

# 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 Carole Mulroney  
Vice Chairman: Cllr Helen Robertson  
Town Clerk: Paul Beckerson

Notice is hereby given that the next meeting of the **POLICY AND RESOURCES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 6<sup>th</sup> September 2016** at the 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. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 5<sup>TH</sup> JULY 2016
5. MINUTES OF THE PERSONNEL SUB-COMMITTEE 24<sup>TH</sup> AUGUST 2016
6. PUBLIC REPRESENTATIONS

## POLICY

7. COLLATION OF COMMITTEE ACTION PLANS (Appendix 1) – **DECISION ITEM**

These are for review prior to submission to full Council.

Minute 26 E&L Meeting 16<sup>th</sup> August, **RECOMMEND TO P&R** that following the complete overview of all Committee plans, the overall Council action plan be included in the LTC news.

8. PAYROLL ADMINISTRATION (Appendix 2) – **DECISION ITEM**

The Committee are asked to consider the **RECOMMENDATION** in Report 2609

9. JOB DESCRIPTION OF COMMITTEE CHAIRMAN (Appendix 3) – **FOR NOTING**

The Acting Town Clerk has submitted the idea to the Committee as a way of assisting Councillors who may be interested in taking on a Chairman role within Council. If it is of interest then a formal recommendation can be made at the next meeting of P&R with appropriate wording adopted.

## REFERENCES FROM P&R GROUPS AND OTHER COMMITTEES

10. VOLUNTEER PDG – **DECISION ITEM**

This matter was deferred from P&R meeting 5<sup>th</sup> July, pending the Chairman's return.

It is **RECOMMENDED** that a meeting date be set to review and discuss the programme fully. This is now to be done via a P&R PDG.

11. STRAND WHARF LEASE – **FOR NOTING**

A confidential report was submitted to CFC 2<sup>nd</sup> August and the Committee **RESOLVED** to **RECOMMEND** to Council that the lease be completed when appropriate. This will be included in Council Agenda 20<sup>th</sup> September 2016.

12. INTERN PROGRAMME (Appendix 4) – **DECISION ITEM**

The Committee are asked to consider the **RECOMMENDATION** in Report 2607

<b>RESOURCES</b>
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13. STAFF – REQUEST FROM TOWN CLERK TO ATTEND SLCC NATIONAL CONFERENCE (Appendix 5) – **DECISION ITEM**

The Committee are asked to consider the **REQUEST** in Report 2611/PB

14. QUARTERLY FINANCE AND BANK RECONCILIATION CHECKS

Report from Cllr Fraser

**Quarterly Finance Check**

On 20th July 2016 I selected the month of May in respect of cheques, whilst for Petty Cash I selected the month of April.

When I carried out the usual checking of relevant items, I was joined by Cllrs Valerie Morgan and Ron Owen, explaining to them which items required to be checked. In all cases the items were found to have been appropriately initialled and agreed to the individual documentation.

DONALD FRASER

Report from Cllr Owen

**Quarterly Bank Reconciliation Check**

2015/16 checks are now completed and all in order. No check has been undertaken as yet for July 2016. This will be undertaken in due course with Cllr D Mulroney who will then complete the October check.

15. COMMITTEE AND COUNCIL BUDGETS

- P&R Budget Reports as at 31<sup>st</sup> August 2016 (Appendix 6)
- Leigh Town Council Main Budget Report as at 31<sup>st</sup> August 2016 (Appendix 7)

16. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **DECISION ITEM**

See report 2610/I&E (Appendix 8) The Committee is asked to note the income and **RECOMMEND the expenditure to Council.**

17. BANK ACCOUNT BALANCES as at 31<sup>st</sup> August 2016

CCLA a/c	£323,032.63
HSBC BMM a/c	£100,514.93
HSBC Current a/c	£ 16,462.38
HSBC Payroll a/c	£ 10,316.05
HSBC Imprest a/c	£ 1,196.33

**CONFIDENTIAL MATTERS**

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

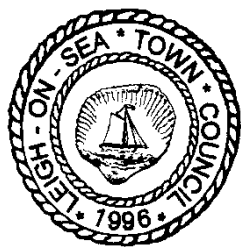
That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SO 3(d) – legal)

19. LEGAL MATTER (Confidential Appendix)



Helen Symmons  
Acting Town Clerk  
1<sup>st</sup> September 2016

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



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## MINUTES OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON WEDNESDAY 24TH AUGUST 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Owen, Hillman, Robertson, Herbert, Parker and C Mulroney.

### **The meeting commenced at 5.30pm.**

#### 1. ELECTION OF CHAIRMAN

Councillor Owen was elected Chairman of the Sub-Committee

#### 2. ELECTION OF VICE-CHAIRMAN

Cllr Father Hillman was elected Vice Chairman of the Sub-Committee

#### 3. APOLOGIES FOR ABSENCE

Cllr Ward

#### 4. DECLARATION OF MEMBERS' INTERESTS - none

#### 5. MINUTES OF PREVIOUS MEETING 8<sup>TH</sup> MARCH 2016

The minutes of the meeting of 8 March were signed by the Chairman

#### 6. 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 (SOs. 3(d) and 24(a) - (staffing))

#### 7. STAFF ABSENCE MANAGEMENT

**RESOLVED:** That the Absence Management Regime as described in Confidential Appendix 1 be adopted and that the Chairman of the Council and Cllr Herbert be authorised to continue with the supervision of the regime.

#### 8. STAFF APPRAISAL ISSUES

Confidential Appendix 2 was considered

**RESOLVED:** That authority be given to the Chairman of the Council and Cllr Herbert to undertake the Town Clerk's appraisal and report back to the Sub-Committee.

