



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 4th DECEMBER 2012 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Chairman), Mark Bromfield, Syrie Cox (From Min 125), Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker (Until Min 125) and Patsy Ryan

In Attendance: Cllr Geoff Crawford (Until Min 119), Paul Beckerson (Town Clerk)

The meeting opened at 7.31pm

110. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

111. APOLOGIES FOR ABSENCE

Cllrs Alex Coulson and Syrie Cox (arrived later in the meeting)

112. DECLARATION OF MEMBERS' INTERESTS

There were none

113. APPROVAL OF THE MINUTES OF THE MEETING OF 6th November 2012

The minutes of the meeting of the 6th November 2012 were agreed as a correct record and signed by the Chairman.

GENERAL PURPOSES

114. CHRISTMAS CLOSURE OF LTC OFFICE AND LEIGH COMMUNITY CENTRE

It is proposed that the office will shut at midday on Monday 24th December 2012 and reopen at 9am on Wednesday 2nd January 2013. The Centre will be opened by Janitorial staff within this period for hiring as required and it is economically viable.

The Committee **RESOLVED** to approve the Closing Times.

115. ROYAL MAIL SORTING OFFICE (Progress Report)

The Chairman of Council reported that a meeting had been arranged with Royal Mail on Thursday 13th December 2012 and that the Co-Ordinator of the campaign had been advised of this. The Town Council's stance was one supporting residents and to retain the Sorting Office for their use and not a technical debate about business practice. Members were requested to let the representative team know if they would like a particular view articulated.

116. LIBRARY CONSULTATION UPDATE

There will be a meeting at SBC Civic Centre on Monday 10th December with the Portfolio Holder and Library Officers to answer points relating to the consultation. The Chairman of Council has circulated the questions to members and would like input by Thursday night 6th December.

117. ACQUISITION OF PDQ MACHINE

The Committee **RESOLVED** to acquire a PDQ Machine at the costing identified in the Agenda and to impose a 2% charge on all credit card transactions.

118. APPOINTMENT OF REPRESENTATIVE ON THE LOCAL GOVERNMENT CONSULTATIVE COMMITTEE OF THE EALC – EMAIL ONLY - NO MEETINGS

Cllr Patsy Ryan was elected to represent the Council on the Committee.

119. CAR PARKING PERMITS ELM ROAD CAR PARK FOR VISITOR OVERFLOW (Motion from Cllr C Parker)

The Town Clerk reported that SBC would supply scratch card type permits for the Council's use, but it was emphasised that these would only be used in the event the Car Park at the rear of the Community Centre was full and that the visitor was on official business.

Cllr Geoff Crawford left the meeting

120. FIX DATE FOR AN INTERNAL & EXTERNAL AUDIT WORKING PARTY to continue review of Standing Orders and Risk Assessment Register.

The Convenor would contact members of the Working Party to arrange the next meeting.

121. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2133/GP 27th November 2012 (Appendix 1 to the agenda)

The report was **noted**.

FINANCE

122. REFERENCES FROM OTHER COMMITTEES

There were none.

123. INTERIM INTERNAL AUDIT REPORT (Appendix 2 to the agenda)

The Chairman highlighted aspects of the report, including the visit itself, and the importance of reviewing the Financial Risk Assessment by early in the new-year. A discussion took place with regards the level of reserves, the Town Clerk explained that there was no set figure, and the advice set out in "CIPFA LAAP Bulletin 77 November 2008" states that Local Authorities should maintain reserves for three main purposes:

- a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves;
- a contingency to cushion the impact of unexpected events or emergencies – this also forms part of general reserves;
- a means of building up funds, often referred to as earmarked reserves to meet known or predicted requirements; earmarked reserves are accounted for separately but remain legally part of the General Fund.

This was coloured by the element of risk to the Council of incurring unexpected expenditure, the main threat probably being the long term absence of a key member of staff or some kind of legal action against the Authority.

The Town Clerk was recommending maintaining the General Reserve at £50,000 although due to increased expenditure this would need to be reviewed. The Committee requested that the cost of Key Worker Insurance cover be investigated.

The report was **noted**.

124. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2132/FGP 27th November 2012 (Appendix 3 to the agenda)

The Chairman reported that all the reparation works in order to hand back 67 Elm Road were complete and that these had amounted to £1,125 to paint the ground floor office and re-carpet the first floor and stairs together with a carpet clean on the ground floor coming to £90.

