

Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

Notice is hereby given that a meeting of the **Environment and Leisure Committee** of the Leigh-on-Sea Town Council will take place on **Wednesday 22nd July 2015**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETINGS ON 11TH JUNE 2015
5. CORRESPONDENCE - THANK YOU LETTER (Appendix 1)
6. MINUTES OF OLD TOWN COMMUNITY GROUP MEETING 15TH JUNE 2015 (Appendix 2)
7. REQUEST FOR GRANTS - LEIGH ART TRAIL AND FOLK FESTIVAL – **DECISION ITEM** (Appendix 3 and 4)

Both organisations wish to request a repeat of the financial support given in the past (£500 each organisation). David Osborn of Clouders has confirmed that Clouders accountants certificate equates to an independent review

8. ALLOTMENT RENT AND WATER RATES REVIEW – **DECISION ITEM**

The water charges have been reviewed and as there is still money due to be refunded to tenants it is **proposed** that they are kept at the same rate. As the rents were increased this year it is **recommended to P&R Committee** that the rents remain at the same level for 2016/17.

9. ALLOTMENT PLOT DEPOSIT SYSTEM REVIEW – **DECISION ITEM**

At present plot deposits are only withheld from outgoing tenants if rubbish has been left on the plot. If the plot is overgrown, consideration is given to reduce the rent for a period to the new tenant. MDAS request that plot deposits are now withheld for clearance of outgoing tenants plots to make them immediately usable for the incoming tenant. The withheld deposits are then distributed to the appropriate allotment society.

10. USE OF HOSEPIPES ON MANCHESTER DRIVE ALLOTMENT SITE – Report 2536/HS & MB (Appendix 5)
11. DRINKING WATER SUPPLY MANCHESTER DRIVE ALLOTMENT SITE – Report 2539/MB (Appendix 6) – **DECISION ITEM**
12. FUNDING REQUEST FROM LOSALGA WITH REGARD TO FENCING (Appendix 7)

Recommended this matter is referred to the next allotments PDG for further discussion and development.

13. HERITAGE ASSETS TASK & FINISH GROUP 2nd July 2015 – Report 2541/HA (Appendix 8)

14. LEIGH-ON-SEA REGISTER OF HERITAGE ASSETS WORKSHOP (Verbal report)

15. DOG MESS INITIATIVE

Following on from our previous discussions on this topic, an approach has been made by a local veterinary practice which is equally concerned about educating the public and would like to work with the Town Council on this.

After initial discussion it is hoped to target Two Tree Island as there seems to be a particular problem there. One Saturday in September it is proposed that LTC and vets set up an information gazebo on the island to offer advice and information to dog walkers. The content still has to be worked out and we await comment from the Borough Council who are generally supportive of such initiatives.

Much of the problem is related to the availability of dog bins - however it is not the provision of dog bins themselves that are the issue, it is the collection that causes logistical issues. We would hope to be able to give out information on where the bins are and to encourage people to use them even if it may mean walking a little distance with the material. The vets would concentrate on health issues and the like.

This advanced warning is whether any member would like to do a stint at the gazebo subject to confirmation of the date.

There is no financial implication for the Council other than the transportation to and from the Island.

16. ENVIRONMENT & LEISURE BUDGET 2015/16 - Report 2537/EL (Appendix 9)



Paul Beckerson
Town Clerk
16th July 2015

Any member who is unable to attend the meeting should send their apologies before the meeting.

12 June 2015

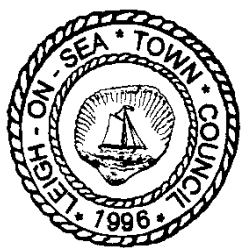
Dear Sir,

I just wanted to thank Leigh and Southern Councils for installing the outside gymnasium in Bonchurch Park.

I use it regularly and as a serious citizen it certainly keeps me trim! When my family come to stay there are three generations of us enjoying ourselves.

Thank you so much

Yours sincerely



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

OLD TOWN COMMUNITY GROUP Meeting 15th June 2015

Present: Cllr Carole Mulroney (Chairman from 8.00 pm), Nick James (Vice-Chairman), Cllr Jill Adair, Cllr Donald Fraser, Cllr Valerie Morgan, Cllr Helen Robertson, Joy Watson (St John Ambulance), Paul Gilson, Tony Prior (Leigh Lions), Alec Steadman, Claudia Lastra, Fran Gallardo, Matsuko Harwood (all Arts Catalyst), Colin Sedgwick (Mike's Boatyard),

In attendance: Helen Symmons (Events Officer and Assistant Town Clerk)

The meeting opened at 7.30pm

1. CHAIRMAN'S OPENING REMARKS

With the Chairman being delayed due to a prior commitment, the Vice-Chairman welcomed all to the meeting and would chair until her arrival. Introductions were made by all those attending.

2. APOLOGIES FOR ABSENCE

Margaret Buckey (Leigh Society), Acting Sgt David Lindsey (Leigh Police), Ian Johnson MBE (3rd Chalkwell Scouts), Andrew Rattley (Kershaw Foods), Pat Holden and Paul Lawrence (immediate past Cllrs), Maz Handy (Smack Inn)

3. DECLARATION OF MEMBERS' INTERESTS

None declared

4. UPDATE ON ARTS CATALYST PROJECT 'WRECKED ON THE INTERTIDAL ZONE'

Funding has now been awarded for several projects. The artistic project to refloat 'Souvenir' (as a representative of all the history in the area), make safe and then inscribe with lost species and local culture is planned and will be sited near the clubhouse of Belton Way Small Craft club before being re-sunk. Arts Catalyst have met with different departments at SBC as well as getting advice from the boat club, Metal and locals. It was suggested that artists, conservation, museums and local industry all talk together in trying to get something lasting for the town. Concern was expressed with regard to the logistics of raising the vessel and the costs it could incur.