### **The meeting ended at 7.10pm**

## LEIGH TOWN COUNCIL ACTION PLAN 2016-2020

### Policy and Resources Committee

Strategic Aim	Objective	Action	Timescale	Budget	Review
<p>Take part in an open dialogue with the community....</p>	<p><b>Leigh Town Council News</b> Develop the magazine to invite participation/dialogue on Council responsibilities etc</p> <p><b>Volunteers</b> Clarify roles and responsibilities for the volunteers, co-ordinator and office. Budget in place to pay co-ordinator revise job specification and person spec. and advertise and appoint a new co-ordinator.</p> <p><b>3 Year Action Plan</b> Established and currently under trial period. The Strategic Aims should now be embedded within the individual objectives and clearly identified.</p>	<p>Build in comments/letters page. Encourage committees to involve and invite dialogue. Building method for Council Website for site visitors to leave messages.</p> <p>Meeting of Volunteer PDG</p> <p>Decision to be made on appointing a Volunteer Co-ordinator</p> <p>Advertise and appoint</p> <p>Town Clerk to work closely with new Chairmen to ensure the Action Plan is completed with sufficient detail to be used as a framework for the work of each committee</p> <p>Identify possible training needs</p> <p>Ensures set dates for Review are met and reported on</p>	<p>By end of September</p> <p>End of May</p> <p>By June</p> <p>End of May</p> <p>Ditto</p> <p>August/November/February</p>	<p>Increase budget to reflect increase in cost for delivery and production. Website development budget implications.</p> <p>Review pay and expenses for this role</p> <p>Cost item from appropriate budget stream</p> <p>Potential impact on Training Budget</p>	

<b>Strategic Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Timescale</b>	<b>Budget</b>	<b>Review</b>
Provide high standard, value for money services...	Build into the Review scrutiny of all service provision, inviting feedback from recipients/public, noting production costs, and identify savings  Review revise standing orders	Propose to discuss at future committee meetings methods that could be adopted in undertaking this Strategic Aim  In discussion with Town Clerk	May/June  Annually	Aim to reduce budget, make savings where possible	
Assist and encourage other bodies to provide high standard value....	Work with contributors to magazine to submit on time quality items and images. Monitor volunteer roles and responsibilities through informal dialogue. Develop evaluation proforma	Review and revise Writing Guide and distribute online and at reception. At the time of the various support either for Community Centre or Events use a proforma evaluation VC to design and produce this.	By September  Ongoing  June/July	Photocopy cost   Photocopy cost	
Promote the best needs of the Town	Consider developing a Policy Document that proposes methods that involve the community participating in identifying what are the needs of the Town	If agreed, develop the Policy	October		

**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.....

Strategic Aim	Objective	Action	Timescale	Budget	Review	
<p>Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council</p>	<p>To engage with the public in the development and implementation of the future refurbishment of the community centre and the Leigh Leisure Plaza Project.</p>	<p>Advertise and enrol suitable local residents and service users to the development and implementation groups.</p>	<p>With immediate effect and continuing throughout these projects.</p>	<p>£500</p>		
	<p>To communicate our plans and aspirations and consult with the public where appropriate to ensure that the services we provide are required</p>	<p>Inform the local press of projects at an early stage. Implement formal consultations utilising the LTC news, website and other media</p>	<p>As appropriate</p>	<p>£1,000</p>		
<p>Provide high standard, value for money services to help to meet the needs and wishes of the community.</p>	<p>To maintain and improve the existing capital assets of the Council particularly at the skatepark and Strand Wharf.</p>	<p>Carry out full safety survey of assets and review scheme of regular safety and maintenance checks.</p>	<p>Surveys and review to be reported at October meeting.</p>	<p>£</p> <p>£5,000</p> <p>£2,000</p> <p>£2,000</p>		
	<p>To maximize the utilisation and benefit of the existing assets of the Council</p>	<p>Continue existing program for CC and further marketing and development by CC administrator. Develop promotion of use of skatepark and Strand Wharf</p>	<p>Ongoing.</p> <p>3 months</p>			
	<p>To develop a refurbishment and development plan for the Community Centre and to implement these works.</p>	<p>Establish refurbishment group/SC.</p>	<p>3 months</p>			
		<p>Review staffing requirements for major projects.</p>	<p>3 months</p>			
		<p>Professional consultation. Finalise business plan utilising intern.</p>	<p>As required</p> <p>6 months</p>			
		<p>Develop and finalise scheme of refurbishment.</p>	<p>12 months</p>			
<p>Identify and secure funding. Implement refurbishment scheme</p>	<p>12 months</p> <p>3 years</p>					
<p>Establish development group/SC.</p>						

	<p>Leigh Leisure Plaza: The objective is to provide for the people of Leigh on Sea and the surrounding area, of all ages and capabilities, an outdoor activity and recreation area on Leigh Marshes between the refuse centre and the golf driving range.</p> <p>Minor works</p>	<p>Carry out feasibility study and local survey. Review staffing requirements to support and implement scheme</p> <p>To continue to review and consider opportunities for minor schemes and be flexible to developing needs such as continuation of local services if withdrawn by principal authority.</p>	<p>Report to October meeting</p> <p>3 months</p> <p>PDG to meet at least 6 monthly to audit and review in January and October.</p>		
<p>Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.</p>	<p>Via membership of other bodies such as coastal community group to encourage local provision. By engagement of local PA members to ensure maximum provision for Leigh.</p>	<p>Continue support and membership of local bodies. Provide support and assistance to these bodies as required. To establish and maintain good working relationships with PA.</p>	<p>Ongoing.</p>	<p>£500</p>	
<p>Promote the best interests of the town for the benefit of the local community.</p>	<p>Support the work of other committees and Council by providing and maintaining the physical assets of the Council.</p>	<p>Chairman to engage with the Chairs of other committees at Chairman's liaison meetings and report back to committee.</p>	<p>Ongoing</p>		

