

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



QUALITY
TOWN
COUNCIL

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT 8.00 PM ON TUESDAY 4th JANUARY 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Donald Fraser (Chairman), Bill Abbott, Margaret Cotgrove, Hilary Davison, Mike Dolby, Peter Dolby, Pat Holden and Jean Rowswell

Also in attendance: Paul Beckerson (Town Clerk), Paul Lawrence and one member of the public

The meeting opened at 8.05pm

112. CHAIRMANS OPENING REMARKS

The Chairman welcomed members to the meeting and wished members of the Committee a happy New Year. He also thanked them for all the hard work that had been put into agreeing a budget for 2011/12.

113. APOLOGIES FOR ABSENCE

Cllrs Jerry Holden, Carole Mulroney, Caroline Parker

114. DECLARATION OF MEMBERS' INTERESTS

None

115. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 30th November 2010 were approved and signed as a correct record.

GENERAL PURPOSES

116. TO RECEIVE THE MINUTES OF THE CITIZEN ENGAGEMENT WORKING PARTY held on the 15th December 2010 – Report 1824/CEWP (Attached as Appendix 1)

The minutes were **NOTED** with a **RECOMMENDATION** that **Cllrs Pat Holden and Patsy Ryan represent the Council on the SBC Events Working Party**. The Town Clerk to enquire when it meets and to check the status of the Town Council's membership.

117. CRIME PREVENTION PANEL MEETING OF THE 29th NOVEMBER 2010 – Report 1827/PD (Appendix 2)

Cllr Peter Dolby explained that he was seeking clarification on the item in other issues about funding for notice boards at the Manchester Drive Allotments as

the only funding that had been applied for was for fencing and this was not successful.

118. ADDITIONAL LIGHTING COLUMNS TO THE SKATE PARK

The Town Clerk reported that only £2075 of the £20,000 grant had been expended so far. He was therefore investigating the possibility of installing further lighting columns to the western end of the park. A site visit had taken place identifying the need for a further 3 or 4 columns. McDonald highways were presently preparing an estimate of work for consideration by the Committee. When this was at hand it would be reported to the committee for consideration.

119. REPRESENTATION & QUESTIONS – BUSINESS & RATEPAYERS CONSULTATIVE FORUM 2nd February 2011

Members put forward the following suggestions for questions to the forum:

- To query the long term future of the Community Centre once the Adult Education element has relocated to the Belfairs Campus. To ascertain at the Protocol meeting if there was any prospect of coming to an arrangement with SBC re the management and relocation of the office to this building.
- To examine the budget proposals to be made by SBC and the likely effect on services to Leigh.
- To question SBC's commitment to Connexions and its future funding.
- To raise the issue of launch fees at Two Tree Island as this had been raised at previous LFE meeting.

The committee **RESOLVED** that **Cllr Margaret Cotgrove, Cllr Jean Rowswell and the Town Clerk attend the meeting.**

120. QUALITY COUNCIL REACCREDITATION DECEMBER 2010

The Town Clerk reported that the Council had been successfully reaccredited for a further four years. The panel were particularly impressed by the close liaison with the press; the 'Good for Leigh' campaign; the display of Councillor's photographs at the office and the work of the Citizen Engagement Working Party.

Members thanked the Town Clerk for undertaking all the work to get the council successfully reaccredited. The Committee also favoured the production of a press release announcing the Council's success.

121. PURCHASE OF TOOLS (PAYMENT IN ADVANCE 2011/12)

The Council had provided a sum of £300 for the provision of tools for use at the office for general maintenance work. The Town Clerk was requesting that some of the tools be purchased now as a payment in advance. Cllr Mike Dolby had offered to give the Council some spare tools that he had used.

The Committee agreed to take up Cllr Mike Dolby's offer and that if there were any other requirements to **RECOMMEND that up to £300 be used for the purchase of tools as a payment in advance from the 2011/12 budget.**

122. GENERAL PURPOSES BUDGET

The Chairman drew the Committee's attention to the variance in the Premises budget. The Town Clerk advised members that there would continue to be adjustments between budget heads as alterations were being made to the accounting system. It was hoped that a new structure would be completed by mid March in preparation for the new financial year.

General Purposes Budget Report 1832/FGP was noted (Appendix 3).

