



# Leigh-on-Sea Town Council



71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)

Chairman: Cllr Valerie Morgan  
Vice Chairman: Cllr Jill Healey  
Town Clerk: Helen Symmons

Members are hereby summoned to attend a full council meeting of Leigh-on-Sea Town Council on **Tuesday 22<sup>nd</sup> January 2019** at Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**

Tea and coffee will be available from 7.00 pm, and there will be a short presentation at 7.15 pm from community group – PierTalk, followed by prayers from Rev. Andrew Cowley prior to the opening of the meeting.

## AGENDA

### 1. CHAIRMAN'S OPENING REMARKS AND HOUSEKEEPING NOTICES

Presentations will also be made to the Yuletide Parade winners from 2018 Leigh Lights, Morgan Academy of Performing Arts and Saint Pierre School.

### 2. APOLOGIES FOR ABSENCE

### 3. DECLARATIONS OF INTEREST

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the Agenda

### 4. APPROVAL OF THE MINUTES OF THE MEETING 20<sup>TH</sup> NOVEMBER 2018

### 5. PUBLIC REPRESENTATIONS ([Appendix 1](#)) page 12

Appendix 1 is submitted for Council's consideration.

### 6. SOUTHEND BOROUGH COUNCIL (SBC)

This is an agenda item inviting Southend Borough Councillors representing Leigh Town Council areas to report matters and issues either in person or by correspondence to Leigh Town Council relevant to the Town Council's area.

### 7. QUESTIONS FROM COUNCILLORS (for which written notice has been received) ([Appendix 2](#)) page 13

Cllr Gilson raised correspondence with the Town Clerk regarding minute 74e (20/11/18) which is as follows:

- a) Policy & Resources – Cllr D Mulrone presented the minutes of [6<sup>th</sup> November 2018](#)

### RECOMMENDATIONS TO COUNCIL –

- **Minute 42** – Community Infrastructure Levy – Concerns had been raised by a local Borough Councillor although it transpired that he was unaware that the project had been instigated by Southend Borough Council (SBC). One member raised concerns surrounding the stability of the site but it was highlighted to Council that the project was subject to a survey by SBC and the

donation by Leigh Town Council to the project was not from any precept. Other members spoke of positive aspects to supporting the project.

**RESOLVED** to allocate £15,000 of CIL receipts to the project and work in partnership with Southend Borough Council to restore the viewing platform.

Full Council made the decision following a recommendation from Policy & Resources Committee. The Town Clerk had submitted full reports to both meetings with all the relevant details that had been provided by Southend Borough Council. Both these reports were on the relevant agendas, copies which had been sent to all Borough Councillors associated with Leigh, published on the website and also sent to local press. Cllr Gilson asked for the Town Clerk's thoughts and guidance and received a reply accordingly. Cllr Gilson sent further correspondence to the Town Clerk in the new year with questions. In accordance with Standing Order 13 the questions are presented to Council along with the background correspondence in order that Council may understand the questions in full.

8. TOWN CLERK'S REPORT ([Appendix 3](#)) page 17

<b>COMMITTEES</b>
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9. COMMITTEES

To receive the minutes of Committees for 2018/19 and report 2705/I&E

b) Planning Committee - To receive minutes of [27<sup>th</sup> November](#) and [11<sup>th</sup> December](#) 2018 and [15<sup>th</sup> January 2019](#)

**NO RECOMMENDATIONS TO COUNCIL**

c) Community Facilities Committee – To receive minutes of [4<sup>th</sup> December 2018](#)

**NO RECOMMENDATIONS TO COUNCIL –**

d) Environment & Leisure - To receive minutes of [18<sup>th</sup> December 2018](#)

**NO RECOMMENDATIONS TO COUNCIL**

e) Policy & Resources - To receive minutes of [8<sup>th</sup> January 2019](#)

**RECOMMENDATIONS TO COUNCIL –**

- **Minute 62** – Grant Aid Award Policy ([Appendix 4](#)) page 22  
**RECOMMENDED** that Council adopt the revised policy
- **Minute 68** - To Approve Expenditure  
**RECOMMENDED** that the Council note the account transfers and approve the expenditure in Report 2708/I&E ([Appendix 5](#)) page 26

<b>DECISION ITEMS</b>
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10. COUNCIL BUDGET AND PRECEPT 2019/20 ([Appendix 6](#)) page 32

Council resolved in principle the Budget Pack for 2019/20 recommended by P&R Committee subject to the tax base being confirmed by Southend Borough Council.

In preparing the budget pack, the Town Clerk had forecasted the tax base to ensure that the budget presented to Council was realistic when setting the precept. Southend Borough Council have advised that the tax base for 2019/20 is £8,839.09 (subject to resolution). This was only £15 different to that forecasted by the Town Clerk.

Based on the budget that was agreed in principle the precept for 2019/20 would be £47.70 for Tax Band D electors. This means a slight increase of 0.81p (1.72%) per household for the year. In 2018/19 the precept figure rose by 0.90p (1.96%).

For information, the Ministry for Housing, Communities and Local Government (MHCLG) recently published details of the precepts issued by all parish councils in England for 2018/19. There are 10,194 parishes in England of whom 8,839 issued a precept. The average Band D precept was £64.05, an increase of £3.02 or 4.9% on the previous year. The largest Band D precept was £306.38. Salisbury City Council has the largest total precept of £3,014,336 – its Band D equivalent is £208

It is therefore **RECOMMENDED** that the Budget Pack agreed in principle for 2019/20 is fully agreed by Council.

It is **RECOMMENDED** that the precept for 2019/20 be £47.70 for Tax Band D electors. Leigh Town Council will receive £421,625

11. SALARY BUDGET 2019/20 ([within Appendix 6](#)) page 39

In accordance with Financial Regulation 4.4 the salary budget for 2019/20 is presented having been reviewed and agreed by Council. Such review is to be evidenced by a hard copy schedule signed by the Town Clerk and Chairman of the Council.

12. COUNCIL SIGNATORIES

In preparation for the Council elections in May 2019, it is **RECOMMENDED** that the Council consider adding additional signatories to the bank mandate, including the Town Clerk for emergency purposes.

13. STRATEGIC PLAN AND COUNCIL ACTION PLAN

Following the Council resolutions on the strategic objectives and the Council and Committee structure from May 2019, a Strategic Plan and Council Action Plan has been prepared and will be presented at the meeting for review and adoption if acceptable.

<b>FOR NOTING</b>
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14. ELECTION TIMETABLE ([Appendix 7](#)) page 41

The date for the open event for any interested residents to learn about being a Town Councillor is Wednesday 27<sup>th</sup> February 7.30 p.m. at Leigh Community Centre. The Town Clerk has prepared an Election Timetable but this is subject to confirmation from Southend Borough Council, although we have been advised that the pre-election purdah period will commence Tuesday 26<sup>th</sup> March.

15. MAGAZINE TIMELINE ([Appendix 8](#)) page 42

Due to the May elections, the next edition of the magazine will be published at the beginning of March for distribution 20<sup>th</sup> March. The Marketing & Profile Officer has kindly produced a magazine report for Council to understand the workings behind the magazine production.

16. RECORDING OF A COMPLAINT

A formal complaint was received regarding a decision made by the Allotments Disputes Working Party (ratified by E&L). Although in accordance with the Council's Complaints Procedure, dissatisfaction of a decision of the Council is not deemed to be a complaint, the Allotments Disputes Procedure adopted in 2009 states that in the event that an allotment holder is dissatisfied with the Committee decision, they can invoke the Council's Complaints Procedure. The present Council's Complaints Procedure was adopted as part of the Staff Handbook in 2015. The complaint was dealt with in accordance with this procedure with both a Complaints Committee Meeting and Appeal Panel being held. The complainant was present at both the Complaints Committee meeting and Appeal Panel and addressed the members on both occasions. The Panel investigated the whole complaint again and were satisfied that the correct procedures had been followed by both the Allotments Disputes Working Party and the Complaints Committee. Having considered all the documentation and

the representation at length, the Panel decided that it was not possible to rescind the decision made by the Allotments Dispute Working Party. The key reasons in reaching this conclusion were the Panels concerns with regard to the basis of the defence and evidence of pre-meditation in a matter. The decision of the Appeal Panel is a final decision, there being no further right of appeal. The complainant has been advised of the decision and received a copy of the minutes of the Appeal Panel.

17. ANNUAL TOWN MEETING

This will take place on Friday 22<sup>nd</sup> March 2019 to be outside the pre-election purdah period. The Town Clerk will continue to look at ways of encouraging as many residents as possible to attend with reference to other parish and town councils ideas nationwide. The Environment Agency and Anglian Water have agreed to come and provide a short presentation on the water quality at Bell Wharf Beach.

<b>CONFIDENTIAL</b>
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18. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

**RECOMMENDED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d) other special reason

19. VOLUNTEER OF THE YEAR NOMINATIONS

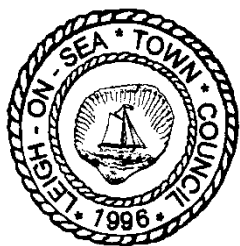
20. GOOD FOR LEIGH NOMINATIONS

*Helen Symmons*

Town Clerk  
17th January 2019

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

DATE OF NEXT MEETING: Tuesday 19<sup>th</sup> March 2019



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Chairman: Cllr Valerie Morgan  
Vice Chairman: Cllr Jill Healey  
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF LEIGH-ON-SEA TOWN COUNCIL  
TUESDAY 20<sup>th</sup> NOVEMBER 2018  
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Chairman), John Duprey, Keith Evans, Anita Forde, Paul Gilson, Gerry Glover, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney, Ron Owen and Vivien Rosier.

Also in attendance: Alison Griffin CEO, Rob Walters and Councillor Stephen Aylen (Southend Borough Council) and Helen Symmons (Town Clerk)

Prior to the meeting, the Environment Agency in partnership with Anglian Water provided an informative presentation with regard to Leigh Bell Wharf Bathing Water. In the interests of our residents, this is attached at Appendix 1 to the minutes.

***The meeting opened 7.50 p.m.***

## 63. THE CHAIRMAN'S OPENING REMARKS INCLUDING HOUSEKEEPING ANNOUNCEMENTS

The Chairman welcomed Alison Griffin, the CEO of Southend Borough Council and apologised for the delay in the start of the meeting but felt that the presentation was informative and important. The appropriate housekeeping announcements were made.

## 64. RESULT OF LEIGH ROAD WARD BY-ELECTION AND OFFICIAL WELCOME TO NEW COUNCILLOR

The Council **NOTED** the report and officially welcomed Cllr Gilson.

## 65. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Mark Bromfield, Patrick Fox, Jill Healey and Caroline Parker

## 66. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulroney declared a non-pecuniary interest as a Borough Councillor in Agenda item 16 as Southend Borough Council are landlords for Strand Wharf.***

## 67. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 18<sup>th</sup> September were agreed and signed by the Chairman as a true and accurate record.

## 68. PUBLIC REPRESENTATIONS

There were none.

## 69. SOUTHEND BOROUGH COUNCIL

A presentation was made by Alison Griffin on Southend 2050 and the feedback the Borough had received, interpretation of the data and reviews that would be taking place. Councillors were then invited for their input, concerns and comments and to ask questions. It was established that there had been a targeted strategic approach to the engagement process, that an outcomes based budgeting approach would need to be adopted, working together was key for all, not just in Southend but across South Essex and that other parts of the Borough are just as important as the central area of Southend. There was concern that issues today were being overlooked but reassurance given that the Borough are looking at those issues but that it is important to have an eye for the future as well as focussing on now. A 5 year road map will develop with strategic delivery plans for each theme. Alison made various notes during the discussion and reiterated that further stakeholder input would be possible in due course.

