



# 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 Richard Herbert  
Vice Chairman: Cllr Syrie Cox  
Town Clerk: Paul Beckerson



QUALITY  
TOWN  
COUNCIL

You are hereby summoned to the meeting of the Leigh-on-Sea Town Council, which will take place on **Wednesday 11<sup>th</sup> February 2015** in Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm** when it is hoped to transact the following business.

## AGENDA

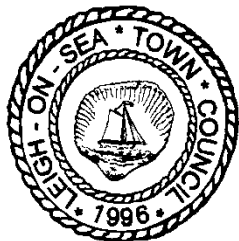
1. CHAIRMAN'S OPENING REMARKS & TOWN CLERK'S MONTHLY REPORT – Report 2478/PB – Appendix 1 (Information Only)
2. DECLARATIONS OF MEMBERS' INTERESTS
3. APOLOGIES FOR ABSENCE
4. PUBLIC QUESTIONS
5. QUESTIONS FROM COUNCILLORS
6. MINUTES OF PREVIOUS MEETING – 28<sup>th</sup> January 2015
7. COMMITTEES  
To receive Minutes of Committees
  - a) Planning & Licensing Committee - To receive minutes of 8<sup>th</sup> and 27<sup>th</sup> January 2015
  - b) Allotments Committee – To receive minutes of 21<sup>st</sup> January 2015
  - c) Leisure, Foreshore & Environment Committee – To receive minutes of 3<sup>rd</sup> February 2015
  - d) Finance & General Purposes Committee - To receive minutes of 3<sup>rd</sup> February 2015  
Amendment Proposed by Cllr Donald Fraser (Proposer) and Cllr Carole Mulroney (Seconder) F&GPC Minute 150 – Calendar of Meetings

“With effect from July 2015 Meetings of Council should be held on the third **Wednesday** of alternative months.
9. FINANCIAL REPORT  
To receive report 2476/I&E – (Appendix 2)

Paul Beckerson  
Town Clerk  
5<sup>th</sup> February 2015

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

DATE OF NEXT MEETING: Wednesday 11<sup>th</sup> March 2015



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Report 2478/PB

## TOWN CLERK'S REPORT TO COUNCIL February 2015

### Actions since the last meeting:

Bonchurch Outdoor Gym – The equipment has been paid for and a site meeting took place on 4<sup>th</sup> February 2015 to finalise details and layout. Work will commence on 23<sup>rd</sup> February and weather permitting will be completed within a week. It is proposed to have an Opening Event at the park on 14<sup>th</sup> March 2015 involving both SBC and LTC Councillors. On completion and after inspection Cory Environmental Trust will release the £5,000 grant.

Replacement Park Bench Bonchurch Park, the new bench will be placed in the slot vacated by the broken one on the path (North West).

Strand Wharf an alternative material has been selected by LF&EC and the sample sent to SBC Planning, the Planning Officer is visiting a local building merchant to see a bigger sample. As a comparator, prices are also being worked up by the quantity surveyors for real stone products such as limestone which have been sourced.

Once the material has been finalised Baines will be instructed to issue the tender documents to appropriate contractors.

The Commonwealth and St Georges flags have been delivered to the office.

Council Restructuring - All the attendant processes and revisions have been completed to enable a smooth transfer to the new bi-monthly cycle later in February. All this will be implemented after this Council meeting.