Noted

- Committee Income and Expenditure Report 2134/FGP 27th November 2012 (Appendix 4 to the agenda)

Noted

125. LOCALISING COUNCIL TAX SUPPORT – IMPLICATIONS FOR LOCAL COUNCILS (Appendix 5 to the agenda)

The effect of the new regulations 'SI 2012 No. 2194 Council Tax England, The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012' and its likely effect on the Council Tax level for Leigh-on-Sea was explained by the Town Clerk.

Cllr Syrie Cox joined the meeting

The full details of the effect of the regulations are contained in Appendix 5 to the agenda. The short explanation is that the tax base figure (number of Band D equivalent households) will be lower because of the localisation (Precept / a lower base figure) giving a higher Band D rate per household to yield the same money. This will be partly offset by any new builds which increase the tax base. There will be a grant to offset the effect of the change; it is for precepting authorities to negotiate with the billing authority to get this passed down.

The Committee **RESOLVED** that the Chairman of Council should write to the Leader of Southend BC to ask that the grant be passed on.

Cllr Caroline Parker left the meeting

126. DRAFT COUNCIL BUDGET for 2013/14 (Appendix 6 to the Agenda) (Appendix 1 as amended)

The Chairman introduced the item and the Chairman of the Council proposed the following motion to create a Capital Fund Reserve for future infrastructure projects.

"That in the light of the potential in the Localism Act for the transfer of buildings/functions from principal authorities to parishes and the recent Government statements regarding funding from principal councils and potential future capping of parish precepts, a fund for future capital projects be set up."

Proposed Cllr Carole Mulroney, Seconded Cllr Richard Herbert

Cllr Richard Herbert proposed an addition to the motion 'in the sum of £50,000' inserted after 'projects'.

A counter proposal was then put by Cllr Jerry Holden and seconded by Cllr Paul Lawrence that:

“The shortfall in reserves is drawn down from the facility agreed with Southend Borough Council.”

On being put to the vote the motion was **lost**.

A second proposal was then put by Cllr Jerry Holden and seconded by Cllr Pat Holden.

“That the sum of £25,000 be transferred from the Strand Wharf Capital Reserve to General Reserves”

On being put to the vote the motion was **lost**.

The amendment to the original motion was then put by the proposer Cllr Richard Herbert, the addition was **agreed**, the revised motion was then put to the vote.

“That in the light of the potential in the Localism Act for the transfer of buildings/functions from principal authorities to parishes and the recent Government statements regarding funding from principal councils and potential future capping of parish precepts, a fund for future capital projects in the sum of £50,000 be set up.” (General Purposes Budget)

On being put to the vote the motion was **RESOLVED**.

It was **RESOLVED** to make the following amendments to the LF&E and GP budgets:

To increase the Leigh Lights Storage Budget from £2,000 to £4,000 to enable the possible purchase of a container.

To decrease the General Purposes, Strategy and Town Plan Sub-Committee budget by £2,000.

A proposal was put by Cllr Carole Mulroney, seconded by Cllr Mark Bromfield that the Allotments Budget be referred back to the Allotments Committee for reconsideration.

The Committee **RESOLVED** to refer back the Allotments Budget for reconsideration and to note that Transport and Highways Committee had not met to reconsider its Budget.

127. CCLA DEPOSIT ACCOUNT TO NOTE BALANCE & CONSIDER LEVEL OF INVESTMENT

The Committee **noted** that £25,000 had been invested in the fund. The Chairman proposed, seconded by Cllr Carole Mulroney that a further £50,000 be invested.

The Committee **RECOMMENDED** that a further £50,000 is invested in the fund.

128. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2131/I&E (Appendix 7 to the agenda)

The report was **noted**

129. BANK BALANCES AT 27th November 2012

The balances were **noted**.

130. REVIEW OF FINANCIAL PROCEDURES (Confidential Business) (Appendix 8)

The Committee **noted** the report and the **agreed** the proposed actions.