The Chairman thanked both Alison and Rob for their time.

***Alison Griffin and Rob Walters left the meeting***

Cllr Ayles was then invited to address Council. He raised three matters. The Council confirmed that they would look into the request for basketball nets at Bonchurch Park; confirmed that a war memorial existed within St Clements church in addition to the Memorial Hall at Eastwood and confirmed that the Council gave a grant to the Folk Festival annually.

***Cllr Ayles left the meeting***

Cllr C Mulroney as a Southend Borough Councillor also advised the Council that the Borough were considering a Public Spaces Protection Order and if enforced the Town Council would need to monitor it with regard to any knock on effect in Leigh.

70. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

There were none

71. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

<b>COMMITTEES</b>
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72. COMMITTEE VACANCIES

Cllr Gilson was appointed to the Planning, Highways & Licensing Committee following a nomination (Proposed Cllr Gilson and Seconded Cllr Fr. Hillman)

73. PLANNING COMMITTEE PROCESS

The Council **NOTED** the process reminder

74. COMMITTEES

To receive the Minutes of Committees for 2018/19 and report 2705/I&E

f) Planning Committee – In the absence of the Chairman & Vice Chairman of the Committee, Cllr Duprey presented the minutes of [25<sup>th</sup> September](#), [9<sup>th</sup> October](#), [23<sup>rd</sup> October](#) and [13<sup>th</sup> November 2018](#)

**NO RECOMMENDATIONS TO COUNCIL**

g) Community Facilities Committee – Cllr C Mulroney presented the minutes of [2<sup>nd</sup> October 2018](#)

**NO RECOMMENDATIONS TO COUNCIL –**

h) Environment & Leisure – Cllr Morgan presented the minutes of [16<sup>th</sup> October 2018](#)

**NO RECOMMENDATIONS TO COUNCIL**

- i) Staffing Committee – Cllr Duprey as Vice Chairman of the Committee presented the minutes of [23<sup>rd</sup> October 2018](#)

**RECOMMENDATIONS TO COUNCIL –**

**Minute 12** – Administrative Apprentice - **RESOLVED** the recruitment of a full-time administrative apprentice for a year.

- j) Policy & Resources – Cllr D Mulroney presented the minutes of [6<sup>th</sup> November 2018](#)

**RECOMMENDATIONS TO COUNCIL –**

- **Minute 42** – Community Infrastructure Levy – Concerns had been raised by a local Borough Councillor although it transpired that he was unaware that the project had been instigated by Southend Borough Council (SBC). One member raised concerns surrounding the stability of the site but it was highlighted to Council that the project was subject to a survey by SBC and the donation by Leigh Town Council to the project was not from any precept. Other members spoke of positive aspects to supporting the project.

**RESOLVED** to allocate £15,000 of CIL receipts to the project and work in partnership with Southend Borough Council to restore the viewing platform.

- **Minute 47** – Committee Draft Budgets 2019/20 - **RESOLVED**
- **Minute 49** – P&R and Council Draft Budget 2019/20 – **RESOLVED** in principal all budgets subject to confirmation from Southend Borough Council of the Tax Base for 2019/20.
- **Minute 52** - To Approve Expenditure - **RESOLVED**

<b>DECISION ITEMS</b>
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75. VOLUNTEER OF THE YEAR

The Council **RESOLVED** that the volunteer would have to live or volunteer in the Leigh Town Council area and be nominated by someone. The Town Clerk will promote this with a deadline date so Council can consider nominations in January.

76. NEW ADMINISTRATION PLANNING

The Council **RESOLVED** to hold an open evening which the Town Clerk will organise. It was felt that an information pack for those considering standing for Council would be useful.

77. STRAND WHARF LEASE

The Council **RESOLVED** the execution of the lease by the Town Clerk in accordance with Standing Order 27.

78. STRATEGIC PLAN AND COUNCIL ACTION PLAN

The Council **RESOLVED** the new Council and Committee structure with effect from May 2019 with the Terms of Reference and Scheme of Delegation as presented. A review of the new structure is to take place in November 2019.

Standing Orders & Financial Regulations are to be reviewed and amended ready for adoption by Council at its annual meeting 21<sup>st</sup> May 2019.

The Town Clerk is to work with Cllr Rosier in preparing the draft Strategic Plan and Council Action Plan for review in January 2019

**FOR NOTING**

79. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) – 150 POINTS OF LIGHT

Council were pleased to **NOTE** the report

80. INTERNAL AUDIT

The Council **NOTED** the report.

**CONFIDENTIAL**

81. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

**RESOLVED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d) other special reason

82. REQUEST TO COUNCIL

The Council **RESOLVED** to have a board in recognition of Town Clerks who serve the Council.

***The meeting closed at 9.16 pm***



**REPORT ON PRE-MEETING PRESENTATION  
BY ENVIRONMENT AGENCY AND ANGLIAN WATER**

The Senior Environment Officer presented an information sheet to Councillors (as below) and spoke further on each element. It was highlighted that at the beginning of July there seems to be a spike in the samples taken which has had a significant effect on the rating. It would appear that this might be linked to a one off event and more analysis needs to be undertaken. Additionally, DNA sampling of the bacteria within the samples is hoped to take place to find out where exactly the bacteria is coming from:

# Leigh Bell Wharf Bathing Water

November 2018

## Bathing beaches

The European Union Bathing Water Directive creates Europe wide standards for bathing water quality. These are protected areas which are designated because they receive a 'large number of bathers proportionate to their size'.

There are 8 designated beaches in the Southend area including Leigh Bell Wharf.

## Classifications:



We collect bathing water samples throughout the summer. These are used to give the beach a classification, using on a 4 year rolling time frame.

Classifications are based on bacteria levels in the water.

## Bathing classification of Leigh Bell Wharf:



### 2018 classification: Poor

The deterioration in classification at Leigh Bell Wharf is disappointing. It means that next bathing season (2019) an 'advice against bathing' symbol will need to be present on signs at the beach, and online, so people can make an informed choice on whether to go into the water.

Although sample results in 2018 were not particularly bad, 2015, 2016 and 2017 did have some high bacteria levels on occasions. 2014 had some comparatively good results, however

the data no longer falls within the 4 year time frame which forms the classification.



## Will the beach be closed?

The beach will remain open for people to enjoy and we are committed to improving water quality.

These classifications help provide advice and inform the public on local water quality - they do not mean swimming is prohibited.

Action plans are being produced in partnership with Southend Council and Anglian Water with the aim of improving water quality at Leigh Bell Wharf to at least 'Sufficient' next year when the classifications are refreshed.

## What can cause problems in bathing waters?

The bacteria that is tested for is found in faecal matter, which can be harmful to us.

Possible sources of these bacteria include:

- Sewage from storm outfalls
- Mis-connected properties/businesses
- Dog poo on the beach
- Litter left on the beach leading to more sea bird droppings
- Tipping dirty water down rain drains which run out to sea
- Sediment and seaweed, as these can harbour the bacteria for long periods of time



### What are we doing to improve the bathing water quality?

Throughout the summer the Southend Bathing Water Steering Group, which consists of Southend Borough Council, Anglian Water and The Environment Agency, have been monitoring and investigating possible sources of pollution which could be causing the bathing water issues.

- 8 misconnected properties were identified and rectified.
- Surface water outfalls were monitored weekly
- Local businesses along the sea front were visited to check their drainage and advise them on pollution prevention measures
- "Yellow fish" campaign was launched to remind people to not pour anything other than clean water down surface water drains.



### What are we planning to do?

We will be investigating the causes of this pollution. We will test the DNA of the bacteria found in the water samples to find out if the source is human or from animals such as dogs or sea birds. This will enable us to focus our efforts in identifying the source of the bacteria.

We will also:

- increase our focus on misconnections
- visit local businesses to ensure they are not polluting
- Work with the highways department to cleanse the surface water sewer network to reduce the build-up of potentially polluting sediments

**Everyone has a part to play in protecting and improving our great bathing waters. If we continue to work together to reduce pollution, we can improve water quality and ensure our bathing waters and coastal communities continue to thrive.**

### Where can you find out more?

- **Bathing Water Explorer:**  
<https://environment.data.gov.uk/bwg/profiles/>  
Zoom and click on Leigh Bell Wharf
- **Bathing water Classifications:**  
<https://environment.data.gov.uk/bwg/profiles/help-understanding-data.html>
- **Southend Council website:**  
<http://www.southend.gov.uk/info/200307/beaches>
- **Anglian Water beach aware website:**  
<http://www.anglianwater.co.uk/environment/our-commitment/performance/bathing-water/>

Anglian Water also highlighted that the poor results are not always linked to rainfall. They have found and corrected some mis-connections in the Leigh area and will be targeting this over winter. They will also be looking at the 2 outfall pipes adjacent to Bell Wharf. Annual reviews of assets are undertaken outside the bathing water season along with year round monitoring and dye monitoring. They also plan to work with Southend Borough Council Highways with regard to jet washing road gulleys as this produced good results in Thanet. Raising awareness is important and therefore the Council invited both the Environmental Agency and Anglian Water to return at the Annual Town Meeting to make a short presentation to residents.

Dear xxxx,

For your information, here is the Facebook Page : <https://www.facebook.com/bringbackthe23A/>

Kind regards

Paul Collins

**Sent:** Saturday, 1 December 2018 20:30

Dear xxx,

I am writing you to ask Stephenson's of Essex to seriously consider, under a trial basis, a bus service between Eastwood, Kent Elm Corner and Leigh-on-Sea Town Centre / Railway Station. There is strong support for the return of what once was a regular bus service between these points in Leigh-on-Sea which was lost to privatisation of the Bus Service across the country. Increasingly, Leigh-on-Sea is becoming car bound and despite being part of the same borough, moving North to South in our Town remains a challenge for users of public transport.

To demonstrate this strong support, I point you to a successful campaigning Facebook Page

The use for the service, it could be envisaged, would both be for commuting and leisure. The rails service, c2c remains more popular to commuters going out of the Town, due both to the cost and the quicker direct service. I am sure that the local businesses in Leigh-on-Sea would also welcome the increase in numbers of residents from the northern parts of our Town.

I note that Stephenson's does runs a Monday to Friday Commuter Service, 6A, from Belfairs to Leigh Station and a Tuesday shopper service 23, also from Belfairs to Leigh-on-Sea.

It is possible to trial one or both across the A127 into Eastwood?

Stephenson's is held in high regard for its support of its local area and I ask you to consider what we may be able to do to trail such an extension of the 6A and the 23 and how it could be promoted across the area.

I am copying in the Eastwood Community Association and the Leigh-on-Sea Town Council, as I believe all these bodies should come together to demonstrate the need for this service and how it may be successfully promoted.

I thank you for reading my email and I would welcome any comments you would make, or please call me on my number below.

Best regards

Paul Collins

Former Southend Borough Councillor

Received 20<sup>th</sup> December 2018

Good afternoon Helen

I have written an attachment on the Belvedere. I think it is self explanatory. I was not happy with what took place and felt it was only right to get to the bottom of it. It is much clearer now as you will read.

merry Christmas to you and the girls

Paul

Attachment as follows:

Dear Helen

If I had recognised you earlier I would have spoken to you yesterday in Rectory Grove, however I, we have a problem. The Belvedere.

