



# 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 Doug Cracknell | **Vice Chairman:** Cllr Keith Evans

**Town Clerk:** Helen Symmons PSLCC



Members are hereby summoned to attend a Council Meeting  
of Leigh-on-Sea Town Council on  
**Tuesday 18<sup>th</sup> January 2022** in Leigh Community Centre,  
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

*Helen Symmons*

Helen Symmons PSLCC  
Town Clerk  
13th January 2022

**Any member who is unable to attend the meeting should send their apologies to the Town Clerk**

**Tea & Coffee will be available prior to the meeting from 7.15 pm.**

## AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN'S AND HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATIONS OF MEMBERS' INTEREST

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

4. APPROVAL OF THE MINUTES OF THE MEETING [30<sup>TH</sup> NOVEMBER 2021](#)
5. PUBLIC REPRESENTATIONS ON ANY ITEM OF BUSINESS ON THE AGENDA
6. QUESTIONS FROM COUNCILLORS (for which written notice has been received)
7. SOUTHEND BOROUGH COUNCIL

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

8. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

## COMMITTEES / PDGS AND REPRESENTATIVE REPORTS

9. COMMITTEES

To receive the Minutes of Committees for 2021/22:

- a) Planning, Licensing and Highways Committee – To receive the minutes of [7<sup>th</sup> December 2021](#) and [4<sup>th</sup> January 2022](#)

There are no recommendations to Council

- b) Community & Culture Committee – To receive the minutes of [14<sup>th</sup> December 2021](#)

There are no recommendations directly to Council

- c) Staffing Committee – To receive the minutes of [30<sup>th</sup> November 2021](#)

There are no recommendations directly to Council

#### 10. REPORT FROM PDG 11<sup>TH</sup> JANUARY RE LTC TRIBUTE TO SIR DAVID

Following the meeting, the Town Clerk is making enquiries with regard to several ideas and will seek approval from Lady Julia prior to presentation to Council.

#### 11. REPRESENTATIVE REPORTS

Verbal reports from Councillor representatives on outside organisations will be made if any meetings have been attended.

<b>OTHER DECISION ITEMS</b>
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#### 12. SAFE SUN PROJECT IDEA

At its meeting 2<sup>nd</sup> November 2021, F&G Committee received a grant application from Safe Sun but deferred making a decision as it was felt that it was a project that Council could consider exploring in joint partnership with the applicant, potentially being 'good for Leigh'. A meeting was arranged and a presentation made to members of the Committee and is now presented to Council for consideration.

A short presentation will be made at the meeting based on the power point presentation sent to Councillors with the agenda.

#### 13. OLD MESS ROOM - LIBRARY GARDENS BUILDING

The survey has now been received and the Town Clerk has highlighted concerns with Southend Borough Council given that the Borough were proposing a full repair lease. Unless these concerns are addressed then the Town Clerk will be advising Council not to proceed with the lease based on the existing Head of Terms offered. A response is awaited from the Borough.

#### 14. COUNCIL BUDGET AND PRECEPT 2022/23 ([Appendix 2](#)) page 6

Council resolved in principle the Budget Pack for 2022/23 at its meeting 30<sup>th</sup> November 2020 subject to the tax base being confirmed by Southend Borough Council. However, since then there has been a slight change in the forecasted staffing budget, rising from £88,250 to £97,000 due to maternity cover arrangements that will now be necessary.

The tax base advised is 8890.46. This is a 1.46% increase on 2020/21 which has a positive effect on the resulting precept.

Council is referred to Appendix 2 which shows the **RECOMMENDED** increase in the staff budget. Based on this the precept for a Band D property would be £50.94, an increase of 36p from 2019 as the precept was frozen in 2020. This equates to a percentage increase of 0.71% over 2 years in effect. The total precept received by Leigh Town Council would be £452,880 and represents an increase of 2.18% from 2021/22 (a net increase of 1.25% since 2019).

For information the Ministry for Housing, Communities and Local Government (MHCLG) recently published details of the precepts issued by all parish councils in England for 2020/21. There are currently 10,239 councils in England – of whom 8,876 raised a precept in 2020/21. The average Band D precept charged by local precepting bodies was £71.86 and increase of £1.97 (2.8%) from 2020-21. The highest Council tax at Band D last year was Falmouth Town Council at £371.17

It is **RECOMMENDED** that Council approve the budget change to the staffing costs and approve the precept as stated above.

