

# Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[leighcouncil@btconnect.com](mailto:leighcouncil@btconnect.com)      [www.essexinfo.net/leigh-on-sea](http://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 1<sup>st</sup> FEBRUARY 2011 AT THE  
COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

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

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

***The meeting opened at 8.00pm***

131. CHAIRMANS OPENING REMARKS

The Chairman welcomed members to the meeting.

132. APOLOGIES FOR ABSENCE

Cllrs Peter Dolby, Pat Holden and Caroline Parker

133. DECLARATION OF MEMBERS' INTERESTS

None

134. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 4<sup>th</sup> January 2011 were approved and signed as a correct record.

## GENERAL PURPOSES

135. TO RECEIVE THE MINUTES OF THE LICENSING SUB-COMMITTEE OF THE 4<sup>th</sup> January 2011 (Attached as Appendix 1)

Members noted that their representations made to SBC about the opening hours of the new Sainsbury's shop had been successful in getting the opening hours amended in line with the Sub-Committees recommendations. The Committee **NOTED** the minutes.

136. TO RECEIVE THE MINUTES OF THE STANDING ORDERS WORKING PARTY held on the 27<sup>th</sup> January 2011 – Report 1845/SOWP (Attached as Appendix 2)

The Chairman thanked the Working Party members for all the work that had been put in to date; especially Cllr Peter Dolby and the Town Clerk for producing the revised drafts that were considered at the meeting. The Chairman also thanked Cllr Carole Mulroney for amending the grammar where necessary. The

final drafts will go to the next Working Party meeting and consideration by next month's F&GP meeting. The minutes were **NOTED** with the following **RECOMMENDATION**:

**That an Imprest Bank Account be set up for use by the Town Clerk to enable payments to be made on the internet by debit card.** This will avoid the current practice of private bank accounts being used for the purpose. In essence it will work in exactly the same way as the petty cash operates at present; payments from it will be reimbursed from the Town Council's current account.

137. SBC PROTOCOL MEETING OF THE 25<sup>th</sup> January 2011 – Report 1844/PM (Appendix 3)

The Committee went through the various issues in the report and the Vice-Chairman expanded on the discussion that had taken place. Cllr Hilary Davison sought clarification on the issue of signage in Highways (3) and in particular the signs at the 'Old Vienna Restaurant' roundabout and the junction of Eastwood Road at the West Leigh Schools. These signs gave no directions to Leigh town centre, it was therefore **AGREED** that this should be pursued through the normal route with SBC (T&H Committee).

The Community Infrastructure Levy was discussed and the consequences for LTC. It was **AGREED** that a list of projects should be compiled that could attract devolved funding from the CIL or present section 106 agreements; Strand Wharf in particular and that SBC should be contacted to progress this.

138. ADDITIONAL LIGHTING COLUMNS TO THE SKATE PARK (Appendix 4)

Members considered the estimate from McDonald Highways for the additional lighting columns to the Skate Park. The Committee requested to enquire if it was possible for lower wattage units to be used (energy efficient) and if so how this would impinge on the estimate.

The Committee therefore **RECOMMENDED that the estimate is accepted subject to clarification on energy efficiency options and revisions to costs. The Council would return any unspent monies of the grant to Connexions.**

139. GENERAL PURPOSES BUDGET

Members requested that the format of the report is amended to show the Skate Park Lighting budget as a separate item. The Town Clerk would change the format for the next meeting.

General Purposes Budget Report 1841/FGP was noted (Appendix 5).

## **FINANCE**

140. REFERENCES FROM OTHER COMMITTEES

The reference from LFE was referred back for more detail.

141. REQUEST FROM PRITTLE BROOK COMMUNITY GROUP – to act as holders of funding from the Waitrose Green Disk Scheme.

Members deferred decision on this item pending on advice from EALC and that in the meanwhile the group should request Waitrose to hold the money pending a decision.

Cllr Jerry Holden proposed that the group should be given £100 funding from the Community Affairs budget.

The Committee **RECOMMENDED** that a grant of £100 be awarded to the group.

142. OFFICE AND COMMITTEE BUDGETS

Office Budget Report 1842/FGP 27<sup>th</sup> January 2011 was **noted**. (Appendix 6)

Committee Income and Expenditure Report 1843/FGP 27<sup>th</sup> January 2011 was **noted**. (Appendix 7)

The old photocopier should be disposed of via SAVS.

