

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 A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT 8.00 PM ON TUESDAY 2nd NOVEMBER 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

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

Also in attendance: Paul Beckerson (Town Clerk), Paul Lawrence and Katy Islip (Echo)

The meeting opened at 8.00pm

79. CHAIRMANS OPENING REMARKS

80. APOLOGIES FOR ABSENCE

Cllr Peter Dolby

81. DECLARATION OF MEMBERS' INTERESTS

None

82. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting 5th October 2010 were approved and signed as a correct record.

GENERAL PURPOSES

83. TO RECEIVE THE MINUTES OF THE COUNCILLOR RECRUITMENT WORKING PARTY held on the 28th October 2010 – Report 1810/CRWP (Attached as Appendix 1)

The committee discussed the pros and cons of circulating correspondence to political parties bearing in mind the historical non-political nature of the Council. It was agreed that there were many people who were active in political parties who would be an asset to the council, additionally some current members were members of political parties but did not consider this when making decisions at Town Council meetings.

It was **AGREED** that an extra paragraph is added to the information sheet to emphasise the non-political nature of the Council.

The Working Party had recommended a change to the name of the Working Party as it was felt that encouraging involvement with the work of the Council was a longer term aspiration.

The committee **RESOLVED** to rename the Working Party the **Citizen Engagement Working Party**.

The minutes of the Councillor Recruitment WP of the 28th October 2010 were **NOTED**.

84. TO RECEIVE THE MINUTES OF THE LICENSING SUB-COMMITTEE HELD ON THE 5th OCTOBER 2010.

The committee **NOTED** the minutes.

85. TO RECEIVE THE MINUTES OF THE PERSONNEL SUB-COMMITTEE HELD ON THE 13th OCTOBER 2010.

The committee **NOTED** the minutes.

86. GENERAL PURPOSES BUDGET

General Purposes Budget Report 1806/FGP was noted (Appendix 2).

FINANCE

87. REFERENCES FROM OTHER COMMITTEES

Leisure, Foreshore and Environment meeting of the 21st October 2010

Minute 25(e)

a) Farmers Market WP meeting of the 12th October 2010

It was **RESOLVED** that two new additional banners are purchased at a cost of £50 each.

Minute 25(i)

b) GYPSY BRIDGE SHELTER – RENEWAL OF PERSPEX SHEETS

It was **RESOLVED** that 36 Perspex panels are purchased at a cost of £267 from the **Good for Leigh** budget.

Minute 26

c) BUDGETS 2010/11

- i. It is **RESOLVED** that the additional expenditure of £55.32 for blinds and bins (this is within budget) at the First Aid Station is approved.
- ii. It is **RESOLVED** that the additional expenditure of £15.00 for a Kitchen Unit for the First Aid Station is approved.

d) AS A MATTER OF URGENCY – PREMISES WP (Office Repairs)

The Saniflo unit in the disabled toilet has ceased to work. A replacement has been ordered with a total cost including installation of **£455**.

The committee **RECOMMENDED** approval of the expenditure.

88. EXTERNAL AUDITORS REPORT – Report 1809/FGP for the 2009/10 Accounts

The committee **NOTED** the auditors report (Appendix 3) and comments made in section 3 of the Annual Return.

The committee **AGREED** that a review of Standing Orders and Financial Regulations be undertaken by January 2011.

89. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1807/FGP 26th October 2010 was **noted**. (Appendix 4)
- Committee Income and Expenditure Report 1808/FGP 26th October 2010 was **noted**. (Appendix 5)

90. INCOME AND EXPENDITURE SINCE THE LAST MEETING

Report 1805/I&E attached is **RECOMMENDED** for approval (Appendix 6)

91. BANK ACCOUNT BALANCES as at 26th October 2010

HSBC Current A/c	£38,094.33
HSBC Community Savings A/c	£115,066.77

Noted

92. BUDGET – FINANCE AND G.P. for 2011/12

Members had received the Budget Pack 2011/12 containing the committee recommendations for consideration. The committee dealt with each budget sheet in order.

Sheet 1 (Under-Spends)

It was **AGREED** to amend the sheet by removing the £2000 under-spend from Allotments as this was accounted for in sheet 4.

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	54082.00
General Reserves carried forward	62082.00

Sheet 2 (Planning Budget)

The **RECOMMENDATIONS** from the Planning Committee were **AGREED**.

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

Sheet 3 (T&H Budget)

The **RECOMMENDATIONS** from Transport and Highways Committee were **REFERRED** back for further consideration.

