

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

Town Clerk: Paul Beckerson (Helen Symmons – Acting)

Notice is hereby given that a meeting of the **Environment and Leisure Committee** of the Leigh-on-Sea Town Council will take place on **Tuesday 18th April 2017**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETING ON 21ST FEBRUARY 2017
5. PUBLIC REPRESENTATIONS
6. TOWN CLERK'S REPORT (Appendix 1)

EVENTS

7. EVENT REPORT

The Easter Event programme within the Community Centre was a great success with over 300 children taking part in the 6 activity sessions over the 9 days. A survey was undertaken of participants, the results will be reported at the E&L meeting in June.

The Events & Projects Officer is now in situ and planning has commenced on the remaining events programme.

ALLOTMENTS

8. AALG REPORT (Appendix 2)
9. BEE HIVE POLICY (Appendix 3) **DECISION ITEM**

The policy has been updated in line with minute 68 21/2/17 and it is **RECOMMENDED** that the Committee adopt the policy.

10. TREE INSPECTION

Following a recent legal case (Cavanagh v Witley Parish Council) and the Acting Town Clerk having attended the SLCC Essex Branch annual training day, it is **RECOMMENDED** that a tree inspection be undertaken by a qualified arboriculturalist and that this procedure be undertaken bi-annually.

11. HEALTH AND SAFETY FOR ALLOTMENT GARDENS (Appendix 4) **DECISION ITEM**

This was reviewed at the recent AALG meeting as it had been in place since 2013. A few amendments were made and it is **RECOMMENDED** that the Committee adopt the risk assessment.

The Acting Town Clerk will be implementing an operational risk register in respect of the allotments and will submit this at the next E&L meeting.

COMMUNITY TRANSPORT PROGRAMME

12. TO RECEIVE THE MINUTES OF THE PDG MEETING 7TH FEBRUARY 2017 (Appendix 5)

The meeting scheduled for 18th April was cancelled.

13. COMMUNITY TRANSPORT PROGRAMME REPORT

The Community Transport Officer retired at the end of March and a farewell tea was arranged for the programme members to thank her for her many years of service. Due to staffing, this programme is suspended for a short time to put alternative arrangements in place.

OTHER E & L MATTERS

14. ENGLAND COASTAL PATH (Appendix 6)

This is submitted to the Committee for information purposes.

15. ENVIRONMENT & LEISURE BUDGET 2016/17 – As at 31st March 2017 (Appendix 7)

Members are asked to note that this is not the year end statement of the Committee.

16. REVIEW OF ACTION PLAN (Appendix 8) **DECISION ITEM**

The E&L PDG reviewed the plan 13th March 2017. It is **RECOMMENDED** that the Committee adopt the revised plan which will be reviewed again in August 2017.



Helen Symmons
Acting Town Clerk
6th April 2017

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

ACTING TOWN CLERK'S DECISIONS FOLLOW UP RECORDS 2016/17

Committee	Minute No. and Subject	Action Required	RO	Completion status	Completion Date	Outcome	Forward Action Required
E&L 21-02	67. Event Report	1.Easter Events in LCC 2.Summer Season Strand Wharf 3.Leigh Lights 4.Carols on Strand Wharf 5.Tea Party	APO EO EO/TC EO EO/CT	6 days arranged Planning commenced Planning to commence To plan To plan	12-04-17	All well received	Debrief and survey
E&L 21-02	68. AALG Report	1.Confirm to AALG 2.Amend Bee Keeping Policy	TCA TC	Advised Amended	04-04-17 13-03-17	NFA Agenda item	NFA Decision
E&L 21-02	69. Hanging Baskets	1. PO to SBC	FO	Completed	24-01-17	No further action	Ensure quality acceptable
E&L 21-02	71.Year End Underspends	Recommend to P&R	TC	Agenda Item P&R	02-03-17	RESOLVED BY P&R	Yr-end procedure
E&L 21-02	72. Review of Action Plan	Meeting 13-03	Cllrs	Reviewed and updated	13-03-17	Agenda item	Decision & review



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Town Clerk: Helen Symmons - Acting

Report 2645/AC

ALLOTMENT ASSOCIATIONS LIASON GROUP 4th April 2017

Present: Cllrs Valerie Morgan (Chairman), Allotment Representatives, Alan Ashdown (LOSALGA), Ashley Hitchcock and Sheila Brazier (MDAS), Phill Major (MCAA), David Hammond (Leigh Allotments Orchard Group), Helen Symmons (Acting Town Clerk) Graham Davidson (Facilities Manager) and Abbie Cotterell (Assistant Proper Officer)

Apologies: Cllr Clive Hillman plus Ron Bates.