143. INCOME AND EXPENDITURE SINCE THE LAST MEETING

Report 1843/I&E attached is **recommended** for approval. (Appendix 8)

144. BANK ACCOUNT BALANCES as at 27<sup>th</sup> January 2011

HSBC Current A/c	£74,596.06
HSBC Community Savings A/c	£115,066.77

**Noted**

***The meeting closed at 9.18pm***



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## MINUTES OF A MEETING OF THE LICENSING SUB-COMMITTEE HELD ON TUESDAY 4<sup>th</sup> JANUARY 2011 AT COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Mike Dolby (Chairman), Peter Dolby (until min16 b) and Fraser

In Attendance: Cllr Caroline Parker, Paul Beckerson (Town Clerk) and Paul Lawrence

### ***The meeting opened at 7.30pm***

13. APOLOGIES FOR ABSENCE  
Cllr Carole Mulrone

14. DECLARATION OF MEMBERS' INTERESTS

***Cllr Peter Dolby declared a PREJUDICIAL interest in the Vie Bar, 109-111 The Broadway, Leigh - as he is known by one of the Directors***

15. MINUTES OF PREVIOUS MEETING WERE AGREED AND SIGNED BY THE CHAIRMAN  
The minutes of the meeting of the 5<sup>th</sup> October 2010 were agreed and signed as a true record by the Chairman

16. LICENCE APPLICATIONS

#### **a) Sainsburys, 1355-1369 London Road , Leigh**

Application for a new Premises Licence to supply alcohol for consumption off premises daily from 06:00 until Midnight and the provision of late night refreshment daily until Midnight.

**The Sub-committee RESOLVED that the proposed hours for the supply of alcohol and should be in line with the other supermarket chains in London Road, these hours being from 8.00am to 11.00pm daily and that late night refreshment should be daily until 11.00pm**

#### **b) Vie Bar, 109-111 The Broadway, Leigh**

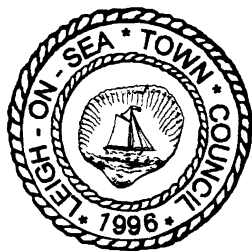
***Cllr Peter Dolby left the meeting***

Application for review of premises licence. The grounds for review are that the premises are failing to promote the licensing objectives of prevention of crime and

disorder and public safety. The review will consider allegations of drug issues and the assaults and drunkenness taking place on the premises.

**No comment**

***The meeting closed at 7.47pm***



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Report 1845/SOWP

## **Standing Orders WP Meeting 27<sup>th</sup> January 2011**

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 new draft Terms of Reference for Committees and made amendments. The Town Clerk will incorporate the amendments agreed and present this to the next meeting of the WP.
2. Members considered the NALC Model Financial Regulations incorporating parts of the existing Financial Regulations that were not present in the model version prepared by Cllr Peter Dolby. Members amended as agreed and then considered the additional items that were in the Town Clerk's draft, namely the provision of an Imprest Account. The draft together with the amendments was agreed and the rewritten draft would go to the next meeting of the WP.
3. Members then considered the Draft Standing Orders that had been amended in line with the decisions of the previous meeting. Members considered further amendments and these would be incorporated in a revised draft and considered at the next meeting.
4. Members agreed to hold a further meeting on the 21<sup>st</sup> February 2011 at 7.30pm.

### ***Meeting closed at 10.18pm***



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Report 1844/PM

## Southend Borough Council Protocol Meeting 25<sup>th</sup> January 2011

Leigh Town Council Offices, 67 Elm Road, Leigh on Sea

Present: SBC: Rob Tinlin (Chief Executive)  
Cllr Nigel Holdcroft (Leader)  
Cllr John Lamb (West Leigh Councillor)

LTC: Cllr Pat Holden (Chairman)  
Cllr Carole Mulrone (Vice-Chairman)  
Paul Beckerson (Town Clerk)

### ***The meeting opened at 9.30am***

#### LTC Issues

#### Domestic Issues

1. Connexions – SBC are rationalising the service which means some cuts but they intend to outsource the service to surrounding schools in the Essex area in the hope that they can then re-employ staff. They are amalgamating all the Youth Services into one organisation to achieve savings. Additionally funding has been cut to the Borough due to top slicing to fund all the Academies.
2. Leigh Centre future after summer 2011 (Adult Education re-locating) and management – lease possibilities – They have medium term aspirations for the site especially bearing in mind the perceived lack of parking facilities in Leigh so were unwilling to tie up any areas of the site with legal agreements. They did undertake to consult with LTC on any plans that wish to pursue in the longer term.
3. Planning training for Town Councillors by SBC – They did not see any reason why this could not be done and agreed to look into it.
4. Help with getting funding i.e. for fencing – They would ask their funding advisors to contact LTC.