Written updates would be welcomed by the Group in future.

5. TELEPHONE BOX

The Smack Inn have kindly agreed to sponsor the working telephone box and will be making the donation to LTC then subsequently organising a fundraising event.

6. MARITIME FESTIVAL UPDATE

Helen Symmons gave an up date to the meeting of the features and activities currently planned for the Festival. All businesses and residents in the Old Town have been sent a letter. It was reiterated that she is happy to liaise with traffic marshalls to ensure cocklers and fishermen are able to access the Belton Bridge car park for working duties but does need to receive the information direct from

them or via a third party if they would prefer. In this respect she will work with Colin Sedgewick to try and be as helpful as possible.

Concern was raised with regard to the recent Mud Run that took place in the town held by Fairhavens. It was felt that there had been a serious environmental impact on the foreshore as well as problems due to a road closure being granted (which was considered unwarranted). Additionally, residents and businesses had not been informed as a matter of courtesy by the organisers.

The Chairman will take this up with SBC as to the considerations made by them in these matters and granting of an event permit¹.

7. CINDER PATH SHELTER

Scott Dolling at SBC had confirmed to the Chairman that the original estimate for the repair work was being re-assessed (SBC are responsible for maintenance and repair of the physical structure). It was hoped that the matter would move forward shortly. Reported at the meeting that the heras fencing appears unsecure and therefore unsafe.

The Chairman will take this up with SBC²

8. STRAND WHARF UPDATE

Following the granting of planning permission etc. LTC are in the process of going to tender with a project start date after the Leigh Regatta. Issues were raised regarding loss of parking on the wharf. The Chairman pointed out that the appropriate actions had been taken with regard to planning, traffic regulations etc. and during the consultation process no objection had been forthcoming from any party.

9. CRIME AND DISORDER

Sgt Steve Parry has been promoted in an acting capacity to Southend Police and therefore David Lindsey is currently the acting Sgt at Leigh Police.

10. RECENT PLANNING APPLICATIONS

Agenda items noted by the group.

11. LICENSING ISSUES

The report from Nick James was noted. The Peterboat had an event over the weekend with approx. 1,000 people attending and last year's issues had been acknowledged and addressed and in addition had advised residents as a matter of courtesy of the event.

12. ENVIRONMENTAL ISSUES

The Sunday parking issue definitely seems to be related to the Leigh tip. An idea was put forward to have a turning point past the tip for drivers so that queueing would then be on the same side as the tip and allow free flow on the other side.

The Chairman will put the suggestion forward to SBC³

13. AOB

- a) The group wished to pass on their congratulations to Ian Johnson for being awarded the MBE and in this respect a letter will be sent.

¹ The Chairman has sought this information and will report back at the next meeting

² Since the meeting the Chairman has contacted SBC who have arranged for the fencing to be checked and secured

³ The Chairman has raised the issue with SBC and will report back at the next meeting

- b) LTC will be holding a Heritage asset workshop at Leigh Community Centre on 16th July at 7.30 p.m. Anyone interested in the research, recording and hopefully preserving some of our local assets is welcome to attend.
- c) The Chairman reported to the group that SBC on behalf of the Leigh Port Partnership were applying to Government to set up a coastal communities team for Leigh which would assist in enhancing the area through economy, heritage, tourism etc. The Borough required a letter of support for the project from the OTCG and **this was agreed** subject to the letter highlighting the unique and important fishing and associated industries of the town.

If the scheme is sanctioned, then a team will be formed with representatives of the various organisations associated with Old Leigh including LTC. The scheme will also work in support of the Leigh Port Partnership FLAG proposal.
- d) Joy Watson spoke regarding the First Aid Post in the Old Town which is run in partnership with LTC and wished it stressed to businesses and residents that it still operates every Bank Holiday (except Christmas and New Year) and every weekend during the school summer holidays plus special events. She was delighted to report that they have not missed one duty in all the time running. The Vice-Chairman offered to post flyers through doors in the Old Town and Joy will prepare this in liaison with LTC.
- e) Tony Prior reminded the group that Leigh Regatta is Sunday 20th September. Event organisation is underway and the Scout groups are fully supporting the event. Any local small business or art & craft group that would like a stall is offered this free of charge. The event is attracting good sponsorship and financial underwriting already.

14. DATE OF NEXT MEETING

This will be Monday 14th September at 7.00 p.m. Leigh Community Centre. Any new residents, businesses and associations connected with Leigh Old Town who would like to send a representative should notify helen.symmons@leighonseatowncouncil.gov.uk

Chairman's Note – we are delighted to welcome representatives of all groups from the Old Town but the meeting becomes a little unwieldy if there are too many people – so it would be helpful if groups wishing to be involved send only one representative.

The meeting closed at 9.10pm

**The Leigh Folk Festival Association
Trustees' Report and Accounts Year
Ended 30th September 2014.**

Leigh Folk Festival Association

Index to Accounts

Year Ended 30th September 2014.

Page No.

1.	Charity Information
2-3	Trustees' Report
4.	Independent Examiner's Report
5.	Statement of Financial Affairs
6.	Balance Sheet
7-9	Notes to the Accounts

Charity Information

Trustees:	A T Prior E Harris I W FlackS Gentry M DavisonP Collier
Secretary to the Trustees	E Harris
Registered Number	1120698
Registered Address	60 The Ridgeway Westcliff on Sea Essex. SS9 1AF
Independent Reviewer	Derek Oliver PhD, DBA, MSC, CISA, CISM, CITP, FBCS, FISM, MInstI 'Ravenswood' 145 Essex Way Benfleet Essex. SS7 1LN
Bankers	National Westminster Bank Plc 132 High Street Southend on Sea SS1 1JX

Trustees' Report

For the Year Ended 30th September 2014

The Association was created by a Deed of Trust dated 18th July 2007, as an unincorporated association. The Association is registered with the Charity Commission for England and Wales under number 1120698.