## Community Facilities Action Plan 2016 – 2020

**25/07/16**

Outline actions agreed May 2016

Enhance action plan agreed August 2016

Quarterly reviews and feedback due November 2016 and February 2017

**Chair: Cllr Richard Herbert**



Strategic Aim	Objective	Action	Timescale	Budget	Review
<p>Take part in an open dialogue with the community to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the town council</p>	<p>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>	<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>	<p>Overall E&amp;L budget</p>	<p>Annual (first E&amp;L meeting of each council year)</p>
<p>Provide high standard, value for money services to help to meet the needs and wishes of the community.</p>	<p>To work collaboratively with the LCC staff to monitor objectives, budget and expenditure in the light of feedback</p>	<p>LCC staff to report to E&amp;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>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.</p>	<p>On-going</p>	<p>Overall E&amp;L budget</p>	<p>Annual overall review of objective + specific reviews of each event/activity at E&amp;L meetings throughout the year</p>

<p>Assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents.</p>	<p>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</p>	<p>Advertising on community website, council newsletter (2xyear)</p> <p>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</p> <p>Application process for grant funds and request article for newsletter</p>	<p>Approx 2 months prior to newsletter release in Dec/June</p>	<p>Overall E&amp;L budget</p>	<p>E&amp;L committee to scrutinise website 2 x per year</p> <p>E&amp;L committee to review content of LTC Newsletter 2 x per year to ensure a wide range of activities/groups is included</p> <p>E&amp;L committee to scrutinise applications as they come in and evaluate outcomes</p>
<p>Promote the best interests of the town for the benefit of the local community.</p>	<p>To ensure that LTC events and activities are effectively and widely publicised for the benefit of the town and the community</p>	<p>Providing a platform for local groups at town events – circulate information of events to groups using LCC and provide information to local press on upcoming events with an invitation to other local groups to contact LCC for further information.</p> <p>Farmers' Market – to continue with monthly markets and to consider ways of encouraging better trader participation and an increase in customers</p> <p>Heritage assets group – to continue 2015-16 action plan and report to E&amp;L meetings (regular agenda item)</p> <p>Tourism PDG – to create action plan for 2016-20 and report to E&amp;L meetings (regular agenda</p>		<p>Community initiatives budget/good for Leigh budget</p>	<p>E&amp;L committee to monitor groups attending events with the support of LCC staff</p>

		item)  Town councillors to be seen as ambassadors – attending events, writing articles for LTC Newsletter, etc.			
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**Leigh on Sea Town Council Action Plan 2016 – 2020**

**Committee.....**

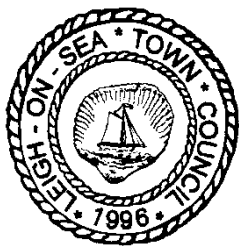
**Outline actions agreed May 2016**

**Enhance action plan agreed August 2016**

**Quarterly reviews and feedback due November 2016 and February 2017**

**Chair.....**

**Date.....**



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REPORT 2609/VC

## Procedure Change - Payment of Staff Salaries

Currently one member of the finance team actions salary payments by bank transfer directly into the staff bank accounts. Dual approval of these payments by Councillors occurs retrospectively. As with many banks, HSBC does not operate a dual approval system for bank transfers. The lack of instantaneous approval opens the Council to the risk of misappropriation of funds. Equally finance staff are vulnerable if mistakes are made.

Our payroll provider Acumen Wages Service is now offering a BACS service for the payment of salaries. Monthly fees are:

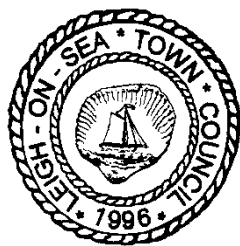
1-25 transactions £20.00 plus VAT  
26-50 transactions £30.00 plus VAT

As the Council currently employees 14 staff, together with one monthly payment to HMRC, it falls within the 1-25 transaction charging regime and the annual cost would be £240.00.

I suggest that the Council takes advantage of this service, thus minimising the risk to the Council and for the protection of the finance staff.

It is **RECOMMENDED** that the Council utilises the BACS method of salary payment provided by Acumen Wages Service at a cost of £240.00 per annum, which would be charged to Cost Code 840 – Salary Processing Costs.

Vivien Choppen  
Senior Finance Officer



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## COMMITTEE CHAIRMAN'S JOB DESCRIPTION

REPORT 2612

### Job Description

#### Position - Committee Chairman

##### Overall Responsibilities

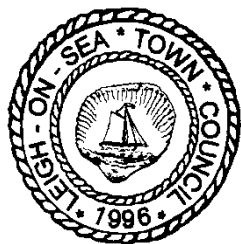
The overall responsibility of Committee Chairmen is to ensure that the business of the Committee of which he/she is Chairman is conducted appropriately, efficiently, democratically and in line with Council budgets and policies.

All meetings of all Councils' Committees are to be conducted in a professional manner and it is the responsibility of the Chairman to ensure that this is achieved.

The specific responsibilities of Committee Chairmen are to:-

1. Have attended Chairman's training within the last two years
2. Chair meetings of Committee in accordance with Council policy and best practice including ensuring compliance with Standing Orders
3. To call and chair Committee Project and Development Group meetings as required unless relinquished under SO 5
4. Prepare for and manage the meeting in an efficient manner
5. In liaison with the Town Clerk prepare a draft budget and present to the Committee for their consideration in October/November
6. To bear reference to actions within the Leigh Town Council Action Plan relevant to the Committee remit
7. Ensure the Committee develops a budget for consideration by the Council that reflects delivery of the Committee objectives
8. Be fully aware of all issues relating to the Committee responsibility and ensure that all matters are dealt with in a timely manner throughout the municipal year
9. Plan the preparation of the agenda with the Town Clerk or delegated staff member
10. Prior to a meeting liaise with the Vice Chairman to brief them on current issues and items that will feature in the agenda
11. Respond to member's requests for items to be placed on the agenda
12. Monitor the financial position of the Committees areas of responsibility