The meeting closed at 9.49pm

Leigh-on-Sea Town Council

Budget Pack 2013/14

To F&GP COMMITTEE

04-12-12

3rd Draft

3rd draft Council budget 04-12-12

NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT

	£	£
Anticipated reserves at 31 March 2013		
General Reserves	13,872	From attached sheet 1
Capital Reserves	74,408	
Add		89,424
draft budget income from committees	0	
Planning	0	From attached sheet 2
Transport & Highways	0	From attached sheet 3
Allotments	12,960	From attached sheet 4
Leisure Foreshore and Environment	11,090	From attached sheet 5
Finance & G.P.	0	From attached sheet 6
Office	0	From attached sheet 7
Staff	0	From attached sheet 8
LCC Hire Income	70,500	From attached sheet 9
Committee Total		94,550
Deduct		
draft budget expenditure from committees		
Planning	7,315	From attached sheet 2
Transport & Highways	14,876	From attached sheet 3
Allotments	23,011	From attached sheet 4
Leisure Foreshore and Environment	71,723	From attached sheet 5
Strand Wharf	74,408	From Capital reserves
Finance & G.P.	61,532	From attached sheet 6
Office	44,760	From attached sheet 7
Staff	54,455	From attached sheet 8
LCC Expenditure	129,764	From attached sheet 9
Committee and overhead Total		431,843
Deduct		
Planned reserve at 31 March 2013		50,000
Nett shortfall = Precept required		-349,013

£50,000 is the Town Clerk's recommended reserve level

The Paddling Pool, being a donation for this purpose, is ring fenced and will have no impact on the precept

Proposed increase/decrease in precept	69.43	%	
Proposed Band D equivalent at Tax base	39.28		Allows for recouping all the 2012/13 LCC deficit

An increase of	£16.09	Band D 2011/12	£23.19
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Tax Base 2012/13 8884.26

Sheet 1

Anticipated underspends by Committees	£	
Planning		0
Transport & Highways		0
Allotments		0
Leisure Foreshore and Environment		0
Finance & G.P.		0
Office		0
Staff		0
Total		0
Anticipated general reserve from Budget report		13,872
General Reserves carried forward		13,872

Sheet 2

2nd Draft Planning budget 27-11-12

Heading	Income	Expenditure
Staff costs	0	4,815
Planning	0	500
Neighbourhood Plan	0	2,000
Other items (specify)	0	0
Total	0	7,315

Sheet 3

T & H Budget Committee Recommendations 2013/14

Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter Cleaning/Maintenance	0	3,000
New Bus shelters	0	1,000
Highways Infrastructure	0	3,900
Bollards	0	250
Phone Box	0	300
Staff Costs	0	1,926
Total		14,876

Sheet 4

2nd draft of allotments budget 2013/14 21-11-12

Heading	B/F 2011/12	Income	Expenditure
Rents			
Manchester Drive		8,340	
Leigh		4,180	
Marshall Close		440	
MDAS Commission			690
Plot clearance			500
Rubbish clearance			650
Equipment			500
Water Rates			4,300
Staff Costs			6,446
Maintenance			1,000
Miscellaneous			375
Training			1,000
Vehicle			2,600
Hedge Cutting			950
Capital improvements			2,500
Grass Cutting			1,300
Keys			0
Plot Letting LA			200
Totals		£12,960	£23,011
Nett cost (exp - inc)		£10,051	

Sheet 5

LFE Budget 2nd Draft (Committee Recommendations) - 18-10-12

Heading	Income	Expenditure
Community Transport*	4500	11,437
Skate Park*		6,538
Flower baskets	0	5,500
First Aid Provision	0	1,000
Farmers Market*	2040	2,264
Strand Wharf	0	0
Leigh Lights*	4250	21,710
Paddling Pool	0	0
Grants to outside organisations	0	1,000
Fishing Festival	0	1,500
May Day	0	500
Carols on Strand Wharf	0	200
Easter Event	200	1,050
Good for Leigh		500
Events Equipment		200
Town Guide		400
Community initiatives and recreational facilities		500
Staff costs		17,324
Totals	11090	71,723
Nett cost		60,633

* see separate budgets below

Community Transport	Income	Expenditure
Staff costs		5,127
Ticket sales	4500	
Trip costs		3,900
Minibus hire		1,300
CRB checks		200
Petrol		150
Refreshments		150
CTA membership		270
Midas Training		150
Misc		130
Driver Licence Verification		60
Totals	4500	11,437
Nett cost		6,937

Farmers Market	Income	Expenditure
Stall hire	2040	
Hall Hire		1,884
Leaflet		380
Banners		0
Totals	2040	2,264
Nett cost		224

Skate Park	Income	Expenditure
Rent		50
Cleaning		850
Electricity		450
Miscellaneous		110
Grass Cutting		760
Staff costs		3,318
Skate Park Maintenance Prog		1,000
Totals		6,538

Leigh Lights	Income	Expenditure
Column testing		800
Installation and removal		6,700
Storage		4,000
Power		300
Replacement bulbs / renewal		1,100
Traders contributions	3000	
Switch-on security		2,000
Entertainers		1,000
Road closures, licences etc.		2,460
Donations	700	700
First Aid		150
Capital Renewals		1,000
Charges to stalls, fairs	550	
Support columns - erect and remove plus storage		1,500
Totals	4250	21,710
Nett cost		17,460