When this proposal to allocate £15,000 was put forward to all the members all except me supported it. Although I like the idea I have intimate knowledge of the cliffs and just could not see it happening or being supported by Southend. We were advised that SBC councillor Bernard Arscott had been in contact telling us that Southend would not be supporting the development. It was dismissed by LTC& SBC councillor Carole Mulroney as nonsense and voted through.

I was not happy with this and in the manner it was dismissed so I took it on board to find out more from SBC. I have now spoken to several councillors and to the portfolio holder who's department has say over the Leigh Cliffs site, councillor Lesley Salter.

She was surprised; she knew nothing of any plans for this project. She also said there was no spare money to take this project forward even if it were at all practical! Officers were to be contacted by her to see if and when this may have happened before she took on her role. In the mean time I met another councillor Fay Evans and spoke to her about it. She recalls that it was rejected some two years ago, because the cliffs in that area were so unstable. You may remember that I said that the paths had been removed because they were moving so much it was dangerous and too costly to maintain so this was the case.

I have read the standing orders and it is clear in my interpretation that you can over ride or halt the process. I can only ask is this a mistake or politics with this scheme?

Clearly we LTC have been misled.

What do we do now?

Should I write to the chairman as I have to you?

I await you thoughts and guidance on this matter.

Since drafting this letter out I have spoken to Scott Dolling at SBC, he knows nothing about the scheme. Cll Salter and Cll Arscott have both spoken to him recently on the issue.

However he is willing to meet up in the New Year for a site visit. It would include a few of us and some of his people. He was concerned over the stability of the Cliffs in that area but is willing to check it out and see what is possible.

This would of course be most helpful.

Merry Christmas to you.

Paul

Sent 20<sup>th</sup> December 2018

Dear Paul,

In accordance with Standing Orders, a resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six Councillors to be given to the Proper Officer in accordance with Standing Order 10, or by a motion moved in pursuance of the recommendation of a Standing Committee or a Sub-committee. The recommendation by P&R committee received no such motion at Council therefore if you wish to implement Standing Order 8, I require written notice by at least six Councillors in accordance with Standing Order 10.

To quote the draft Council minute:

- Minute 42 – Community Infrastructure Levy – Concerns had been raised by a local Borough Councillor although it transpired that he was unaware that the project had been instigated by Southend Borough Council (SBC). One member raised concerns surrounding the stability of the site but it was highlighted to Council that the project was subject to a survey by SBC and the donation by Leigh Town Council to the project was not from any precept. Other members spoke of positive aspects to supporting the project.

**RESOLVED** to allocate £15,000 of CIL receipts to the project and work in partnership with Southend Borough Council to restore the viewing platform.

As with all Council decisions, this was a democratic vote.

You may recall Paul that the report stated that the residual funding was to be from Grant Funding sought by Southend Borough Council. A copy of the report along with our minute has been sent to officers at Southend Borough Council.

In light of some of your comments, I now need to contact Southend Borough Council as you are in breach of Standing Order 28.

Kind Regards

Helen Symmons  
Town Clerk

Received 4<sup>th</sup> January 2019

Hi Helen

see attached.

Paul

Attachment as follows:

Dear Helen

Thank you for your reply, I don't think you have grasped the seriousness of what I have said or asked for.

When this proposal to allocate £15,000 was put forward all the members except me supported it. Although I like the idea I have intimate knowledge of the cliffs and just could not see it happening or being supported by Southend. We were advised that SBC councillor Bernard Arscott had been in contact telling us that Southend would not be supporting the development. It was dismissed by LTC& SBC councillor Carole Mulrone as nonsense and

voted through. That is democracy and I would have supported that out come if the proposal was or had been correct. But it was not correct it would seam.

I was not happy with the manner in which it was dismissed, it did not sound right with too opposing positions from members of SBC. I took it on board to find out more from SBC. I have now spoken to several councillors and to the portfolio holder whose department has say over the Leigh Cliffs site, councillor Lesley Salter.  
Not as you imply to officers as in standing orders.

She was surprised; she knew nothing of any plans for this project. She also said there was no spare money to take this project forward even if it were at all practical! Officers were to be contacted by her to see if and when this may have happened before she took on her role. In the mean time I met another councillor Fay Evans and spoke to her about it. She recalls that it was rejected some two years or more ago, because the cliffs in that area were so unstable. You may remember that I said that the paths had been removed because they were moving so much it was dangerous and too costly to maintain so this was the case.

Clearly we LTC have been misled.

Since drafting this letter Cll Salter and Cll Arscott have both contacted a Scott Dolling an officer at SBC. His reply was he knows nothing about the scheme. However he is willing to meet up in the New Year for a site visit. It would include a few of us and some of his people. He was concerned over the stability of the Cliffs in that area but is willing to check it out and see what is possible.

However signs have been erected in the last week stating that the cliffs are on the move and are unstable.

My questions are now, what are we to do about the fact that we have voted for something that has no support from SBC and does not exist as a scheme?

Why or how did it get this far with out some kind of scrutiny of the scheme?

Where is the money now?

Happy new year to you and the girls.

Paul

Sent 7<sup>th</sup> January 2019

Dear Paul,

From you initial correspondence I certainly grasped the seriousness of the matter and continue to do so. It is for this reason and the fact that you have raised questions, that in line with Standing Order 13 it will appear on the Council agenda. My reporting of the project has been fully in the public domain and will continue to be so.

I am a little confused over the correspondence as I did not imply that you had contacted officers at the Borough Council. You yourself mentioned in your initial correspondence 20th December that you had spoken to Scott Dolling at SBC. Scott is not a Councillor but an Officer at the Borough.

My response to you 20th December clearly states how a resolution can be reversed and as per my response, contacted Scott. We discussed the fact that the whole project is subject to a professional survey of the area and therefore I felt that it was not necessary for me to attend any further site visits

with officers or Councillors as Leigh Town Council had only agreed to the project subject to a survey by professionals.

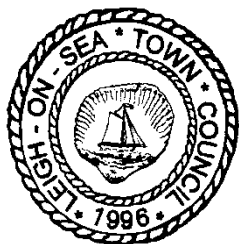
Your questions will be answered at Council on Tuesday 22<sup>nd</sup> January.

Kind Regards

Helen Symmons  
Town Clerk

[Agenda](#)





# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://www.leighonseatowncouncil.gov.uk)



Chairman: Cllr Valerie Morgan  
Vice Chairman: Cllr Jill Healey  
Town Clerk: Helen Symmons

## REPORT 2708/HS

### TOWN CLERK'S REPORT JANUARY 2019

#### STAFFING

The staff appraisal process has commenced and the Town Clerk will report direct to the Staffing Committee on this matter.

The new apprentice is due to start Monday 21<sup>st</sup> January.

#### TRAINING

##### Staff

Further internal training has commenced for staff and the Town Clerk will be attending the NALC Spring Conference day and SLCC Practitioners Conference in February.

##### Councillor

The following training has been undertaken by Councillors since the last meeting:

Open to all Cllrs, with Cllrs Evans, Morgan and C Mulroney attending - Local Plan training held at Southend Borough Council

Councillor training has been arranged for the new Council elected in May and members will be expected to attend. This will be a 2 hour module course on Saturday 11<sup>th</sup> May at 10.30 am covering the following:

- Introduction to Local Councils
- Powers & Duties
- Roles & Responsibilities
- Finance
- Code of Conduct

#### TOWN CLERK'S DIARY

##### SLCC (Society of Local Council Clerks) ESSEX BRANCH EXEC COMMITTEE

This was in the main a debrief of the Joint training day held with EALC. Other topics covered included planning for the AGM Conference day next March and issues surrounding breakdown in working relationships between Councillors and Clerks

##### EALC EXECUTIVE MEETINGS

I have attended two meetings as the Council's representative. The meeting in November was the annual meeting electing committees. There was no other agenda items that related directly to Leigh Town Council. The January meeting of the executive committee highlighted the project that Essex County Council (ECC) are implementing with their parishes, working with them to try and address social isolation. The library consultation was mentioned too with some parishes coming forward to ask how they could run the libraries under threat. ECC are happy to have conversations with groups as they need communities to think 'outside the box' and perhaps use threatened libraries for other community uses as well.

### EALC ELECTIONS WORKSHOP

Cllr Healey attended with me. This was a useful workshop in providing the Election timetable, information on Purdah and an interactive session in encouraging new Councillors to the role.

### LEIGH PARTNERSHIP GROUP

CCTV is now implemented at 3 points along the shopping area. A further camera is to be installed in Leigh Old Town but at present there are siting issues. We are currently working in partnership with Southend Borough Council to improve some directional signage within the Town.

### SPATIAL PLAN

We are awaiting the production of the plan. The first stage of grant money is due imminently.

### ST CLEMENTS CHURCH COMMUNITY CAROL SERVICE

I was kindly invited to be a part of this service when members of the business community undertook readings during the carol service. It was well attended and a lovely celebration of the festive period.

### SOUTHEND BOROUGH COUNCIL MEMBERS & OFFICERS LOCAL PLAN TRAINING

The Borough Council very kindly extended an invitation to myself and Leigh Town Councillors to attend this evening training with their members and officers. It was a session regarding the development of the Local Plan which is still in its early stages. An overview was given of why it is important to make a plan, along with the negative points of not having a plan - the Borough will have less planning control without one and will lose more appeals. It is also a statutory requirement by Government to have a plan. To succeed with plan making, place and the community are key with evidence to support the policy making. The plan will be for the WHOLE of Southend for the WHOLE of the plan period (20 years, with 5 year reviews), although it was established at the session that there will be a section on Southend Neighbourhoods for consultation consideration.

In the Town Clerk's opinion it seems important for Leigh Town Council not to be viewed as 'a small loud group'. It would be in our residents' interests for us to be a champion for the plan, understanding what it can do about the things that matter to Leigh, our Council and our residents. The Borough members in turn will try to understand the concerns.

A good general discussion took place on some of the challenges that will be faced – the challenge of housing in terms of the need, requirement and provision with consideration of affordable housing. The Government has target levels for authorities and Southend has many challenges in regards to its boundaries, lack of greenbelt, infrastructure and the fact that neighbouring authorities are building on Southend borders feeding in to Southend's existing already overstretched highways. Cross boundary working may be an important consideration.

The evidence based research is now coming to a conclusion and it is expected that the Issues and Options consultation phase will be reached in February to March. The Town Clerk was advised last year that Leigh Town Council will be included in this stage and will advise Councillors in due course.

Additionally, there will be public workshops and drop in sessions over each consultation phase and one has been booked for Leigh Community Centre. We will publicise this in due course.