13. Take responsibility and liaise with the appropriate Officer in preparing press releases regarding the activities of the Committee in accordance with Council policy ( i.e. the Press and Media Policy)
14. Review and monitor in liaison with the Committee the Committee Action Plan
15. Ensure the policy decisions of the Committee and Council are upheld
16. Liaise with other Committee Chairmen where policy decision might effect that Committee's remit
17. Liaise with the Town Clerk regarding any implementation issues that may arise from Committee decisions
18. Answer questions from members in respect of the decisions of the Committee
19. Ensure that in undertaking activities as Chairman of a Committee, the Council is not brought into disrepute



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Town Clerk: Paul Beckerson

REPORT 2607/HS

## INTERN AND PRODUCTION OF A BUSINESS PLAN

### Background

Earlier in the year, a draft business plan was produced but was not thought satisfactory by the Business Plan writing group and the appropriate PDG. A plan going forward in respect of a business plan was developed but due to staff constraints this year, it was felt that it could be accomplished by appointing an intern. This was recommended by CFC and resolved at P&R.

### Intern Application

This was done via Essex University, with potential funding from Santander and to qualify an intern needed to be in place by 30<sup>th</sup> September. We received two applications for the title of Business Plan Project Officer and both were interviewed.

Neither candidate was believed to be strong enough for the task in hand but through the interview process and preparation of the details, it became apparent that it would be difficult to brief anyone at this stage fully on the Council's requirements for the business plan.

### Conclusion

The 2012 business plan had a clear purpose – to provide supporting documentary evidence as to whether LTC took on the Community Centre and in what capacity.

In interviewing and considering the preparation of a new business plan, it is clear that Council has not defined a clear purpose for this plan. If it is for the specific purpose of being a supporting document for the acquisition of funds for a Community centre repair/refurbishment project, then details of the project need to be clear and documented and the writer of the plan needs to know exactly what Council's plans/options are. It is for this reason that at the present time, it would be irresponsible to proceed with the intern programme which would be a cost to Council but also unlikely to prove beneficial until a full brief could be supplied to the writer of the plan.

Additionally no further staff time should be used in this matter until CFC make a clear recommendation of how they believe Council should proceed with the repair/refurbishment project, providing an indication of costs and aims/objectives for the options presented. Only then can a business plan strategy commence as a clear purpose will be established.



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## Town Clerk's Attendance at SLCC National Conference 2016

REPORT 2611/PB

As the Council are probably aware as part of his duties the Town Clerk is required to collect CPD (Continuous Professional Development) points. As a Fellow of the Institute of Local Council Managers he must acquire 24 points per annum. The National Conference accrues 7.5 CPD points as well as being an excellent networking and professional updating opportunity.

It is also a requirement of the Local Council Award Scheme that the Town Clerk undertakes appropriate training and gains a minimum of 12 CPD points.

The list of charges and the agenda for the conference are outlined in the report.

The Committee is therefore **requested** to approve the attendance of the Town Clerk to the National Conference at a cost of £295.00 plus travel to be taken from the Staff Training Budget.

Description	Member Price	Non-Member Price
<b>Full Conference -</b> Inclusive of: - Accommodation on Thursday 13th & Friday 14th Oct - Breakfast on Friday 14th & Saturday 15th Oct - Lunch and refreshments on all 3 days - Dinner on Thursday 13th & Friday 14th Oct	<b>£345 + £27 VAT</b>  Less £50 discount for attendance at last 3 conferences.	<b>£445 + £47 VAT</b>

## National Conference Agenda 2016

Click on the seminar title to read more.

**Day 1: Thursday 13th October 2016**



09:30 - 12:45	<b>Registration &amp; refreshments</b> <i>Meet the exhibitors</i>			
10:00 - 10:45	<b>ILCM Panel Meeting</b> Conference 13			
11:00 - 11:45	<b>Meeting of First Time Delegates</b> A session dedicated to delegates attending their first National Conference. This informal welcome and briefing from officers and NEC members helps you settle in to enjoy your first conference. Conference 11			
12.00 - 12.55	<b>Lunch &amp; Networking with the Exhibitors</b> London Suite			
12:55 - 13:20	<b>Conference Opening</b> with SLCC President Peter Young and Chairman Johnathan Bourne Paris Suite			
13:20 - 14:20	<b>The Art of Being Brilliant</b> <a href="#">Andy Cope</a>			
14:30 - 15:30	<b>Freedom of Information - The basics for Parish Councils</b> <b>Dan Perry &amp; Chris Kay</b> , Lead Case Officers, Performance Improvement Team, Information Commissioner's Office	<b>Case Study: Is health too important to be left to doctors?</b> <a href="#">Ian Morrell</a> , Nailsea Town Council is joined by Dr Malcolm Rigler FRSPH, Health Ambassador	<b>Cyber Liability..... Your Questions Answered</b> <b>Andy Cotter &amp; Vicky Jacomb</b> , Came and Company Local Council Insurance	<b>One to one advice surgeries:</b> Conference 13, 14 & 15
15:30 - 16:00	<b>Networking with the Exhibitors</b> London Suite			
16:00 - 17:00	<b>Automatic enrolment and an overview of the Local Government Pension Scheme.</b> <a href="#">Lorraine Bennett</a> , Pensions Advisor, Workforce Team, Local Government Association	<b>2018 Boundary Review</b> <a href="#">Tim Bowden</a> , Boundary Commission for England	<b>Time - Our most precious resource</b> <a href="#">Rachel Sweet</a> , Sweet Skills	<b>One to one advice surgeries:</b> Conference 13, 14 & 15
17:00 - 17:45	<b>ILCM Open Forum</b> Paris Suite			

18:45 - 19:30	<b>The Sponsors Pre Dinner Reception</b> Rotunda
19:30	<b>Black Tie Dinner</b> Paris Suite

