



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 30th NOVEMBER 2010 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Donald Fraser (Chairman) Hilary Davison, Mike Dolby, Peter Dolby, Jerry Holden, Pat Holden and Carole Mulroney

Also in attendance: Paul Beckerson (Town Clerk) and Paul Lawrence

The meeting opened at 8.00pm

96. CHAIRMANS OPENING REMARKS

The Chairman welcomed members to the meeting

97. APOLOGIES FOR ABSENCE

Cllrs Margaret Cotgrove, Caroline Parker and Jean Rowswell

98. DECLARATION OF MEMBERS' INTERESTS

None

99. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 2nd November 2010 were approved and signed as a correct record.

GENERAL PURPOSES

100. TO RECEIVE THE MINUTES OF THE STANDING ORDERS WORKING PARTY held on the 28th October 2010 – Report 1818/SOWP (Attached as Appendix 1)

The minutes were **NOTED**.

101. COMMITTEE MEMBERSHIP DUE TO RESIGNATION OF CLLR DAVID VAUGHAN

Cllr Donald Fraser said he would fill the vacancy in the absence of other volunteers on Leisure Foreshore and Environment. The committee would refer the vacancies to full Council next week.

102. OFFICE OPENING HOURS OVER CHRISTMAS – Report 1819/TC
The committee **NOTED** the report (Appendix 2).
103. NO DOGS SIGN – Skate Park
The committee **AGREED** to fund a sign affixed to the fence for a sum of up to £60.
104. CITIZEN ENGAGEMENT WP – Verbal Update
The Town Clerk gave a verbal update. There had been over ten expressions of interest mainly due to the press coverage. EALC had provided an election kit which could be tailored for the Council's use. This would be sent out to those who had expressed an interest.

105. GENERAL PURPOSES BUDGET

The Chairman raised the issue of the Annual Town Meeting expenditure as it would be occurring in this financial year. It was **AGREED** that this would be treated as a payment in advance as there would be no Annual Town Meeting held in the financial year 2011/12.

General Purposes Budget Report 1817/FGP was noted (Appendix 3).

FINANCE

106. REFERENCES FROM OTHER COMMITTEES
There were none

107. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1816A/FGP 24th November 2010 was **noted**. (Appendix 4)
- Committee Income and Expenditure Report 1815/FGP 24th November 2010 was **noted**. (Appendix 5)

108. INCOME AND EXPENDITURE SINCE THE LAST MEETING

Report 1814/I&E attached is **RECOMMENDED** for approval with the addition of the 2nd part of the precept payment of £99,807.50 (Appendix 6)

109. BANK ACCOUNT BALANCES as at 24th November 2010
- | | |
|----------------------------|-------------|
| HSBC Current A/c | £119,268.08 |
| HSBC Community Savings A/c | £115,066.77 |

Noted

110. 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 updating the anticipated reserve figure to that in Report 1815/FGP.

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 (Planning Budget)

The **RECOMMENDATIONS** from the Planning Committee were **AGREED** at the last meeting.

Sheet 3 (T&H Budget)

The **RECOMMENDATIONS** from Transport and Highways Committee were **AGREED**.

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 (Allotments Budget)

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

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	

Fence*

Sheet 5 (LFE Budget)

The **RECOMMENDATIONS** from the Leisure, Foreshore and Environment Committee were **AGREED** with an amendment to the income figure for the Leigh Lights from £2500 to £3500.

See Appendix 7.

Sheet 6 (F&GP Budget)

The committee had **AGREED** this budget at the previous meeting.

Sheet 7 (Office Budget)

It was **AGREED** to accept the addition of £300 for an Office Toolkit.

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

Sheet 8 (Staff Budget)

The Committee **AGREED** the Staff budget at the previous meeting.

111. BUDGET AND PRECEPT 2011/12 COUNCIL

The Committee discussed the precept figure of £203,662 which represented a rise of £1588.17 and an increase of £0.18 on the Band D equivalent to £23.08 (2.03%). This is based on the tax base of 8823.17 for 2010/11. There was a proposal to reduce the reserve to achieve a zero % increase. A formal proposal was then put and seconded to agree the budget and precept figure of £203,662. A vote was taken with 4 for the proposition and 2 against.

The committee therefore **RECOMMEND the Budget and Precept figure of £203,662 to Council.**

The meeting closed at 9.12pm



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



Report 1818/SOWP

Standing Orders WP Meeting 16th November 2010

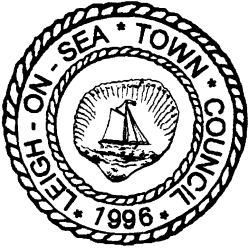
Present: Cllrs Peter Dolby, Donald Fraser and Carole Mulroney

In Attendance: Paul Beckerson (Town Clerk)

Meeting opened at 7.30pm

1. Members went through the existing Standing Orders making amendments comparing them with the new model Standing Orders.
2. The Town Clerk would merge the existing amended Standing Orders with the New Model Standing Orders giving preference to the new layout and wording. Once this was completed it would be brought back to the WP for review.
3. It was agreed that a draft set of terms of reference for each committee be formulated and that the Financial Regulations be reviewed at the next meeting.

