



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

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 2nd JANUARY 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

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

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.30pm

131. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and hoped everybody had a pleasant Christmas break.

132. APOLOGIES FOR ABSENCE

Cllrs Alex Coulson and Caroline Parker

133. DECLARATION OF MEMBERS' INTERESTS

There were none

134. APPROVAL OF THE MINUTES OF THE MEETING OF 4th December 2012

The minutes of the meeting of the 4th December 2012 were agreed as a correct record and signed by the Chairman.

GENERAL PURPOSES

135. ANNUAL TOWN MEETING

The Chairman asked members if they had any comments at this stage. Generally it was felt that the presentations should be shorter and supported by slides. Another comment was made that perhaps it could be held in Room 4 which was smaller, although the majority felt the lower hall was a more appropriate venue. The Chairman who was also convenor of the Annual Town Meeting Working Party would notify members of a meeting date within the next few days.

136. SOUTHEND AIRPORT CONSULTATIVE COMMITTEE

This had arisen as a result of Cllr Cliff Passmore's absence; he had now recovered and had attended the last Council meeting. Cllr Geoff Crawford was reserve and had indicated that he could attend if Cllr Passmore couldn't. It was felt that if both representatives were informed of meetings attendance would be assured; in addition it would facilitate reporting if the office were sent a copy of the minutes. These issues would be sorted out with the Committee and with this proviso no further action was deemed necessary at this time.

137. GAZEBOS – Administration

The difficulties of administering the hiring of gazebos had been raised. Members felt this was a valuable service to the community and should continue to be available. Members did appreciate the difficulties when no Janitorial staff were available, therefore it was **AGREED** that they should only be hired out and returned when Janitorial Staff were available to deal with them.

138. ROYAL MAIL SORTING OFFICE

The Chairman of Council reported on the meeting which had been held with Royal Mail on Thursday 13th December 2012. Royal Mail had taken on board the Council's concerns and would consider if any additional arrangements could be put in place with regard to the collection of parcels. They did however feel that the present alternatives were in place such as collecting from a nominated Post Office or Sub-Post Office for a fee which would enable people to collect parcels locally.

139. LOCALISM OF COUNCIL TAX

SBC had communicated to the Town Council that subject to the financial settlement announcement they did intend to pass on the Council's share of the Local Council Tax Support Scheme which amounted to an indicative £33,000 in full. But this did not give a commitment in future years as this element would be subsumed in the General Revenue Support Grant which could be subject to cuts.

The Tax Base would be approved by Cabinet on the 22nd January 2013, but it was hoped to provide the figure earlier in the month for planning purposes.

140. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2141/GP 18th December 2012 (Appendix 1 to the agenda)

The report was **noted**.

FINANCE

141. REFERENCES FROM OTHER COMMITTEES

There were none.

142. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2140/FGP 18th December 2012 (Appendix 2 to the agenda)

Noted

- Committee Income and Expenditure Report 2139/FGP 18th December 2012 (Appendix 3 to the agenda)

Noted

143. DRAFT COUNCIL BUDGET for 2013/14 (Appendix 4 to the Agenda) (Appendix 1 as amended)

The Chairman introduced the item and invited comments and amendments.

A general discussion on the management arrangements for the allotments ensued and the necessity of increasing the budget. The Chairman of Allotments agreed that this budget was a worst case scenario and could be changed if more cost effective arrangements were put in place later in the year.

A member raised the issue that the Lights Security budget was understated at £2,000 bearing in mind that the recent bill for last year's event amounted to £2,332. It was **AGREED** to amend the

budget to £2,500. To compensate for this rise it was **AGREED** to reduce the Entertainments Budget from £1,000 to £500.

With these amendments the Budget as set out in Appendix 1 with a precept figure of £346,573 was **RECOMMENDED** for adoption by Council.

144. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2138/I&E (Appendix 5 to the agenda)

The report was **noted**

145. BANK BALANCES AT 18th December 2012

The balances were **noted**.

The meeting closed at 8.58pm

Leigh-on-Sea Town Council

Budget Pack 2013/14

F&GP COMMITTEE

02-01-13

4th Draft

4th draft Council budget 02/01/13**NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT**