## **TOWN COUNCIL INVITATIONS/ATTENDANCE**

The following engagements have been attended by the Chairman and Councillors:

Community Police Meeting  
EALC Election workshop (Cllr Healey)  
Civic Carol Service  
Friends of Library Gardens  
Veolia Community Meeting  
'Litterless' Leigh litter pick  
Funeral of Ian Johnson MBE (a donation to the British Heart Foundation was made by the Town Council in memory of Ian and his integral role in Council life)  
Southend Borough Council – 'Planning Success in Southend' Local Plan training  
Op Leigh

[Agenda](#)

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
COUNCIL 18-07-17	49. CIL	RESOLVED to contact SBC with regard to S106 agreements in Leigh		Still awaiting SBC response. TC will continue to actively pursue a written response although verbally advised with regard to affordable housing and education by an Officer.	TC will continue to monitor for a full response.	TC
COUNCIL 20-11-18	74d Staffing Committee	RESOLVED recruitment of full-time administrative apprentice	07-01-19	4 applicants were interviewed after assessment process by South Essex College	Apprentice starts 21-01-19 NFA	
COUNCIL 20-11-18	74e Policy & Resources	RESOLVED to allocate £15k for viewing platform from CIL receipts		SBC advised. Awaiting further contact re survey as project dependent on this.	Cllr Gilson's questions to be answered on Council agenda	TC
COUNCIL 20-11-18	74e Policy & Resources	RESOLVED committee draft budgets	20-11-18	NFA	Tax base advised (subject to SBC confirmation)  Finalisation of budget & precept on Council agenda	
		RESOLVED P&R & Council draft budget subject to Tax Base	20-11-18	NFA		
		RESOLVED expenditure	20-11-18	NFA		
COUNCIL 20-11-18	75 Volunteer of the Year	RESOLVED that nominated volunteers are to live or volunteer in parish area		Press release and social media awareness undertaken	Added to Council agenda NFA under this minute	
COUNCIL 20-11-18	76 New Administration Planning	RESOLVED to hold open evening		To be held Wednesday 27 <sup>th</sup> February 7.30 p.m.	TC to organise programme and information pack NFA under this minute	TC
COUNCIL 20-11-18	77 Strand Wharf Lease	RESOLVED execution of the lease by the Town Clerk	20-12-18	Lease was sealed and delivered to Solicitors 19 <sup>th</sup> December in time for completion	NFA	

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
COUNCIL 20-11-18	78 Strategic Plan	RESOLVED new structure & TOR w.e.f. May 2019		Draft strategic plan presented on Council Agenda	Standing Orders, FR to be amended ready for May. NFA under this minute	TC
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Cllr Fr. Hillman and the TC have this in hand	The TC is to meet with the maker of the board	TC

[Agenda](#)



# 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 Mulronev  
Town Clerk: Paul Beckerson

## GRANT AWARDING POLICY

### Policy Statement

The purpose of any grant given by Leigh-on-Sea Town Council (LTC) is to support local community initiatives that are not funded by LTC. It is to be for a specific purpose in the interests of or will directly benefit the area or its residents (whether fully or in part) and the benefit should be commensurate with expenditure.

### Conditions of Funding

1. The organisation must be either non-profit making or charitable, ideally with clearly written aims & objectives, a written constitution, membership rules and a bank account in its own name with more than one authorised representative required to sign each cheque.
2. The organisation may only make one application for a grant in a financial year dated from 1<sup>st</sup> April – 31<sup>st</sup> March.

Applications will **NOT** be considered from:

- Political parties
- Commercial organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion or disability

This list is not exclusive and may be added to at the Council's discretion

### Use or Purpose of the Grant

LTC awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:

- Providing a service or requiring room hire at Leigh Community Centre
- Providing activities
- Enhancing the quality of life
- Improving the environment
- Promoting Leigh-on-Sea in a positive way

Applications will **NOT** be considered for:

- Projects which benefit single individuals or private business projects
- Projects that are the prime statutory responsibility of other government bodies
- Projects that simply replace existing facilities with no significant improvement
- Projects that improve or benefit privately owned land or property

- Projects that have already been completed, or will have been by the time the grant is issued
- Prize money

### **Application Procedure**

1. A completed application form.
2. Copy of Income & Expenditure figures and Balance Sheet for last financial year OR for new initiatives, a Budget Forecast.
3. Copy of written constitution (if applicable) together with details of their aims and purpose.

### **Assessment Procedure**

Grant offers cannot be made until Council approves the budget for the financial year. A grant request can only be for a maximum of £500. Any amount stated in the application form does not guarantee an award for the stated amount. A completed grant request must be received by 31<sup>st</sup> March or 30<sup>th</sup> September.

Each application will be assessed on its own merits. However, to ensure that there is a fair distribution of available funds, the P&R Committee will take into account the amount and frequency of any previous awards. Account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities. No commitment to award grants in future years will be made.

The P&R Committee may make the award subject to such additional conditions and requirements as it considers appropriate. The organisation will receive notice of the outcome of their application within two weeks of the Committee meeting.

### **Successful Applications**

1. The grant will be paid by cheque and must be acknowledged **within 2 weeks of receipt** by the organisation. If the grant is for room hire at Leigh Community Centre, then this will be retained by LTC to cover the cost.
2. Organisations are required to advise their users/members that a grant has been received from LTC.
3. The grant must only be used for the purpose for which it was awarded.
4. LTC reserves the right to request feedback or receipts to demonstrate how the money has been spent and/or to inspect the outcome of the expenditure.
5. LTC are to be acknowledged on any promotional material advertising the project/activity.



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

## APPLICATION FORM FOR GRANT AWARD FROM LEIGH-ON-SEA TOWN COUNCIL

Name of Organisation and Lead Contact:   Position in Organisation:		Address:	
Contact Number:		Email Address:	
Please provide a Brief Overview of the Project your Organisation are planning, including Aims & Objectives:			
How will the Project benefit the Local Community? :		Please state Target Demographics:	
Amount of Grant Requested:		Date Funding Required from:	
Please list the uses/items that the Grant Award Funding will be allocated to:		Estimated Total Cost of the Project:	
What impact will the Grant Award Funding have on your Project?:			



<p>Has funding been sought elsewhere? If so when? :</p>			
<p>Please list companies/ organisations approached for funding:</p> <p>Were other applications successful?:</p>			
<p>Will any of the Grant Award be allocated to Room Hire at Leigh Community Centre for Meetings/Events?</p>		<p>If yes, please provide details of hire:</p> <p>(Such as dates, times, room size, event)</p>	
<p>Confirmation that the Project complies with Equality Obligations: <i>Please Tick:</i></p>			<input type="checkbox"/>
<p>Confirmation that the Applicant has read &amp; understood the Grant Awarding Policy Conditions: <i>Please Tick:</i></p>			<input type="checkbox"/>
<p>Copy of Audited/Inspected Accounts OR A Budget Forecast for the Project Enclosed: <i>Please Tick:</i></p>			<input type="checkbox"/>
<p>Any other Comments in support of the Application:</p> <p>Please attach additional Supporting Documents if required</p>			
<p>How did you hear about the Grant Award Scheme?</p>			
<p>Signature:</p> <p>Print name:</p> <p>Date:</p>			



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Chairman: Cllr Valerie Morgan  
 Vice Chairman: Jill Healey  
 Town Clerk: Helen Symmons

## Payments List 31<sup>st</sup> Oct 2018 – 2<sup>nd</sup> Jan 2019 Report 2708/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
102645	£1620.00	Southend BC	Hedge cutting at allotments Grass cutting at Skate Park
102646	£126.00	Miskos Ltd	Server monitoring and spam filtering
102647	£100.00	Entertainer	Leigh Lights entertainment
102648	£195.60	Staff member	Reimburse expenses
102649	£70.20	James Todd & Co Ltd	Payroll processing
102650	£74.33	SEEOG	Donation re entertainment at children's event
102651	£35.00	Hirer	Refund hall hire
102652	£25.00	Plot holder	Return of allotment plot deposit
102653	£66.00	National Society of Allotment and Leisure Gardeners Ltd	Renew membership
102654	£30.00	Stallholder	Refund cancelled table (re-sold)
102655	£1458.00	Greenworks Solutions Ltd	Washroom services
102656	£250.00	Wesley Methodist Church	Grant awarded
102657	£18.90	Plot-holder	Refund overpayment
102658	£330.00	Crucis Designs Ltd	Site visit and structural designs re new lintel
102659	£32.40	Room hirer	Refund room hire
102660	£21463.80	Aylesford Electrical Contractors Ltd	Christmas lighting scheme further refurbishment phase and annual installation contract
102661	£189.60	Francotyp Postalia Ltd	Franking machine service agreement
102662	£516.00	Auditing Solutions Ltd	Internal audit interim visit
102663	£50.00	Southend BC	Skate Park lease
102664	£33.20	Staff member	Reimburse travel expenses
102665	£180.00	Leigh Times Series Ltd	Road closure notices

102666	£252.00	NALC	Conference 2019
102667	£25.00	Wyvern Community Transport	Minibus hire
102668	£83.64	Jelf Insurance Brokers Ltd	LOSALGA allotments insurance (paid from retained ASA monies)
102669	£4472.00	Icicle Graphic Design	LTC Magazine
102670	£12.99	Community Transport member	Refund Christmas lunch
102671	£25.00	Plot-holder	Refund plot deposit
102672	£111.13	LexisNexis	Arnold Baker Local Council Administration reference book
102673	£349.17	Essex Supplies (UK) Ltd	Cleaning materials
102674	£200.00	A Stoat Ltd	First Aid training
102675	£4686.80	RCH Heating & Plumbing Ltd	Balance due for replacement TRVs and lock shields
102676	£150.00	Cash	Top up petty cash
102677	£450.00	DJ Creative	Leigh Lights Programmes
102678	£690.00	Vicarage Marquees Ltd	Marquee hire for Carols on Strand Wharf
102679	£88.20	Fulton Paper	Paper
102680	£50.00	Entertainer	Grinch at Leigh Lights
102681	£273.00	SLCC	Annual membership
102682	£1700.00	Southend BC	Renewal of Wedding Venues Premises Licence
102683	£32.80	Wyvern Community Transport	Minibus hire Community Transport
102684	£75.00	Entertainer	Puppet show at Pre Parade Fun
102685	£180.00	EALC	Councillor training
102686	£180.00	The Art Ministry	Entertainment at Pre Parade Fun and finger lights
102687	£70.20	James Todd & Co Ltd	Payroll processing
102688	£25.98	Community Transport member	Refund Christmas lunch
102689	£33.98	Community Transport member	Refund Christmas lunch
102690	£84.00	Phuse Media	Updates to website
102691	£37824.68	Mansard Roofing Ltd	Roof repairs Community Centre
102692	£1591.32	Southend BC	Parking restriction costs Leigh Lights
102693	£184.81	Essex Supplies (UK) Ltd	Cleaning materials
102694	£10.99	Community Transport member	Refund
102695	£126.00	Miskos Ltd	Spam filtering server monitoring

102696	£5834.24	VIP Security Services	Security services Leigh Lights
102697	£203.80	Staff member	Reimburse expenses
102698	£32.30	Staff member	Reimburse expenses
102699	£130.00	Violet Streak's Circus	Performers Leigh Lights
102700	£32.16	Allen Bros. Electrical (Factors) Ltd	Cable and bulbs
102701	£1509.30	St John Ambulance	Cover at Leigh Lights and the First Aid Post Old Town
102702	£4018.03	Johnson Gillies Ltd	Contract management of roof repairs
102703	£384.94	Children's Chronic Arthritis Association	Distribution of collection at Leigh Lights
102704	£164.32	Cancer Research UK	Distribution of collection at Leigh Lights
102705	£72.95	Make a Wish Foundation	Distribution of collection at Leigh Lights
102706	£105.26	Southend Scout and Guide Gang Show	Distribution of collection at Leigh Lights
102707	£79.18	Eastwood Lions Club	Distribution of collection at Leigh Lights
102708	£31.72	The Danny Green Fund	Distribution of collection at Leigh Lights
102709	£65.95	Heycroft Primary School	Distribution of collection at Leigh Lights
102710	£263.77	Alzheimer's Society	Distribution of collection at Leigh Lights and Parade Prize
102711	£81.75	Leigh-on-Sea St John Ambulance	Distribution of collection at Leigh Lights
102712	£776.78	Across Foundation	Distribution of collection at Leigh Lights
102713	£100.00	Crisis	Distribution of collection at Leigh Lights
102714	£30.00	Salvation Army	Donation re Carols on Strand Wharf
102715	£1664.63	Steve's Self Drive	Van hire for events (2016-2018)
102716	£10.96	Recognition Express	Replacement staff badge
102717	£60.23	Viking	Stationery
102718	£3500.00	Southend BC	Community Centre rent
102719	£142.71	PPL PRS Ltd	Music licence
102720	£0.00	Cancelled	
102721	£30.00	The Hoy Shanty Crew	Donation re Carols on Strand Wharf
Bk Trs	£21000.00	Payroll	Cover December payroll
Bk Trs	£624.00	First Class Effects & Entertainment	Snow cannon hire