1. The Chairman welcomed all to the meeting and took apologies.
2. Rent - This item related to administration commission paid to MDAS for collecting rents. An increased rate was requested. Leigh Town Council will look into this and report back at the next meeting.
3. Vacating Plots – After discussion it was agreed that there will be no change to the process
4. Fencing - There is an issue with the boundary fencing where LOSALGA meets MDAS, leading up to the MDAS entrance. The Facilities Manager will undertake a site visit.
5. The Bee Keeping Policy was discussed and it was agreed it would go to the next E & L Committee for adoption.
6. Allotment Risk Register

A few amendments will be made and then the risk register will also be put forward to the next E & L Committee for adoption.

7. AOB

There were concerns by LOSALGA with speeding on the tracks. The Acting Town Clerk will look into this and deal with the matter accordingly.

MDAS thanked Southend Borough Council Street Clean team for their work. They reported dumped mattresses, trolleys, chairs and rubbish to them and they were all collected in a timely manner.

The cutting of the Prittle Brook Hedge has been completed, but MDAS had to remove the branches as they were not taken away by the contractor. The quality of the work was questioned and this was a matter for the Acting Town Clerk.

Marshall Close have created a Wild Flower meadow. These are for the communal enjoyment of the plot holders.

David Hammond submitted the March Orchard Report.

LOSALGA were requested for a risk assessment for the play equipment in the Greenhouse

Orchard Report, March 2017

With spring now upon us the trees are coming out of dormancy, and in fact the pear trees are already in full bloom.. It is likely to be the middle of April before the first apple trees follow suit. It has been a dry winter so there has been no flooding on the orchard, which a change from normal.

We had to have two attempts at the annual grass cut; at the November work party we had insufficient workers to finish the job so there was a second session in early December at which the task was finally completed. Since then, grass and weeds around each tree have been cleared and on a sunny Saturday morning in mid March we ran a work party to apply fertiliser and top dressing to the trees. A comma butterfly also showed up and there were a good number of bees around too, plus, the cowslips and celandines were out which is all good news.

So, provided we are spared severe frosts during the critical flowering period we should be set for another good year.

David Hammond
30 March 2017

Leigh Town Council Policy for Keeping Bees on Allotment Sites

This policy follows the best practice guidelines from National Society of Allotment & Leisure Gardeners (NSALG) & the British Beekeepers' Association (BBKA).

Leigh Town Council **RESOLVED** at an Environment & Leisure Committee Meeting 21st February 2017 Minute 68 that bee hives are only to be sited on the designated wildlife areas under the control of the Allotment Societies and not individual plots.

Representatives appointed by Leigh Town Council members have the right to arrange an inspection of the site if they have cause to investigate complaints of poor management or neglect of the hives/apiary site. Any costs for official inspections or as a result from mis-management or neglect causing swarms or the need to destroy colonies for removal will be for the Associations to settle.

1. CONDITIONS

- A beekeeper must be a member of the relevant Allotment Society where the hive(s) they are responsible for is(are) situated or be the allocated beekeeper for the Allotment Societies hives.
- Telephone numbers of all beekeepers should be prominently displayed on the Allotment Society notice boards and by the designated hive site and beekeepers are to make a First Aid kit available.
- Beekeepers must be a member of Southend Division of the Essex Beekeepers who are affiliated to the BBKA, membership of which provides public and product liability insurance. Proof of membership and insurance must be produced each year to the appropriate Allotment Society committee.
- Beekeepers must have a recognised qualification with the BBKA, undertaking at least a Beekeeping for Beginners course or higher and/or warrant that they have at least one year's experience of keeping bees with an experienced mentor to assist and support them. Further, the beekeeper warrants that they will exercise the appropriate skill and care in managing their colonies
- No hive shall be kept on the designated wildlife area without the prior consent of Leigh Town Council and the appropriate Allotment Society.