## Day 2: Friday 14th October 2016

08:45 - 09:15	<b>Delegate Registration</b>		
09:15 - 10:30	<b>Keynote Address: Ken Livingstone</b>		
10:30 - 11:00	<b>Networking with the Exhibitors</b> London Suite		
11:00 - 12:00	<b>Question Time with the National Advisors</b>		
12:00 - 12:45	<b>CEO Plenary followed by Q&amp;A</b>		
12:45 - 13:40	<b>Networking &amp; Lunch with the Exhibitors</b> London Suite		
13:40 - 14:40	<b>Case Study:</b> <b>Forget - me- not Café</b> <a href="#">Angela Howells</a> , Westerham Town Council	<b>BIMBY – An introduction to Beauty- In-My-Back-Yard, putting the power into your hands to influence new buildings in your area</b> <a href="#">Christopher Weatherburn</a> , Policy Communications Leader.The Prince's Foundation	<b>Creating change collaboratively with residents <a href="#">Rachel Rowney</a></b> , Big Local programme manager, Local Trust is joined by Barbara Arrandale, Big Local ambassador
14:50 -	<a href="#">Dr Jonathan Owen</a> , NALC		<b>Round table discussion for Welsh Clerks</b>
<b>One to one advice surgeries: Conference 13, 14 &amp; 15</b>			

15:30	addresses the Conference			
15:30 - 16:00	Networking with the Exhibitors London Suite			
16:00 - 17:30	Annual General Meeting debating the conclusion of the Presidents Commission Paris Suite			
19:15 - 19:45	The Sponsors Pre Dinner Reception in the Rotunda			
19:45	Dinner: 1960's Celebration Party followed by Beatles Tribute Paris Suite			

### Day 3: Saturday 15th October 2016

09:15 - 10:15	<b>Dealing with Difficult Relationships</b> <a href="#">Lis Moore</a> & <a href="#">Richard Walden</a>	<b>Community Governance Explained</b> <a href="#">Dominic Stapleton</a> , Assistant Course leader is joined by <a href="#">Kate Graddock</a> , Deputy Town Clerk, Barnstaple Town Council	<b>Case Study: Understanding Your Town</b> <a href="#">Robert Robinson</a> FILCM	<b>One to one advice surgeries:</b> Conference 13, 14 & 15
10:20 - 11:30	<b>Background is no Impediment – Aim High and Never Stop</b> <a href="#">Steve Davies</a> MBE			
11:30 - 12:00	Networking with the Exhibitors London Suite			
12:00 - 13:00	<b>ALCC inaugural meeting of new trade union, including hustings for General Secretary</b> Facilitated by Katherine Owen & Paula Heath, Chairman and Vice Chairman of the Interim National Committee ALCC			
13:00	Close of Conference with the Society President Paris Suite			
13:00	Lunch in the Rotunda & Departure			

<b>OTHER OPTIONS</b>	<b>Not to fund attendance</b>
<b>REASON FOR RECOMMENDATION</b>	<b>To further the professional development of staff.</b>
<b>CORPORATE IMPLICATIONS</b> Contribution to Council's Aims and Objectives as set out in Leigh-on-Sea Town Council's Core Strategy	<b>To contribute to the provision of services and maintaining a high standard of professional competence.</b>
<b>FINANCIAL IMPLICATIONS</b> <b>FUNDING SOURCE</b>	<b>Staff Training Budget £3,000 Expenditure to date £170.00 plus £295 leaves a balance of £2,535 for the remaining 7 months.</b>
<b>TIMESCALE</b>	<b>13<sup>th</sup> to 15<sup>th</sup> October 2016 (2 working days)</b>
<b>PEOPLE IMPLICATIONS</b>	<b>Town Clerk absent from Office 3 days in total.</b>
<b>DELEGATION ARRANGEMENTS</b>	<b>Assistant Town Clerk providing cover.</b>
<b>RISK ASSESSMENT</b>	<b>Low</b>

<b>POLICY &amp; RESOURCES DETAILED BUDGET</b>					<b>2016/17</b>					
<b>INCOME</b>	Budget 2016/17	Income Received	Balance	% Received	<b>EXPENDITURE</b>	Earmarked Reserves	Budget 2016/17	Expenditure	Balance	% Spent
Precept	£ 391,550.00	£ 195,775.00	£ 195,775.00	50.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 14,220.00	£ 7,110.00	£ 7,110.00	50.00%	Grant Award Fund	£ 971.18	£ 5,000.00	£ 1,297.00	£ 4,674.18	21.72%
Bank Interest		£ 388.20	-£ 388.20		Furniture & Equipment		£ 500.00	£ -	£ 500.00	0.00%
Other Income*		£ 45.30	-£ 45.30		Elections	£ 22,265.59	£ -	£ -	£ 22,265.59	
Sale of Garden Sacks*		£ 1,010.20	-£ 1,010.20		Legal Costs		£ 1,500.00	£ 80.00	£ 1,420.00	
VAT Refund*		£ 18,307.57	-£ 18,307.57		Annual Town Meeting		£ 500.00	£ -	£ 500.00	0.00%
					Community Engagement		£ 10,000.00	£ 5,058.51	£ 4,941.49	50.59%
					Volunteer Programme	£ 5,004.40	£ 15,000.00	£ 151.53	£ 19,852.87	0.76%
					Website		£ -		£ -	
					Civic		£ 200.00	£ 34.25	£ 165.75	17.13%
					Renewals Fund	£ 14,586.02	£ 3,000.00	£ 1,017.00	£ 16,569.02	5.78%
					Localism Act		£ 300.00	£ -	£ 300.00	0.00%
					Intern		£ 4,000.00	£ -	£ 4,000.00	0.00%
					P&R Janitorial		£ 3,050.00	£ -	£ 3,050.00	0.00%
<b>TOTAL INCOME</b>	<b>£ 405,770.00</b>	<b>£ 222,636.27</b>	<b>£ 183,133.73</b>	<b>54.87%</b>	<b>TOTAL EXPENDITURE</b>	<b>£ 42,827.19</b>	<b>£ 43,050.00</b>	<b>£ 7,638.29</b>	<b>£ 78,238.90</b>	<b>8.89%</b>