#### National Issues

1. Localism and the Big Society – Neighbourhood Plans – Vanguard Status – February deadline for application - updating the Vision for Leigh – They did not feel they had the capacity to take part in this scheme as they still had the LDF to complete bearing in mind the reduction in posts in the Planning Dept due to savings.

2. Community Infrastructure Levy – are they preparing a charging schedule – will we be consulted – if we are not and Leigh needs are overlooked when the Localism changes come in they will not be able to pass the money to us – They were waiting to see what the Government proposals would be and it was likely that they would adapt the Section 106 provisions accordingly.

#### Planning Issues

1. Town Council – ability to be heard at Development Control Committee – They would not agree to this as they thought they would need to give other localities the same rights.
2. The Town Council has considered the benefits of the Borough creating two separate Planning Committees one for the East of the Borough and one for the West. – views – This was too costly to implement and political balance requirements would prevent pure local representation.
3. Consultation on planning applications - consultation of those who have an obvious interest e.g. hardstanding Bell wharf – They would look into this and revise procedures if this was necessary.

#### Highways issues

1. Car sales and use of Highways Act. – The reply from Andy Lewis was noted.
2. Signs to car parks in Leigh – They would investigate improvements.
3. Signs to Leigh when arriving from A127 or A13 – This was difficult to implement due to many localities being so close together.

#### Miscellaneous

1. Licensing area plans and hours as a public record why are they not put on the website. – They would look into this and get back to LTC if this was possible.

#### SBC Issues

1. They would like these meeting to take place on a regular basis, this was agreed as desirable.
2. Southend Airport – Due to the Judicial Review awaiting determination by a Judge the variation on the lease has been put on hold.
3. Elections – If there is a referendum all three ballots would take place on the same day with the verification of all ballots undertaken that night. The Borough count would take place on the Thursday night, in the event of LTC contested elections these would be held on the Friday morning all of these would take place at Garrons.
4. The parking charges on the marshes is set at £3.

***The meeting closed at 11.05am***





Rochehall Way  
Purdeys Industrial Estate  
Rochford  
Essex SS4 1JU  
Tel 01702 543296  
Fax 01702 546912  
mail@mcdonaldhighways.com

Quote: Leigh Council Skate Park 8m Column Erection and Electrical Works

25.1.11

Dear Mr Beckerson

It is my pleasure to offer the following quote to supply and install 3no 8m lighting columns complete with bracket and 250w floodlight, trench, duct and install cable feed back to existing feeder pillar and carryout all termination requirements in the existing Feeder Pillar.

These works will be carried out for a total of £4,398.50 +VAT.

If you have any questions regarding the above information, please do not hesitate to contact me.

Regards,

A handwritten signature in black ink, appearing to read "Pete Marsh", with a long horizontal flourish extending to the right.

Pete Marsh  
Electrical Supervisor  
McDonald Highway Services Ltd

**Finance & General Purposes Committee Budget 2010/11**

Heading	B/F 2009/10	Budget	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	90.18	910	9
Premises		0	1,000	537.18	463	54
Elections		0	0	0.00	0	
Legal Costs		0	500	0.00	500	0
Annual Town Meeting		0	500	556.02	-56	111
Publicity		0	1,000	489.50	511	49
Youth Facility		0	4,000	2,401.72	1,598	60
Skate Park Lighting	20,000			2,075.00	17,925	
Donations		0	0	0.00		
<b>Totals</b>		<b>0</b>	<b>8,000</b>	<b>6,199.60</b>	<b>1,800</b>	<b>77</b>
Nett cost			8,000			

Skate Park

4,476.72

Various

**140.18**

F & GP Meeting 1<sup>st</sup> February 2011 – Appendix 6

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	347.57	-228	289.64
1,300.00	Stationery Cost	1,900.00	1,255.89	644	66.10
3,400.00	Insurance	5,000.00	4,369.39	631	87.39
1,500.00	Telephone, e-mail & telecomms	1,300.00	1,223.40	77	94.11
450.00	Photocopying	400.00	238.94	161	59.74
1,400.00	Stamps	1,900.00	1,508.23	392	79.38
1,900.00	Subscriptions	1,600.00	1,449.19	151	90.57
5,200.00	General Rates	5,400.00	3,473.12	1,927	64.32
240.00	Water Rates	280.00	231.98	48	82.85
10,500.00	Rent	10,500.00	7,875.00	2,625	75.00
900.00	Gas	960.00	637.69	322	66.43
650.00	Electricity	650.00	641.10	9	98.63
2,500.00	Office Cleaning	2,300.00	1,316.00	984	57.22
250.00	Expenses/Travel Costs - Cllrs	400.00	94.36	306	23.59
50.00	Entertaining	50.00	0.00	50	0.00
120.00	Licences	100.00	54.75	45	54.75
300.00	Miscellaneous	300.00	496.19	-196	165.40
800.00	Audit	1,200.00	875.00	325	72.92
	Equipment / Computers	0.00	327.87	-328	
	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
<b>33,570.00</b>	<b>Total</b>	<b>36,460.00</b>	<b>30,065.23</b>	<b>6,395</b>	<b>82.46</b>