Sheet 6

General Purposes - 3rd draft budget F & G.P. 06-11-12

Heading	Income	Expenditure
Community Affairs*	0	0
Bursary Fund LCC		1,000
Premises	0	0
Elections	0	5,000
Legal Costs	0	500
Annual Town Meeting	0	100
Publicity	0	250
Civic	0	100
Renewals Fund**	0	2,500
Strategy & Town Plan SC	0	0
Capital Projects Fund		50,000
GP (Janitorial)		2,082
Totals	0	61,532
Nett cost	0	61,532

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7

Second Provisional Office Budget for 2013-14

For information

Office budget and expenditure

Budget	Heading	2013/14
2012/13		
	Premises	
13,000	Rent	0
5,600	General Rates	0
300	Water Rates	0
1,250	Gas	0
750	Electricity	0
2,300	Cleaning	0
0	Repairs & Services	0
150	Tools	0
300	Contingencies	0
0	LCC Premises Use Grant	23,500
23,650		23,500
	Administration	
800	Stationery	900
4,500	Insurance	4,200
50	Library	100
1,750	Communication	1,800
2,400	Photocopying	2,400
1,600	Subscriptions	2,040
1,700	Postage	1,700
50	Entertaining	50
100	Licences	120
400	Expenses/Travel Costs - Cllrs	400
500	Miscellaneous	500
2,000	Audit	2,500
1,000	IT	2,000
1,000	Training - Staff	1,200
1,000	Training - Cllrs	500
450	Mileage & Expenses - Staff	550
0	Green & Food Waste Sacks	300
19,300		21,260
42,950	Total	44,760

	Budget	Expenditure	% spent
1997/8	14,515	13,122	90
1998/9	17,260	14,401	83
1999/2000	14,075	10,850	77
2000/1	12,505	11,467	92
2001/2	12,865	11,130	87
2002/3	14,690	12,229	83
2003/4	13,925	15,560	112
2004/5	16,000	15,418	96
2005/6	21,000	20,766	99
2006/7	29,110	29,003	100
2007/8	28,360	29,164	103
2008/9	32,060	31,867	99
2009/10	33,570	32,998	98
2010/11	36,460	36,606	100
2011/12	40,020	44,807	112
2012/13	42,950		

Sheet 8

2nd Provisional salaries budget 2013/14

Heading	Budget		2013/14				
			65.0%	15.0%	5.0%	15.0%	
Town Clerk			Admin	LFE	Allot	LCC	
Pay	31,369.00	48,260.00	31,369.00	7,239.00	2,413.00	7,239.00	48,260.00
Pension	4,875.81	7,501.24	4,875.81	1,125.19	375.06	1,125.19	7,501.24
National Insurance	3,764.28	5,791.20	3,764.28	868.68	289.56	868.68	5,791.20
			40,009.09	9,232.87	3,077.62	9,232.87	
Other staff (proportionate)*							
Pay	9,129.00						
Pension	1,472.22						
National Insurance	1,095.41						
Cost of Living Rise @ 2%**	1,034.11						
VC Pension (Arrears)	1,315.00						
Payroll Costs	400.00						
Total	54,454.83						

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

** If Applied

Sheet 9 **LCC Budget 2013/14**

Budget 2013/14	Income Budget	Expenditure Budget	
Hiring Income	£46,000.00		
LTC Building Contribution	£23,500.00		
Bursary Fund	£1,000.00		
Rates		£7,800.00	
Gas		£3,000.00	
Electric		£3,500.00	
Water		£1,000.00	
Catering		£200.00	
Communications		£2,000.00	
Cleaning Materials Etc.		£4,000.00	Based on bills to date x12
Waste Removal / Washroom Serv.		£2,800.00	Includes Sani-bins Contract
Insurance		£3,000.00	
Advertising		£1,000.00	
Security / Alarms		£1,000.00	
Internal Maintenance		£8,500.00	
External Maintenance		£7,500.00	
Miscellaneous		£2,000.00	
Licences		£650.00	Includes 33% of 3 Year Wedding Licence
IT		£1,000.00	
Contingencies		£9,500.00	
Salaries / Payroll		£55,114.08	
Existing Admin Salaries Apportioned		£15,600.00	
Admin Services		£600.00	
Totals	£70,500.00	£129,764.08	
Net Deficit		£59,264.08	
Less Existing Salaries		£15,600.00	
LCC Deficit		£43,664.08	Band D Equivalent £4.91