Meeting closed at 9.30pm



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 Mulronee
Town Clerk: Paul Beckerson



Report 1819/TC

Christmas Opening Hours

In the past I am given to understand that the office was manned between Christmas and New Year. All staff are contractually entitled to two days statutory leave on top of their annual leave, this is taken by mutual consent. It is usual for these two days to be taken during the Christmas period; this normally would result in one working day between Christmas and New Year.

I would propose as last year that the Christmas Eve is given as an additional day's holiday. That the office is closed to the public for the Christmas week with staff taking Monday and Tuesday off (Christmas Holiday) come into work Wednesday (Agenda preparation etc.) and take the two statutory days on Thursday and Friday. Normal working recommencing on the Tuesday 4th January 2011.

PB.

25/11/10

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	489.50	511	49
Youth Facility		0	4,000	1,829.68	2,170	46
Skate Park Lighting	20,000			1,485.00	18,515	
Donations		0	0	0.00		
Totals		0	8,000	4,951.89	3,048	62
Nett cost			8,000			

Skate Park

3,314.68

Various

128.72

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	306.57	-187	255.48
1,300.00	Stationery Cost	1,900.00	670.99	1,229	35.32
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	172.25	228	43.06
1,400.00	Stamps	1,900.00	952.23	948	50.12
1,900.00	Subscriptions	1,600.00	1,449.19	151	90.57
5,200.00	General Rates	5,400.00	2,903.12	2,497	53.76
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	637.69	322	66.43
650.00	Electricity	650.00	477.01	173	73.39
2,500.00	Office Cleaning	2,300.00	1,064.80	1,235	46.30
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	635.70	-336	211.90
800.00	Audit	1,200.00	875.00	325	72.92
	Equipment / Computers	0.00	412.97	-413	
	Professional Advice / Legal	0.00	2,475.00	-2,475	
310.00	Accounting software Tech support	500.00	300.00	200	60.00
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	24,649.25	11,811	67.61

Fees to Maurice Howard

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

24/11/2010

Budgets **Spend vs Budget to 24th November 2010**

Budgets 2010/11 Committee	Item	Budget b/f 2009/10	2010/11	Spend to date	Balance	% spent	2009/10 spend	
Council	Office Admin	0	36,460	24,649	11,811	68	46,657	Includes Capital IT System £8,999
	Salaries	0	72,473	46,353	26,120	64	67,381	
		0	108,933	71,002	37,931	65	114,038	
Leisure	Community Transport A	0	4,500	3,965	535	88		
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	-605	645	0		
	Strand Wharf	74,408	0	0	74,408	0		
	Leigh Lights A	1,300	22,120	8,163	15,257	35		
	Paddling Pool	1,798	0	0	1,798	0		
	Various B	0	12,559	8,657	3,903	69		
		77,506	45,419	24,815	98,110	20	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	983	2,018	33		
	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	40		
		0	16,250	1,283	14,968	8	1,518	
Planning	Planning	0	4,000	2,542	1,458	64		
	Southend Airport	0	2,000	0	2,000	0		
		0	6,000	2,542	3,458	42	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	490	511	49		
	Youth A	20,000	4,000	3,315	20,685	14		
		20,000	8,000	4,952	23,048	18	11,447	Includes £7677 Section 137 Expenditure Grants
Allotments	Revenue A	0	8,998	5,524	3,474	61	8,475	
	Capital Improvements	0	2,000	0	2,000	0	10,874	
		0	10,998	5,524	5,474	50		
Total		97,506	195,600	110,118	182,988	38	219,616	
Income			Budget 2010/11	Received to date	Balance	% Rec'd		
	Precept 2010/11	0	199,615	199,615	0	100	167,893	
	Estimated Interest to 31.3.11	0	1,500	54		4	103	
	Unbudgeted income	0	0	39	0	0		
	Premises hire	0	2,800	1,860	940	66	2,851	
		0	203,915	201,568	940	99		
Add	Est Bank Balance at 24.11.10				234,546			
					235,486			
	VAT refund due				2,919			
					238,405			
	Less planned expenditure				182,988			
	Less Allotment Fund				565			
	Reserve				54,852			

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

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



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 Mulrone
 Town Clerk: Paul Beckerson

Income and Expenditure 28th October to 24th November 2010

Report 1814/I&E

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

Appendix 6 – Finance & General Purposes 30th November 2010

100367- £5064.92 Staff Payroll - Nov LGA 1972 s111
371

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

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	5000	Increase of £5000
Leigh Lights*	4300	22303	
Paddling 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	60442	
Nett cost		47418	

* 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 7 – Sheet 8 of the Budget 2011/12

Farmers Market	Income	Expenditure	
Stall hire	1800		
Hall Hire		1368	
Leaflet		562	Increase of £12
Banners		200	
Totals	1800	2130	
Nett cost		330	

Leigh Lights	Income	Expenditure	
Column testing		800	
Installation and removal		5638	New fixed quotation
Storage		1500	
Power		500	May have contribution from SBC
Replacement bulbs / renewal		1035	
Traders contributions	3500		Reduced by £1000 to reflect 2010/11
Switch-on security		2550	
Entertainers		2600	
Road closures, licenses etc.		1430	
Donations		500	
Capital 3rd Phase		4250	Decrease of £1000
Charges to stalls, fairs	800		
Support columns - erect and remove plus storage		1500	
Totals	4300	22303	
Nett cost		18003	Decrease of £3117