs
	£616.08	SSE	Electricity Community Centre
	£33.20	The Calls Warehouse	Call charges 477248
	£144.88	Wave	Water rates Marshall Close allotments
	£447.66	Wave	Sewerage Community Centre
	£792.00	Southend BC	Business rates
	£12.00	Annecto Uk Ltd	Card processing fees
	£199.92	British Telecom	Broadband charge
	£80.45	DOTS	Photocopying costs
	£83.81	GO CARDLESS (Verde Coffee Ltd)	Coffee costs recovered by LTC
	£8.83	Global Payments	Card processing charges
	£15.81	Global Payments	Card processing charges
	£6.00	Annecto UK Ltd	Virtual Terminal charge
	£200.00	FP Teleset	Top up franking machine

	£138.00	Franco-Postalia Ltd	Franking machine lease
	£32.75	The Calls Warehouse	Call charges 477248
	£653.60	SSE	Community Centre electricity
	£14.26	SSE	Strand Wharf electricity
	£92.15	Biffa Environmental	Skate Park bin collection
	£119.46	Biffa Environmental	Community Centre bin collection
	£75.46	Biffa Environmental	Community Centre recycling

[Agenda](#)