2. MANAGEMENT

- The beekeeper may have no more than one permanent hive, plus one temporary hive, for the purposes of swarm control, if needed, throughout the calendar year.
- A source of easily accessible water must always be provided for the bees and be in place before the bees are established. This source must be maintained and not allowed to run dry.
- An individual keeping bees on a designated wildlife area must ensure that for any period of (prolonged) absence, adequate arrangements are in place prior to absence to ensure their colonies are still managed and any problems swiftly dealt with. Contact numbers of alternative nominated persons are to be provided to the Allotment representatives (and/or Leigh Town Council).
- There are effective methods of swarm control and the beekeeper should practise these, carrying out a regular inspection at least once a week during the swarming season.
- The hives must be registered with BeeBase and open to inspection by the Regional Bee Inspector.

- The beekeeper should, as far as they are able, ensure that the colony of bees has a docile temperament when considered against an average colony of bees. Should the colony display overt aggressive tendencies such as excessive stinging, excessive defensiveness or 'following', the beekeeper must take suitable remedial action to calm the colony (which may include re-queening or ultimately destruction).
- Every effort should be made to inspect colonies at quieter times, when there are less people in the immediate vicinity of the colony/ies, however, the beekeeper shall always be mindful not to cause inconvenience to others who are working in the immediate vicinity and if necessary advise those persons around that inspections will be taking place and for roughly how long.
- Signs (as many as are reasonably needed) "Beekeeper at work" should be placed prominently while the beekeeper is working, and for around half an hour after, to ensure that no one accidentally walks too near.
- Ensure that bees are encouraged to rise at least 6 feet before leaving the plot by the use of screening, which could be natural hedging, wooden fencing or fine plastic/wire mesh screening. The screening also serves to avoid drawing the attention of potential vandals to the hives.

Failure to abide by the conditions of this agreement may result in the removal of the hive(s) from the allotment site.

HEALTH AND SAFETY FOR ALLOTMENT GARDENS

RISK ASSESSMENT

Hazard	Person at risk	Control / Monitoring
Blisters, minor cuts, abrasions	Society Members and guests	<ol style="list-style-type: none"> 1. Wear work gloves, not fabric. 2. Keep hands as clean as possible. 3. Keep up to date with tetanus inoculations. 4. First aid kit on site should contain plasters and wipes.
Accidents with tools	Society Members and guests	<ol style="list-style-type: none"> 1. Wear boots or other appropriate footwear. 2. Inspect site prior to work. 3. Exclude public if necessary. 4. Keep tools well-maintained to be safe to use. 5. Discard all faulty equipment. 6. Only use appropriate tools in correct manner. 7. Get basic training in tool safety. 8. Where non-standard, e.g. powered, equipment is required, seek appropriate advice. <p>For example ensure that tools are stored and hung appropriately and that you have an awareness of the function of each tool.</p>
Sharps: needles, razor blades etc	Society Members and guests	<ol style="list-style-type: none"> 1. Do not lift leaves etc. with hands. 2. Use boards / rakes etc. 3. Wear boots and gloves. 4. Use sharps box to discard any sharps. 5. Do not compact with feet or hands. <p>For example do not force items into waste bags with hands and feet.</p>
Moving, lifting or handling loads	Society Members and guests	<ol style="list-style-type: none"> 1. Assess load and location. 2. Seek help if required. 3. Get basic training in manual handling.
Uneven ground, trip hazards	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware of the state of ground being worked on. 2. Wear footwear with a good grip. 3. Take extra care if working on slippery ground. 4. All access routes must be kept free from materials and debris at all times.
Bacterial infections	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware that illness and infection can be caused by poor garden hygiene. 2. Take care not to put hands in mouth or around mouth, nose or eyes while gardening. 3. Wash hands carefully before eating. 4. Cover cuts or grazes with waterproof dressings while working in the garden. 5. Garden produce should be washed thoroughly before eating.
Plant allergies	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware you may be allergic to certain plants and if so avoid contact. 2. Try to wear gloves at all times. 3. Wash hands thoroughly at the end of each session.
Garden chemicals	Society Members and guests	<ol style="list-style-type: none"> 1. All chemicals should be clearly marked and stored, and used according to manufacturer's instructions by competent people only.