Trustees

The Trustees who served throughout the year under review, and who were in office at the date of signing this report are shown on page 1. New Trustees are appointed at the Annual General Meeting of the Association by way of a vote of members present at that meeting.

Objects

The Trustees are empowered to hold the Association's funds in trust for any purpose, which is charitable in accordance with the law of England and Wales, for the benefit of any individuals or group of people, or corporate bodies with the specific aims of organising and running the annual Leigh Folk Festival, and to preserve and advance the public education in the appreciation of traditional and contemporary folk music.

Organisational Structure

The Trustees meet regularly in order to decide the manner in which funds raised should be disbursed.

Review of Activities

The Association has received grants and donations and disbursed these by way of promoting, organising and running the 2014 Leigh Folk Festival as shown in the Statement of Affairs. The Trustees are satisfied with the manner of the Association's operation and envisage no changes in the foreseeable future. The Association also raises funds through the sale of merchandise, licences for concessions, the sale of advertising and street collection. These funds are disbursed in the same way.

Trustees' Report

For the Year Ended 30th September 2014

Policies

The Trustees endeavour to maintain adequate resources to provide finance for the Folk Festival to take place in the forthcoming year. The reserves at the end of the year under review are shown at the foot of the Statement of Financial Activities, and are considered adequate for the Association's activities.

Any surplus funds held by the Trustees are placed on deposit with the Association's bankers.

The Trustees have carried out a risk assessment, which has not identified any major risk to the Trust's assets. Systems have been implemented by the Trustees to minimise any future risk to any assets.

Signed on behalf of the Trustees on 19th November 2014

.....

(A T Prior-Chairman)

Independent Examiners Report

To the Trustees of Leigh Folk Festival Association

I report on the accounts of the Association for the year ended 30th September 2010, which are set out on pages 3 to 8.

Respective responsibilities of Trustees and Examiner

As the Association's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43((7)b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- * to keep accounting records in accordance with section 41 of the Act; and
- * to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

Have not been met; or

(2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

(signed).....

Derek Oliver, PhD, DBA, MSc, CISA, CISM, CITP, FBCS, FISM, MInstISP

(Date)..... Ravenswood
148 Essex Way Benfleet
Essex. SS7 1LN

Statement of Financial Activities

For the Year Ended 30th September 2014

<u>2013</u>	<u>Incoming Resources</u>	Note	<u>2014</u>
2700	Grants	(2)	12750
3800	Donations	(3)	3870
3969	Public Collections		5462
2482	Allied Sales	(4)	1131
	Bank Interest Received		
595	Advertising		920
8702	Other Income	(5)	6515
22196	Total Incoming resources		<u>30648</u>
=====			=====
	<u>Resources Expended</u>		
7065	Festival Performers		8876.
675	Children		525
---	Workshops		----
1870	Equipment Hire	(6)	3116
1813	Insurances and Licences	(7)	1787
1505	Promotional	(8)	2543
2581	Cost of Allied Sales	(9)	4002
3979	Other Income Costs	(10)	1636
---	Training		--
3863	General Expenses	(11)	1002
1204	Garage Rent		720
5323	Non Recurring Costs	(12)	----
29455			<u>23375</u>
=====			=====
(7259)	Net Incoming/(Outgoing) Resources		7273
12882	Total Accumulative Fund brought forward		5303
--			--
5572			<u>12576</u>
=====			=====

Balance Sheet at 30th September 2014

<u>2013</u>			<u>2014</u>
	<u>Current Assets</u>		
5933	Balance at Bank	Current Reserve	12946 160
7000	Add Debtors		
1211		S.CollinsPayPal	1000
		Wildfood	300
			13506
	=====		
491	Less Creditors		1360
<u>13273</u>			<u>12146</u>
=====			=====
	Represented By		
13273	Unrestricted Funds		12146
=====			=====

Approved by the Trustees on 20th November, 2013 and signed on its behalf by

.....Ian W Flack (Trustee)

Notes to the Accounts

For the Year Ended 30th September 2014

1 Accounting Policies

These accounts have been prepared on a historical cost basis in accordance with The Statement of Recommended Practice, "Accounting and Reporting by Charities" revised 2005), and The Financial Reporting Standard for Smaller Entities (revised 2005).

Incoming resources are credited when they are known to be receivable, due account being taken of amounts due but not yet received by the Association.

Resources are expended and included by reference to the date on which the Trustees have approved the expenditure. Due account is taken of amounts approved but not yet paid.

	<u>2013</u>		<u>2014</u>
2		<u>Grants Received</u>	
	200	Essex Folk Association	250
	2000	Southend BC	12000
	500	Leigh on Sea TC	500
	2700		<u>12750</u>
	=====		=====
3		<u>Donations Received</u>	
	-----	Leigh Lions Club	---
	1100	Priority Management	800
	1,500	Public & Commercial Services U	1450
	500	RMT Union Nth Thames	500
		RMT SE	200
		Southend Trades Council	----
	100	TUC South East	----
	100	TUC Southend	270
	500	UIA	-----
	-----	Use of Stage	50
	-----	Estuary Pubs	<u>600</u>
	<u>3800</u>		<u>3,870</u>
	=====		=====

