



# Leigh-on-Sea Town Council

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



## MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT 8.00 PM ON TUESDAY 6<sup>TH</sup> JULY 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Carole Mulroney (Chairman) Bill Abbott, Margaret Cotgrove, Hilary Davison, Mike Dolby, Peter Dolby, Donald Fraser, Jerry Holden, Pat Holden and Caroline Parker

Also in attendance: Town Clerk, Cllr John Wren and Paul Lawrence

### ***The meeting opened at 8.05pm***

#### 23. APOLOGIES FOR ABSENCE

Cllr Jean Rowswell

#### 24. DECLARATION OF MEMBERS' INTERESTS

Cllr Caroline Parker declared a prejudicial interest in respect of Item 20 as one of the staff members is her daughter.

#### 25. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting 1<sup>st</sup> June 2010 were approved and signed as a correct record with the following amendments noted:

Item 14 – Change Responsible Financial Officer to Acting Responsible Financial Officer

Report 1751/DF – Cheque 100,150 to Cortest was for Street lighting for Leigh Lights

#### 26. APPROVAL OF THE MINUTES OF THE PERSONNEL SUB-COMMITTEE OF ITS MEETING ON THE 17<sup>th</sup> JUNE 2010

The minutes were noted and the recommendation deferred until later in the meeting.

#### 27. LICENSING SUB-COMMITTEE

Cllr Peter Dolby agreed to fill the vacancy.

## GENERAL PURPOSES

### 28. TRAINING COURSES FOR COUNCILLORS

It was **RECOMMENDED**: that,

- 1) to ensure the best use of allocated funds and excluding courses already committed, the Chairman and the Vice Chairman of the Council be appointed to review Councillor requests for attendance at training courses within the current budgeted amount. Consideration will be based on the relevance of the subject matter and the related benefits to the Council or an individual councillor's role within the Council.
- 2) all councillors attending training be required to retain a copy of any papers for Council use and reference and prepare a short report for circulation to all councillors explaining the course content and any relevant matters of which councillors should be aware.

### 29. GENERAL PURPOSES BUDGET

General Purposes Budget Report 1762/FGP was noted, with the exception of addition of the word budget being inserted above the income and expenditure headings.

### 30. LEIGH CRIME PREVENTION PANEL

Report 1765/PD was noted.

Councillors had deep concern over the reported private patrolling service in West Leigh. Members did not support such initiatives and expressed surprise at the intimation that the Town Council supported it. Cllr Peter Dolby would contact Mick Holland to state that the Town Council agreed with the Crime Prevention Panel's stance on this issue.

### 31. SOUTHEND CHARACTERISATION STUDY – STAKEHOLDER WORKSHOP

22<sup>nd</sup> JULY 2010 – 10am till 2pm

Cllrs Pat Holden, Margaret Cotgrove and Caroline Parker to attend the workshop along with the Town Clerk.

### 32. REPORT FROM EALC LARGER COUNCIL'S FORUM 17<sup>th</sup> June 2010

The report was noted.

## FINANCE

### 33. REFERENCES FROM OTHER COMMITTEES

None

34. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1763/FGP 29<sup>th</sup> June 2010 was **noted**
- Committee Income and Expenditure Report 1764/FGP 29<sup>th</sup> June 2010 **noted**

35. INCOME AND EXPENDITURE SINCE THE LAST MEETING

Report 1760/I&E attached **noted**

36. BANK ACCOUNT BALANCES as at 29<sup>th</sup> June 2010

Noted.

37. AUTHORITY FOR PETTY CASH WITHDRAWALS AND BANK TRANSFERS

It was **RECOMMENDED: to give authorisation for the Town Council Staff (Paul Beckerson, Vivien Choppen and Toni Cordery) to draw up to £200 in any one week for petty cash and for the Town Clerk to transfer monies between the Town Council's bank accounts.**

38. BELFAIRS HIGH SCHOOL PRIZES

It was **RECOMMENDED: that Leigh Town Council gives Belfairs High School £50 for the two prizes at which the Chairman of the Council will present at the School prize giving event in July if required.**

39. EXCLUSION OF THE PUBLIC

That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remaining item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

40. APPROVAL OF TOWN CLERK'S CONTRACT

It was **RECOMMENDED: that the Report 1759/PB from the Personnel Sub-Committee is AGREED.**

41. STAFF REVIEW

It was **RECOMMENDED: that the Verbal report by the Chairman of the Personnel Sub-Committee referring to report 1766A/PB is AGREED.**

Details in confidential appendix.