Sunburn	Society Members and guests	<ol style="list-style-type: none"> 1. Wear suitable clothing. 2. Wear a high factor protective sun cream, it is the individual's own responsibility to use it. 3. Drink adequate fluids to stay hydrated. 4. Take breaks when required.
Hypothermia	Society Members and guests	<ol style="list-style-type: none"> 1. Wear warm outdoor clothing – waterproof clothing if required.
Fire	Society Members and guests	<ol style="list-style-type: none"> 1. Emergency evacuation procedures to be in place and understood by all participants. 2. No smoking in enclosed spaces or near garden chemicals.
Bee and wasp stings	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware of environment and do not provoke bees or wasps. 2. Stay clear of bee or wasp hives / bikes. 3. If stung by bee or wasp please seek help from staff. 4. Leave area if necessary.
Poly tunnels, sheds & loose equipment	Society Members and guests	<ol style="list-style-type: none"> 1. Keep in a good state 2. Ensure tethered in case of high winds
Composting	Society Members and guests	<ol style="list-style-type: none"> 1. Avoid turning compost heaps. 2. Wear face mask and gloves when turning compost heaps.
Animal manures	Society Members and guests	<ol style="list-style-type: none"> 1. Wear gloves when handling animal manures and wash hands thoroughly afterwards.
Water butts	Society Members and guests	<ol style="list-style-type: none"> 1. Garden produce and hands should not be washed with water from the water butts. <p style="color: red;">For example do not drink from the water butts.</p>
Work in public spaces	Society Members and guests	<ol style="list-style-type: none"> 1. Wear high visibility jackets. 2. Exclude public if necessary.

GROUND RULES FOR ALLOTMENT GROUPS

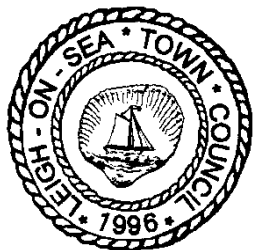
To be adhered to by all users of the allotment:

- No alcohol should be consumed before or while gardening.
- Ashtrays to be used for cigarette stubs.
- Have first aid kit available at all settings.
- Everybody needs to be willing to share, co-operate and communicate.
- Be aware that everybody has different abilities and skills and not everybody can make an equal contribution.
- Each individual has to take personal responsibility for his / her safety, particularly if working on their own.
- At all times, each individual using the allotments must act in a responsible, considerate manner; mindful of others working in the allotment.

CREATED 2013

REVIEWED MARCH 2017

TO BE REVIEWED MARCH 2020



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Chairman: Cllr Carole Mulroney
Vice Chairman: Vacant
Acting Town Clerk: Helen Symmons

Minutes of the meeting of the **Community Transport Project and Development Group** held at 11.00am on **Tuesday 7th February 2017** at the Community Centre, 71-73 Elm Road, Leigh-on-Sea.

Present: Cllr Donald Fraser (Chairman), Cllr Valerie Morgan (Chairman of Environment & Leisure Committee), Pat Holden, Paul Lawrence, Margaret Cotgrove and Vivien Choppen (CTO). Pat Grieg sent her apologies.

1. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting on 11th October 2016 were agreed by the group and signed by the chairman.

2. MEMBERSHIP UPDATE

The membership of the Community Transport Scheme has decreased to 161 members.

3. THE SALVATION ARMY MINIBUS

When transporting our members to the Palace Theatre on 13th October our volunteer driver experienced a problem with the brakes of the Salvation Army minibus. The problem was reported to the central Salvation Army Vehicle Fleet Group. Arrangements were made for a visual inspection of the vehicle in situ, transportation on a flatbed lorry and storage overnight at a nominated garage. On examination the following day no mechanical failure was found, despite our driver describing the brake problem encountered at length with both the Salvation Army and the garage mechanic.

As a result of this incident, it emerged that Leigh Salvation Army Corps does not hold vehicle breakdown recovery insurance but has a pay as you go arrangement with a company called In2Fleet, who handle all vehicle maintenance, defects and breakdowns. As a consequence the charges raised on the Army (£670.00) were necessarily passed on to the Council. The Environment & Leisure Committee resolved to meet the charge. (E&L Meeting 18th October Min 41)

Since the incident the Leigh Salvation Army Corps has reviewed its vehicle insurance cover and they informed us that in future it will apply only when their vehicle is being used on official Salvation Army business. As a result the Council has been advised that the Salvation Army can no longer support Leigh Town Council's Community Transport Project.

The Chairman emphasised his full support of our driver's actions and stated that the safety of our members must always be of paramount importance.