Notes to the Accounts

For the Year Ended 30th September 2014

	<u>2013</u>		<u>2014</u>
	not analysed	4	<u>Allied Sales</u>
	2700	Shirts CDs	not analysed
	=====		1136
			=====
	166	5	<u>Other Income</u>
	4626	Celidh	215
	79	Concessions	3564
	3831	Memberships	95
		Concerts	2209
		Sundry Income	432(Garage overpayment refund)
	8702		6515
	=====		=====
6		<u>Hiring Costs</u>	
	200	Vehicles	370
	1670	PA Equipment	2746
	1870		3116
	=====		=====
7		<u>Insurances & Licences</u>	
	1210	Towergate	1607
	180	Southend BC	180
	---	PRS	423 (2013 fee)
	1390		2210
	=====		=====
8		<u>Promotional Costs</u>	
	950	Programme	1085
	555	Advertising	1458
	1505		2543
	=====		=====

Notes to the Accounts

For the Year Ended 30th September 2014

<u>2013</u>		<u>2014</u>
	9	<u>Costs of Allied Sales</u>
1651	Shirts	1696
930	CDs	---- (see creditors)
	Sundries (wristbands,glassesetc)	2306
<hr/>		<hr/>
2581		4002
=====		=====

	10	<u>Other Income Costs</u>
---	Celidh	---
160	Barn Dance	---
834	WitchesP	---
600	Kershaw	---
1400	Copper/Collins	---
460	Chapman	---
350	Folk/ale	200
175	Sailing club/hire/donation	---
	Venue hire	442
<hr/>		<hr/>
3979		642
=====		=====

	11	<u>General Expenses</u>
--	Administration costs	--
9	Subscriptions	10
910	Road Closure costs	-----
2594	General Expenses	168
350	St John's	420
	TMS signs	<u>404</u>
<hr/>		<hr/>
3863		1002
=====		=====

	12	<u>Non Recurring Costs</u>
2969	Stage	
630	Gazebo	
467	Banner	
984	Van Rep	
273	Sundry	
<hr/>		<hr/>
5323		-----
=====		=====

13 Debtors consist of a £1000 (estimated) from ticket and merchandise websales paid through PayPal and received after the closure of our books for the year plus a cheque for £300 for concession which arrived after the year end. Creditors consist of an allowance made for PRS and the cost of CD manufacture (£720).

14 Trustees Remuneration and Expenses
Under the provisions of the Trust Deed, no Trustee is entitled to receive any remuneration from the Association.

Treasurer's Report

The accounts show a an excess of £7144 for the year. Although this is a reasonably secure situation, the Association relies too heavily on large grants from Southend on Sea Borough Council. For comfort, we need to:

1. Control our expenditure more effectively
2. Seek other ways of raising funds include more effective ticket sales and merchandising. We should investigate other funding methods such as:
 - a. Crowd Funding
 - b. Bidding for grants from trusts, foundations, local companies and the Lottery
3. On the income side donations from increased slightly mainly through a donation of £600 from Estuary Pubs. Income from concessions and the street collection held up well. Particular mention on the concessions front must be made the proprietors of the Beertent who generously share their profits with us. The street collection, although an improvement on last year, is disappointing when the number of people attending is taken into account.

We, the trustees and volunteers must:

1. Increase the efficiency of the street collection
2. Seek ways of increasing the yield of paid for events
3. Seek other funding sources

The Accounts have been reviewed by Mr Derek Oliver who passed them completely and I submit them for approval and signing by the Chairman and myself.

THE LEIGH ART TRAIL ASSOCIATION

**CONTENTS OF THE MANAGEMENT ACCOUNTS
FOR THE YEAR ENDED 31ST OCTOBER 2014**

	Page
Company Information	1
Accountants' Report and Client Approval Certificate	2
Profit and Loss Account	3
Balance Sheet	4

THE LEIGH ART TRAIL ASSOCIATION
COMPANY INFORMATION
FOR THE YEAR ENDED 31ST OCTOBER 2014

DIRECTORS: D.J. Osborn FCCA
Ms J Maddison
L Mills
S Feather
Ms A Mountney
Ms P North
Mrs B Oldham

SECRETARY: S Feather

REGISTERED OFFICE: Charter House
105 Leigh Road
Leigh on sea
Essex
SS9 1JL

REGISTERED NUMBER: 05247689 (England and Wales)

ACCOUNTANTS: Clouders
Chartered Certified Accountants
Charter House
103-105 Leigh Road
Leigh-on-Sea
Essex
SS9 1JL

MANAGEMENT ACCOUNTS
FOR THE YEAR ENDED 31ST OCTOBER 2014

ACCOUNTANTS' REPORT TO
THE LEIGH ART TRAIL ASSOCIATION

In accordance with instructions given to us we have prepared without carrying out an audit the annexed management accounts from the accounting records of The Leigh Art Trail Association and from information and explanations supplied to us.

Clouders
Chartered Certified Accountants
Charter House
103-105 Leigh Road
Leigh-on-Sea
Essex
SS9 1JL

Date:

CLIENT APPROVAL CERTIFICATE

I approve the management accounts and confirm that I have made available all relevant records and information for their preparation.