Bk Trs	£125.00	Marshall Close	ASA agreement
Bk Trs	£750.00	Manchester Drive Allotment Society	ASA agreement
Bk Trs	£22000.00	Payroll	Cover November payroll
		<b>Expenditure – Imprest Items</b>	
	£6.00	Vinyl Banners Printing	Banner stickers
	£264.00	Cliffs Pavilion	Community Transport Tickets
	£12.00	Vinyl Banners Printing	Banner stickers
	£93.95	Argos	Grotto decoration
	£11.48	Amazon	Grotto decoration
	£4.29	Amazon	Grotto decoration
	£36.59	Buy Backdrop	Grotto decoration
	£23.15	Must Let It Go	Grotto decoration
	£22.74	NWB Craft card	Grotto decoration
	£40.00	Solopress	TRO posters Leigh Lights
	£16.50	Cliffs Pavilion	Additional Community Transport ticket
	£76.99	Vinyl Banners Printing	Leigh Lights banners
	£289.20	Urban Design & Print	Road signs Leigh Lights
	£93.60	Yazzoo	Staff uniform
	£20.35	Cableties	Cable ties
	£52.80	Solopress	Christmas cards
	£80.00	The Sarah Moore	Deposit Community Transport Christmas lunch
	£139.55	Glowsticks	Glowsticks
	£34.00	Solopress	Farmer's Market leaflets
	£96.40	Sainsburys	Community Transport Christmas Social
		<b>Expenditure – Direct Debits</b>	
	£92.15	Biffa Environmental	Skate Park bin collection
	£96.72	Biffa Environmental	Community Centre bin collection
	£75.46	Biffa Environmental	Community Centre recycling
	£442.80	CF Corporate Finance	Photocopier lease
	£12.00	Annecto UK Ltd	Card machine charge

	£6.00	Annecto UK Ltd	Virtual Terminal charge
	£58.86	GO CARDLESS (Verde Coffee Ltd)	Coffee costs recovered by LTC
	£83.81	GO CARDLESS (Verde Coffee Ltd)	Coffee costs recovered by LTC
	£235.49	Essex & Suffolk Water Ltd	Allotments water charges
	£544.17	Wave	Allotments water charges
	£16.62	Global Payments	Card processing charges
	£18.43	Global Payments	Card processing charges
	£792.00	Southend Borough Council	Business rates Community Centre
	£72.02	DOTS	Photocopying costs
	£616.08	SSE	Electricity Community Centre
	£33.20	The Calls Warehouse	Call charges 477248
	£144.88	Wave	Water rates Marshall Close allotments
	£447.66	Wave	Sewerage Community Centre
	£792.00	Southend BC	Business rates
	£12.00	Annecto Uk Ltd	Card processing fees
	£199.92	British Telecom	Broadband charge
	£80.45	DOTS	Photocopying costs
	£83.81	GO CARDLESS (Verde Coffee Ltd)	Coffee costs recovered by LTC
	£8.83	Global Payments	Card processing charges
	£15.81	Global Payments	Card processing charges
	£6.00	Annecto UK Ltd	Virtual Terminal charge
	£200.00	FP Teleset	Top up franking machine
	£138.00	Franco-Postalia Ltd	Franking machine lease
	£32.75	The Calls Warehouse	Call charges 477248
	£653.60	SSE	Community Centre electricity
	£14.26	SSE	Strand Wharf electricity
	£92.15	Biffa Environmental	Skate Park bin collection

	£119.46	Biffa Environmental	Community Centre bin collection
	£75.46	Biffa Environmental	Community Centre recycling

[Agenda](#)

# Leigh-on-Sea Town Council

## DRAFT Budget Pack 2019/20

Agreed in Principle  
By Council  
20<sup>th</sup> November 2018



Leigh Town Council 2019/20 Budget Document											
INCOME	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20	EXPENDITURE	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
<b>Policy &amp; Resources</b>						<b>Policy &amp; Resources</b>					
Interest	£ 1,374.90	£ 1,136.00	£ 800.00	£ 2,000.00	£ 800.00	P & R Expenditure	£ 16,920.09	£ 25,885.59	£ 46,210.00	£ 40,050.00	£ 43,350.00
Other Income	£ 1,528.64	£ 1,632.10	£ 1,200.00	£ 1,300.00	£ 1,300.00	Office & Admin	£ 64,425.27	£ 61,132.74	£ 73,550.00	£ 61,575.00	£ 65,750.00
	£ 2,903.54	£ 2,768.10	£ 2,000.00	£ 3,300.00	£ 2,100.00	Staffing	£ 82,769.26	£ 98,403.62	£ 92,549.00	£ 96,462.00	£ 105,308.00
						Capital Fund			£ -	£ -	£ -
							£ 164,114.62	£ 185,421.95	£ 212,309.00	£ 198,087.00	£ 214,408.00
<b>Community Facilities</b>						<b>Community Facilities</b>					
LCC Hire Income	£ 114,333.58	£ 124,333.29	£ 129,000.00	£ 131,000.00	£ 131,000.00	Strand Wharf	£ 1,383.18	£ 1,564.48	£ 700.00	£ 410.00	£ 730.00
LTC Contribution	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	LCC Expenditure	£ 51,199.62	£ 50,983.00	£ 52,200.00	£ 46,520.00	£ 58,850.00
Other Income	£ 4,351.47	£ 7,019.55	£ 4,500.00	£ 7,300.00	£ 7,000.00	LCC Staffing	£ 124,715.33	£ 138,926.26	£ 135,865.00	£ 132,057.00	£ 128,464.00
Strand Wharf	£ 4,000.00	£ -	£ -	£ -	£ -	CFC Other	£ 6,130.25	£ 4,591.75	£ 4,700.00	£ 4,600.00	£ 4,700.00
Highways	£ 300.00	£ 300.00	£ -	£ -	£ -	Paddling Pool	£ -	£ -	£ 500.00	£ -	£ -
	£ 147,985.05	£ 158,652.84	£ 160,500.00	£ 165,300.00	£ 165,000.00	Skate Park Expenditure	£ 6,184.00	£ 5,644.69	£ 9,105.00	£ 7,739.00	£ 9,801.00
						LCC Repair/Remodel Project			£ 112,000.00	£ 112,000.00	£ 95,000.00
							£ 189,612.38	£ 201,710.18	£ 315,070.00	£ 303,326.00	£ 297,545.00
<b>Environment &amp; Leisure</b>						<b>Environment &amp; Leisure</b>					
Allotments Income	£ 11,428.31	£ 12,803.84	£ 13,085.00	£ 13,605.00	£ 14,540.00	Allotments Expenditure	£ 20,099.78	£ 21,216.65	£ 21,857.00	£ 23,241.00	£ 26,737.00
Community Transport Fees	£ 3,182.70	£ 1,267.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Community Transport Expenditure	£ 9,040.76	£ 5,618.43	£ 6,866.00	£ 3,053.00	£ 7,564.00
Farmers' Market Fees	£ 2,000.00	£ 3,364.00	£ 2,500.00	£ 3,400.00	£ 3,500.00	Farmers' Market Expenditure	£ 1,518.28	£ 2,180.83	£ 5,067.00	£ 6,116.00	£ 8,143.00
Leigh Lights Income	£ 2,320.00	£ 3,040.00	£ 2,750.00	£ 2,700.00	£ 2,750.00	Leigh Lights Expenditure	£ 28,910.53	£ 31,743.51	£ 36,970.00	£ 37,270.00	£ 33,450.00
Other E&L Income	£ 570.00	£ 490.00	£ 450.00	£ 1,240.00	£ 950.00	Other Events Costs	£ 5,936.87	£ 6,030.61	£ 5,750.00	£ 5,333.00	£ 6,500.00
	£ 19,501.01	£ 20,964.84	£ 21,285.00	£ 23,445.00	£ 24,240.00	General E&L Services	£ 5,940.13	£ 6,510.20	£ 7,150.00	£ 6,890.00	£ 7,250.00
						E&L Staffing	£ 22,088.71	£ 14,917.27	£ 12,260.00	£ 11,760.00	£ 13,376.00
							£ 93,535.06	£ 88,217.50	£ 95,920.00	£ 93,663.00	£ 103,020.00
<b>Planning &amp; Licensing</b>						<b>Planning &amp; Licensing</b>					
						Planning Expenditure		£ -	£ 1,500.00	£ -	£ -
		£ -		£ -	£ -	Staffing	£ 10,928.24	£ 14,276.75	£ 9,828.00	£ 10,473.00	£ 12,145.00
							£ 10,928.24	£ 14,276.75	£ 11,328.00	£ 10,473.00	£ 12,145.00
<b>Total Income</b>	<b>£ 170,389.60</b>	<b>£ 182,385.78</b>	<b>£ 183,785.00</b>	<b>£ 192,045.00</b>	<b>£ 191,340.00</b>	<b>Total Expenditure</b>	<b>£ 458,190.30</b>	<b>£ 489,626.38</b>	<b>£ 634,627.00</b>	<b>£ 605,549.00</b>	<b>£ 627,118.00</b>
<b>Capital Reserves 31/03/18</b>	<b>£ 168,407.95</b>			<b>£ 30,000.00</b>		<b>Budget Net Totals per Committee</b>					<b>£ 212,308.00</b>
<b>Earmarked Reserves 31/03/18</b>	<b>£ 236,558.40</b>			<b>£ 166,982.00</b>		<b>Policy &amp; Resources</b>					<b>£ 212,308.00</b>
<b>General Reserves 31/03/18</b>	<b>£ 109,139.23</b>			<b>£ 100,000.00</b>		<b>Community Facilities</b>					<b>£ 37,545.00</b>
<b>LCC Project Reserves</b>				<b>£ 161,984.63</b>		<b>Environment &amp; Leisure</b>					<b>£ 78,780.00</b>
						<b>Planning, Highways &amp; Licensing</b>					<b>£ 12,145.00</b>
						<b>LCC Repair/Remodel</b>					<b>£ 95,000.00</b>