4. FIRST AID FOR OLDER PEOPLE

The group noted that 4 of our volunteer drivers and escorts will attend the SAVS course on First Aid for Older people on 21st February. Depending on how useful we find the course our other volunteers will be asked to attend when future dates are advertised.

5. ALLOWANCES FOR VOLUNTEER HELPERS

The introduction of the small allowance for volunteer helpers was welcomed and noted.

6. REPORT ON THE FOLLOWING TRIPS TAKEN SINCE LAST MEETING:

- a. Jekyll and Hyde the Musical at the Palace Theatre on 13th October. The musical was enjoyed by 18 of our members. Transport was provided by a minibus and two cars. Transport difficulties were encountered with the Salvation Army Minibus. Our helpers worked hard to over-come the problems and successfully co-opted friends to help get our members home at the end of the show.
- b. Christmas Shopping Trip to Alton Gardens on 24th November proved very popular again with 20 members and 4 helpers going on the trip.
- c. The Nutcracker at the Odeon Cinema on 8th December. A great experience for 11 members to see a live screening of a ballet from the Royal Opera House.
- d. Christmas Lunch at the Sarah Moore on 13th December. Once again Christmas lunch was a great success, and despite 9 cancellations due to illness, was enjoyed by 34 members. Many thanks to office staff and other helpers who helped with transport for those who couldn't make their own way and with serving the lunch on the day.

7. PROGRESS ON ARRANGEMENTS FOR FUTURE EVENTS:

Nothing to report

8. FUTURE PROGRAMME OF EVENTS

The Community Transport Officer was asked to organise:

- a. A trip to the Plaza Centre to see the pianist Peter Donohoe on 24th February.
- b. A trip to the Palace Theatre to see the SOD's production of Dirty Rotten Scoundrels on 30th March.
- c. A trip to the Palace Theatre to see LOD's production of Betty Blue Eyes 3-6 May (date to be agreed)

Further the group agreed to include in the programme a visit to Kelvedon Hatch Nuclear Bunker later in the summer.

Vivien Choppen
Community Transport Officer
16th February 2017

Next meeting: Tuesday 18th April 2017 at 11.00am

England Coast Path



What is the England Coast Path?

The England Coast Path will be a new National Trail all around England's coast. It's opening in sections and will be complete in 2020. When it is complete it will be one of the longest coastal walking routes in the world at 2,795 miles (4,500 kilometres) long.

The England Coast Path is happening because of a completely new right of access that gives everyone the legal right to explore our coast for the very first time. It is much more than just a path, it gives access to beaches, cliff-tops, and most of the wonderful habitats around our coast. You can see the open sections and how they relate to the other National Trails on the National Trails website <http://www.nationaltrail.co.uk/england-coast-path>

What is special about the England Coast Path?

England's coastline is spectacularly beautiful, rich in wildlife and hugely popular.

None of us lives more than 75 miles from it and as a nation we make over 70 million trips a year to enjoy it. We love walking along it but at the

moment we don't have a right to explore most of our nation's coastline. Once complete the England Coast Path will provide clear, well-managed access to the whole coast – whether you want a short stroll or a more challenging hike.

The new right of Coastal Access brings in 'roll back' meaning that if a section of coast erodes or slips the path isn't lost, it simply moves back with the new coastline.



And of course one of the great joys of the coast is exploring the beaches, cliff-tops and headlands. For the very first time, under coastal access, this will be a legal right.

Not everywhere will be accessible though. You won't have any rights to enter private houses and gardens or Ministry of Defence land. Sensitive habitats will also be protected. Some parts of the path may be closed to allow for repair or other works, the coastal margin may also be subject to restrictions.

Overview of progress

The new right of access will be brought into effect at different times around the coast.

The route proposed by Natural England must be:

- Safe, direct and pleasant to walk.
- Ideally it will adhere to periphery of coast & provide sea views.
- Interruptions to the route will be minimised.
- Alignment will protect the coastal environment.
- The route will be responsive to coastal change.

What benefits will the England Coast Path bring?

Walking in the countryside is good for people's health and wellbeing, and providing more access to our coastline brings huge benefits by both connecting us with nature and boosting local tourism.

Tourism is hugely important to the rural economy, contributing around £11 billion each year – and by attracting even more visitors to explore our iconic coastline, the England Coast Path will benefit even more local businesses such as pubs and hotels.





The new routes will also improve public access to our coastline, beaches and foreshore, with existing coastal footpaths used where possible, or in some cases moved nearer the sea so walkers have a better opportunity to properly enjoy our coastal views and beaches.