Date:

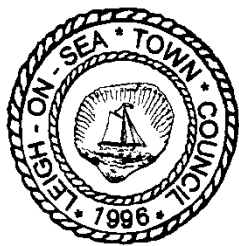
THE LEIGH ART TRAIL ASSOCIATION
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31ST OCTOBER 2014

	Year to 31.10.14		Year to 31.10.13	
	£	% of sales	£	% of sales
Turnover				
Subscription	1,396	27.30	1,995	29.43
Artists 5% 2014	1,761	34.43	-	0.00
Artist 5% 2013	35	0.68	740	10.92
Advertisers	30	0.59	1,000	14.75
Auction	1,892	37.00	3,043	44.90
	<u>5,114</u>	<u>100.00</u>	<u>6,778</u>	<u>100.00</u>
Other income				
Deposit account interest	9	0.18	9	0.13
	<u>9</u>	<u>0.18</u>	<u>9</u>	<u>0.13</u>
Expenditure				
Trail Direct Costs	2,998	58.62	4,404	64.97
Advertising	1,019	19.93	1,760	25.97
Auction costs	-	0.00	175	2.58
Insurance	241	4.71	241	3.56
Hire of meeting room	31	0.61	92	1.36
Sundry expenses	230	4.50	-	0.00
	<u>4,519</u>	<u>88.37</u>	<u>6,672</u>	<u>98.44</u>
Finance costs				
Bank charges	115	2.25	110	1.62
	<u>115</u>	<u>2.25</u>	<u>110</u>	<u>1.62</u>
Total overheads less other income	<u>4,625</u>	<u>90.44</u>	<u>6,773</u>	<u>99.93</u>
NET PROFIT	<u>489</u>	<u>9.56</u>	<u>5</u>	<u>0.07</u>

THE LEIGH ART TRAIL ASSOCIATION (REGISTERED NUMBER: 05247689)

BALANCE SHEET
31ST OCTOBER 2014

	2014		2013	
	£	£	£	£
CURRENT ASSETS				
Trade debtors	30		30	
Restricted Donation	(9,500)		(9,500)	
Bank account no. 1	4,100		3,620	
Bank account no. 3	12,532		12,523	
Cash in hand	14		14	
	<u>7,176</u>		<u>6,687</u>	
CURRENT LIABILITIES				
Trade creditors	(1)		(1)	
Accrued expenses	148		148	
	<u>147</u>		<u>147</u>	
		<u>7,029</u>		<u>6,540</u>
NET ASSETS		<u>7,029</u>		<u>6,540</u>
FINANCED BY				
RESERVES				
Income and expenditure account		<u>7,029</u>		<u>6,540</u>
		<u>7,029</u>		<u>6,540</u>



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

Report 2536/HS & MB

REPORT TO E&L COMMITTEE RE: USE OF HOSES ON MANCHESTER DRIVE ALLOTMENT SITE

Introduction:

The Equality Act 2010 also includes the Public Sector Equality Duty and means public bodies not only have to take steps to stop discrimination, but also have to promote equality of opportunity by ensuring accessibility to services. Manchester Drive allotment site is approximately 20 acres in size and the provision of water at present for all tenants is by way of manual carrying of water cans from water troughs sited at various locations throughout the site.

In the last few years extreme weather has culminated in very dry conditions during the main growing season when water is essential for cultivation.

Background:

The provision of water on allotment sites is an essential requirement to users and the cost of water consumption is a significant part of the rent that Allotment tenants pay annually. Hosepipes are not allowed on Leigh Town Council (LTC) sites under the current tenancy agreement. This is due to a past misuse that resulted in excess water usage.

At present 59% of allotment holders on Manchester Drive site are senior citizens and 45% on the Leigh site. Additionally we have some disabled tenants as well as Admiral Court (retirement home) and Westcliff Centre (place for learning disability) having plots on the site. By introducing the use of hosepipes, the physical difficulties of carrying heavy watering cans could be greatly reduced thus lengthening the tenancy life of present allotment users and potentially attracting new tenants).

Southend Borough Council have confirmed that a couple of sites under their control uses hoses and this has not had an adverse effect on water consumption or the costs associated with it. At the time of this report, a request to the SBC societies running these sites for information had been made but no response received.

Both MDAS and LOSALGA would welcome the introduction of limited and targeted hosepipe usage and view this as a forward thinking idea of great benefit to some plot holders.

Water Supply (Water Fittings) Regulations 1999

Allotments are classed as non-domestic for the purpose of application of water regulations and a category 5 risk. As such there is the requirement for an 'Air Gap Protection' system and if we do not comply with the 1999 Regulation, each breach can be a fine of £1,000 for each hose used. The only feasible option of complying with this strict regulation would be to install bilge pumps or a water tower. That said, there is still no guarantee that Essex Water would agree to individual plot holders being able to use hoses on site.

Elaine Hall (Water Regulations Administrator, Essex and Suffolk) has been most helpful in providing guidance and assistance but Essex & Suffolk water are extremely reluctant to consider a request for

individual plot holders to be able to use hoses at allotment sites. Their risk assessment will only consider a reduction in risk when there is only a single allotment plot. This would be deemed a lower risk, i.e. a fluid category 3 and a double check valve would be allowed to be installed as backflow on the tap for use with a hose.

Essex and Suffolk Water have indicated that they would look at a request for a reduction in risk category based solely on the following scenario:

One person only would be permitted to use a hose on each society site, subject to us submitting a method statement covering strict controls.

The request could be considered at their September meeting but additionally they would wish to undertake a site visit.

Allotments Officer's suggested Criteria for Usage:

- Societies allocate a named water officer
- One hose is allocated to the water officer
- Only the water officer is permitted to use a hose on site
- Hose taps will have a locked box on each tap and only the water officer will be issued with a key
- The water officer is permitted to use the hose for the purpose of site maintenance and the watering of common areas around the society's clubhouse/café
- The water officer may be permitted to water individual plots subject to the written consent from the society but must be present and in charge of the hose AT ALL TIMES
- Leigh Town Council will give consent to the water officer to use the hose for an allotted time of the year

Allotments Officer's suggested Usage Rules:

- The hose will be hand-held AT ALL TIMES when in use, with a 'fail-safe' means of flow shut-off.
- No sprinkler system permitted
- No irrigation system permitted
- No seep hose permitted
- Hose must not be attached to any hand-held spray containing fertilisers, pesticides etc.
- Hose must not be left attached to the tap
- Hose to be stored securely when not in use in a lockable facility and away from paths
- Hoses are not to be shared with another plot holder

Suggested Controls for Misuse:

- Should the water officer breach a condition of 1999 Regulation and LTC fined, this fine will be passed to the society for immediate payment
- Any breach of the rules on using the hose will result in immediate disconnection of the system
- Any damage to any locked tap box will result in immediate disconnection of the system
- Any individual plot holder with no entitlement to use a hose and found to be using one will have their tenancy terminated immediately and will be subject to payment of any fine incurred from the water company.

