



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
leighcouncil@btconnect.com www.essexinfo.net/leigh-on-sea

Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson



MINUTES OF THE MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON WEDNESDAY 8th DECEMBER 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Pat Holden (Chairman), Bill Abbot, Margaret Cotgrove, Hilary Davison, Mike Dolby, Peter Dolby, Donald Fraser, Jerry Holden, Carole Mulroney, Caroline Parker, Patsy Ryan and John Wren.

Also in attendance: Paul Beckerson (Town Clerk), Andy Exley (Events & Planning Officer), Paul Lawrence

The meeting opened at 7.30pm

Prayers were read by the Chaplain, Major John Carmichael.

53. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and introduced the newly appointed member of staff Andy Exley who has replaced Toni Cordery as Events and Planning Officer. The Chairman particularly asked members to refrain from contacting the office unless it was essential to give time for Andy to familiarise himself with the job.

It had been intended to present some maternity gifts to Toni Cordery to recognise her service to the Council but unfortunately she was not able to attend, therefore the gifts would be delivered to her. The Council wished her every success for the future.

The Chairman had attended the Remembrance Day services at Eastwood and St Clements, both of which had been well attended. The Leigh Lights Switch-On had attracted more people than expected and she recorded a special thanks to Toni Cordery for all the work she had put into the event.

The Chairman had attended a Toy Service at the Salvation Army and reminded members about the Carols on Strand Wharf taking place this Saturday at 6.00pm.

54. DECLARATION OF MEMBERS INTERESTS

There were none.

55. APOLOGIES FOR ABSENCE

Cllrs: Rita Cocks, Elaine Crystall and Jean Rowswell.

56. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the 10th November 2010 were agreed and signed by the Chairman.

57. COMMITTEES

- a) Planning Committee – The minutes of the meetings held on the 9th and 23rd November 2010 were noted.
- b) Transport & Highways Committee – The minutes of the meeting held on the 17th November 2010.

The Vice Chairman commented on the press publicity surrounding the installation of the new boundary sign and the need for greater involvement of the whole Council when press opportunities are arranged.

Cllr Donald Fraser amplified the decision on the Traffic Proposals at Westleigh Schools.

The Council **RESOLVED to write to SBC expressing their support for the committee's opposition to the proposed scheme.**

Cllrs Mike Dolby and Carole Mulroney declared a personal interest as residents in the area.

The minutes were noted.

- c) Leisure, Foreshore & Environment Committee – The minutes of the meeting held on the 18th November 2010 were noted.

Cllr Mike Dolby had been in attendance and was not a member of the committee.

- d) Allotments Committee – The minutes of the meeting held on the 24th November 2010 were noted. Cllr Jerry Holden explained the situation as regards the current spate of vandalism on the site.
- e) Finance & General Purposes Committee – The minutes of the meeting held on the 30th November 2010 were noted with the exception of Minutes 101 (Committee Membership), 108 and 110 which were separate agenda items.

Minute 101 Committee Vacancies – Cllr Donald Fraser was confirmed as the replacement member for Leisure, Foreshore and Environment. The vacancy on Planning would remain.

58. FINANCIAL REPORT

It was **RESOLVED: that the Income & Expenditure Report 1814/I&E be approved**, (Appendix 1).

59. BUDGET AND PRECEPT

Cllr Donald Fraser presented the F & GP recommendations for the budget for 2011/12 and the level of precept.

Cllr Jerry Holden proposed an amendment to the budget proposals:

That the £5000 capital allocation for Strand Wharf be removed from the LFE budget. Reduce the precept figure down to £199,615 and increase the reserve figure to £50,953.

Cllr Peter Dolby proposed an addition to the amendment “That any under spend on the F & GP budget of £19,000 for the 2011 elections up to the sum of £15,000 be vired to the Strand Wharf capital fund”.

On being put to the vote both proposals were carried.

The Council therefore **RESOLVED** that the **BUDGET** as amended contained **within the Budget Pack** (Appendix 2) **be agreed with a PRECEPT figure of £199,615.**

It was further **RESOLVED** that a press release be issued.