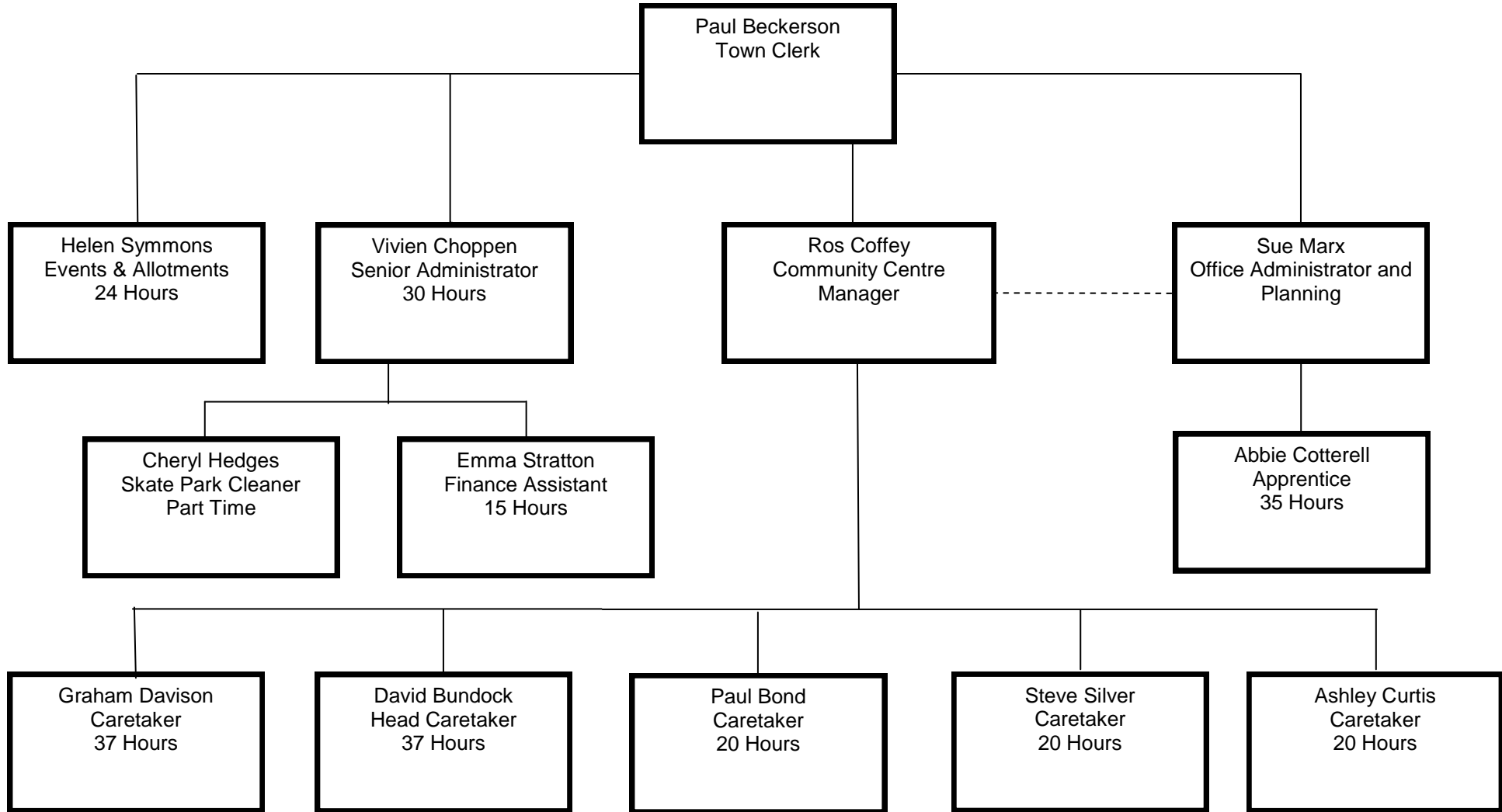
Staffing - An apprentice Abbie Cotterell has been appointed and will take up post on the 11<sup>th</sup> February 2015. Interviews have taken place regarding the Assistant Financial Officer with a total of 51 applicants of which 6 were shortlisted and interviewed. Emma Stratton has been appointed to the post with a start date of 10<sup>th</sup> February 2015.

A revised organisational chart has been attached to this report.

Some sickness absence has caused some difficulties within the LCC, hopefully this will soon settle down.

Roles and Responsibilities Training by Ian Willet has been organised for staff in the afternoon and councillors in the evening of Thursday 5<sup>th</sup> March 2015.

Paul Beckerson  
Town Clerk





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## Income and Expenditure 18<sup>th</sup> December 2014 to 26 January 2015 Report 2476/I&E

### Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
101169	£25.00	Westcliff United Reform Church	Leigh Lights Event – Donation for Help & Support
101170	£50.00	Endeavour Explorer Scouts (Southend West)	Leigh Lights Event – Donation for Help & Support
101171	£250.00	Southend Carnival Association	Leigh Lights Event – Donation for Help & Support
101172	£20.00	Taxi Drivers Children's Charity	Leigh Lights Event – Donation for Help & Support
101173	£75.00	Blenheim Children's Centre	Leigh Lights Event – Donation for help & Support
101174	£75.00	The Art's Ministry	Leigh Lights Event – Donation for Help & Support
101175	£150.00	Jumbalance	Leigh Lights Event – Parade Winner Charity Choice Donation
101176	£30.59	The Southend Band	Leigh Lights Event – Collection
101177	£38.91	The Salvation Army	Leigh Lights Event – Collection
101178	£24.71	Fairhavens Hospice	Leigh Lights Event – Collection
101179	£62.78	Katie Seymour (Hattie's Heroes)	Leigh Lights Event – Collection
101180	£190.72	Saints Sled Dog Rescue	Leigh Lights Event – Collection
101181	£73.05	St John Ambulance	Leigh Lights Event – Collection
101182	£53.37	Leigh Lions Club	Leigh Lights Event – Collection
101183	£147.66	Jumbalance	Leigh Lights Event – Collection
101184	£132.84	Southend Junior Phab	Leigh Lights Event – Collection
101185	£72.76	Little Havens	Leigh Lights Event – Collection
101186	£51.71	Cindereleigh Panto	Leigh Lights Event – Collection
101187	£42.45	Taxi Drivers Children's Charity	Leigh Lights Event – Collection