RECOMMENDATION

If BOTH societies are still interested in LTC submitting a request to Essex and Suffolk Water, then a task and finish group be immediately formed

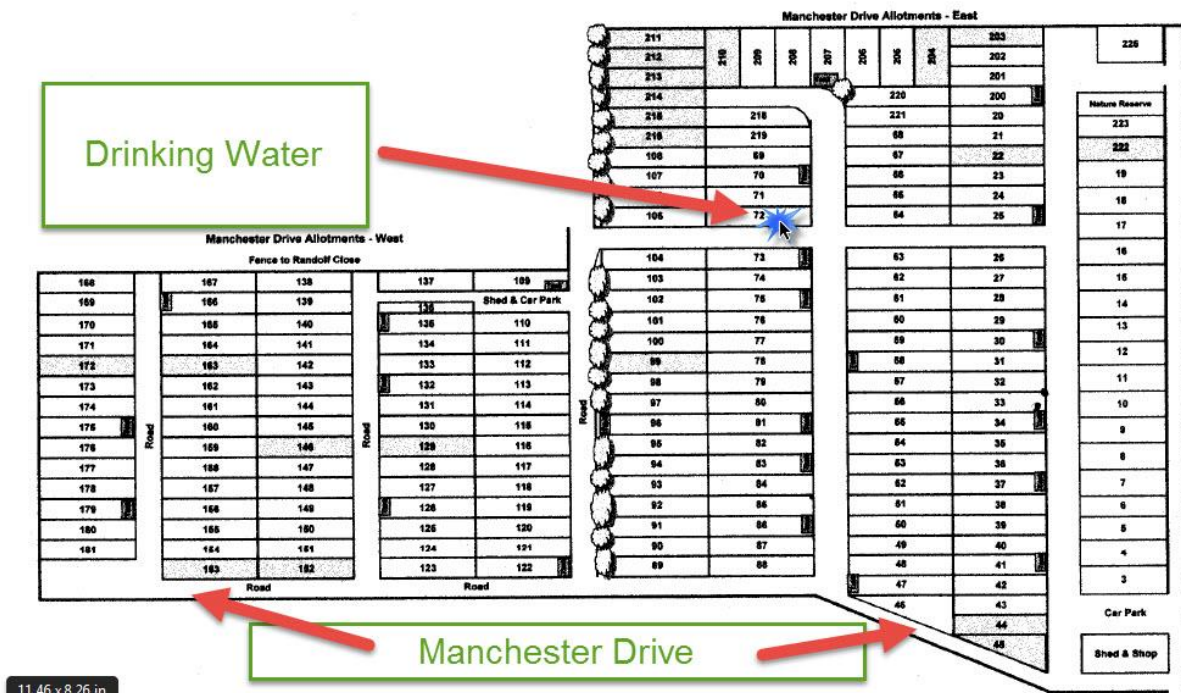
Drinking Water Supply Manchester Drive Allotments

The Allotments at Manchester Drive have two drinking water push button timed supply units for plot holders to use. One of the units is on the Manchester Drive Allotments towards the Randolph Close gate entrance. The other unit is on the Leigh Side on the far track towards the top of the site. Many plot holders find these drinking water supply units invaluable during hot weather. Many fill up empty plastic water bottles, to take some drinking water back to their plots. I would suggest that that two more of these units are installed (push button timed supply) so that a better spread of drinking water at the allotments is provided.

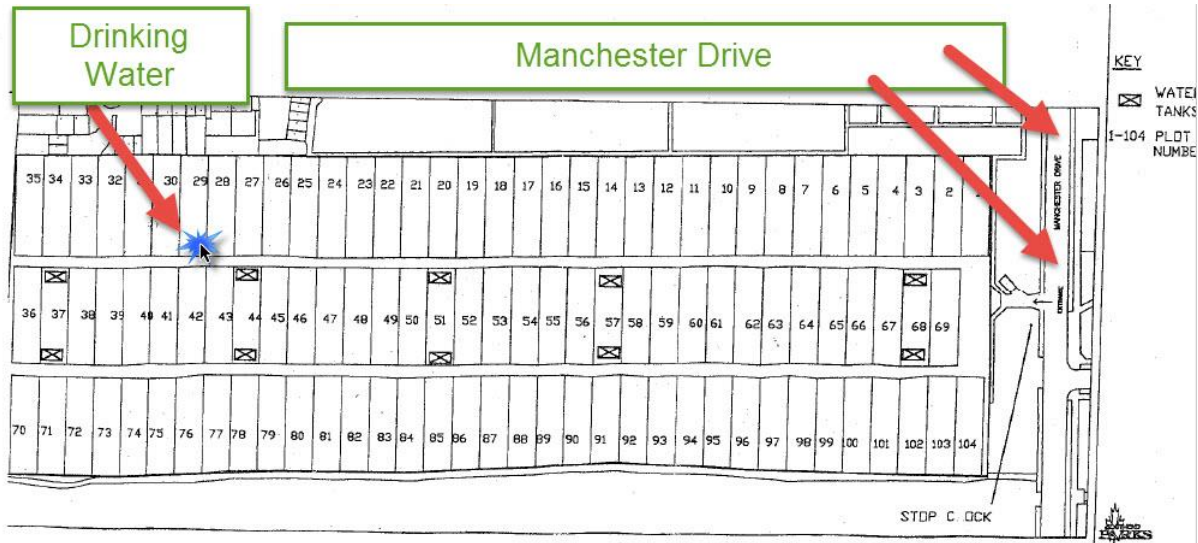
It would be cheaper if a pipe is run from the mains water supply at two of the cattle troughs with a push button timed supply tap head attached to the pipe. To comply with The Water Supply (Water Fittings) Regulations 1999, any such tap must not have a connection that a hose can normally be fitted to.