Members were concerned that the £3500 allocation for bus shelter renewal was not needed due to Southend BC stated intention of renewing them. The Town Clerk was to confirm with Andrew Meddle that this was still a firm commitment.

Sheet 4 (Allotments Budget)

The **RECOMMENDATIONS** from the Allotments Committee were **REFERRED** back for further consideration.

Members did not want the cost of the perimeter fence (£24,000) taken from monies raised by the precept even though the levy on Allotment Holders would pay this back over a twenty year period. The committee would prefer the capital amount of £52,000 to be raised by way of a loan which would then be serviced by the fence levy. It was noted that there was a minimum amount which could be raised by this method. The minimum amount was £5 per elector which in the Town Council's case amounted to some £83,000 which was above the amount required.

It was suggested that if the Strand Wharf Project came to fruition in the short term that this would give the opportunity to borrow the money on the back of the larger project as this would definitely exceed the minimum.

Sheet 5 (LFE Budget)

The **RECOMMENDATIONS** from the Leisure, Foreshore and Environment Committee were **REFERRED** back for further consideration.

Members wanted the committee to reconsider the following provisional budget amounts:

- Strand Wharf (Capital) £15,000
- Easter Event £300
- Leigh Lights (3rd Phase) £5250

Sheet 6 (F&GP Budget)

The committee **AGREED** to increase the Community Affairs Budget from £1000 to £3200 in preparation for funding local organisations that may have their funding cut due to the government spending restraints.

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

Members questioned the £19,000 that had been allocated for the May 2011 Elections. The Town Clerk was asked to obtain a breakdown of the costs; some members commented that in previous elections the charges were much smaller.

With these reservations the **F&GP Budget was AGREED.**

Sheet 7 (Office Budget)

It was **AGREED** to amend the budget provision for Computer Replacement from £200 to £2000.

Sheet 7

Second 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
500.00	Accounting software Tech support	500.00
100.00	Contingencies	100.00
100.00	Premises Repairs - Service	300.00
36,460.00	Total	39,720.00

Sheet 8 (Staff Budget)

The Committee **AGREED** the Staff budget of £76,512.72 contained on Sheet 8 (Appendix 7).

93. BUDGET AND PRECEPT 2011/12 COUNCIL

The Committee deferred this item until the next meeting.

94. 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.

95. PENSION FUND DEFICIENCY, ADMINISTRATION AND SHORTFALL

The Committee **RECOMMENDED** that the Council fund the £465.14 shortfall in its entirety.

The meeting closed at 9.45pm



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Report 1810/CEWP

Councillor Recruitment WP 28th October 2010

PRESENT: Cllr's: Hilary Davison, Donald Fraser and Carole Mulroney

IN ATTENDANCE: Paul Beckerson (Town Clerk)

The meeting opened at 7.15

1. OPEN EVENING

The minutes of the previous meeting were amended to the 24th February 2011.

2. MAILING LIST

The WP considered who should be contacted and it was agreed that the following should be included.

- Churches
- West Leigh Residents Association
- Marine Estate Residents Association
- Rotary
- Lions
- PCT
- Solicitors
- Banks
- Federation of Small Businesses
- Allotment Societies
- Estuary Club
- Community Centre (Poster)
- Library (Poster)
- Horticultural Society
- Chamber of Trade
- Schools (With Poster)
- Sports Associations
- Leigh Sailing Club
- Leigh Football Club
- Leigh Hockey Club
- Leigh Cricket Club
- Political Parties

- Camera Club

3. POTENTIAL CANDIDATES

There were so far 6 possible people interested with 1 confirmed definite.

4. DRAFT LETTER

The WP considered the draft letter and made amendments – attached as Appendix 1

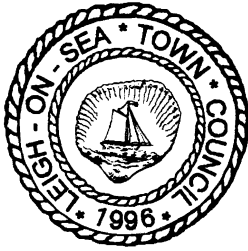
5. NAME OF WORKING PARTY

The Working Party would like to **RECOMMEND** that the name is changed to the Citizen Engagement Working Party as this was felt more appropriate.

6. NEXT MEETING

The next meeting will be held on the 16th December at 7.15pm

The meeting closed at 8.15pm



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Address



DO SOMETHING TO MAKE A DIFFERENCE

Dear -----

We are writing to your organisation to see if any of your members would be interested in contributing to their community by becoming a Town Councillor. The next elections are in May 2011 which members thought would be an opportunity to involve a more representative range of people by way of experience and age.