<b>OFFICE ADMIN DETAILED BUDGET</b>					<b>2016/17</b>
<b>EXPENDITURE</b>	B/F from 2015/16	Budget 2016/17	Expenditure	Balance	% Spent
<b>Premises</b>					
Office Rental	£ 3,500.00	£ 3,500.00	£ 7,000.00	£ -	200.00%
LCC Premises Use Grant		£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%
	£ 3,500.00	£ 28,500.00	£ 19,500.00	£ 12,500.00	68.42%
<b>Administration</b>					
Stationery		£ 1,600.00	£ 178.77	£ 1,421.23	11.17%
Insurance		£ 6,100.00	£ 6,189.48	-£ 89.48	101.47%
Library		£ 300.00	£ 78.50	£ 221.50	26.17%
Communication		£ 1,500.00	£ 668.37	£ 831.63	44.56%
Photocopying		£ 3,000.00	£ 888.10	£ 2,111.90	29.60%
Subscriptions		£ 2,300.00	£ 1,734.49	£ 565.51	75.41%
Postage		£ 1,700.00	£ 254.28	£ 1,445.72	14.96%
Entertaining		£ 250.00	£ -	£ 250.00	0.00%
Licences		£ 500.00	£ -	£ 500.00	0.00%
Bank Charges		£ 1,200.00	£ 456.30	£ 743.70	38.03%
Miscellaneous		£ 500.00	£ -	£ 500.00	0.00%
Professional Advice			£ -	£ -	
Audit		£ 2,500.00	£ 410.00	£ 2,090.00	16.40%
IT		£ 2,000.00	£ 1,011.26	£ 988.74	50.56%
Garden Sacks		£ 1,200.00	£ 608.59	£ 591.41	50.72%
Training - Staff		£ 3,000.00	£ 170.00	£ 2,830.00	5.67%
Expenses/Travel Costs - Cllrs		£ 550.00	£ 8.31	£ 541.69	1.51%
Training - Cllrs		£ 2,000.00	£ 150.00	£ 1,850.00	7.50%
Mileage & Expenses - Staff		£ 600.00	£ 174.37	£ 425.63	29.06%
	£ -	£ 30,800.00	£ 12,980.82	£ 17,819.18	42.15%
	£ 3,500.00	£ 59,300.00	£ 32,480.82	£ 30,319.18	54.77%

Leigh Town Council Main Budget Report					2016/17				
INCOME	Budget 2016/17	Income Received	Balance	% Received	EXPENDITURE	Budget 2016/17	Expenditure	Balance	% Spent
<b>Balances B/F</b>		<b>£ 355,127.00</b>							
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Precept	£ 391,550.00	£ 195,775.00	£ 195,775.00	50.00%	P & R Expenditure	£ 40,000.00	£ 7,638.29	£ 32,361.71	19.10%
Local Council Tax Support Grant	£ 14,220.00	£ 7,110.00	£ 7,110.00	50.00%	Office & Admin	£ 59,300.00	£ 32,480.82	£ 26,819.18	54.77%
Interest	£ -	£ 388.20	-£ 388.20		Staffing	£ 83,069.00	£ 31,695.01	£ 51,373.99	38.16%
Other Income		£ 19,363.07	-£ 19,363.07		Capital Projects	£ 50,000.00	£ -	£ 50,000.00	0.00%
	<b>£ 405,770.00</b>	<b>£ 222,636.27</b>	<b>£ 183,133.73</b>	<b>54.87%</b>		<b>£ 232,369.00</b>	<b>£ 71,814.12</b>	<b>£ 160,554.88</b>	<b>30.91%</b>
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC Hire Income	£ 105,000.00	£ 43,858.35	£ 61,141.65	41.77%	LCC Expenditure	£ 71,770.00	£ 25,388.95	£ 46,381.05	35.38%
LTC Contribution	£ 25,000.00	£ 12,500.00	£ 12,500.00	50.00%	LCC Staffing	£ 134,476.00	£ 49,292.48	£ 85,183.52	36.66%
Strand Wharf	£ 1,000.00	£ 2,000.00	-£ 1,000.00	200.00%	Highways Expenditure	£ 8,000.00	£ 38.50	£ 7,961.50	0.48%
Other Income	£ 848.93	£ 2,947.09	-£ 2,098.16		Strand Wharf Expenditure	£ 2,450.00	£ 1,019.83	£ 1,430.17	41.63%
LCC Fund-Raising		£ 52.14	-£ 52.14		Skate Park Expenditure	£ 4,550.00	£ 606.99	£ 3,943.01	13.34%
	<b>£ 131,848.93</b>	<b>£ 61,357.58</b>	<b>£ 70,491.35</b>	<b>46.54%</b>	Skate Park Staffing	£ 3,921.00	£ 1,474.63	£ 2,446.37	37.61%
					Strand Wharf Capital Expenditure	£ -	£ 524.04	-£ 524.04	
						<b>£ 225,167.00</b>	<b>£ 78,345.42</b>	<b>£ 146,821.58</b>	<b>34.79%</b>
<b>Environment &amp; Leisure</b>					<b>Environment &amp; Leisure</b>				
Allotments Income	£ 11,713.00	£ 449.50	£ 11,263.50	3.84%	Allotments Expenditure	£ 12,660.00	£ 3,900.52	£ 8,759.48	30.81%
					Allotments Staffing	£ 4,877.00	£ 3,336.69	£ 1,540.31	68.42%
Community Transport Fees	£ 3,200.00	£ 1,568.50	£ 1,631.50	49.02%	Community Transport Expenditure	£ 3,930.00	£ 1,767.13	£ 2,162.87	44.97%
					Community Transport Staffing	£ 4,377.00	£ 1,646.79	£ 2,730.21	37.62%
Farmers' Market Fees	£ 2,002.00	£ 781.00	£ 1,221.00	39.01%	Farmers' Market Expenditure	£ 1,550.00	£ 368.38	£ 1,181.62	23.77%
Leigh Lights Income	£ 2,000.00	£ 40.00	£ 1,960.00	2.00%	Leigh Lights Expenditure	£ 30,455.00	£ 3,932.52	£ 26,522.48	12.91%
Other Events Income	£ 450.00	£ 463.26	-£ 13.26	102.95%	Events & Other Expenditure	£ 18,000.00	£ 3,686.65	£ 14,313.35	20.48%
Other E&L Income			£ -		E&L Staffing	£ 14,193.00	£ 8,547.67	£ 5,645.33	60.22%
	<b>£ 19,365.00</b>	<b>£ 3,302.26</b>	<b>£ 16,062.74</b>	<b>17.05%</b>		<b>£ 90,042.00</b>	<b>£ 27,186.35</b>	<b>£ 62,855.65</b>	<b>30.19%</b>
<b>Planning, Highways &amp; Licensing</b>					<b>Planning Highways &amp; Licensing</b>				
CIL		£ 885.06			Planning Expenditure	£ 500.00	£ -	£ 500.00	0.00%
					Staffing	£ 14,818.00	£ 3,446.73	£ 11,371.27	23.26%
	<b>£ -</b>	<b>£ 885.06</b>	<b>£ -</b>			<b>£ 15,318.00</b>	<b>£ 3,446.73</b>	<b>£ 11,871.27</b>	<b>22.50%</b>
<b>Total Income</b>	<b>£ 556,983.93</b>	<b>£ 288,181.17</b>	<b>£ 269,687.82</b>	<b>51.74%</b>	<b>Total Expenditure</b>	<b>£ 562,896.00</b>	<b>£ 180,792.62</b>	<b>£ 382,103.38</b>	<b>32.12%</b>
<b>Capital Reserves 31/03/16</b>	<b>£ 152,210.04</b>				<b>Balances Remaining C/F</b>		<b>£ 462,515.55</b>		
<b>Earmarked Reserves 31/03/16</b>	<b>£ 90,475.95</b>				<b>Est. General Reserves @ 31st March 2017</b>		<b>£ 107,414.00</b>		