The England Coast Path will be a well way-marked National Trail around the whole of the English coast, passing through some of our country's finest and iconic landscapes.

Progress on the England Coast Path in Essex

There is already public access along approximately 85% of the Essex coast along existing public rights of way. The coast path will enable the existing sections to be joined. The new path will be a public footpath but where there is an existing bridleway or byway it will not be downgraded.

Officers from Essex County Council are providing Natural England with expert local advice and helping to make sure there is full consultation with local interests during the development of the route.

Work has started and the new access is expected to be ready in 2018:

Harwich to Shotley Gate 39 km; Jaywick to Harwich 60km; Salcott to Jaywick 81km; Around

Mersea Island 20km; Maldon to Salcott 39km; Burnham-on-Crouch to Maldon 62km.

Work will start in 2017 on the stretch between Burnham-on-Crouch and Wallasea Island.

Work will start on the remaining stretch of Essex Coast



to Tilbury in 2017/18 with completion by 2020.

Thanks to Ruth Livingstone for the photos www.coastalwalker.co.uk from 'Walking the English Coast: a Beginner's Guide'



FARMERS' MARKET DETAILED BUDGET					2016/17				
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
Stall Hire	£ 2,002.00	£ 2,000.00	£ 2.00	99.90%	Hall Hire	£ 800.00	£ 792.00	£ 8.00	99.00%
					Leaflets/Publicity	£ 500.00	£ 521.30	-£ 21.30	104.26%
					Banners	£ 200.00	£ 185.00	£ 15.00	92.50%
					Miscellaneous	£ 50.00	£ 19.98	£ 30.02	39.96%
TOTAL INCOME	£ 2,002.00	£ 2,000.00	£ 2.00	99.90%	TOTAL EXPENDITURE	£ 1,550.00	£ 1,518.28	£ 31.72	97.95%

COMMUNITY TRANSPORT DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Ticket Sales	£ 3,200.00	£ 3,182.70	£ 17.30	99.46%	Ticket Purchases		£ 1,400.00	£ 1,783.30	-£ 383.30	127.38%
					Travel Costs		£ 750.00	£ 597.40	£ 152.60	79.65%
					Driver Costs		£ 260.00	£ 389.06	-£ 129.06	149.64%
					Refreshments		£ 1,200.00	£ 640.99	£ 559.01	53.42%
					CTA Membership		£ 270.00	£ 254.17	£ 15.83	94.14%
					Miscellaneous		£ 50.00	£ 774.77	-£ 724.77	1549.54%
					Staffing Costs		£ 4,377.00	£ 4,404.39	-£ 27.39	100.63%
TOTAL INCOME	£ 3,200.00	£ 3,182.70	£ 17.30	99.46%	TOTAL EXPENDITURE	£ -	£ 8,307.00	£ 8,844.08	-£ 537.08	106.47%

LEIGH LIGHTS DETAILED BUDGET										2016/17	
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent	
					Leigh Lights Reserve	£ 4,659.00			£ 4,659.00		
Traders Contribution	£ 1,600.00	£ 1,500.00	£ 100.00	93.75%	Column Testing 1/3		£ 1,450.00	£ 3,500.00	-£ 2,050.00	241.38%	
Stall Fees	£ 400.00	£ 570.00	-£ 170.00	142.50%	Installion Removal & Storage		£ 9,500.00	£ 9,150.00	£ 350.00	96.32%	
Sponsorship		£ 250.00	-£ 250.00		Electricity		£ 330.00	£ 381.63	-£ 51.63	115.65%	
					Repairs & Renewals		£ 1,100.00	£ -	£ 1,100.00	0.00%	
					Security		£ 3,500.00	£ 5,436.30	-£ 1,936.30	155.32%	
					Entertainment/Outside Assistance		£ 1,000.00	£ 355.00	£ 645.00	35.50%	
					Road Closures & Licences		£ 6,000.00	£ 4,897.07	£ 1,102.93	81.62%	
					First Aid, Cleansing & Banners		£ 775.00	£ 560.53	£ 214.47	72.33%	
					Capital Renewals		£ 5,000.00	£ 4,680.00	£ 320.00	93.60%	
					Support Columns - Erect & Remove		£ 1,800.00	£ -	£ 1,800.00	0.00%	
					Miscellaneous			£ 250.00			
TOTAL INCOME	£ 2,000.00	£ 2,320.00	-£ 320.00	116.00%	TOTAL EXPENDITURE	£ 4,659.00	£ 30,455.00	£ 29,210.53	£ 6,153.47	95.91%	