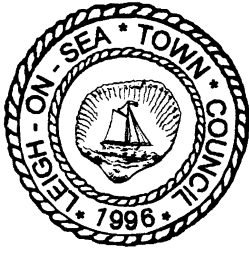
Councillors are elected for a four year term which runs from May 2011 until May 2015. Meetings are held on a monthly cycle except for August when only the Planning Committee meets. The main Council meeting has five committees which deal in more detail with particular issues. These in turn are served by several Working Parties which meet as and when needed. All these meetings are held in the evenings. From its inception the Town Council has operated as a non political organisation and its members receive no allowances.

A general information sheet is attached to give you an indication of what the Town Council does for its residents. These functions are not fixed and new initiatives can be started and developed. Next Year "Our Vision for Leigh" will be revisited as it is now some years old, this is an opportunity for all groups within the Town to be involved in defining your priorities and how they can be delivered.

We hope we have said enough to generate some interest among your members and would gladly supply any information you require. Please contact the above if you would like to know more.

The Council are arranging an open evening on the 24th February 2011 for interested parties and in the meantime anyone is welcome to attend any meetings all of which are listed on the website.

Members of Leigh on Sea Town Council



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General information on Leigh-on-Sea Town Council

November 2010

Leigh-on-Sea Town Council is a statutory Local Authority, and is legally a Parish Council. However, being situated in an urban area, it calls itself a Town Council.

We are the only Parish or Town Council within the Unitary Authority of Southend-on-Sea, and work closely with them on a number of areas, but are entirely separate from them.

The Town Council has traditionally since its inception been non political in nature, this means that unlike Southend Borough Council there are no political groups or group leaders and no party whip. Some members of the Council belong to political parties but this plays no role when coming to a decision made in the local interest.

We have 16 councillors who represent 8 wards, elected by the residents of Leigh, who make the decisions of the Council, and there is a small team supporting the Council and implementing the decisions it takes. This team currently consists of a Town Clerk, a Community Transport Officer, an Allotments Maintenance Officer, a Youth Facility Cleaner and a very part-time Office Assistant.

We work very closely, and help each other out as the workflow demands.

The Council has a number of committees: Transport & Highways, Leisure Foreshore and Environment, Planning, Allotments and Finance & General Purposes. It also has a number of sub-committees and Working Parties.

Being a small council, the councillors and staff work very closely together.

The Council, although small, is very busy, and is responsible for the following:

1. 3 allotment sites, ranging from very small to quite large
2. A Youth facility, built in 2008 with a Skate Park, ball games area, climbing rocks and sitting out area
3. A number of events during the year including the Christmas Lights and the switch-on.
4. A Farmers Market that takes place about once a month.
Additionally, we do the following:
5. We receive and consider about 300 planning applications per year, and the Planning Committee meets twice a month.

6. We have an open door policy, so anyone can come in at any time to see whoever is around, and the job holder will, like everyone else, be in the front line of visitors.
7. We make recommendations to Southend on highways issues. They are the Highways Authority and always have the final say. This does sometimes cause some friction between us. We also pay for 2 School Crossing Patrols.
8. We receive and respond to a wide range of consultations during the year, and range from Flood Risk Management for the Thames Estuary, Dog Control Orders, NHS Healthcare Plans and the future for Southend Airport.
9. We support a range of local organisations financially during the year: schools, clubs, event organisers etc.
10. We organise hanging baskets in the town during the summer and a first aid post on the foreshore.
11. We are currently running a Good for Leigh campaign, which plans to improve the environment of Leigh, raise the profile of the town and help local businesses to survive and thrive in the current difficult economic circumstances.
12. There is a Community Transport scheme operated by the Town Council, there is one trip a month. The scheme has a membership of some 400 members and up to 60 people go the trips.

Finance & General Purposes Committee Budget 2010/11

Heading	B/F 2009/10	Budget		Spent to Date	Balance	% Spent
		Income	Expenditure			
Crime Prevention		0	0	0.00	0	
Schools		0	0	50.00	-50	
Community Affairs		0	1,000	78.72	921	8
Premises		0	1,000	712.97	287	71
Elections		0	0	0.00	0	
Legal Costs		0	500	0.00	500	0
Annual Town Meeting		0	500	306.02	194	61
Publicity		0	1,000	139.50	861	14
Youth Facility		0	4,000	1,657.21	2,343	41
Skate Park Lighting	20,000			1,485.00	18,515	
Donations		0	0	0.00		
Totals		0	8,000	4,429.42	3,571	55
Nett cost			8,000			

Skate Park

3,142.21

Various

128.72

Section 3 – External auditor’s certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2010 of
Leigh-on-Sea Town Council

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council is also responsible for preparing an annual return which:

- summarises the council accounting records for the year ended 31 March 2010; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor’s report

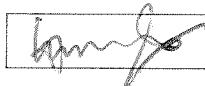
(Except for the matters reported below)* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

- The Council has not carried out a review of the effectiveness of its system of internal audit in the year. The 2010 Practitioners’ Guide contains guidance on this area from paragraph 2.79 to 2.96 and is available to download free from the NALC and SLCC websites. This review should be carried out annually. It has been noted that this review has been carried out in 2010/11.