***The meeting closed at 9.15pm***

Finance & G.P. 2nd draft budget as agreed by F & G.P. 1-12-09

Heading	Income	Expenditure	Spent to Date	Balance	% Spent
Crime Prevention	0	0	0.00	0	
Schools	0	0	0.00	0	
Community Affairs	0	1,000	23.17	977	2
Premises	0	1,000	216.35	784	22
Elections	0	0	0.00	0	
Legal Costs	0	500	0.00	500	0
Annual Town Meeting	0	500	268.00	232	54
Publicity	0	1,000	0.00	1,000	0
Youth Facility	0	4,000	652.61	3,347	16
Donations	0	0	0.00		
<b>Totals</b>	<b>0</b>	<b>8,000</b>	<b>1,160.13</b>	<b>6,840</b>	<b>15</b>
Nett cost		8,000			

Various

23

## **Report to F&GP committee of the meeting of the Leigh Crime Prevention Panel on 17<sup>th</sup> May 2010. REPORT 1765/PD**

Insp. Ian Gennery was the Police Representative and reports were given by Catherine Andrews, Local Services Manager of Connexions and Mick Holland, Community Engagement Officer for Southend CDRP.

### **Insp. Gennery reported: -**

- Dwelling burglaries – consistent decrease since peak in March. Operation ‘Littlebrook’ was highly publicised in connection with the countrywide Operation ‘Hornet’ plus highly visible police presence including PCSOs knocking on doors. Offences numbered 20 in March, 13 in April and down to 9 in May to date. Covert activity continues. Although reported offences have been scattered across times of day “commuter burglaries” (households empty during the day) still being targeted. There have been recent reports from outside which may mean they have moved from our area.
- Commercial burglaries have increased with 21 offences reported since 1<sup>st</sup> March. There have been 4 thefts in Progress Road mainly of lead roofing. If the trend continues an Operation may be instigated.
- Sheds and garages continue to be targeted. There have been 22 reported offences since 1<sup>st</sup> March mainly from outbuildings, away from houses (i.e. garage blocks and allotments). 4 reports on Manchester Drive allotments between 4<sup>th</sup> and 15<sup>th</sup> May. A recent caravan break may signal the start of a trend.
- 22 cycle thefts since 1<sup>st</sup> March the majority of which were insecure and unattended. A press release has been issued regarding crime prevention and PCSOs are actively involved in cycle marking.
- Operation ‘Lordship’ had a significant impact in theft from motor vehicles. Following the peak in March of 71 offences, reduced to 31 in April and 11 in May to date. The focus was switched from detection to prevention with more high visibility patrols overlapping with the Operation ‘Littlebrook/Hornet’ patrols. Media profile was high, including a radio appeal on Essex FM regarding crime prevention aspects.
- There have been 3 recent arrests of graffiti taggers caught in the act in Chalkwell Park. They have admitted to other offences around the area. A further arrest today has resulted in 5 more offences detected. Graffiti walls have been deemed successful in reducing crime in Thurrock and liaison is under way with schools and the YOS locally.
- Nuisance and disorder in Leigh remains generally low compared with Southend Central but instances have increased which may be the result of displacement from Southend seafront. The Licensing Section has had meetings with all licensed premises and PCSOs and normal patrol officers are building this in to their patrols. The Special Constabulary will provide dedicated patrols in the Old Town and Chalkwell on Fridays and Saturdays (and Sundays on BH weekends) similar to Operation ‘Backstreet’ run by Southend CDRP. Eastwood continues to experience issues, especially at weekends, with the last weekend seeing a resurgence of garden walls pushed over. Operation ‘Sandy ridge, scaled down at the end of March due to lack of funds, will need to be reviewed and possibly restarted.

Reports of youth's gathering in Belfairs Park and Underwood Square at weekends, causing an issue to the elderly, will be addressed with the use of Special Constabulary patrols working in conjunction with the YOS and Operations 'Staysafe and Sandy Ridge'.

14 SCs, with more scheduled, working under a newly appointed Special Constabulary Inspector are now operating out of Leigh patrolling in Leigh, Eastwood and Westcliff at weekends and evenings.

- Eastwood's neighbourhood team has been increased with the recent recruit of a PCSO and the return from maternity leave of a Specialist Neighbourhood Officer.
- There have been two recent instances of violent crime in the Broadway area. Offences in Southend are low when compared with Essex as a whole.

### **Catherine Andrews Reported: -**

The detached team of three full time youth workers, who are working across the borough with young people, most specifically on Friday and Saturday evenings, are now in place and are looking at working with groups of young people around positive activities and social opportunities.