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<b>Leigh Town Council 2019/20 Medium Term Financial Plan</b>									
<b>INCOME</b>	2019/20	2020/21	2021/22	2022/23	<b>EXPENDITURE</b>	2019/20	2020/21	2021/22	2022/23
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Interest	£ 800.00	£ 500.00	£ 400.00	£ 300.00	P & R Expenditure	£ 43,350.00	£ 45,000.00	£ 47,000.00	£ 50,000.00
Other Income	£ 1,300.00	£ 1,200.00	£ 1,200.00	£ 1,200.00	Office & Admin	£ 65,750.00	£ 67,500.00	£ 70,000.00	£ 72,000.00
					Staffing	£ 105,308.00	£ 98,000.00	£ 101,000.00	£ 104,000.00
					Capital Fund/Projects			£ 25,000.00	£ 25,000.00
	<b>£ 2,100.00</b>	<b>£ 1,700.00</b>	<b>£ 1,600.00</b>	<b>£ 1,500.00</b>		<b>£ 214,408.00</b>	<b>£ 210,500.00</b>	<b>£ 243,000.00</b>	<b>£ 251,000.00</b>
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC Hire Income	£ 131,000.00	£131,000.00	£ 137,000.00	£137,000.00	Strand Wharf	£ 730.00	£ 750.00	£ 750.00	£ 775.00
LTC Contribution	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	LCC Expenditure	£ 58,850.00	£ 60,000.00	£ 62,000.00	£ 64,000.00
Other Income	£ 7,000.00	£ 7,000.00	£ 7,000.00	£ 7,000.00	LCC Staffing	£ 128,464.00	£ 132,000.00	£ 136,000.00	£ 140,000.00
Strand Wharf	£ -	£ -	£ -		CFC Other	£ 4,700.00	£ 4,700.00	£ 4,700.00	£ 4,700.00
Highways	£ -	£ -	£ -		Paddling Pool	£ -	£ 500.00	£ -	£ 500.00
	<b>£ 165,000.00</b>	<b>£165,000.00</b>	<b>£ 171,000.00</b>	<b>£171,000.00</b>	Skate Park Expenditure	£ 9,801.00	£ 10,000.00	£ 10,000.00	£ 10,250.00
					LCC Repair/Remodel Programme	£ 95,000.00	£ 95,000.00	£ 70,000.00	£ 70,000.00
<b>Environment &amp; Leisure</b>						<b>£ 297,545.00</b>	<b>£ 302,950.00</b>	<b>£ 283,450.00</b>	<b>£ 290,225.00</b>
Allotments Income	£ 14,540.00	£ 15,200.00	£ 16,000.00	£ 16,650.00	<b>Environment &amp; Leisure</b>				
					Allotments Expenditure	£ 26,737.00	£ 28,000.00	£ 29,500.00	£ 31,000.00
Community Transport Fees	£ 2,500.00	£ 2,750.00	£ 3,000.00	£ 3,250.00					
					Community Transport Expenditure	£ 7,564.00	£ 7,750.00	£ 8,000.00	£ 8,250.00
Farmers' Market Fees	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00	Farmers' Market Expenditure	£ 8,143.00	£ 8,250.00	£ 8,500.00	£ 8,750.00
Leigh Lights Income	£ 2,750.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	Leigh Christmas Lights	£ 17,800.00	£ 18,000.00	£ 18,000.00	£ 18,000.00
Other E&L Income	£ 950.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Leigh Christmas Lights event	£ 15,650.00	£ 16,000.00	£ 16,250.00	£ 16,500.00
					Event costs	£ 6,500.00	£ 6,750.00	£ 7,000.00	£ 7,250.00
	<b>£ 24,240.00</b>	<b>£ 25,450.00</b>	<b>£ 26,500.00</b>	<b>£ 27,400.00</b>	General E&L Services	£ 7,250.00	£ 7,750.00	£ 7,750.00	£ 7,750.00
					E&L Staffing	£ 13,376.00	£ 14,000.00	£ 14,250.00	£ 14,500.00
<b>Planning &amp; Licensing</b>						<b>£ 103,020.00</b>	<b>£ 106,500.00</b>	<b>£ 109,250.00</b>	<b>£ 112,000.00</b>
					<b>Planning &amp; Licensing</b>				
		£ -	£ -	£ -	Planning Expenditure				
					Staffing	£ 12,145.00	£ 12,500.00	£ 12,800.00	£ 13,250.00
						<b>£ 12,145.00</b>	<b>£ 12,500.00</b>	<b>£ 12,800.00</b>	<b>£ 13,250.00</b>
<b>Total Income</b>	<b>£ 191,340.00</b>	<b>£192,150.00</b>	<b>£ 199,100.00</b>	<b>£199,900.00</b>	<b>Total Expenditure</b>	<b>£ 627,118.00</b>	<b>£ 632,450.00</b>	<b>£ 648,500.00</b>	<b>£ 666,475.00</b>

Leigh Town Council 2019/20 Budget Document											
Committee - Community Facilities											
<b>INCOME</b>	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20	<b>EXPENDITURE</b>	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
<b>Community Centre</b>						<b>Paddling Pool</b>			£ 500.00	0	£ -
Room Hire	£ 114,333.58	£ 124,333.29	£ 129,000.00	£131,000.00	£ 131,000.00	<b>Community Centre</b>					
LTC Building Contribution	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	Insurance	£ 2,746.49	£ 2,827.00	£ 2,900.00	£ 2,600.00	£ 2,800.00
LTC Events Hire	£ 299.25	£ -	£ -	£ -	£ -	Business Rates	£ 7,986.00	£ 7,689.00	£ 8,500.00	£ 7,920.00	£ 8,300.00
Events at LCC	£ 2,908.61	£ 6,400.60	£ 3,500.00	£ 6,500.00	£ 6,500.00	Gas	£ 6,748.52	£ 3,859.00	£ 7,000.00	£ 4,500.00	£ 5,000.00
Other Income	£ 1,143.61	£ 618.95	£ 1,000.00	£ 800.00	£ 500.00	Electricity	£ 8,756.33	£ 7,129.00	£ 9,200.00	£ 6,500.00	£ 7,000.00
	<b>£ 143,685.05</b>	<b>£ 158,352.84</b>	<b>£ 160,500.00</b>	<b>£165,300.00</b>	<b>£ 165,000.00</b>	Water	£ 1,593.04	£ 1,605.00	£ 1,850.00	£ 1,600.00	£ 1,750.00
<b>Strand Wharf</b>						Catering	£ 176.60	£ -	£ 1,000.00	£ 200.00	£ 500.00
Memorial Plaques	£ 4,000.00	£ -	£ -	£ -	£ -	Communications	£ 1,863.33	£ 1,750.00	£ 2,150.00	£ 1,650.00	£ 1,700.00
	<b>£ 4,000.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	Cleaning & Waste / H&S	£ 6,239.58	£ 6,460.00	£ 7,000.00	£ 6,500.00	£ 6,800.00
<b>Community Facilities</b>						Advertising	£ 871.15	£ -	£ 1,000.00	£ 300.00	£ 1,000.00
Red Phone Box	£ 300.00	£ 300.00	£ -	£ -	£ -	Security & Alarms	£ 1,165.21	£ 1,007.00	£ 500.00	£ 700.00	£ 750.00
	<b>£ 300.00</b>	<b>£ 300.00</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	Miscellaneous	£ 542.98	£ 382.00	£ 1,000.00	£ 500.00	£ 750.00
	<b>£ 147,985.05</b>	<b>£ 158,652.84</b>	<b>£ 160,500.00</b>	<b>£165,300.00</b>	<b>£ 165,000.00</b>	Licences	£ -	£ 1,649.00	£ 3,000.00	£ 3,000.00	£ 2,000.00
						IT & Website	£ 157.45	£ 545.00	£ 1,000.00	£ 500.00	£ 1,000.00
						Janitorial Costs (Uniforms Etc)	£ -	£ 483.00	£ 250.00	£ 250.00	£ 500.00
						Contingencies	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00
<b>EXPENDITURE</b>	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20	Events at LCC	£ 1,967.08	£ 3,720.00	£ 2,000.00	£ 5,000.00	£ 5,000.00
<b>Strand Wharf</b>						Professional Fees	£ -	£ 5,735.00	£ 1,000.00	£ 500.00	£ 1,000.00
Security Costs	£ 35.00	£ -	£ -	£ -	£ -	Card Processing charges	£ 798.18	£ 826.00	£ 850.00	£ 900.00	£ 1,000.00
Maintenance	£ 794.39	£ 779.35	£ 500.00	£ 150.00	£ 500.00	Internal Maintenance	£ 8,328.94	£ 5,058.00	£ -	£ 3,000.00	£ 5,000.00
Electricity	£ 188.51	£ 192.08	£ 200.00	£ 215.00	£ 230.00	External Maintenance	£ 1,258.74	£ 259.00	£ -	£ 400.00	£ 5,000.00
Planters	£ 365.28	£ 593.05	£ -	£ 45.00	£ -	Staffing Costs	£ 124,715.33	£ 138,926.26	£ 135,865.00	£ 132,057.00	£ 128,464.00
	<b>£ 1,383.18</b>	<b>£ 1,564.48</b>	<b>£ 700.00</b>	<b>£ 410.00</b>	<b>£ 730.00</b>		<b>£ 175,914.95</b>	<b>£ 189,909.26</b>	<b>£ 188,065.00</b>	<b>£ 178,577.00</b>	<b>£ 187,314.00</b>
<b>Community Facilities</b>						LCC costs less staffing	£ 51,199.62	£ 50,983.00	£ 52,200.00	£ 46,520.00	£ 58,850.00
School Crossing Patrol	£ 4,291.75	£ 4,291.75	£ 4,400.00	£ 4,300.00	£ 4,400.00		<b>£ 189,612.38</b>	<b>£ 201,710.18</b>	<b>£ 203,070.00</b>	<b>£ 191,326.00</b>	<b>£ 202,545.00</b>
Highways infrastructure	£ 1,538.50	£ -	£ -	£ -	£ -	<b>Repair Programme</b>			<b>£ 112,000.00</b>	<b>£ 112,000.00</b>	<b>£ 70,000.00</b>
Red Phone Box	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	<b>Remodel</b>					<b>£ 25,000.00</b>
	<b>£ 6,130.25</b>	<b>£ 4,591.75</b>	<b>£ 4,700.00</b>	<b>£ 4,600.00</b>	<b>£ 4,700.00</b>	<b>EMR as at 31/03/18</b>					
<b>Skate Park</b>						Strand Wharf Memorial Planters	£ 3,041.67				
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	Skate Park	£ 4,902.25				
Cleaning	£ 791.61	£ 830.02	£ 1,000.00	£ 1,000.00	£ 1,100.00	CFC Other	£ 1,831.03				
Electricity	£ 233.79	£ 174.53	£ 300.00	£ 230.00	£ 250.00	Community Centre - general	£ 20,594.88				
Miscellaneous	£ 333.61	£ 143.15	£ 300.00	£ 200.00	£ 300.00	Community Centre - refurb	£ 69,576.68	vired to repair programme			
Grass Cutting	£ 450.00	£ 450.00	£ 500.00	£ 450.00	£ 500.00	Paddling Pool	£ 2,159.70				
Maintenance	£ 695.00	£ 200.00	£ 1,000.00	£ 1,000.00	£ 1,000.00						
Staffing Costs	£ 3,629.99	£ 3,796.99	£ 5,955.00	£ 4,809.00	£ 6,601.00						
	<b>£ 6,184.00</b>	<b>£ 5,644.69</b>	<b>£ 9,105.00</b>	<b>£ 7,739.00</b>	<b>£ 9,801.00</b>						