Other matters not affecting our opinion which we wish to draw to the attention of the council:

- The Council should review its standing orders and financial regulations annually.

External auditor’s signature



External auditor’s name

M.D. BARTLETT

Date

30/9/10

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

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	480.00	-130	137.14
900.00	Training - Cllrs	1,000.00	57.00	943	5.70
300.00	Mileage & Expenses - Staff	120.00	296.17	-176	246.81
1,300.00	Stationery Cost	1,900.00	554.37	1,346	29.18
3,400.00	Insurance	5,000.00	4,369.39	631	87.39
1,500.00	Telephone, e-mail & telecomms	1,300.00	880.75	419	67.75
450.00	Photocopying	400.00	111.88	288	27.97
1,400.00	Stamps	1,900.00	750.91	1,149	39.52
1,900.00	Subscriptions	1,600.00	1,449.19	151	90.57
5,200.00	General Rates	5,400.00	2,616.95	2,783	48.46
240.00	Water Rates	280.00	115.67	164	41.31
10,500.00	Rent	10,500.00	5,250.00	5,250	50.00
900.00	Gas	960.00	612.70	347	63.82
650.00	Electricity	650.00	332.49	318	51.15
2,500.00	Office Cleaning	2,300.00	939.20	1,361	40.83
250.00	Expenses/Travel Costs - Cllrs	400.00	51.36	349	12.84
50.00	Entertaining	50.00	0.00	50	0.00
120.00	Licences	100.00		100	0.00
300.00	Miscellaneous	300.00	164.08	136	54.69
800.00	Audit	1,200.00	0.00	1,200	0.00
	Professional Advice / Legal	0.00	2,475.00	-2,475	
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	112.56	-13	112.56
33,570.00	Total	36,460.00	21,619.67	14,840	59.30

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

26/10/2010

Spend vs Budget to 26th October 2010

Budgets 2010/11		Budget		Spend to date	Balance	% spent	2009/10 spend
Committee	Item	b/f 2009/10	2010/11				
Council	Office Admin	0	36,460	21,620	14,840	59	46,657
	Salaries	0	72,473	35,636	36,837	49	67,381
		0	108,933	57,255	51,678	53	114,038
Leisure	Community Transport A	0	4,500	2,968	1,532	66	
Foreshore & Environment	Flower Baskets	0	5,000	3,426	1,574	69	
	First Aid Provision	0	1,200	1,209	-9	101	
	Farmers Market A	0	40	-470	510	0	
	Strand Wharf	74,408	0	0	74,408	0	
	Leigh Lights A	1,300	22,120	5,512	17,908	24	
	Paddling Pool	1,798	0	0	1,798	0	
	Various B	0	12,559	7,806	4,753	62	
		77,506	45,419	20,450	102,475	17	68,904
							Includes Capital Lights £35,755
Transport & Highways	School Crossing Patrols	0	7,500	0	7,500	0	
	Bus Shelter Cleaning/Maint	0	3,000	818	2,182	27	
	New Bus Shelters	0	3,500	0	3,500	0	
	Transport Improvements	0	1,000	0	1,000	0	
	Bollards	0	500	0	500	0	
	Phone Box, Seats and bins	0	750	300	450	0	
		0	16,250	1,118	15,132	7	1,518
Planning	Planning	0	4,000	2,061	1,939	52	
	Southend Airport	0	2,000	0	2,000	0	
		0	6,000	2,061	3,939	34	4360
General Purposes	Various C	0	1,000	129	871	13	
	Premises	0	1,000	713	287	71	
	Elections	0	0	0	0	0	
	Legal costs	0	500	0	500	0	
	Annual Town Meeting	0	500	306	194	61	
	Publicity	0	1,000	140	861	14	
	Youth A	20,000	4,000	3,142	20,858	13	
		20,000	8,000	4,429	23,571	16	11,447
							Includes £7677 Section 137 Expenditure Grants
Allotments	Revenue A	0	8,998	5,294	3,704	59	8,475
	Capital Improvements	0	2,000	0	2,000	0	10,874
		0	10,998	5,294	5,704	48	
Total		97,506	195,600	90,608	202,498	31	219,616
Income			Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2010/11		0	199,615	99,808	99,808	50	167,893
Estimated Interest to 31.3.11		0	1,500	54	0	4	103
Unbudgeted income		0	0	39	0	0	
Premises hire		0	2,800	1,860	940	66	2,851
		0	203,915	101,760	100,748	50	
Add	Est Bank Balance at 26.10.10				153,479		
					254,226		
	VAT refund due				2,919		
					257,145		
Less planned expenditure					202,498		
Less Allotment Fund Reserve					565		
					54,082		