	£	£
Anticipated reserves at 31 March 2013		
General Reserves	12,689	From attached sheet 1
Capital Reserves	74,408	
Add		87,097
draft budget income from committees	0	
Planning	0	From attached sheet 2
Transport & Highways	0	From attached sheet 3
Allotments	12,960	From attached sheet 4
Leisure Foreshore and Environment	9,990	From attached sheet 5
Finance & G.P.	0	From attached sheet 6
Office	0	From attached sheet 7
Staff	0	From attached sheet 8
LCC Hire Income	70,500	From attached sheet 9
Committee Total		93,450
Deduct		
draft budget expenditure from committees		
Planning	7,315	From attached sheet 2
Transport & Highways	14,876	From attached sheet 3
Allotments	19,646	From attached sheet 4
Leisure Foreshore and Environment	69,423	From attached sheet 5
Strand Wharf	74,408	From Capital reserves
Finance & G.P.	61,532	From attached sheet 6
Office	44,760	From attached sheet 7
Staff	55,397	From attached sheet 8
LCC Expenditure	129,764	From attached sheet 9
Committee and overhead Total		477,120
Deduct		
Planned reserve at 31 March 2013		50,000
Nett shortfall = Precept required		-346,573

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

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

Proposed increase/decrease in precept	68.25	%	
Proposed Band D equivalent at Tax base	39.01		Allows for recouping all the 2012/13 LCC deficit

An increase of	£15.82	Band D 2011/12	£23.19
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Tax Base 2012/13 8884.26

Sheet 1

Anticipated underspends by Committees	£	
Planning		0
Transport & Highways		0
Allotments		0
Leisure Foreshore and Environment		0
Finance & G.P.		0
Office		0
Staff		0
Total		0
Anticipated general reserve from Budget report		12,689
General Reserves carried forward		12,689

Sheet 2

2nd Draft Planning budget 27-11-12

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

Sheet 3

T & H Budget Committee Recommendations 2013/14

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

Sheet 4

3rd draft of allotments budget 2013/14 20-12-12

Heading	B/F 2012/13	Income	Expenditure			
Rents						
Manchester Drive		8,340				
Leigh		4,180				
Marshall Close		440				
MDAS Commission			690			
Plot clearance			200			
Rubbish clearance			650			
Equipment			200			
Water Rates			4,300			
Staff Costs*			6,331	TC	2,197.42	3.50%
Maintenance			1,000	SA	2050.99	10%
Miscellaneous			375	IWF	2082.48	200hrs
Training			400		6,330.89	
Vehicle			1,000			
Hedge Cutting			950			
Capital improvements			2,500			
Grass Cutting			750			
Keys			0			
Plot Letting MC			100			
Plot Letting LA			200			
Totals		£12,960	£19,646			
Nett cost (exp - inc)		£6,686				

Sheet 5

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

Heading	Income	Expenditure
Community Transport*	4500	11,437
Skate Park*		6,538
Flower baskets	0	5,500
First Aid Provision	0	1,000
Farmers Market*	2040	2,264
Strand Wharf	0	0
Leigh Lights*	3250	19,510
Paddling Pool	0	0
Grants to outside organisations	0	1,000
Fishing Festival	0	1,500
May Day	0	500
Carols on Strand Wharf	0	200
Easter Event	200	1,050
Good for Leigh		500
Events Equipment		200
Town Guide		400
Community initiatives and recreational facilities		500
Staff costs		17,324
Totals	9990	69,423
Nett cost		59,433

* see separate budgets below

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

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

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

Leigh Lights	Income	Expenditure
Column testing		800
Installation and removal		6,500
Storage		2,000
Power		300
Replacement bulbs / renewal		1,100
Traders contributions	2000	
Switch-on security		2,500
Entertainers		500
Road closures, licences etc.		2,460
Donations	700	700
First Aid		150
Capital Renewals		1,000
Charges to stalls, fairs	550	
Support columns - erect and remove plus storage		1,500
Totals	3250	19,510
Nett cost		16,260

Sheet 6

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

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

**Rolling Renewals Programme

Sheet 7

Second Provisional Office Budget for 2013-14

For information

Office budget and expenditure

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

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

Sheet 8

3rd Provisional salaries budget 2013/14

Heading	Budget						
	2013/14						
			66.5%	15.0%	3.5%	15.0%	
Town Clerk			Admin	LFE	Allot	LCC	
Pay	32,092.90	48,260.00	32,092.90	7,239.00	1,689.10	7,239.00	48,260.00
Pension	4,988.32	7,501.24	4,988.32	1,125.19	262.54	1,125.19	7,501.24
National Insurance	3,851.15	5,791.20	3,851.15	868.68	202.69	868.68	5,791.20
			40,932.37	9,232.87	2,154.34	9,232.87	61,552.44
Cost of Living Rise @ 2%**	818.65						
	41,751.02						
Other staff (proportionate)*							
Pay	11,930.58						
	53,681.60						
VC Pension (Arrears)	1,315.00						
Payroll Costs	400.00						
Total	55,396.60						

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

** If Applied

Sheet 9 **LCC Budget 2013/14**

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