# 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 Carole Mulroney  
 Vice Chairman: Cllr Helen Robertson  
 Town Clerk: Paul Beckerson

## Income and Expenditure 22<sup>nd</sup> June 2016 – 26<sup>th</sup> August 2016 Report 2610/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
101778	£250.00	D&B Roofing	Repairs to Skylight Roofing CC
101779	£106.80	Secom plc	Resetting Alarm following work carried out on Front Door.
101780	£47.22	Acumen Wages Service	Payroll processing June 2016
101781	£78.31	PPL	Music Licence for Café Area
101782	£96.00	Leigh Times Series Ltd	Farmers Market advert
101783	£150.00	EALC	Training courses Cllr V Morgan
101784	£3.94	Allen Bros Electrical (Factors) Ltd	Reception Area Light
101785	£19.25	Viking Direct	Stationery
101786	£174.00	Evac & Chair International	Evac chair service contract renewal
101787	£90.00	Miskos Ltd	Server monitoring
101788	£97.37	DOTS	Photocopying costs
101789	£10.00	D Summers	Room hire refund
101790	£23.94	Recognition Express	Name badges
101791	£93.00	Helena Eynon	Room hire refund
101792	£247.50	Miskos Ltd	Server and photocopier issues
101793	£29.00	Mrs M Glover	Refund Community Transport trip
101794	£500.00	Lions Club of Leigh	Grant to Leigh Regatta
101795	£100.00	Cash	Top up petty cash
101796	£39.15	Helen Symmons	Reimburse travel expenses
101797	£16.29	SSE	Strand Wharf electricity
101798	£233.76	Essex Supplies (UK) Ltd	Cleaning materials CC
101799	£150.00	Wyvern Community Transport	Minibus hire Ingatestone Hall CT
101800	£38.64	Viking	Stationery



101801	£401.40	Temp Fence Supplies Ltd	Pedestrian Barriers
101802	£108.00	Greenworks Washrooms	Sanitary bag holders (now cancelled as unsuitable)
101803	£63.50	EALC	Charles Arnold Baker book
101804	£314.40	The Peacock Corporation	Lift service contract
101805	£162.00	Veolia	Maritime Festival extra waste collection & toilet clean
101806	£54.60	Acumen Wages Service	Payroll processing July 16
101807	£15.00	J Godden	Refund allotment deposit plot 56AA
101808	£90.00	Miskos Ltd	Server monitoring
101809	£90.00	Rapid Response	Supply & fit external tap at Strand Wharf
101810	£286.90	DOTS	Photocopying costs
101811	£160.00	Marko Sparko	Entertainer fee Children's Event at Comm Centre
101812	£50.00	MDAS	Deposit returned to MDAS to cover plot clearance Plot 165
101813	£1,800.00	Paul Robinson Solicitors	Legal fees re Community Centre lease
101814	£118.19	Neopost Ltd	Ink cartridge for franking machine
101815	£107.99	Miskos Ltd	Healthcheck for PB computer
101816	£160.39	Allen Bros Electrical (Factors) Ltd	Various electrical items for repair at Comm Centre
101817	£100.00	Kay Couzens	Entertainer fee Alice in Wonderland Dance
101818	£608.59	Veolia ES (UK) Ltd	Garden waste sacks
101819	£4,200.00	Inspectorate Ltd	Testing & analysis of lighting columns for Leigh Lights
101820	£106.80	Secom plc	Alarm call out
101821	£150.00	Cash	Top up Petty Cash
101822	£43.60	Roxanne Upton	Skate Park cleaning
101823	£20.08	Viking	Stationery
101824	£53.77	Graham Davison	Mileage reimbursement
101825	£690.57	NH Sutcliffe	Strand Wharf
101826	£120.00	Leigh Times Ltd	To advertise TRO for Maritime Festival
101827	£45.00	Sharon Woodrow	Entertainer fee Buttercup Club CC Children's Events
101828	£50.65	Viking	Stationery