FINANCE

123. REFERENCES FROM OTHER COMMITTEES

There were none

124. OFFICE AND COMMITTEE BUDGETS

Office Budget Report 1831/FGP 23rd December 2010 was **noted**. (Appendix 4)

Committee Income and Expenditure Report 1830/FGP 23rd December 2010 was **noted**. (Appendix 5)

125. LEASE OF PHOTOCOPIER (A3 COLOUR) – Report 1828/FGP (Appendix 6)

The Town Clerk highlighted aspects of the report alluding to reducing printing costs within the office and the higher quality a newer machine would produce.

The Committee **RECOMMENDED** that the Council acquire a new photocopier as outlined in the report.

126. INTERNAL FINANCIAL CONTROL – Report 1833/FGP (Appendix 7)

The report was **noted**.

127. PROPOSALS AND COSTINGS FROM INTERNAL AUDITORS

The Committee were apprised of the need to get proposals from experienced internal auditors to undertake work on behalf of the Council. There was a need not only to check that the system was error free but to examine systems and the elimination of risk.

The Committee **RECOMMENDED** that expressions of interest be sought and proposals and costs be brought to a future meeting.

128. APPOINTMENT OF TOWN CLERK AS BANK ACCOUNT PRIMARY INTERNET USER

Since the change of bankers to HSBC there had been no ability to access the accounts to transfer money and set up wage payments etc. The proposal would allow the Town Clerk to undertake these tasks.

The committee **RECOMMENDED** that the Town Clerk be appointed the primary internet account user.

129. INCOME AND EXPENDITURE SINCE THE LAST MEETING

Report 1829/I&E attached is recommended for approval with a few typographical adjustments (Appendix 8)

130. BANK ACCOUNT BALANCES as at 23rd December 2010

HSBC Current A/c	£107,436.58
HSBC Community Savings A/c	£115,066.77

Noted

The meeting closed at 8.55pm



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Report 1824/CEWP

Citizen Engagement WP 15th December 2010

PRESENT: Cllrs: Hilary Davison, Donald Fraser, Carole Mulroney and Patsy Ryan

IN ATTENDANCE: Paul Beckerson (Town Clerk)

The meeting opened at 7.15

12. CONTACTING POSSIBLE CANDIDATES

The WP was informed that 36 letters had been sent out to local organisations to see if there were potential candidates within their memberships. A list of current expressions of interest was distributed to members, Cllr Donald Fraser said that he had had two more expressions of interest; these would be contacted. All contacts on the list had been sent two leaflets on what Councils do and Electoral Procedures.

13. PUBLICITY CAMPAIGN

The Town Clerk showed a number of leaflets produced by EALC publicising Elections and Local Councils generally. These could be customised for Leigh TC's use with logos etc. They would be modified accordingly and distributed to the WP for comment before being used. It was **AGREED** that the new Localism Bill proposals should form part of this publicity.

14. TOWN COUNCIL PROFILE IN OUTLOOK

The SBC publication 'Outlook' lists events in Leigh and the Farmers' Market but makes no mention of the Town Council's involvement; this issue and the possibility of a regular slot for the Town Council to be raised at the forthcoming protocol meeting.

15. ARTICLE IN ORACLE

The possibility of producing articles for publication in the monthly publication 'Oracle' was thought to be worth looking into and Cllr Patsy Ryan would investigate this possibility. This could be shared amongst councillors thus making it a not too onerous task of only once a year at most. This could be used to publicise the work of the Council in the previous month and provide information on future events.

16. SBC EVENTS COMMITTEE

The WP **RECOMMENDED** that Cllr Patsy Ryan be nominated to represent the Council on SBC's Events Working Party if it still meets.

The meeting closed at 8.05pm



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Report of the Leigh Crime Prevention Panel Meeting on 29th November 2010

REPORT 1827/PD

Insp. Brad Dickel was the Police representative. Catherine Andrews from Connexions attended and The Community Engagement Officer for Southend CDRP tabled his report.