The meeting closed at 8.13pm



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Report 1814/I&E

Income and Expenditure 28th October to 24th November 2010

Cheque	Expenditure	Payee	Purpose	Statute
100347	£26.40	Cllr Margaret Cotgrove Replacement Cheque	Travel Expenses	(In all cases, LGA means Local Government Act and s is for section) LGA 1972 s111
100348	£200.00	Cash	Petty Cash	LGA 1972 s111
100349	£1,887.46	HMRC	Tax & NI - Oct	LGA 1972 s111
100350	£211.50	Paul Beckerson	Reimbursement for Heart Internet	LGA 1972 s111
100351	£244.36	Mayfield Cleaning	Office Cleaning (£147.58) and Bus Shelters (£96.78)	LGA 1972 s111 & Local Govt Misc Provs Act 1953
100352	£531.16	RCH Heating & Plumbing	Replacement Saniflow System (£455.16) and Central Heating Service (£76.00)	LGA 1972 s111
100353	£286.27	SBC	Rates - Oct	LGA 1972 s111
100354	£9.64	Screwfix	Allotments Water Tank fixings	SH & Allot Act 1908 s26
100355	£64.63	National Society of Allotments & Leisure Gardeners Ltd	Membership Renewal	LGA 1972 s111
100356	£117.50	Leigh Times Series Ltd	¼ Page Advert	LGA 1972 s111
100357	£60.37	Electronic Office Automation UK	Photocopying	LGA 1972 s111
100358	£200.00	Neopost	Franking Machine Credit	LGA 1972 s111
100359	£111.15	Southend Adult Community College	Hall Hire – Farmers Market	LGA 1972 s144
100360	£30.38	Viking Direct	Stationery - Clip Badges for Switch-on Event	LGA 1972 s111
100361	£96.78	Mayfield Cleaning	Bus Shelters	Local Govt Misc Provs Act 1953
100362	£4,546.37	Aylesford Electrical Contractors	1 Single and 3 Across Road Motif Christmas Lights and cabling	LGA 1972 s145
100363	£1,028.13	Audit Commission	External Audit Fee	LGA 1972 s111
100364	£1,666.81	Essex Pension Fund	Pension Contributions - Oct	LGA 1972 s111
100365	£21.00	SBC	Temp Event Notice – Carols on Strand Wharf	LGA 1972 s145
100366	£52.72	Cllr Peter Dolby	Reimbursement – 4 extra Tickets for Community Transport Theatre Trip	Transport Act 1985 s19

100367-
371

£5064.92 Staff

Payroll - Nov

LGA 1972 s111

Income

£99,807.50	SBC	HALF PRECEPT
£1176.00	Community Transport Members	Theatre Bookings
£240.00	Traders	Xmas Lights – Stall Rent
£828.00	Traders	Xmas Lights - Contributions
£860.00	Plot Holders	Allotments - Rents
£20.00	Plot Holders	Allotments - Key Refunds
£442.00	Stall Holders	Farmers' Market – Stall Rent

Leigh-on-Sea Town Council

Budget Pack 2011/12

COUNCIL

08-12-10

Final

Appendix 2 – Council Minutes 8th December 2010

Final Council budget 08-12-10

	£	£
Anticipated reserves at 31 March 2011		
General Reserves	62852	From attached sheet 1
Capital Reserves	74408	
Allotment Fence	2000	
Add		139260
draft budget income from committees	0	
Planning	0	From attached sheet 2
Transport & Highways	0	From attached sheet 3
Allotments	15512	From attached sheet 4
Leisure Foreshore and Environment	13024	From attached sheet 5
Finance & G.P.	0	From attached sheet 6
Office	0	From attached sheet 7
Staff	0	From attached sheet 8
Room Hire	2800	
Committee Total		31336
Deduct		
draft budget expenditure from committees		
Planning	4,600	From attached sheet 2
Transport & Highways	15,500	From attached sheet 3
Allotments	21520	From attached sheet 4
Allotment Fence	2000	From Capital reserves
Leisure Foreshore and Environment	55442	From attached sheet 5
Strand Wharf	74408	From Capital reserves
Finance & G.P.	29250	From attached sheet 6
Office	40,020	From attached sheet 7
Staff	76,518	From attached sheet 8
Committee and overhead Total		319257.7
Deduct		
Planned reserve at 31 March 2012*		50,953
Nett shortfall = Precept required		-199,615

£50,000 is the Town Clerk's recommended reserve level
Finance & G.P. or Council are welcome to vary it up or down as they see fit

Proposed increase/decrease in precept	0.00 %		
Proposed Band D equivalent at Tax base	22.55		
An increase of	-£0.07	Band D 2010/11	£22.62
Tax Base 2011/12	8851.26		

Sheet 1

Anticipated under spends by Committees	£
Planning	2000.00
Transport & Highways	3500.00
Allotments	0.00
Leisure Foreshore and Environment	0.00
Finance & G.P.	500.00
Office	0.00
Staff	2000.00
Total	8000.00
Anticipated general reserve from Budget report	54852.00
General Reserves carried forward	62852.00

Sheet 2

2nd Draft Planning budget - Committee Recommendations 26-10-10

Heading	Income	Expenditure
Staff costs	0	4,100
Planning	0	500
Southend Airport	0	0
Other items (specify)	0	0
Total	0	4,600

Outturn 2010/11 (Half Year)

Heading	Income	Expenditure	Actual Expenditure	Balance	% Spent
Staff costs	0	3,500	2,061.03	1,439	58.89
Planning	0	500	0.00	500	0.00
Southend Airport	0	2,000	0.00	2,000	0.00
Other items (specify)	0	0	0.00	0	
Total	0	6,000	2,061.03	3,939	34.35