ALLOTMENTS DETAILED BUDGET										2016/17
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Manchester Drive Rent	£ 6,700.00	£ 5,634.31	£ 1,065.69	84.09%	Maintenance Costs	£ 1,120.19	£ 2,000.00	£ 1,003.70	£ 2,116.49	32.17%
Leigh Site Rent	£ 2,964.00	£ 2,990.50	-£ 26.50	100.89%	Protective Clothing			£ -	£ -	
Marshall Close Rent	£ 399.00	£ 430.00	-£ 31.00	107.77%	Waste Clearance/Tree Work		£ 750.00	£ 880.00	-£ 130.00	
					ASA Leigh Site		£ 1,600.00	£ 1,600.00	£ -	100.00%
Manchester Drive Water	£ 1,159.00	£ 1,061.00	£ 98.00	91.54%	ASA Manchester Drive		£ 3,000.00	£ 3,000.00	£ -	100.00%
Leigh Water	£ 433.00	£ 438.00	-£ 5.00	101.15%	ASA Marshall Close		£ 500.00	£ 500.00	£ -	100.00%
Marshall Close Water	£ 58.00	£ 64.50	-£ 6.50	111.21%	Capital Expenditure	£ 3,876.73	£ 1,250.00	£ 116.58	£ 5,010.15	2.27%
					Affiliations		£ 60.00	£ 55.00	£ 5.00	91.67%
Keys		£ 110.00	-£ 110.00		Water Rates		£ 2,500.00	£ 3,233.74	-£ 733.74	129.35%
Tenancy Deposits		£ 1,150.00	-£ 1,150.00		Keys & Refunds			£ 110.00	-£ 110.00	
Other Income		£ 20.00	-£ 20.00		Tenancy Deposits			£ 300.00	-£ 300.00	
					MDAS Commission		£ 1,000.00		£ 1,000.00	0.00%
					Staff Costs		£ 4,877.00	£ 8,900.76	-£ 4,023.76	182.50%
TOTAL INCOME	£ 11,713.00	£ 11,898.31	-£ 185.31	101.58%	TOTAL EXPENDITURE	£ 4,996.92	£ 17,537.00	£ 19,699.78	£ 2,834.14	87.42%

ENVIRONMENT AND LEISURE DETAILED BUDGET					2016/17					
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Community Transport	£ 3,200.00	£ 3,182.70	£ 17.30	99.46%	Community Transport		£ 8,307.00	£ 8,844.08	-£ 537.08	106.47%
Farmers' Market	£ 2,002.00	£ 2,000.00	£ 2.00	99.90%	Farmers' Market		£ 1,550.00	£ 1,518.28	£ 31.72	97.95%
Leigh Lights	£ 2,000.00	£ 2,320.00	-£ 320.00	116.00%	Leigh Lights	£ 4,659.00	£ 30,455.00	£ 29,210.53	£ 5,903.47	83.19%
Allotments	£ 11,713.00	£ 11,898.31	-£ 185.31		Allotments	£ 4,996.92	£ 17,537.00	£ 19,699.78	£ 2,834.14	87.42%
General Events	£ 450.00	£ 803.67	-£ 353.67		General Services*	£ 1,000.00	£ 9,200.00	£ 5,940.13	£ 4,259.87	58.24%
Loaned Equipment		£ 225.00			General Events*	£ 1,728.30	£ 8,800.00	£ 5,904.87	£ 4,623.43	56.09%
					Staffing Costs		£ 14,193.00	£ 22,088.71	-£ 7,895.71	155.63%
TOTAL INCOME	£ 19,365.00	£ 20,429.68	-£ 839.68	105.50%	TOTAL EXPENDITURE	£ 12,384.22	£ 90,042.00	£ 93,206.38	£ 9,219.84	91.00%
General Services					General Events					
Flower Baskets	£ 6,600.00	£ 5,057.00	£ 1,543.00	76.62%	Maritime Festival		£ 3,750.00	£ 3,508.88	£ 241.12	93.57%
First Aid Provision	£ 1,100.00	£ 883.13	£ 216.87	80.28%	90 for 90		£ 500.00	£ 366.03	£ 133.97	73.21%
		£ -	£ -		Carols on Strand Wharf		£ 1,000.00	£ 584.21	£ 415.79	58.42%
Good for Leigh	£ 500.00		£ 500.00	0.00%	Spring Spectacular		£ 1,250.00	£ 735.00	£ 515.00	58.80%
Community Facilities	£ 1,000.00	£ -	£ 1,000.00	0.00%	Other Events		£ 1,500.00	£ -	£ 1,500.00	0.00%
					Events Equipment		£ 500.00	£ 411.50	£ 88.50	82.30%
					LCC Room Hire		£ 300.00	£ 299.25	£ 0.75	99.75%
	£ 9,200.00	£ 5,940.13	£ 3,259.87	64.57%		£ -	£ 8,800.00	£ 5,904.87	£ 2,895.13	67.10%