Insp. Dickel reported: -

- October and November have been busy months. There are a number of operations in place. Anti social behaviour is considerably down on the same period last year. This has been helped by the continuance of Operation *Madafu* which has made significant inroads stopping and talking to youths. The Halloween and bonfire nights had been relatively quiet with a few incidents including a car - overturned in Eastwood. Youth diversion activities are in place with the valued assistance of *Connexions*, supported by Waitrose.
- There has been a decrease in dwelling burglaries probably due to three recent arrests. Westborough ward has been a hot spot otherwise they have been fairly widespread. Operation *Littlebrook* continues. Insp. Dickel requested Panel members to report back to their groups the need to deter opportunistic criminals who target houses that are unlit. These houses stand out in the street. If you go out leave some lights on!
- Operation *Lordship* continues - theft from motor vehicles is still a big problem especially in Westcliff. Recent warrants have led to some arrests. The message is prevention. 70% of items stolen are left clearly visible. Theft includes money, CDs, sat navs, brief cases and lap tops. Extra care should be taken not to leave Christmas shopping on display in vehicles.
- Theft of index plates is an issue principally in Hadleigh. They have not been used in subsequent crime so why are they being stolen?
- Theft of cycles is a continuing problem especially at train stations with some left insecure at Westcliff station. Operation *Velo* has been launched by the Police.
- Operation *Mistletoe* has been launched. This is a Christmas crime prevention plan which will include later patrolling hours in an attempt to reduce seasonal crime.

Catherine Andrews reported: -

- There has been mixed responses to *Connexions* staff encouraging young people to come into the centre to see what is on offer.
- A very successful Halloween party attracted 30 youngsters aged between 13 and 17. Many of whom either had not visited before or who had not been for some time. It was a very good night which was generously supported by Waitrose.

- The centre has been open on Saturday afternoons for 6 weeks but has not been very successful so staff are going out to places such as the skate park to encourage participation. A group has been identified in Chalkwell Park and some intervention work is planned on Saturday afternoons.
- Work has commenced on arrangements for this year's Christmas party.
- It was noted that young people are unfairly blamed for all problems that occur. In actual fact it is a very small minority who cause problems. The *Connexions* team is working hard, engaging with these youngsters in an attempt to reduce problems.

Southend Community Engagement Officer's Report:

- Cycle Watch: The Eastwood Roadshow at Kent Elms Library on Saturday 23rd October marked the one thousandth tag to be fitted to a bicycle in 2010. A total of 66 tags were fitted during the morning by a team comprising the local policing unit and members of the Community Safety Unit.
- Roadshows To date there have been 12 events at locations covered by the panel where a total of 286 tags and 550 marker pens disbursed. This included a highly successful event at Manchester Drive allotments
- HandyVan Scheme An e-mail was circulated to all SBC councillors and to Leigh TC asking for help in promoting the service. Disappointingly, only a handful of SBC councillors did respond. The scheme is available to all residents of Southend Borough aged 60 and over. Referrals can be made either direct to 0845 026 1055 or via Mick Holland on 01702 464199 or e-mail southendnhw@aol.com. We have managed to safeguard the service in the short term, but unless we can keep the referrals coming in, this Borough could lose a highly effective crime reduction service for senior citizens. We have worked closely with the local media who are also helping to promote the service.
- Recent CDRP Circulations: Computer Virus scam; council rebate scam; bogus business directory scam. Also the annual PDS parcels hoax e-mail is doing the rounds.

Other issues raised: -

- Problems continue on the Manchester Drive allotments. Pc Tracey Holmes now attends monthly on a walking basis. Insp. Dickel advised that the local police have had additional assistance from Pc Mark McQuade from Benfleet who has dealt with similar problems in his area. An application for funding the costs of signage is being processed through the CDRP.
- White council recycling bags were not only being taken unlawfully but some are ripped open and the fabrics not wanted discarded on the pavement. Insp. Dickel advised that Cory's have recently changed the wording on the bags which now show that they are for charitable collection. This means that taking them can now be treated as an offence and dealt with accordingly. Teams have come from London to commit these thefts with a van load worth up to £100.
- A debrief meeting will be arranged to discuss any issues from the Leigh Lights switch on the previous Friday. Insp. Dickel confirmed that there had been no arrests and the feedback from Insp. Gennery had been good. There had been a couple of minor issues; one relating to the use of a deep fat fryer too close to crowds, the other concerning egress onto pavements by licensed premises. The time of the roads reopening would be discussed as comments from residents and traders that an 8 pm closure of entertainment was, perhaps, an

hour too early. A point to consider is that dispersal of groups of youths quicken once roads are reopened. The street engagement team had not been requested to attend the night. There is only one borough wide team but they consider any requests for their engagement at this type of event.