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

	Balance b/f 2009/10	Spend 2010/11	Income 2010/11	Balance 2010/11
Allotment Open Day Acumulated Fund	1,306	1,256	515	565



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Report 1805/I&E

Income and Expenditure 1st October to 27th October 2010

Cheque	Expenditure	Payee	Purpose	Statute
100310	£59.62	Miss J Watson	First Aid Post – various small items	(In all cases, LGA means Local Government Act and s is for section) Public Health Act 1936 s234
100311	£70.50	Cory Environmental	Recycling Sacks (commercial)	LGA 1972 s111
100312	£1,028.12	St John Ambulance	First Aid Cover	Public Health Act 1875
100313	£10.00	Cory Environmental	Mattress removal from skate park	LGA 1972 s111
100314	£26.40	Cllr Cotgrove	Travel Expenses	-
100315		Cheque prepared in error	Cheque not issued	-
100316	£374.00	SBC	Rates for October	LGA 1972 s111
100317	£60.00	Miss B Wratishaw	Pay	LGA 1972 s111
100318	£1,912.31	HMRC	Tax & NI - Sept	LGA 1972 s111
100319	£1,681.03	Essex Pension Fund	Pension Contributions - Sept	LGA 1972 s111
100320	£200.00	Cash	Petty Cash	LGA 1972 s111
100321	£173.62	S&A Supplies	Materials for painting shelter on cinderpath	Parish Councils Act 1987 s1 s5 & s6
100322	£50.00	British Legion	Poppy Wreath	Public Health Act 1875
100323	£192.62	Cory Environmental	Skate Park – bin collection	LGA 1972 s111
100324	£39.99		Norton Internet security renewal	-
100325		Cheque Cancelled		-
100326	£38.87	SBC	Use of minibus	Transport Act 1985 s19
100327	£29.52	Electronic Office Automation	Photocopying	LGA 1972 s111
100328	£58.00	RCH Heating & Plumbing	Central Heating Boiler - Repair	LGA 1972 s111
100329	£180.62	BT	Telephone	Telecommunications Act 1984
100330	£260.00	Curtain Concerns	Blinds for First Aid Post	Public Health Act 1936 s234
100331	£45.00	Shoe Care	Keys for Allotments	Small holdings and Allotments Act 1908 s26
100332	£62.72	BT	Line Rental	Telecommunications Act 1984
100333	£457.55	Paul Beckerson	SLCC Conference	LGA 1972 s111

Appendix 6 – Report 1805/I&E

100334-38	£5,065.12	Staff	Salaries - Oct	LGA 1972 s111
100339	£26.23	British Gas	Gas	LGA 1972 s111
100340	£293.75	Leigh Times Series Ltd	Full Page News Sheet	LGA 1972 s111
100341	£22.79	Acumen Wages Ltd	Payroll Processing	LGA 1972 s111
100342	£111.15	Southend Adult Community College	Hall Hire – Farmers Market	LGA 1972 s144
100343	£23.50	Swan Gallagher	Good For Leigh Domain Renewal	LGA 1972 s111
100344	£151.84	E.on	Electricity	LGA 1972 s111
100345	£99.99	Callidus Computer Centre	Toner for printer	LGA 1972 s111
100346	£500.84	Southend Theatres	Tickets	Transport Act 1985 s19

Income

£15.00	Community Transport Members	Bookings
£3.00	FHCCP	Use of Room
£1663.00	Traders	Xmas Lights Contribution
£2040.00	Plot Holders	Allotment Rents
£42.00	MDAS Plot Holder	Allotment Rent
£10.00	Allotments Holders	Keys

Confidential Information (Staff Details)

Sheet 8

1st Provisional salaries
budget 2011/12

Heading	Budget 2011/12
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Town Clerk	
Pay	45,931.00
Pension	7,064.88
National Insurance	3,854.00
Other staff (proportionate)*	
Pay	14,307.00
Pension	2,200.00
National Insurance	789.59
TC Pension x 5 months	1,056.25
VC Pension (Arrears)	1,315.00
Total	76,517.72

* some elements of other staff pay are allocated to committee budgets