101829	£107.40	Wyvern Community Transport	Minibus hire for CT trip to Hyde Hall
101830	£95.00	Paul Kelly	Entertainer fee Party with Sid CC Children's Events
101831	£180.00	RHS Hyde Hall	Entrance charge CT trip
101832	£299.20	Southend Theatres	CT tickets for Jekyll and Hyde
101833	£77.00	Natalie Holmes	Room hire refund
101834	£18.12	SSE	Electricity Strand Wharf
101835	£180.00	Southend BC	Premises Licence Comm Centre
101836	£190.33	Essex Supplies (UK) Ltd	Cleaning materials CC
101837	£360.00	Footrope Knots	Maritime Festival rope-making display
101838	£48.90	Makro	Maritime Festival sundries
101839	£30.00	Yardarm Folk Orchestra	Donation re Maritime Festival
101840	£30.00	Bob's Barber Shop Boys	Donation re Maritime Festival
101841	£30.00	The Hoy at Anchor Folk Club	Donation re Maritime Festival
101842	£40.00	St John's Ambulance	Donation re Maritime Festival
101843	£25.00	3 <sup>rd</sup> Chalkwell Bay Scouts	Donation re Maritime Festival
101844	£50.00	Leigh Sailing Club	Donation re Maritime Festival
101845	£1,189.00	Vicarage Marquees Ltd	Marquee hire Maritime Festival
101846	£101.25	Deckchairs UK	Deckchair hire Maritime Festival
101847	£25.00	Raphael Plaits	Refund Maritime Festival pitch fee
Bank Transfer	£22,000.00	Payroll	June Payroll
Bank Transfer	£125.00	Marshall Close Allotments	ASA agreement
Bank Transfer	£750.00	Manchester Drive Allotments	ASA agreement
Bank Transfer	£400.00	LOSALGA	ASA agreement
Bank Transfer	£22,000.00	Payroll	July Payroll
Bank Transfer	£118.80	Urban Design & Print Ltd	Banner patches & road signs Maritime Festival
Bank Transfer	£8,579.00	Paul Robinson & Co	Rent & fees SBC for Comm Centre
Bank Transfer	£20,000.00	Payroll	August Payroll
Bank Transfer	£6,189.48	WPS Insurance Brokers	LTC Annual insurance

		<b>Expenditure – Imprest Items</b>	
	£45.72	Dulux Decorator Centre	Paint Gents Toilets at CC
	£169.85	Jewson Ltd	Drainpipe Replacement CC
	£67.20	Mark 1 Hire Ltd	Hire of Dehumidifier for Gent's Toilets at CC
	£42.00	Barricade Ltd	Strand Wharf extra keys
	£79.61	B&Q	Gents Toilets Fittings
	£13.46	B&Q	Tools
	£58.80	Mark 1 Hire Ltd	Hire of Dehumidifier for Gent's Toilets at CC
	£87.60	Plumbase	Urinal for Gents Toilets
	£43.55	B&Q	Plumbing parts Gents Toilets
	£10.71	B&Q	Plumbing parts Gents Toilets
	£80.00	Norwich County Court	Court Fees
	£97.00	Southend BC	Conditions approval
	£155.82	Heart Internet	Domain renewal CC
	£92.40	First Fence	Feet for Pedestrian Barriers
	£28.44	Orbital Fasteners	Orange Plastic Barrier Fencing for the Allotments
	£117.60	Mark 1 Hire Ltd	Final Payment for Hire of Dehumidifier - Gent's Toilets at CC
	£12.99	Amazon	Cable Ties
	£3.76	Amazon	Cable Ties
	£124.00	Odeon	Nutcracker Tickets CT trip
	£102.60	Odeon	Nutcracker Tickets CT trip
	£94.37	Dulux Decorating Centre	Paint for rooms 1 & 3 CC
	£118.80	Newsquest	Advert re Maritime Festival
	£154.02	Brunel Engraving	Memorial plaques Strand Wharf
		<b>Expenditure – Direct Debits</b>	
	£45.59	Essex & Suffolk Water	Water rates Marshall Close Allotments
	£505.21	BES Utilities	Electricity CC
	£73.07	The Calls Warehouse	Calls 477248
	£149.75	Cory Commercial	Bins Rental & Refuse Removal CC

	£388.35	Anglian Water	Water charges CCC
	£799.00	Southend BC	Business rates CC
	£138.53	Wessex Leasing	Hand drier leasing CC
	£66.94	Global Payments	Card processing fees June 2016
	£155.99	Heart Internet	Domain renewal Council
	£748.93	BES Commercial Electricity	Electricity CC
	£68.21	The Calls Warehouse	Calls 477248
	£98.13	British Telecom	Charges 716287
	£265.32	British Telecom	Line rental 477248 & 714063
	£242.59	British Telecom	Charges 716288
	£145.02	Cory Commercial	Bins Rental & Refuse Removal CC
	£258.18	Cory Commercial	Bins Rental & Refuse Removal Skate Park
	£11.77	GO CARDLESS (Verde Coffee Ltd)	Coffee Order for Lottie & Lorna's (LTC recover this cost)
	£799.00	Southend BC	Business Rates
	£63.68	GO CARDLESS (Verde Coffee Ltd)	Coffee Order for Lottie & Lorna's (LTC recover this cost)
	£59.57	Global Payments	Card processing fees July 16
	£893.52	BES Electricity	Electricity CC
	£66.62	The Calls Warehouse	Calls 477248

### Income

Policy & Resources Committee	£631.40
Community Facilities Committee	£21,039.85
Environment & Leisure Committee	£1,641.76
Planning, Highways & Licensing Committee	£885.06
<b>Total</b>	<b>£24,198.07</b>