### **Mick Holland reported: -**

- **Bike tagging at schools** – tagging sessions have taken place or are planned at the following primary schools: Heycroft, West Leigh, Chalkwell, and Prince Avenue – an e-mail was sent to **all** primary schools in the borough. Only the above plus Westborough and Earls Hall responded.
- **Roadshows** – have been run at TESCO (Prince Avenue) Eastwood Police office; Leigh Library Gardens. There will be a Roadshow on Chalkwell Esplanade on Tuesday 24 August from 2 pm to 5 pm. By the end of 2010, 29 Roadshows will have been held
- **Allotment Watch** – the first dedicated property coding and tagging session was held at Springfield allotments on 9<sup>th</sup> May. One other is planned at another allotment site at the end of June.
- **Neighbourhood Watch** – a new group is to be launched at Stirling Avenue on Monday 24<sup>th</sup> May. The recruitment drive to launch new groups continues. There are currently 233 groups in Leigh and Eastwood which means that our area currently has 38% of the roads in the seven wards covered by Neighbourhood Watch groups
- **Cycle Watch** – to date (12 May) 316 bicycles and mobility scooters have been tagged in 2010. The total tagged since the launch of the scheme on 21<sup>st</sup> October 2005 is 3,317. Of these only six bicycles have been stolen
- **Communicate** – the new 12 page format has been well received and demand exceeded our print run. With the electronic version our circulation is in excess of 17,000 copies per issue. The summer issue is on target and will include a poster on the back page encouraging residents in flats etc with door entry systems to be circumspect about whom they *buzz in*. We are always looking for local interest items to be included in the publication and if the panel would like to submit a short

article (no more than 200 words) on its work etc, it can be included in the autumn issue. The deadline for submissions is the first week of September.

- **Foreshore Watch** – the next meeting will be held on Monday 5<sup>th</sup> July at Leigh Sailing Club commencing at 8.15 pm

Peter Dolby  
14<sup>th</sup> June 2010

**EALC Larger Councils Forum, Loughton, 17<sup>th</sup> June 2010****NALC POLICY COMMITTEE (Presentation by Cllr. Peter Baggott, Chairman)**

It is responsible for liaising and co-ordinating with outside bodies such as the National Burial Commission and the National Rights of Way Commission etc. The minutes of the meetings are published on the NALC Website. The meeting timings have changed to give a wider gap between the Larger Local Councils Committee and the Policy Committee so action can be facilitated. In effect the committee acts as a public affairs lobbying organisation and is establishing contact with the new Secretary of State DCLG (S of S) Eric Pickles.

The NALC have received £750,000 of government funding over the last three years which expires at the end of this year. Because of likely government spending cuts further funding must be in doubt, they are therefore planning for a deficit budget this year and need to make a decision on holding back or continuing with spending commitments.

The National Development Strategy is still going through the consultation phase and was accelerated by an offer from two County Associations of Local Councils (CALCS) Gloucestershire and Norfolk who facilitated a one day forum called Forum for the Future to move the process forward. The output from this forum has been circulated to all CALCS in a summary of responses to the Strategy. It concluded that the updated Strategy must include a comprehensive delivery plan with targeted priorities and costings. A progress report would go to the National Council (NC) on the 29<sup>th</sup> June with a draft plan and the final version would be presented to the NC in August in tandem with a new budget strategy.

Following the government publication of "Power to the People" and the localism agenda NALC would produce a series of short sharp topic reports which could be used as a toolkit for setting up new councils and send an invitation to the S of S to input into the process.

New councils have been set up in Andover (despite principle authority opposition) and a community council has been established in an area of Bradford despite the ethnic diversity.

**Making the Links – Angela Balcombe ECC**

Angela gave a presentation on funding opportunities for local councils within Essex, which unfortunately do not affect Leigh on Sea as it is in the Southend Unitary.

**Quality CALCS – Joy Sheppard EALC**

EALC had agreed to become a pilot CALC for this scheme and was compiling a specification for delivering a minimum service. She asked member councils for comments on what services these should consist of. A small focus group was established at the meeting to drive the process forward.