101188	£97.14	RNLI	Leigh Lights Event – Collection
101189	£68.40	Hattie's Heroes	Leigh Lights Event – Collection
101190	£56.60	Southend Mencap	Leigh Lights Event – Collection
101191	£54.00	M L Spurgeon	Piano Tuning
101192	£30.00	Phoenix Water Coolers Ltd	Cups
101193	£25.00	National Association of Local Councils	'It Takes All Sorts' Leaflet
101194	£158.40	St John Ambulance	Leigh Lights Event – Collection
101195	£10.00	Mrs J Farrell	Allotment Key Refund
101196	£75.00	Leigh Lions Club	Carols Event – Donation for Help & Support
101197	£50.00	The Salvation Army	Carols Event – Donation for Help & Support
101198	£40.00	SOS Bus Project	Carols Event – Donation for Help & Support
101199	£20.00	Leigh Heritage Centre	Carols Event – Donation for Help & Support
101200	£20.00	Southend West Activity Centre	Carols Event – Donation for Help & Support
101201	£50.00	Endeavour Explorer Scouts (Southend West)	Carols Event – Donation for Help & Support
101202	£295.00	CTA(UK)	Annual Membership
101203	£138.60	Mayfield Cleaning	Bus Shelter Cleaning (3 Months)
101204	£2,945.92	Southend Borough Council	2014 By-Elections
101205	£149.38	Essex Supplies (UK) Ltd	Cleaning Materials
101206	£5.00	Mrs K Peck	Allotment Key Deposit Refund
101207	£27.74	Cllr P Holden	Expenses
101208	£150.00	Petty Cash	
101209	£74.65	Viking Stationery	Stationery
101210	£50.00	Belfairs Academy	Carols on Strand Wharf – Donation for Help & Support
101211	£2,520.00	Aylesford Electrical Contractors Ltd	Xmas Lights 25% of Annual Charge for Lights Removal
101212	£11,050.07	HMRC	VAT due to HMRC for 2012/13 and 2013/14 (Partial Exemption) less VAT recovery for period 1/4/14 - 1/9/14
Bk Trs	£750.00	MDAS	ASA Agreement
Bk Trs	£400.00	LOSALGA	ASA Agreement
Bk Trs	£125.00	Marshall Close	ASA Agreement
Bk Trs	£17,000.00	Staff	January 2015 Payroll

		<b>Expenditure - Imprest Items</b>	
	£89.99	HippoBag	Rubble Removal (Flag)
	£52.20	Dickie Store	Janitor Uniforms
	£996.58	Newquest media	Recruitment Advert
	£184.00	UKBA	Intern Post - Certificate of Sponsorship
	£107.12	Easierprint	Banners for Community Engagement
	£96.00	Heart Internet	'leighonseatowncouncil' Domain Renewal
	£130.06	Marston Inns & Taverns	Community Transport Group - Christmas Lunch Bal for 16/12/14r
	£106.73	Marston Inns & Taverns	Community Transport Group - Christmas Lunch Bal for 18/12/14
	£536.00	UKBA	Intern Post - Sponsor Licence Application Charge
		<b>Expenditure - Direct Debits</b>	
	£67.50	The Calls Warehouse	CC Telephone Call Charges
	£69.84	The Calls Warehouse	CC Telephone Call Charges
	£78.52	British Telecom	Line Rental (Tel: 716287)
	£71.96	British Telecom	Line rental (Tel:477248)
	£204.34	British Telecom	Line Rental & Calls (Tel: 716288)
	£1,199.69	Corona Energy	CC Gas
	£855.53	Corona Energy	CC Gas
	£168.48	Wessex Leasing Ltd	CC Hand Driers Rental
	£75.63	Essex & Suffolk Water	Marshall Close Water Charge
	£131.12	Cory Environmental	CC Bin Rental & Collection
	£777.00	Southend Borough Council	CC General Rates
	£160.77	GOCARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine rental (cost recovered by LTC)
	£38.86	GOCARDLESS LTD (Verde Coffee)	Elsie's Place Coffee machine rental (cost recovered by LTC)
	£957.61	BES	CC Electricity
	£514.80	BNP Paribas Leasing	Photocopier Lease
	£438.00	Essex & Suffolk Water	CC Water Charge

	£64.24	Global Payments	CC Card Processing Charges
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**Income**

Allotments Committee	£944.00
Finance & General Purposes Committee	£76.45
Leigh Community Centre Committee	£8,188.19
Leisure, Foreshore & Environment Committee	£750.21
Transport & Highways Committee	0
Planning Committee	0
<b>Total</b>	<b>£9,958.85</b>