Leigh Town Council 2019/20 Budget Document											
Committee - Environment & Leisure											
INCOME	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20	EXPENDITURE	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
<b>Allotments</b>						<b>Leigh Lights</b>					
Manchester Drive Rent	£ 6,444.31	£ 7,369.94	£ 7,700.00	£ 7,700.00	£ 8,000.00	Column Testing 1/3	£ 3,500.00	£ -	£ 1,300.00	£ 1,750.00	£ 1,750.00
Leigh Site Rent	£ 2,990.50	£ 3,289.50	£ 3,200.00	£ 3,400.00	£ 3,500.00	Installation Removal & Storage	£ 9,150.00	£ 9,150.00	£ 9,150.00	£ 9,150.00	£ 9,600.00
Marshall Close Rent	£ 430.00	£ 449.40	£ 470.00	£ 470.00	£ 500.00	Electricity	£ 381.63	£ 397.53	£ 420.00	£ 420.00	£ 450.00
						Repairs & Renewals	£ -	£ -	£ 1,000.00	£ 500.00	£ 1,000.00
Manchester Drive Water	£ 1,061.00	£ 1,183.00	£ 1,200.00	£ 1,400.00	£ 1,750.00	Security	£ 5,436.30	£ 6,174.88	£ 6,200.00	£ 6,200.00	£ 6,400.00
Leigh Water	£ 438.00	£ 452.50	£ 450.00	£ 560.00	£ 700.00	Entertainment/Outside Assistance	£ 305.00	£ 425.00	£ 2,700.00	£ 2,500.00	£ 2,500.00
Marshall Close Water	£ 64.50	£ 59.50	£ 65.00	£ 75.00	£ 90.00	Road Closures & Licences	£ 4,897.07	£ 5,242.40	£ 5,200.00	£ 5,500.00	£ 5,500.00
	£ 11,428.31	£ 12,803.84	£ 13,085.00	£ 13,605.00	£ 14,540.00	First Aid, Cleansing & promotion	£ 560.53	£ 1,341.70	£ 1,000.00	£ 1,250.00	£ 1,250.00
<b>Leigh Lights</b>						Capital Renewals	£ 4,680.00	£ 9,012.00	£ 10,000.00	£ 10,000.00	£ 5,000.00
Traders donations	£ 1,500.00	£ 2,250.00	£ 2,000.00	£ 2,000.00	£ 2,000.00		£ 28,910.53	£ 31,743.51	£ 36,970.00	£ 37,270.00	£ 33,450.00
Other income	£ 820.00	£ 790.00	£ 750.00	£ 700.00	£ 750.00	<b>Community Transport</b>					
	£ 2,320.00	£ 3,040.00	£ 2,750.00	£ 2,700.00	£ 2,750.00	Ticket Purchases	£ 1,888.30	£ 588.65	£ 2,000.00	£ 1,000.00	£ 1,500.00
<b>Community Transport</b>						Travel Costs	£ 627.60	£ 386.14	£ 750.00	£ 500.00	£ 750.00
Trip Sales	£ 3,182.70	£ 1,267.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Driver Costs	£ 389.06	£ 361.00	£ 300.00	£ 200.00	£ 300.00
	£ 3,182.70	£ 1,267.00	£ 2,500.00	£ 2,500.00	£ 2,500.00	Refreshments	£ 702.47	£ 535.54	£ 700.00	£ 600.00	£ 700.00
<b>Farmers' Market Fees</b>						CTA Membership	£ 254.17	£ 254.17	£ 270.00	£ 270.00	£ 280.00
Pitch income	£ 2,000.00	£ 3,364.00	£ 2,500.00	£ 3,400.00	£ 3,500.00	Miscellaneous	£ 774.77	£ 20.99	£ 50.00	£ 50.00	£ 100.00
	£ 2,000.00	£ 3,364.00	£ 2,500.00	£ 3,400.00	£ 3,500.00	Staff Costs	£ 4,404.39	£ 3,471.94	£ 2,796.00	£ 1,433.00	£ 5,434.00
<b>General Events</b>							£ 9,040.76	£ 5,618.43	£ 6,866.00	£ 3,053.00	£ 7,564.00
Summer Series Strand Wharf	£ 345.00	£ 450.00	£ 400.00	£ 450.00	£ 400.00	<b>Farmers Market</b>					
Other Events	£ -	£ -	£ -	£ 750.00	£ 500.00	Hall Hire	£ 792.00	£ 700.00	£ 900.00	£ 900.00	£ 900.00
Loaned Equipment	£ 225.00	£ 40.00	£ 50.00	£ 40.00	£ 50.00	Leaflets/Publicity	£ 521.30	£ 200.00	£ 200.00	£ 200.00	£ 500.00
	£ 570.00	£ 490.00	£ 450.00	£ 1,240.00	£ 950.00	Banners	£ 185.00	£ 191.00	£ 200.00	£ 200.00	£ 200.00
	£ 19,501.01	£ 20,964.84	£ 21,285.00	£ 23,445.00	£ 24,240.00	Miscellaneous	£ 19.98	£ 36.46	£ 50.00	£ 50.00	£ 100.00
						Staff Costs	£ -	£ 1,053.37	£ 3,717.00	£ 4,766.00	£ 6,443.00
							£ 1,518.28	£ 2,180.83	£ 5,067.00	£ 6,116.00	£ 8,143.00
						<b>General Events</b>					
<b>EXPENDITURE</b>	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20	Summer Series Strand Wharf	£ 3,508.88	£ 2,891.30	£ 2,250.00	£ 2,083.00	£ 2,500.00
<b>Allotments</b>						Carols on Strand Wharf	£ 584.21	£ 987.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Maintenance Costs	£ 1,003.70	£ 2,858.21	£ 2,500.00		£ 2,500.00	Easter Programme	£ 767.00	£ 1,178.80	£ 1,000.00	£ 1,000.00	£ 1,000.00
Protective Clothing						Other Events	£ 366.03	£ 884.39	£ 1,000.00	£ 750.00	£ 1,500.00
Waste Clearance/Tree Work	£ 880.00	£ 135.50	£ 1,000.00	£ 4,883.00	£ 1,000.00	Events Equipment	£ 411.50	£ 89.12	£ 500.00	£ 500.00	£ 500.00
ASA Leigh Site	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	£ 1,600.00	LCC Room Hire	£ 299.25	£ -			£ -
ASA Manchester Drive	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00		£ 5,936.87	£ 6,030.61	£ 5,750.00	£ 5,333.00	£ 6,500.00
ASA Marshall Close	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	<b>General Services</b>					
Capital Expenditure	£ 116.58	£ 1,590.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	Flower Baskets	£ 5,057.00	£ 5,650.20	£ 5,650.00	£ 5,649.00	£ 5,750.00
Affiliations	£ 55.00	£ 55.00	£ 65.00	£ 60.00	£ 65.00	First Aid Post	£ 883.13	£ 860.00	£ 1,000.00	£ 900.00	£ 1,000.00
Water Rates	£ 3,233.74	£ 2,635.13	£ 2,800.00	£ 2,800.00	£ 3,000.00	Good for Leigh	£ -	£ -	£ 500.00	£ 341.00	£ 500.00
MDAS commission	£ 810.00	£ 828.62	£ 875.00	£ 900.00	£ 875.00	Community Initiatives	£ -	£ -	£ -	£ -	£ -
Staff Costs	£ 8,900.76	£ 8,014.19	£ 8,517.00	£ 8,498.00	£ 13,197.00		£ 5,940.13	£ 6,510.20	£ 7,150.00	£ 6,890.00	£ 7,250.00
	£ 20,099.78	£ 21,216.65	£ 21,857.00	£ 23,241.00	£ 26,737.00	<b>E&amp;L Staffing Costs</b>	£ 22,088.71	£ 14,917.27	£ 12,260.00	£ 11,760.00	£ 13,376.00
<b>EMR as at 31-03-18</b>							£ 22,088.71	£ 14,917.27	£ 12,260.00	£ 11,760.00	£ 13,376.00
Allotments General	£ 2,620.19						£ 93,535.06	£ 88,217.50	£ 95,920.00	£ 93,663.00	£ 103,020.00
Allotments Infrastructure	£ 6,256.73										
E&L General Services	£ 5,900.00										
E&L General Events	£ 6,086.30										
Leigh Lights	£ 10,159.00										

<b>Leigh Town Council 2019/20 Budget Document</b>					
<b>Committee - Policy &amp; Resources</b>					
	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
<b>INCOME</b>					
<b>Policy &amp; Resources</b>					
Interest	£ 1,136.00	£ 1,090.00	£ 800.00	£ 2,000.00	£ 800.00
Other Income	£ 1,632.10	£ 1,556.00	£ 1,200.00	£ 1,300.00	£ 1,300.00
	<b>£ 2,768.10</b>	<b>£ 2,646.00</b>	<b>£ 2,000.00</b>	<b>£ 3,300.00</b>	<b>£ 2,100.00</b>
<b>EXPENDITURE</b>					
<b>Policy &amp; Resources</b>					
Grant Award Fund	£ 2,223.50	£ 4,412.80	£ 5,000.00	£ 5,000.00	£ 5,000.00
Furniture & Equipment	£ 502.91	£ 351.74	£ 4,000.00	£ 4,000.00	£ 2,500.00
Elections	£ -	£ 2,920.82	£ 3,000.00	£ 3,000.00	£ 8,000.00
Legal Costs	£ -	£ 25.00	£ 3,500.00	£ 3,500.00	£ 2,500.00
Annual Town Meeting	£ -	£ 464.38	£ 500.00	£ 500.00	£ 750.00
Community Engagement	£ 9,906.50	£ 10,242.96	£ 12,000.00	£ 10,500.00	£ 11,000.00
Volunteer Programme	£ 212.73	£ 4,714.24	£ 6,000.00	£ 6,000.00	£ 4,500.00
LTC Website	£ -	£ 210.00	£ 460.00	£ 200.00	£ 500.00
Civic	£ 226.50	£ 129.77	£ 250.00	£ 150.00	£ 250.00
Renewals Fund	£ 2,617.00	£ 1,173.94	£ 5,000.00	£ 2,500.00	£ 3,000.00
Localism Act	£ -	£ 150.00	£ 300.00	£ -	£ 150.00
Other Expenditure	£ 1,230.95	£ 1,089.94	£ 1,200.00	£ 1,200.00	£ 1,200.00
Community Specials			£ 5,000.00	£ -	£ 2,500.00
Old Town Spatial Plan			£ 3,000.00	£ 3,000.00	£ -
Youth Group			£ 500.00	£ 500.00	£ 1,500.00
	<b>£ 16,920.09</b>	<b>£ 25,885.59</b>	<b>£ 49,710.00</b>	<b>£ 40,050.00</b>	<b>£ 43,350.00</b>
<b>Capital Fund/Projects</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>	<b>£ -</b>
<b>Town Council Office</b>					
<i>Premises</i>					
Office Rental	£ 10,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 3,750.00
LCC Premises Use Grant	£ 25,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00	£ 27,000.00
<i>Administration</i>					
Stationery	£ 1,070.37	£ 832.85	£ 1,500.00	£ 1,250.00	£ 1,500.00
Insurance	£ 6,136.38	£ 6,453.16	£ 6,700.00	£ 6,625.00	£ 6,700.00
Library	£ 169.46	£ 69.94	£ 300.00	£ 150.00	£ 300.00
Communication	£ 1,950.18	£ 1,852.90	£ 2,450.00	£ 1,900.00	£ 1,300.00
Photocopying	£ 2,938.62	£ 2,885.47	£ 3,000.00	£ 3,000.00	£ 3,250.00
Subscriptions	£ 2,092.49	£ 1,843.16	£ 2,150.00	£ 2,150.00	£ 2,200.00
Postage	£ 974.54	£ 1,436.76	£ 1,000.00	£ 1,300.00	£ 1,300.00
Entertaining	£ -	£ 120.00	£ 250.00	£ 250.00	£ 250.00
Licences	£ 35.00	£ 35.00	£ 500.00	£ 100.00	£ 250.00
Bank Charges	£ 1,223.54	£ 1,168.00	£ 1,200.00	£ 1,200.00	£ 1,300.00
Miscellaneous	£ -	£ 89.57	£ 500.00	£ 250.00	£ 250.00
Professional Advice	£ 1,112.25	£ 3,603.00	£ 1,000.00	£ 700.00	£ 1,000.00
Audit	£ 2,550.00	£ 2,560.00	£ 2,800.00	£ 2,800.00	£ 3,000.00
IT	£ 5,811.61	£ 4,038.87	£ 15,000.00	£ 5,000.00	£ 6,000.00
<i>Training &amp; Expenses</i>					
Training - Staff	£ 1,419.00	£ 1,202.40	£ 2,000.00	£ 2,000.00	£ 2,000.00
Expenses/Travel Costs - Cllrs	£ 78.61	£ 339.77	£ 500.00	£ 500.00	£ 1,000.00
Training - Cllrs	£ 837.00	£ 1,362.52	£ 1,500.00	£ 1,200.00	£ 2,500.00
Mileage & Expenses - Staff	£ 526.32	£ 739.37	£ 700.00	£ 700.00	£ 900.00
	<b>£ 64,425.37</b>	<b>£ 61,132.74</b>	<b>£ 73,550.00</b>	<b>£ 61,575.00</b>	<b>£ 65,750.00</b>
<b>Salaries</b>					
Town Clerk (certain % until 2017/	£ 44,467.01	£ 49,855.00	£ 52,924.00	£ 52,661.00	£ 55,619.00
Other staffing (proportionate)	£ 37,482.15	£ 45,787.74	£ 38,125.00	£ 37,301.00	£ 38,569.00
Payroll Costs	£ 739.64	£ 621.80	£ 1,500.00	£ 1,500.00	£ 1,500.00
Ancillary Costs	£ 80.46	£ 2,139.08	£ -	£ 5,000.00	
Administration Apprentice					£ 9,620.00
	<b>£ 82,769.26</b>	<b>£ 98,403.62</b>	<b>£ 92,549.00</b>	<b>£ 96,462.00</b>	<b>£ 105,308.00</b>
	<b>£ 164,114.72</b>	<b>£ 185,421.95</b>	<b>£ 215,809.00</b>	<b>£ 198,087.00</b>	<b>£ 214,408.00</b>
<b>EMR as at 31-03-18</b>					
Elections	£ 19,344.77				
Renewals Fund	£ 16,086.02				
Grant Aid Awards	£ 3,971.18				
Volunteer Programme	£ 19,504.40				
Office Admin	£ 4,750.00				
Salaries	£ 16,079.00				
Training	£ 1,500.00				