Fees to Maurice Howard

## Leigh-on-Sea Town Council

## COMMITTEE BUDGETS

27/01/2011

## Spend vs Budget to 27th January 2011

Budgets 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>30,065</b>	6,395	82	46,657 Includes Capital IT System £8,999
	Salaries	0	72,473	<b>59,660</b>	12,813	82	67,381
		0	108,933	<b>89,726</b>	19,207	82	114,038
Leisure	Community Transport <b>A</b>	0	4,500	<b>4,934</b>	-434	110	
Foreshore & Environment	Flower Baskets	0	5,000	<b>5,000</b>	0	100	
	First Aid Provision	0	1,200	<b>1,209</b>	-9	101	
	Farmers Market <b>A</b>	0	40	<b>28</b>	12	0	
	Strand Wharf	74,408	0	<b>0</b>	74,408	0	
	Leigh Lights <b>A</b>	1,300	22,120	<b>19,125</b>	4,295	82	
	Paddling Pool	1,798	0	<b>0</b>	1,798	0	
	Various <b>B</b>	0	12,559	<b>9,693</b>	2,866	77	
		77,506	45,419	39,988	82,937	33	68,904 Includes Capital Lights £35,755
Transport & Highways	School Crossing Patrols	0	7,500	<b>4,037</b>	3,463	54	
	Bus Shelter Cleaning/Maint	0	3,000	<b>1,147</b>	1,853	38	
	New Bus Shelters	0	3,500	<b>0</b>	3,500	0	
	Transport Improvements	0	1,000	<b>0</b>	1,000	0	
	Signs	0	0	<b>2,220</b>			
	Bollards	0	500	<b>0</b>	500	0	
	Phone Box, Seats and bins	0	750	<b>300</b>	450	0	
		0	16,250	<b>7,704</b>	8,546	47	1,518
Planning	Planning	0	4,000	<b>3,119</b>	881	78	
	Southend Airport	0	2,000	<b>0</b>	2,000	0	
		0	6,000	<b>3,119</b>	2,881	52	4360
General Purposes	Various <b>C</b>	0	1,000	<b>140</b>	860	14	
	Premises	0	1,000	<b>537</b>	463	54	
	Elections	0	0	<b>0</b>	0		
	Legal costs	0	500	<b>0</b>	500	0	
	Annual Town Meeting	0	500	<b>556</b>	-56	111	
	Publicity	0	1,000	<b>490</b>	511	49	
	Youth <b>A</b>	20,000	4,000	<b>4,477</b>	19,523	19	
		20,000	8,000	6,200	21,800	22	11,447 Includes £7677 Section 137 Expenditure Grants
Allotments	Revenue <b>A</b>	0	8,998	<b>5,957</b>	3,041	66	8,475
	Capital Improvements	0	2,000	<b>0</b>	2,000	0	10,874
		0	10,998	5,957	5,041	54	
Total		97,506	195,600	152,693	140,413	52	219,616
<b>Income</b>			Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2010/11		0	199,615	<b>199,615</b>	0	100	167,893
Estimated Interest to 31.3.11		0	1,500	<b>85</b>		6	103
Unbudgeted income		0	0	174	0	0	
Premises hire		0	2,800	<b>2,320</b>	480	83	2,851
		0	203,915	202,194	480	99	
Add	<b>Est Bank Balance at 27.01.11 inc Petty Cash</b>			<b>189,772</b>			
	VAT refund due			<b>5,858</b>			
				196,109			
Less planned expenditure				140,413			
Less Allotment Fund				565			
Reserve				<b>55,131</b>			
Allotment Open Day Acumulated Fund		Balance b/f 2009/10	Spend 2010/11	Income 2010/11	Balance 2010/11		
		1,306	1,256	515	<b>565</b>		

**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



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## Income and Expenditure 24<sup>th</sup> December 2010 to 26<sup>th</sup> January 2011 Report 1840 /I&E