Estimated cost per tap £60 (sourced by Facilities Manager) + fitting by Facilities Manager

Manchester Drive side of the Allotments at Manchester Drive



Leigh side of the Allotments at Manchester Drive



Councillor Mark Bromfield

LOSALGA

TUDOR COTTAGE
60 CLATTERFIELD GARDENS
WESTCLIFF ON SEA
ESSEX
SS0 0AX

2nd July 2015

To: Carole Mulrone
Chairman of the Environment & Leisure Committee
Leigh on Sea Town Council

Leigh on Sea Allotments – Manchester Drive

I write on behalf of the Leigh on Sea Allotment and Leisure Gardens Association (LOSALGA) to respectfully request that consideration be given to provide funding in relation to fencing urgently required from the west side of the gate (Manchester Drive access point) along the border to the MDAS site to the Manchester Drive access point. Security is extremely poor along this border and we wish to improve security to mitigate the risks of site vandalism and thefts for both sites.

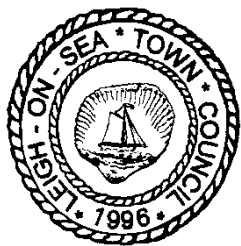
You may recall that it was agreed that the capital development underspend from last year's budget 2014/15 could be carried forward into this year's 2015/16 budget.

If you have any further concerns or questions please do not hesitate to contact me.

Yours faithfully,

Christine Smith

Mrs C Smith
Secretary to LOSALGA



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulrone
Town Clerk: Paul Beckerson

Report 2541/HA

HERITAGE ASSETS TASK & FINISH GROUP 2nd July 2015 (Heritage Assets Workshop 16th July 2015)

Present: Cllrs. Carole Mulrone (Chairman), Mark Bromfield, Fr Clive Hillman, Madelaine Hanman-Murphy and Vivien Rosier.

In Attendance: Paul Beckerson (Town Clerk)

Apologies: Cllr Jane Ward

The meeting opened at 5.00pm

1. The members recommended that the Power Point Presentation should be shortened with the remaining content put into a secondary one for use if required. The quiz sheets were considered a good interaction tool and should be put on each table.
2. The format should consist of breakout tables with feedback to a plenary session at the end of the workshop.
3. There should be a feedback questionnaire for participants to fill in at the end.
4. The project should be reviewed after a six month period to assess progress and any modifications that might be required.
5. Once interest had been gauged funding and educational outputs could be determined.

The meeting closed at 6.10pm

ENVIRONMENT AND LEISURE DETAILED BUDGET					2015/16					
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
Community Transport	£ 3,800.00	£ 511.00	£ 3,289.00	13.45%	Community Transport		£ 8,263.00	£ 904.03	£ 7,358.97	10.94%
Farmers' Market	£ 2,040.00	£ 491.00	£ 1,549.00	24.07%	Farmers' Market		£ 1,650.00	£ 7.44	£ 1,642.56	0.45%
Leigh Lights	£ 3,050.00	£ 30.00	£ 3,020.00	0.98%	Strand Wharf*		£ 2,150.00	£ -	£ 2,150.00	0.00%
Allotments	£ 12,875.00	£ 567.00	£ 12,308.00		Strand Wharf (Capital)*	£ 67,183.07	£ -	£ 1,686.68	£ 65,496.39	2.51%
General Events		£ 425.00	-£ 425.00		Leigh Lights		£ 29,060.00	£ -	£ 29,060.00	0.00%
					Paddling Pool*	£ 1,768.00	£ -	£ 138.30	£ 1,629.70	7.82%
					Allotments	£ 1,658.02	£ 18,789.00	£ 4,096.23	£ 16,350.79	20.03%
					General Services*		£ 11,500.00	£ 133.33	£ 11,366.67	1.16%
					General Events*		£ 7,100.00	£ 503.48	£ 6,596.52	7.09%
					Staffing Costs		£ 8,719.78	£ 2,459.33	£ 6,260.45	28.20%
TOTAL INCOME	£ 21,765.00	£ 2,024.00	£ 19,741.00	9.30%	TOTAL EXPENDITURE	£ 70,609.09	£ 87,231.78	£ 9,928.82	£ 147,912.05	6.29%
General Services					General Events					
Flower Baskets	£ 6,000.00	£ -	£ 6,000.00	0.00%	Maritime Festival		£ 3,700.00	£ 71.28	£ 3,628.72	1.93%
First Aid Provision	£ 1,000.00	£ 133.33	£ 866.67	13.33%	May Day		£ 600.00	£ -	£ 600.00	0.00%
Grants to Outside Organisations	£ 2,000.00	£ -	£ 2,000.00	0.00%	Carols on Strand Wharf		£ 200.00	£ -	£ 200.00	0.00%
Good for Leigh	£ 500.00		£ 500.00	0.00%	Easter Event		£ 1,000.00	£ 132.20	£ 867.80	13.22%
Community Initiatives	£ 2,000.00	£ -	£ 2,000.00	0.00%	Other Events		£ 500.00	£ -	£ 500.00	0.00%
					Events Equipment		£ 500.00	£ 5.00	£ 495.00	1.00%
					LCC Room Hire		£ 600.00	£ 295.00	£ 305.00	49.17%
	£ 11,500.00	£ 133.33	£ 11,366.67	1.16%		£ -	£ 7,100.00	£ 503.48	£ 6,596.52	7.09%