Sheet 3

T & H Budget 2nd Draft Committee Recommendations 2011/12

Heading	Income	Expenditure
School Crossing Patrols	0	8,500
Bus Shelter Cleaning/Maintenance	0	5,000
New Bus shelters	0	0
Highways Improvements	0	1,000
Bollards	0	250
Seats and bins / Phone Box	0	750
Total		15,500

Sheet 4

2nd draft of allotments budget 2011/12 24-11-10

Heading	B/F 2010/11	Income	Expenditure
Rents			
Manchester Drive		10572	
Leigh		4500	
Marshall Close		440	
MDAS Commission			810
Plot clearance			500
Rubbish clearance			650
Equipment			500
Water Rates			3860
Staff Costs			9300
Maintenance			250
Miscellaneous			300
Training			100
Vehicle			750
Capital improvements*	2000		4500
Keys			0
Totals		15512	21520
Nett cost (exp - inc)		6008	

Northern Perimeter Fence
*

Revenue

Capital*

There is an increase of £7242 income partly due to the levy

Fence Fund would stand at £6500

Plus year on year the capital investment would decrease by approx £2500 extra income

Sheet 5

LFE Budget 3rd Draft (Committee Recommendations) - 18-11-10

Heading	Income	Expenditure	
Community Transport*	6124	10824	
Flower baskets	0	5000	
First Aid Provision	0	1000	Reduction of £200
Farmers Market*	1800	2130	
Strand Wharf	0	0	
Leigh Lights*	4300	22303	
Padding Pool	0	0	
Grants to outside organisations	0	1750	
Fishing Festival	800	2800	
May Day	0	500	
Carols on Strand Wharf	0	500	
Easter Event		800	
Good for Leigh		500	
Community initiatives and recreational facilities		500	Increase of £500 (Flag)
Staff costs		6835	
Totals	13024	55442	
Nett cost		42418	

* see separate budgets below

Increase of
£2999 from
2010/11

Community Transport	Income	Expenditure	
Staff costs		3875	Increase of £16
Ticket sales	6124		
Trip costs		4752	
Minibus hire		1265	
CRB checks		70	
Petrol		144	
Refreshments		422	
CTA membership		150	
Midas Training		146	
Totals	6124	10824	
Nett cost		4700	

Appendix 2 – Council Minutes 8th December 2010

Farmers Market	Income	Expenditure
Stall hire	1800	
Hall Hire		1368
Leaflet		562
Banners		200
Totals	1800	2130
Nett cost		330

Increase of £12

Leigh Lights	Income	Expenditure
Column testing		800
Installation and removal		5638
Storage		1500
Power		500
Replacement bulbs / renewal		1035
Traders contributions	3500	
Switch-on security		2550
Entertainers		2600
Road closures, licences etc.		1430
Donations		500
Capital 3rd Phase		4250
Charges to stalls, fairs	800	
Support columns - erect and remove plus storage		1500
Totals	4300	22303
Nett cost		18003

New fixed quotation

May have contribution from SBC

Decrease of £1000

Decrease of £3117

Sheet 6

Finance & G.P. 2nd draft budget F & G.P. 02-11-10

Heading	Income	Expenditure
Crime Prevention	0	0
Schools	0	50
Community Affairs	0	3200
Premises	0	1000
Elections	0	19000
Legal Costs	0	500
Annual Town Meeting	0	500
Publicity	0	1000
Youth Facility	0	4000
Totals	0	29250
Nett cost		29250

Sheet 7

Third Provisional Office Budget for 2011-12

Budget 2010/11	Heading	Budget (Proposed)
50.00	Library	50.00
350.00	Training - Staff	600.00
1,000.00	Training - Cllrs	1,000.00
120.00	Mileage - Staff	400.00
1,900.00	Stationery Cost	1,450.00
5,000.00	Insurance	5,000.00
1,300.00	Telephone, e-mail & telecomms	1,750.00
400.00	Photocopying	830.00
1,900.00	Stamps	1,900.00
1,600.00	Subscriptions	1,600.00
5,400.00	General Rates	5,400.00
280.00	Water Rates	280.00
10,500.00	Rent	10,500.00
960.00	Gas	960.00
650.00	Electricity	650.00
2,300.00	Office Cleaning	2,300.00
400.00	Expenses/Travel Costs - Cllrs	400.00
50.00	Entertaining	50.00
100.00	Licences	100.00
300.00	Miscellaneous	300.00
1,200.00	Audit	1,200.00
0.00	Internet Charges	100.00
0.00	Computer Replacement	2,000.00
0.00	Office Tools*	300.00
500.00	Accounting software Tech support	500.00
100.00	Contingencies	100.00
100.00	Premises Repairs - Service	300.00
36,460.00	Total	40,020.00

* Addition for Tool Kit