- There have been instances of cold telephone calling on behalf of charities. The calls are from Ethicall Ltd, a company apparently operating from Bristol, and a recent example was on behalf of the Royal Society for the Protection of Birds. Bank details are requested in order to open a standing order. Mick Holland has confirmed that the company is bona fide. Whilst a legitimate practice, albeit with Ethicall receiving a percentage of donations, the Panel thought that this manner of cold calling was inappropriate especially when targeting vulnerable people. David Amess and James Duddridge have been informed of NHW concerns.
- The Old Town is now much quieter and there are few problems. The footbridge over the railway adjacent to Sara's Tearooms has been heavily graffitied and some of the lights are out as well. These issues will be reported to Southend.
- At this time of year opportunistic criminals look for visible signs of expensive items purchased. Cardboard packaging left out for household recycling collection which evidence that plasma televisions have been purchased is an example.

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	87.34	913	9
Premises		0	1,000	0.00	1,000	0
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	1,926.85	2,073	48
Skate Park Lighting	20,000			1,485.00	18,515	
Donations		0	0	0.00		
Totals		0	8,000	4,344.71	3,655	54
Nett cost			8,000			

Skate Park

3,411.85

Various

137.34

NB: Premises Repairs & Equipment have been moved to Premises / Office

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	1,179.76	720	62.09
3,400.00	Insurance	5,000.00	4,369.39	631	87.39
1,500.00	Telephone, e-mail & telecomms	1,300.00	985.71	314	75.82
450.00	Photocopying	400.00	216.84	183	54.21
1,400.00	Stamps	1,900.00	1,308.23	592	68.85
1,900.00	Subscriptions	1,600.00	1,449.19	151	90.57
5,200.00	General Rates	5,400.00	3,188.12	2,212	59.04
240.00	Water Rates	280.00	231.98	48	82.85
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	1,316.00	984	57.22
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	972.38	-672	324.13
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	525.00	-25	105.00
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	26,877.76	9,582	73.72

Fees to Maurice Howard

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

23/12/2010

Budgets 2010/11 Committee		Spend vs Budget to 23rd December 2010					2009/10 spend
Item	Budget b/f 2009/10	2010/11	Spend to date	Balance	% spent		
Council	Office Admin	0	36,460	26,878	9,582	74	46,657
	Salaries	0	72,473	49,417	23,056	68	67,381
		0	108,933	76,295	32,638	70	114,038
Leisure	Community Transport A	0	4,500	4,094	406	91	
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	-219	259	0	
	Strand Wharf	74,408	0	0	74,408	0	
	Leigh Lights A	1,300	22,120	10,792	12,628	46	
	Paddling Pool	1,798	0	0	1,798	0	
	Various B	0	12,559	9,040	3,519	72	
		77,506	45,419	28,342	94,583	23	68,904
							Includes Capital Lights £35,755
Transport & Highways	School Crossing Patrols	0	7,500	4,037	3,463	54	
	Bus Shelter Cleaning/Maint	0	3,000	1,065	1,935	35	
	New Bus Shelters	0	3,500	0	3,500	0	
	Transport Improvements	0	1,000	0	1,000	0	
	Signs	0	0	2,220			
	Bollards	0	500	0	500	0	
	Phone Box, Seats and bins	0	750	300	450	0	
		0	16,250	7,622	8,628	47	1,518
Planning	Planning	0	4,000	2,626	1,374	66	
	Southend Airport	0	2,000	0	2,000	0	
		0	6,000	2,626	3,374	44	4360
General Purposes	Various C	0	1,000	137	863	14	
	Premises	0	1,000	0	1,000	0	
	Elections	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	3,412	20,588	14	
		20,000	8,000	4,345	23,655	16	11,447
							Includes £7677 Section 137 Expenditure Grants
Allotments	Revenue A	0	8,998	4,155	4,843	46	8,475
	Capital Improvements	0	2,000	0	2,000	0	10,874
		0	10,998	4,155	6,843	38	
Total		97,506	195,600	123,384	169,722	42	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	42	0	0	
Premises hire		0	2,800	1,860	940	66	2,851
		0	203,915	201,571	940	99	
Add	Est Bank Balance at 23.12.10 inc Petty Cash			222,639			
				223,579			
	VAT refund due			2,919			
				226,498			
Less planned expenditure				169,722			
Less Allotment Fund Reserve				565			
				56,211			

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 and schools

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

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Report 1828/FGP

PHOTOCOPIER PROPOSAL

The existing printing arrangements are a relatively expensive option and limited in what can be done. We are unable to print to the existing photocopier and any colour printing is produced on the ink-jet printer in the clerk's office. The existing photocopier also is unable to successfully do duplex printing (Double Sided) using twice the amount of paper, it is also of poor quality. All merge print jobs are produced on the Brother printer purchased in August 2009 this again is a comparatively expensive option at £0.02 per copy.