ALLOTMENTS DETAILED BUDGET					2015/16					
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2015/16	Expenditure	Balance	% Spent
Manchester Drive Rent	£ 7,412.00	£ -	£ 7,412.00	0.00%	Maintenance Costs		£ 2,060.00	£ -	£ 2,060.00	0.00%
Leigh Site Rent	£ 3,222.00	£ 52.50	£ 3,169.50	1.63%	Protective Clothing			£ -	£ -	
Marshall Close Rent	£ 431.00	£ 17.00	£ 414.00	3.94%	Waste Clearance			£ -	£ -	
					ASA Leigh Site		£ 1,600.00	£ 800.00	£ 800.00	50.00%
Manchester Drive Water	£ 1,244.74	£ -	£ 1,244.74	0.00%	ASA Manchester Drive		£ 3,000.00	£ 1,500.00	£ 1,500.00	50.00%
Leigh Water	£ 503.54	£ 12.00	£ 491.54	2.38%	ASA Marshall Close		£ 500.00	£ 250.00	£ 250.00	50.00%
Marshall Close Water	£ 61.72	£ 5.50	£ 56.22	8.91%	Capital Expenditure	£ 1,658.02	£ 2,500.00	£ -	£ 4,158.02	0.00%
					Affiliations			£ -	£ -	
Keys		£ 90.00	-£ 90.00		Water Rates		£ 2,700.00	£ 558.36	£ 2,141.64	20.68%
Tenancy Deposits		£ 390.00	-£ 390.00		Keys & Refunds			£ 96.50	-£ 96.50	
Other Income		£ -	£ -		Tenancy Deposits			£ 90.00	-£ 90.00	
					MDAS Commission		£ 926.00		£ 926.00	0.00%
					Staff Costs		£ 5,503.00	£ 801.37	£ 4,701.63	14.56%
TOTAL INCOME	£ 12,875.00	£ 567.00	£ 12,308.00	4.40%	TOTAL EXPENDITURE	£ 1,658.02	£ 18,789.00	£ 4,096.23	£ 16,350.79	20.03%

COMMUNITY TRANSPORT DETAILED BUDGET					2015/16				
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
Ticket Sales	£ 3,800.00	£ 511.00	£ 3,289.00	13.45%	Ticket Purchases	£ 1,500.00	£ 258.00	£ 1,242.00	17.20%
					Minibus Hire & Fuel	£ 1,500.00	£ 47.20	£ 1,452.80	3.15%
					DBS Checks	£ 200.00	£ -	£ 200.00	0.00%
					Refreshments	£ 200.00	£ -	£ 200.00	0.00%
					CTA Membership	£ 270.00	£ -	£ 270.00	0.00%
					MIDAS Training	£ 200.00	£ -	£ 200.00	0.00%
					Miscellaneous	£ 130.00	£ 20.52	£ 109.48	15.78%
					Driver Licence Verification	£ 60.00	£ -	£ 60.00	0.00%
					Staffing Costs	£ 4,203.00	£ 578.31	£ 3,624.69	13.76%
TOTAL INCOME	£ 3,800.00	£ 511.00	£ 3,289.00	13.45%	TOTAL EXPENDITURE	£ 8,263.00	£ 904.03	£ 7,358.97	10.94%
FARMERS' MARKET DETAILED BUDGET					2015/16				
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
Stall Hire	£ 2,040.00	£ 491.00	£ 1,549.00	24.07%	Hall Hire	£ 1,000.00	£ -	£ 1,000.00	0.00%
					Leaflets	£ 450.00	£ -	£ 450.00	0.00%
					Banners	£ 200.00	£ -	£ 200.00	0.00%
					Miscellaneous		£ 7.44	-£ 7.44	
TOTAL INCOME	£ 2,040.00	£ 491.00	£ 1,549.00	24.07%	TOTAL EXPENDITURE	£ 1,650.00	£ 7.44	£ 1,642.56	0.45%

LEIGH LIGHTS DETAILED BUDGET					2015/16				
INCOME	Budget 2015/16	Income Received	Balance	% Received	EXPENDITURE	Budget 2015/16	Expenditure	Balance	% Spent
Traders Contribution	£ 2,000.00	£ 30.00	£ 1,970.00	1.50%	Column Testing 1/3	£ 1,450.00	£ -	£ 1,450.00	0.00%
Donations	£ 700.00	£ -	£ 700.00	0.00%	Installation Removal & Storage	£ 9,500.00	£ -	£ 9,500.00	0.00%
Stall Fees	£ 350.00	£ -	£ 350.00	0.00%	Electricity	£ 300.00	£ -	£ 300.00	0.00%
					Repairs & Renewals	£ 1,100.00	£ -	£ 1,100.00	0.00%
					Security	£ 3,200.00	£ -	£ 3,200.00	0.00%
					Entertainment	£ 1,000.00	£ -	£ 1,000.00	0.00%
					Road Closures & Licences	£ 4,500.00	£ -	£ 4,500.00	0.00%
					First Aid	£ 180.00	£ -	£ 180.00	0.00%
					Capital Renewals	£ 5,530.00	£ -	£ 5,530.00	0.00%
					Support Columns - Erect & Remove	£ 1,600.00	£ -	£ 1,600.00	0.00%
					Donations	£ 700.00	£ -	£ 700.00	0.00%
					Miscellaneous		£ -		
TOTAL INCOME	£ 3,050.00	£ 30.00	£ 3,020.00	0.98%	TOTAL EXPENDITURE	£ 29,060.00	£ -	£ 29,060.00	0.00%