LEIGH TOWN COUNCIL ACTION PLAN 2016-2020

E & L COMMITTEE

Strategic Aim TO TAKE PART IN AN OPEN DIALOGUE WITH THE COMMUNITY

Objective	Action	Timescale	Budget	Review	Forward Plan
To engage proactively with the community by gathering feedback on council activities and events in order to respond positively and tailor and/or initiate subsequent events more closely to that feedback	<p>Continue with, and review, relevant PDGs and community forums (events, tourism, community transport)</p> <p>Consider the need for other community forums</p> <p>Allotments – quarterly meetings between Allotment Forum and LTC officer</p>	<p>On-going</p>	Overall E&L budget	<p>Review undertaken March 2017.</p> <p>Items are relevant to full Council workshops taking place with regard to Neighbourhood Planning project</p>	<p>Be mindful of linking these elements into future plan developments</p>

Strategic Aim PROVIDE HIGH STANDARD VALUE FOR MONEY SERVICES

Objective	Action	Timescale	Budget	Review	Forward Plan
To work collaboratively with the LCC staff to monitor objectives, budget and expenditure in the light of feedback	<p>LCC staff to report to E&L meetings on response to feedback on events/activities and to offer recommendations for consideration.</p> <p>Leigh Lights - continue with refurbishment of lights, introduce max 10 new pieces, renew 3 year installation and storage contract</p>	<p>Ongoing</p> <p>2016/17</p> <p>Ongoing</p>	Overall E&L Budget	<p>Review undertaken March 2017.</p> <p>Contract renewed.</p> <p>Awaiting new member of staff to move forward with 2017/18 event programme.</p> <p>Due to staffing this</p>	<p>Implement 2017/18 events programme and lighting refurbishment plans.</p> <p>Monitor August 2017</p>

	Community transport scheme – to continue to offer trips to the elderly and/or disabled residents within LTC boundary. Advertise in LTC Newsletter to encourage participation from other residents.			programme will be suspended for a short time. Article in December 2016 newsletter	
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Strategic Aim ASSIST AND ENCOURAGE OTHER BODIES TO PROVIDE HIGH STANDARD VALUE

Objective	Action	Timescale	Budget	Review	Forward Plan
To initiate and strengthen communication and relationships with voluntary, statutory and commercial organisations (for example, 'mums and toddler groups', schools, churches, etc) to encourage collaborative engagement in town events	Advertising on community website, council newsletter (2xyear) Articles in LTC Newsletter to highlight events/activities targeted at specific groups (either as reports on what has happened or to raise awareness of activities at LCC) + invitation for any other groups to contact LCC Application process for grant funds and request article for newsletter	Approx 2 months prior to newsletter release in Dec/June	Overall E&L Budget	New website under construction Currently sourcing articles for next issue This function comes under P&R committee	Consider once developed Ongoing

Strategic Aim PROMOTE THE BEST NEEDS OF THE TOWN

Objective	Action	Timescale	Budget	Review	Forward Plan
To ensure that LTC events and activities are effectively and widely publicised for the benefit of the town and the community	Providing a platform for local groups at town events – circulate information of events to groups using LCC and provide information to local press on up-coming events with an invitation to other local groups to contact LCC for further information. Farmers’ Market – to continue with monthly markets and to consider ways of encouraging better trader participation and an increase in customers		Community initiatives budget/good for Leigh budget	This links in with workshop discussions	Monitor August 2017

Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

Signed by Chair.....

Date.....

TO BE REVIEWED August 2017