The current costings are produced below:

Photocopier	April 2009 – November 2010	59,553 copies	£595.49
Brother	August 2009 – December 2010	32,366 copies	£538.66
Canon (Ink)	April 2009 – December 2010	(Unknown)	£802.54

Per Month Costings (Current)

Photocopier	0.01p	2978 copies	£29.77
Brother	0.02p	2023 copies	£33.67
Canon			£40.13
Total		5001 copies	£103.57
Paper	10.6 Reams per month		£35.08

These costs take no account of the Write Down Allowances of replacing the machines.

Per Month Costings - NEW PHOTOCOPIER LEASE (Proposed)

Rental (including)	3784 copies	£78.13	
Extra	1217 copies	£7.30	0.006p per copy
Total		£85.43	
Colour Allowance	302 copies	£18.14	0.060p per copy
Paper	7.1 Reams per month	£16.61	Less 1/3 Duplex

NB. Plus cheaper supplier

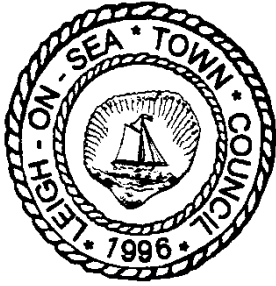
The facilities the new copier would offer are as follows:

- A3 printing from the computers – posters in Colour – Plans etc
- Stapling and sorting
- scanning at no cost 50 sheets per minute (Double Sided) straight into PDF format

There is a one off delivery and installation cost of £100 this can be accommodated within existing budgets.

It is therefore **recommended** that the committee approve the acquisition of the new copier.

PB – 22-12-10



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Report 1833/DF

INTERNAL FINANCIAL CONTROL

I visited the office twice in December in order to carry out checks on the financial accounting records.

On my first visit I selected cheque expenditure for the month of October. Apart from the minor omission of an initial (subsequently rectified), I found all the records to be in order.

On my second visit I selected petty cash expenditure for the month of May. I found all the records to be in order.

Donald Fraser
29th December 2010



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Income and Expenditure 25th November to 23rd December 2010 Report 1829/I&E

Cheque	Expenditure	Payee	Purpose	Statute
100372	£608.00	Southend Theatres	Community Transport - Peter Pan Tickets	(In all cases, LGA means Local Government Act and s is for section) Transport Act 1985 s19
100373	£27.46	Viking Direct	Stationery - Clip Badges for Leigh Lights event	LGA 1972 s111
100374	£1,424.31	Essex & Suffolk Water	Manchester Drive and Randolph Close – water usage	Small Holdings & Allotments Act 1908 s26
100375	£10.13	Cllr Pat Holden	Lock for Notice Board	LGA 1972 s111
100376	£147.58	Mayfield Cleaning	Office Cleaning	LGA 1972 s111 and Local Govt Misc Provisions Act 1953 s4
100377	£111.15	Southend Adult Community College	Farmers' Market – Hire of Hall	Food Act 1984 pt3
100378	£41.80	Vivien Choppen	Shelter Refurbishment - materials	Parish Council Act 1957 sec1
100379	£22.03	Callidus	IT support	LGA 1972 s111
100380	£50.00	SBC	Skate Park - Annual Lease	LGA 1972 s111
100381	£2,608.50	Malcolm Lane and Son Ltd	"Welcome to Leigh" Sign	LGA 1972 s144
100382	£235.00	National Association of Local Councils	Quality Council Fee	LGA 1972 s111
100383	£200.00	MacMillan Cancer Support	Leigh Lights – Phil Jupitus Nominated Charity	LGA 1972 s144
100384	£100.00	John Dickinson	Border Dash Dancers – Leigh Lights Entertainment	LGA 1972 s144
100385	£250.00	Peter Monk	Entertainment – Leigh Lights	LGA 1972 s144
100386	£250.00	Mr R Pugh	Entertainment – Leigh Lights	LGA 1972 s144
100387	£120.00	Chris Gasper	Punch and Judy – Leigh Lights	LGA 1972 s144
100388	£135.00	Essex Marching Corps	Entertainment – Leigh Lights	LGA 1972 s144
100389	£1887.66	HM Revenue and Customs	NI and Tax - Nov	LGA 1972 s111
100390	£285.00	SBC	Rates for Elm Road	LGA 1972 s145
100391	£200.00	Neopost	Franking Machine	LGA 1972 s111
100392	£58.00	D Richardson	Face Painting – Leigh Lights	LGA 1972 s144
100393	£52.39	EOA	Photocopying	LGA 1972 s111
100394	£123.33	BT	Internet Service	LGA 1972 s111
100395	£4,037.00	SBC	School Crossing Patrol	LGA 1972 s144
100396	£101.83	Cable Test Ltd	Christmas Lights - Storage	LGA 1972 s144
100397	£154.50	Glowhouse Ltd	Glowsticks for Carols Service	LGA 1972 s144
100398	£34.19	Essex & Suffolk Water	Water Rates for Elm Road	LGA 1972 s111