<b>Leigh Town Council 2019/20 Budget Document</b>					
<b>Committee - Planning, Highways &amp; Licensing</b>					
<b>INCOME</b>	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
<b>Planning</b>					
	£ -	£ -	£ -	£ -	£ -
<b>EXPENDITURE</b>	Actuals 2016/17	Actuals 2017/18	Budget 2018/19	Yr End Projected Actuals	Budget 2019/20
<b>Planning</b>					
Equipment	£ -			£ -	
Neighbourhood Plan			£ 1,500.00		
Other Expenditure			£ -		
	£ -	£ -	£ 1,500.00	£ -	£ -
<b>Salaries</b>					
Other staffing (proportionate)	£ 10,928.24	£ 14,276.75	£ 9,828.00	£ 10,473.00	£ 12,145.00
	£ 10,928.24	£ 14,276.75	£ 9,828.00	£ 10,473.00	£ 12,145.00
	£ 10,928.24	£ 14,276.75	£ 11,328.00	£ 10,473.00	£ 12,145.00
<b>EMR as at 31-03-18</b>					
Neighbourhood Plan		£2,000 but Council resolved March 18 to put to Old Town Spatial Plan - see P&R			
<b>LTC Staffing 2019/20</b>					
<b>Allocations</b>			<b>Budget 2018/19</b>	<b>Projected</b>	
<b>P&amp;R</b>	£105,308.00		£ 92,549.00	£ 91,462.00	
<b>LCC</b>	£128,464.00		£ 135,865.00	£ 132,057.00	
<b>Skatepark</b>	£6,601.00		£ 5,955.00	£ 4,809.00	
<b>Allotments</b>	£13,197.00		£ 8,517.00	£ 8,498.00	
<b>Com Transp</b>	£5,434.00		£ 4,796.00	£ 1,433.00	
<b>Farmers Market</b>	£6,443.00		£ 3,717.00	£ 4,766.00	
<b>E&amp;L</b>	£13,376.00		£ 12,260.00	£ 11,760.00	
<b>Planning</b>	£12,145.00		£ 9,828.00	£ 10,473.00	
<b>Volunteer</b>	£3,888.00		£ 5,519.00	£ 5,491.00	
	<b>£294,856.00</b>		<b>£ 279,006.00</b>	<b>£ 270,749.00</b>	
<b>Gradings 2019/20 predic</b>	<b>Gross Wage</b>		<b>Full Time</b>	<b>Part Time</b>	
<b>Apprentice</b>	£9,620.00		1		
SCP 11	£17,516.00			1	
SCP 12	£17,688.00			1	
SCP 13	£17,913.00		1	2	
SCP 14	£18,211.00			2	
LC1 17	£19,139.00		1		
LC1 20	£20,314.00		1		
LC1 21	£21,054.00			1	
LC1 22	£21,600.00			1	
LC2 28	£26,100.00		1	1	
LC3 45	£41,879.00		1		
<b>Total on costs</b>	<b>£58,019.00</b>		<b>56642 (18/19)</b>		

<b>PRECEPT</b>				Budget 2019/20
Total Income				£ 191,340.00
Total Expenditure				£ 627,118.00
Major Project Expenditure				£ 30,000.00
<b>Net Position</b>				<b>-£ 465,778.00</b>
		31/03/2018		
<b>Capital Reserves 31/03/19</b>		£ 168,407.95		£ 30,000.00
<b>General Reserves 31/03/19</b>		£ 109,139.23		£ 100,000.00
				<b>£ 130,000.00</b>
<b>GROSS SHORTFALL</b>				<b>-£ 335,778.00</b>
<b>RECOMMENDED RESERVE</b>				£ 90,000.00
<b>LCTS GRANT</b>				£ 3,910.00
<b>BUDGET FUNDING FIGURE</b>				<b>-£ 421,868.00</b>
2016/17	£ 390,550.00			
2017/18	£ 401,085.00	2.70%		
2018/19	£ 411,482.00	2.59%		
<b>PRECEPT CALCULATION</b>				
Band D figure				-47.73
divide by 9			47.73	5.303333333
<b>x 9</b>			5.3	
<b>PROPOSED BAND D</b>				<b>£47.70</b>
				0.81p increase
Tax base 2016/17	£8,645.94	£ 391,402.00		
Tax base 2017/18	£8,717.19	£ 400,904.00		
Tax base 2018/19	£8,779.95	£ 411,692.00		
<b>Tax base 2019/20 (prov)</b>	<b>£8,839.09</b>	<b>£ 421,624.59</b>		
Band D figure 2016/17	45.27			
Band D figure 2017/18	45.99	1.59%		
Band D figure 2018/19	46.89	1.96%		
<b>Band D figure 2019/20</b>	<b>47.70</b>	<b>1.73%</b>		

Agenda



### ELECTION TIMETABLE

Parish and Town Councillors are elected to serve for a period of four years. Ordinary elections therefore occur every four years and are usually held in conjunction with Southend Borough elections.

The next elections for Leigh Town Council are Thursday 2<sup>nd</sup> May 2019.

The election timetable is computed in accordance with statutory guidelines and is under the control of the Returning Officer at Southend Borough Council.

The election process and timetable begins with the publication of the Notice of Election. Every candidate (including existing Councillors) must be validly nominated and nomination papers are available from the Returning Officer.

<b>PROCEEDING</b>	<b>TIMETABLE</b>	<b>NOTES</b>
Publication of Notice of Election	Tuesday 26 <sup>th</sup> March	Period of pre election purdah commences
Receipt of Nominations	By 4 pm Wednesday 3 <sup>rd</sup> April	Nomination form available from SBC
Withdrawal of Candidate	By 4 pm Wednesday 3 <sup>rd</sup> April	
Publication of Statements of Persons Nominated	By 4 pm Thursday 4 <sup>th</sup> April	This determines whether a contested election will occur for Council or any wards
Day of Poll	7 am to 10 pm Thursday 2 <sup>nd</sup> May 2019	
Retirement of current administration/taking of office of new administration	Monday 6 <sup>th</sup> May	Statutory Declaration of Acceptance of Office must be made by all councillors at or before the first Council meeting 21 <sup>st</sup> May
Return of Election Expenses	Thursday 6 <sup>th</sup> June	Return of this form is mandatory for ALL candidates

Purdah – this is the period between publication of Notice of Election and election day. It does not stop the Council working but places restriction on local authority publicity and information which may imply public support for a candidate or group of candidates.

If any candidate wishes to have an election agent, then the appointment and publication of notice of the agent is by 4pm Wednesday 3<sup>rd</sup> April.

[Agenda](#)

## **Leigh-on-Sea Town Council News Magazine Report**

The magazine continues to be an integral part of the Town Council marketing and is an excellent tool for raising the profile of what the Council do for residents in Leigh-on-Sea. We receive wonderful feedback about its contents every issue but I would like to remind Councillors of the work that goes into its preparation before it is released publicly, as a reminder for all to be coherent with the strict deadlines in place. I have used the most recent issue as an example of timings.

### **Timeline**

Early December – Content ideas gathered, layout plan created

Mid December – Councillors, staff and outside groups contacted for articles/contributions

Throughout January – Articles written by M&PO

- All LTC councillor, SBC Councillor and staff details updated
- List of Full Council meetings dates and information about Full Council
- Council News Bulletins
- Elections Information Article
- Special Constables Information Piece
- Chairman's Charity Piece
- List of P&R meetings dates, membership and information about P&R Committee
- Grant Award Scheme Recipients Piece
- List of CFC dates, membership and information about CFC Committee
- Community Centre Events & News Bulletins
- February Half-Term Article
- Events Listings for the coming 6 months
- Leigh Farmers Market piece
- List of E&L dates, membership and information about E&L Committee
- Community Transport Piece
- List of Planning dates, membership and information about Planning Committee
- Annual Community Meeting Article
- Volunteer of the Year piece
- Youth Club piece

## Throughout January - Other tasks performed by M&PO

- Introductions to pieces supplied by outside groups
- Article submissions are collated, proof-read, edited, and in some cases re-drafted
- Images are sourced where possible for each article. In some cases, graphics have to be designed and created
- Chase outside groups for articles ahead of deadline
- Liaison with Leigh Times
- Order of all articles confirmed. All articles and pictures labelled & numbered

7th February - All content supplied to Icicle

8th February - Icicle to design and layout content

21st February - Icicle to supply hard copy proof (x2 copies) supplied to LTC

- M&PO, TC and other staff/councillors proof-read magazine and make amendments within 1 week

28th February - LTC to supply 1 x hard copy proof with final edits to Icicle

1st March - Icicle to revise and email PDF to LTC and Artwork prepared for print

4th March - Print-ready artwork supplied to Printer

12<sup>th</sup> March – Magazines sent to the Leigh Times

19<sup>th</sup> March – Magazine released to public via Leigh Times

After Release - Uploaded as a PDF to the website. Announcements are made on social media of it's release. The magazine is also delivered to various doctor's surgeries, dentists and other outlets.

The Council also now produce a bi-annual News Update printed within the Leigh Times, this is solely collated and designed by the M&PO.