Budgets **Spend vs Budget to 30th June 2010**

2010/11

Committee	Item	Budget		Spend to date	Balance	% spent	2009/10 spend
		b/f 2009/10	2010/11				
Council	Office Admin	0	36,460	<b>6,942</b>	29,518	19	46,657 Includes Capital IT System £8,999
	Salaries	0	72,473	<b>8,004</b>	64,469	11	
		0	108,933	<b>14,946</b>	93,987	14	114,038
Leisure	Community Transport <b>A</b>	0	4,500	<b>769</b>	3,731	17	
Foreshore & Environment	Flower Baskets	0	5,000	<b>0</b>	5,000	0	
	First Aid Provision	0	1,200	<b>38</b>	1,162	3	
	Farmers Market <b>A</b>	0	40	<b>-290</b>	330	0	
	Strand Wharf	74,408	0	<b>0</b>	74,408	0	
	Leigh Lights <b>A</b>	1,300	22,120	<b>860</b>	22,560	4	
	Paddling Pool	1,798	0	<b>0</b>	1,798	0	
	Various <b>B</b>	0	12,559	<b>3,659</b>	8,900	29	
		77,506	45,419	5,036	117,889	4	68,904 Includes Capital Lights £35,755
Transport & Highways	School Crossing Patrols	0	7,500	<b>0</b>	7,500	0	
	Bus Shelter Cleaning/Maint	0	3,000	<b>173</b>	2,827	6	
	New Bus Shelters	0	3,500	<b>0</b>	3,500	0	
	Transport Improvements	0	1,000	<b>0</b>	1,000	0	
	Bollards	0	500	<b>0</b>	500	0	
	Phone Box, Seats and bins	0	750	<b>0</b>	750	0	
		0	16,250	<b>173</b>	16,077	1	1,518
Planning	Planning	0	4,000	<b>1,081</b>	2,919	27	
	Southend Airport	0	2,000	<b>0</b>	2,000	0	
		0	6,000	<b>1,081</b>	4,919	18	4360
General Purposes	Various <b>C</b>	0	1,000	<b>23</b>	977	2	
	Premises	0	1,000	<b>216</b>	784	22	
	Elections	0	0	<b>0</b>	0	0	
	Legal costs	0	500	<b>0</b>	500	0	
	Annual Town Meeting	0	500	<b>268</b>	232	54	
	Publicity	0	1,000	<b>0</b>	1,000	0	
	Youth <b>A</b>	20,000	4,000	<b>653</b>	23,347	3	
		20,000	8,000	1,160	26,840	4	11,447 Includes £7677 Section 137 Expenditure Grants
Allotments	Revenue <b>A</b>	0	6,998	<b>3,660</b>	3,338	52	8,475
	Open Day accumulated fund	1,306	0	<b>1,256</b>	50	96	
	Capital Improvements	0	2,000	<b>0</b>	2,000	0	10,874
		0	8,998	4,916	5,388	55	
Total		98,159	193,600	27,312	265,100	9	219,616
<b>Income</b>			Budget 2010/11	Received to date	Balance	% Rec'd	
	Precept 2009/10	0	199,615	<b>99,808</b>	99,808	50	167,893
	Estimated Interest to 31.3.10 <b>D</b>	0	1,500	<b>10</b>		1	103
	Unbudgeted income <b>D</b>	0	0	33	0	0	
	Premises hire	0	2,800		2,800	0	2,851
		0	203,915	99,850	102,608	49	
Add	Est Bank Balance at 30.06.10				<b>217,044</b>		
					319,652		
	VAT refund due				<b>988</b>		
					320,640		
	Less planned expenditure Reserve				265,100		
					55,541		

**A** Community Transport, Allotments Revenue, Youth, Leigh Lights and Farmers Market are balances of income and expenditure

**B** Includes Community Initiatives, recreational facilities, events & conservation areas.

**C** Includes Crime Prevention, community affairs, schools and education

**D** If bank interest and unbudgeted income exceed the budget, they are shown as nil balance, as otherwise it would unfairly affect the Reserve figure

## Third Provisional Office Budget for 2010-11 (Premises WP)

Budget	Heading	2010/11	Spend to Date	Balance	% Spent
2009/10					
50.00	Library	50.00	0.00	50	0.00
100.00	Training - Staff	350.00	140.00	210	40.00
900.00	Training - Cllrs	1,000.00	57.00	943	5.70
300.00	Mileage & Expenses - Staff	120.00	30.40	90	25.33
1,300.00	Stationery Cost	1,900.00	313.18	1,587	16.48
3,400.00	Insurance	5,000.00	0.00	5,000	0.00
1,500.00	Telephone, e-mail & telecomms	1,300.00	337.76	962	25.98
450.00	Photocopying	400.00	46.33	354	11.58
1,400.00	Stamps	1,900.00	276.63	1,623	14.56
1,900.00	Subscriptions	1,600.00	1,414.19	186	88.39
5,200.00	General Rates	5,400.00	746.85	4,653	13.83
240.00	Water Rates	280.00	115.67	164	41.31
10,500.00	Rent	10,500.00	0.00	10,500	0.00
900.00	Gas	960.00	495.82	464	51.65
650.00	Electricity	650.00	189.38	461	29.14
2,500.00	Office Cleaning	2,300.00	376.80	1,923	16.38
250.00	Expenses/Travel Costs - Cllrs	400.00	24.76	375	6.19
50.00	Entertaining	50.00	0.00	50	0.00
120.00	Licences	100.00		100	0.00
300.00	Miscellaneous	300.00	91.05	209	30.35
800.00	Audit	1,200.00	0.00	1,200	0.00
	Professional Advice / Legal	0.00	2,250.00	-2,250	
310.00	Accounting software Tech support	500.00		500	0.00
200.00	Contingencies	100.00	0.00	100	0.00
250.00	Minor Premises Repairs	100.00	36.56	63	36.56
<b>33,570.00</b>	<b>Total</b>	<b>36,460.00</b>	<b>6,942.38</b>	<b>29,518</b>	<b>19.04</b>