Appendix 8 – Finance & General Purposes – 4th January 2011

100399	£200.00	St Johns Ambulance	Leigh Lights	LGA 1972 s137
100400	£625.00	Rayleigh Mower Service	Purchase of replacement Hedgetrimmer and Strimmer	LGA 1972 s111
100401	£37.90	Robert Alan Smith	Diesel for Van - Allotments	Small Holdings & Allotments Act 1908 s26
100402	£75.00	Postercraft	Farmers Market - Banners	Food Act 1984 pt3
100403	£31.99	Cllr P Holden	Carol Service – mince pies & biscuits	LGA 1972 s144
100404	£556.37	Viking Direct	Stationery	LGA 1972 s111
100405	£64.01	Havens Hospice	Leigh Lights Collection/ Donation	LGA 1972 s144
100406	£71.34	Essex Air Ambulance	Leigh Lights Collection/ Donation	LGA 1972 s144
100407	£8.50	The Art Ministry	Leigh Lights Collection/ Donation	LGA 1972 s144
100408	£98.67	Southend Taxi Drivers Fund	Leigh Lights Collection/ Donation	LGA 1972 s144
100409	£183.30	Neopost	Franking Machine – Annual service plan charge	LGA 1972 s111
100410	£3,259.45	McKenzie Arnold	Security – Leigh Lights	LGA 1972 s144
100411	£82.12	Anglian Water	Sewage – 67 Elm Road	LGA 1972 s111
100412	£290.00	Salvation Army	Minibus Hire	Transport Act 1985 s19
100413	£96.78	Mayfield Cleaning	Bus Shelter Cleaning	Local Govt Misc Provs Act 1973
100414	£64.33	Ordnance Survey	Map Copying Licence	LGA 1972 s111
100415	£421.60	Swan	Farmers Market Leaflets	Food Act 1984 pt3
100416	£50.00	Cllr P Holden	Christmas Tree	LGA 1972 s144
100417	£64.97	Essex & Suffolk Water	Marshall Close - water usage	Small Holdings & Allotments Act 1908 s26
100418	£1,666.81	Essex Pension Fund	Pension - Nov	LGA 1972 s111
100419	£47.16	Thursday Club	Leigh Lights Collection/ Donation	LGA 1972 s144
100420	£195.00	Community Transport Association	Membership	LGA 1972 s111
100421	£22.03	Michael Dempsey	IT support	LGA 1972 s111
100422	£147.58	Mayfield Cleaning	Office Cleaning	LGA 1972 s111 and Local Govt Misc Provisions Act 1953 s4
100423	£120.00	West Leigh Baptist Church	Minibus Insurance	Transport Act 1985 s19
100424 - 29	£5,910.47	Salaries	Pay - Dec	LGA 1972 s111

Income

£38.00	Community Transport Members	Theatre Bookings
£655.00	Traders	Xmas Lights – Stall Rent
£450.00	Traders	Xmas Lights - Contributions
£294.45	Public	Xmas Lights – Street Collection
£10.00	Public	Carols – Donation to Thursday Club
£4,754.25	Manchester Drive	Allotments - Rents

Appendix 8 – Finance & General Purposes – 4th January 2011

Allotment Society

£42.00	Plot Holders	Allotments - Rents
£5.00	Plot Holders	Allotments - Key Refunds
£159.00	Stall Holders	Farmers' Market – Stall Rent
£3.00	Use of Room	Friends of Hadleigh Castle Country Park