Cheque	Expenditure	Payee	Purpose	Statute (In all cases, LGA means Local Government Act and s is for section)
100315	£2,625	SBC	Rent – Elm Road (used previously prepared cheque.)	LGA 1972 s111
100430	£100.00	Taxi Drivers Charity Fund	Community Transport – Use of Minibus	Transport Act 1985 s19
100431	£50.00	St John Ambulance	Community Transport – Use of Minibus	Transport Act 1985 s19
100432	£80.00	West Leigh Baptist Church	Community Transport – Use of Minibus	Transport Act 1985 s19
100433	£49.36	Mark 1 Hire	Carols – Hire of Equipment	LGA 1972 s144
100434	£82.84	Fulton Paper	Stationery/paper	LGA 1972 s111
100435	£96.78	Mayfield Cleaning	Bus Shelters	Local Govt Misc Provs Act 1973
100436	£1,849.88	SBC	Hanging Baskets – Watering Costs	LGA 1972 s144
100437	£79.49	Bob Allan-Smith	Padlock & Chain - £64.51 Bolt Cutters & Tape - £14.98	Small Holdings & Allotments Act 1908 s26
100438	£1,139.62	McDonald Highways Services	Xmas lights - Supply & Install columns & cabling & storage	LGA 1972 s144
100439	£24.00	Salvation Army	Community Transport – refund donated to Salvation Army	Transport Act 1985 s19
100440	£19.00	Mrs Mason	Community Transport – refund	Transport Act 1985 s19
100441	£15.50	Mrs Chaplin	Community Transport – refund	Transport Act 1985 s19
100442	£60.00	St John Ambulance	Replacement for lost cheque - Community Transport - hire of Minibus	Transport Act 1985 s19
100443	£91.35	St John Ambulance	Replacement for lost cheque - 2009 Xmas Collection	LGA 1972 s144
100444	£526.40	Southend Theatres Ltd	Community Transport – Purchase of Tickets	Transport Act 1985 s19
100445	£405.38	McDonald Highways Services	Skate Park – Flood Lighting	LGA 1972 s144
100446	£196.72	Corys Environmental	Skate Park - weekly empty of Litter Bin	Public Health Act 1875
100447	£287.88	McDonald Highways Services	Skate Park – Flood Lighting	LGA 1972 s144
100448	£77.00	SBC	Community Transport – Purchase of Tickets	Transport Act 1985 s19
100449	£969.95	HM Revenue and Customs	NI and Tax - Dec	LGA 1972 s111
100450	£22.79	Acumen Wages Service	Wages processing – Nov 10	LGA 1972 s111

F & GP Meeting 1<sup>st</sup> February 2011 – Appendix 8

100451	£25.97	EOA	Photocopying	LGA 1972 s111
100452	£1,649.00	Essex Pension Fund	Pension Contributions Dec	LGA 1972 s111
100453	£200.00	Neopost	Franking Machine	LGA 1972 s111
100454	£279.91	BT	Telephone & Internet	LGA 1972 s111
100455	£172.29	E-on	Electricity Elm Road	LGA 1972 s111
100456	£300.00	Belfairs High Schools	Annual Town Meeting – Hire of Hall	LGA 1972 s111
100457	£285.00	SBC	Rates – Jan 11	LGA 1972 s111
100458	£25.03	Acumen Wages Service	Wages processing – Dec 10	LGA 1972 s111
100459	£43.00	Paul Beckerson	Mileage expenses	LGA 1972 s111
100460	£34.92	Vivien Choppen	Mileage expenses	LGA 1972 s111
100461	£222.30	Southend Adult Community College	Farmers' Market – Hire of Hall for Feb 11 & March 11	Food Act 1984 pt3
100462	£432.00	Sharp Skips	Grab Loader	Small Holdings & Allotments Act 1908 s26
100463 to 468	£5,941.59	Salaries	Pay – Jan 11	LGA 1972 s111
100469	£25.56	Acumen Wages Service	Wages processing – Jan 11	LGA 1972 s111
100470	£100.00	Nigel Blackaby	Famous Potatoes – Xmas Lights Entertainment	LGA 1972 s144
100471	£9,688.04	Cable Test Ltd	Christmas Lights – Fix, install, remove & store lights	LGA 1972 s144

**Income**

£651.50	Community Transport Members	Theatre Bookings
£40.00	Traders	Xmas Lights - Contributions including Bodies Opticians monthly contribution
£60.00	Plot Holders	Allotments - Rents
£460.00	Vernan Manfield	Hire of Room
£132.00	Manchester Unity	Use of Room