Fees to Maurice Howard



# Leigh-on-Sea Town Council

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Report 1760/I&E

## Income and Expenditure 26<sup>th</sup> May to 29<sup>th</sup> June 2010

Cheque	Expenditure	Payee	Purpose	Statute
100,163 to 100,167	£2,342.10	Employees	Salaries for May 2010	(In all cases, LGA means Local Government Act and s is for section) LGA 1972 s111
100,168	£447.00	Paper Mill Lock	Community Transport	Transport Act 1985 s19
100,169	£19.00	Mrs McOwens	Community Transport Refund	Transport Act 1985 s19
100,170	£38.00	Mrs Dow	Community Transport Refund	Transport Act 1985 s19
100,171	£40.00	Cancelled		
100,172	£100.00	J G Dickinson	May Day Event	LGA 1972 s144
100,173	£111.15	Southend Adult Community College	Farmers' Market Use of Hall	LGA 1972 s144
100,174	£142.17	King & Spry Ltd	Allotments Tank Repairs	Small holdings and Allotments Act 1908 s26
100,175	£24.96	Mr A J Wren	Travel Expenses	LGA 1972 s111
100,176	£447.70	Essex & Suffolk Water	Manchester Drive Allotments	Small holdings and Allotments Act 1908 s26
100,177	£123.33	BT Payment Services Ltd	Internet Service	LGA 1972 s 111
100,178	£1,200.00	M G Howard	Acting RFO Costs	LGA 1972 s111
100,179	£152.75	Cable Test Ltd	Lights Storage (2 <sup>nd</sup> quarter)	LGA 1972 s144
100,180	£147.58	Mayfield Cleaning Ltd	Office Cleaning	LGA 1972 s111
100,181	£33.16	Essex & Suffolk Water	Office	LGA 1972 s111
100,182	£29.14	Electronic Office Automation UK Ltd	Photocopying	LGA 1972 s111
100,183	£80.49	Neopost Ltd	Franking	LGA 1972 s111
100,184	£20.56	Acumen Wages Service	Payroll Processing	LGA 1972 s111
100,185	£1,022.08	HMRC	Tax & NI Contribution	LGA 1972 s111
100,186	£522.34	Essex Pension Fund	Pension Contribution	LGA 1972 s111
100,187	£40.00	St John Ambulance	Attendance at Easter Event	LGA 1972 s144
100,188	£82.51	Anglian Water	Office Sewage Charge	LGA 1972 s111
100,189	£102.64	Mayfield Cleaning Ltd	Bus Shelters Cleaning	Local Govt Misc Provisions Act 1953 s4

100,190	£367.99	Viking Direct	Stationary	LGA 1972 s 111
100,191	£164.50	SLCC Enterprise	Summer Seminar Booking	LGA 1972 s111
100,192	£44.61	Essex & Suffolk Water	Marshall Close Allotments	Small holdings and Allotments Act 1908 s26
100,193	£750.00	Leigh Folk Festival	Donation	LGA 1972 s145
100,194 to 100,199	£5,575.40	Employees	Salaries for June 2010	LGA 1972 s111
100,200	£18.00	Mr & Mrs Collins	Community Transport Refund	Transport Act 1985 s19
100,201	£25.00	Essex Playing Fields Association	Subscription	LGA 1972 s111
100,202	£100.00	CASH	Petty Cash	LGA 1972 s111
100,203	£30.40	P Beckerson	Travel Expenses	LGA 1972 s111
100,204	£717.24	R Allan-Smith	Van – MOT & Repairs	Small holdings and Allotments Act 1908 s26
	<b>Income</b>			
	£516.00	Community Transport	Tickets	
	£344.00	Farmers' Market	Stalls	
	£3.00	FHCCP	Use of room	
	£15.00	Allotments	Keys	
	£10.00	Body's Opticians	Xmas lights contribution	