15. TO APPROVE EXPENDITURE ([Appendix 3](#)) page

<b>FOR NOTING / CONSIDERATION</b>
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16. COUNCIL INCOME AND EXPENDITURE BUDGET UPDATE AS AT 10<sup>TH</sup> JANUARY 2021 ([Appendix 4](#)) page 9

17. COUNCIL BANK ACCOUNT BALANCES AS AT 10<sup>TH</sup> NOVEMBER 2021

Current Account	£9,961.41
Imprest	£984.94
Payroll	£8,170.66
HSBC deposit	£292,819.57
PS Deposit fund	£322,593.56

18. COMMUNITY ENGAGEMENT

- Councillor Litter pick – Week dates have now been added to the schedule.
- Council Magazine – Preparations are underway for the 15<sup>th</sup> edition.

19. COMPLAINT RECEIVED

A complaint about a councillor was received the evening 23<sup>rd</sup> December 2021. The Council office was at that point closed for the Christmas period but a holding reply was sent 4<sup>th</sup> January and the complaint responded to fully 10<sup>th</sup> January. The complaint was about the conduct of a councillor in relation to a social media post. The complainant felt that the content of the post by the councillor had called into question the integrity of the Council and its Councillors and felt the Councillor was seeking to promote their own political agenda while criticising fellow Councillors and the non-political Town Council. The complainant asked whether this was in line with the Council's social media policy. The complainant stated that as a local resident and precept payer they expected Councillors who are appointed to represent Leigh Town Council, conduct themselves appropriately in accordance with the Council's Code of Conduct and if they couldn't they should be asked to stand down or be removed from office where they could then continue with the comments as a member of the public and without detriment to Council.

The Town Clerk responded that all Councillors have a responsibility to comply with the provisions of the Code of Conduct and enclosed a copy along with a copy of the Social Media Internet Policy. She advised that Councillors had been reminded of both policies recently but clarified that under present legislation Leigh Town Council does not have the authority to initiate any internal action against a Councillor when they breach a council policy. The complainant was signposted to the Monitoring Officer at Southend Borough Council and the procedure for submitting a Code of Conduct complaint against a Councillor. The complainant was advised that there is no legal sanction to remove a councillor from office.

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

**RECOMMENDED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO3(d)

21. GOOD FOR LEIGH AWARD NOMINATIONS

Nominations from Council

**DATE OF NEXT MEETING: Tuesday 22<sup>nd</sup> March 2022**



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## Report 2780/HS

### TOWN CLERK'S REPORT JANUARY 2022

#### TRAINING

The following training has been booked/undertaken since the last report:

Staff:

- Agendas & Minutes
- Introduction to Local Councils
- Practitioners Conference

Councillors:

The Town Clerk has recently issued Councillors with a list of possible training opportunities

#### STAFFING

In addition to regular work, the main areas the Staff have been working on:

- Internal training – bookings and finance
- Decoration of first floor toilet facilities
- Christmas events e.g. Santa letters
- Licensing Hearing
- Tenders for Christmas Lighting contracts as current one now expired

#### MEETINGS ATTENDED:

- SOUTHEND TOURISM PARTNERSHIP BOARD MEETINGS – Creation of LuminoCity
- COVID MEMORIAL – Initial meeting with Fr. Clive
- SOUTHEND BOROUGH COUNCIL BUSINESS BRIEFING – 2022/23 budget

#### CORRESPONDENCE:

- SCOUTS SOUTHEND GANG SHOW – 2 complimentary tickets to one of the shows in half term. Would a Councillor like these?
- RBL LEIGH BRANCH – Thanks for help with Poppy Appeal coffee morning grant – raised £418.30. Total raised for Leigh area £32,932.

**COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2021/22**

<b>Committee</b>	<b>Minute No. and Subject</b>	<b>Completion status</b>	<b>Completion Date</b>	<b>Outcome</b>	<b>Forward Action Required</b>	<b>Responsible</b>
COUNCIL 20-11-18	82 Request to Council	RESOLVED to have a board in recognition of Town Clerks who serve the Council		Board is in progress. Various issues including COVID have caused delays.		TC
COUNCIL 21-09-21	64. Library Gardens Building	RESOLVED to take on 7 yr lease subject to conditions	30-11-21	Minute 83. Council 30-11-21 Council resolved 5 yr lease would now be acceptable subject to survey	NFA under this minute	
COUNCIL 30-11-21	78. Committees	RESOLVED Reserves Policy RESOLVED Co-option Procedure RESOLVED draft budget with recommendations contained therein	30-11-21	Published to website Published to website  SBC advised of draft budget. Contract amendment diarised.	NFA NFA  NFA under this minute	
COUNCIL 30-11-21	81. Tribute to Sir David	RESOLVED to form working group		Meeting held 11 <sup>th</sup> January	Reported on agenda NFA under this minute	
COUNCIL 30-11-21	82. COVID memorial	RESOLVED to have reps on the Committee RESOLVED to make a donation in due course		Cllrs Forde & Mills to be the reps  To await financial information	Meeting being organised by Fr. Clive	
COUNCIL 30-11-21	84. Approve Expenditure	RESOLVED	30-11-21	Published to website	NFA	

[Agenda](#)

Leigh Town Council 2022/23 Budget Document											
INCOME	Actuals 2019/20	Actuals 2020/21	Budget 2021/22	Yr End Projected Actuals	Budget 2022/23	EXPENDITURE	Actuals 2019/20	Actuals 2020/21	Budget 2021/22	Yr End Projected Actuals	Budget 2022/23
<b>Finance &amp; Governance</b>						<b>Finance &amp; Governance</b>					
Interest	£ 3,309.24	£ 3,836.51	£ 800.00	£ 150.00	£ 150.00	Policy & Council Resources	£ 27,565.51	£ 23,739.02	£ 50,450.00	£ 26,116.50	£ 29,550.00
Other Income	£ 2,248.44	£ 2,676.50	£ 1,300.00	£ 900.00	£ 1,000.00	Office & Council Administration	£ 58,127.68	£ 62,595.80	£ 57,650.00	£ 30,322.00	£ 37,700.00
	£ 5,557.68	£ 6,513.01	£ 2,100.00	£ 1,050.00	£ 1,150.00	Strategic Objectives Fund			£ 10,000.00	£ 5,000.00	£ 15,000.00
							£ 85,693.19	£ 86,334.82	£ 118,100.00	£ 61,438.50	£ 82,250.00
						<b>Staffing Committee</b>					
						Council Staffing	£ 99,213.50	£ 99,752.97	£ 113,257.00	£ 108,500.00	£ 97,000.00
<b>Community Facilities</b>						<b>Community &amp; Culture</b>					
Leigh Community Centre	£ 125,547.13	£ 6,642.19	£ 60,000.00	£ 60,000.00	£ 100,000.00	Leigh Community Centre	£ 53,016.73	£ 43,076.25	£ 54,400.00	£ 41,824.00	£ 53,150.00
LTC Use of LCC	£ 27,000.00	£ 25,000.00	£ 20,000.00	£ -	£ -	Community Centre Staffing	£ 123,529.56	£ 76,179.62	£ 123,000.00	£ 117,000.00	£ 148,000.00
Allotments Income	£ 13,538.10	£ 14,944.80	£ 19,000.00	£ 18,685.00	£ 19,325.00	Allotments	£ 28,681.59	£ 26,756.00	£ 28,700.00	£ 21,918.50	£ 29,200.00
Community Facilities	£ 40.00	£ 20.83	£ -	£ 1,800.00	£ 3,900.00	Community Facilities	£ 10,117.73	£ -	£ 10,650.00	£ 10,825.00	£ 23,275.00
Health & Wellbeing Programme	£ 12,111.59	-£ 147.80	£ 4,750.00	£ 5,000.00	£ 4,750.00	Health & Wellbeing	£ 42,043.97	£ 26,280.68	£ 35,900.00	£ 30,647.00	£ 37,225.00
Environment Facilities & Services	£ 1,541.63	£ -	£ 1,400.00	£ -	£ -	Community Services Funding	£ 5,394.60	£ 4,500.00	£ 5,700.00	£ 4,700.00	£ 5,700.00
						Community Partnership Progs.	£ 4,226.75	£ -	£ 5,000.00	£ 5,000.00	£ 6,250.00
						Environment Facilities & Services	£ 25,384.86	£ 9,150.00	£ 18,162.00	£ 20,050.00	£ 20,050.00
						Committee Staffing	£ 9,103.00	£ 8,593.72	£ 15,000.00	£ 14,000.00	£ 15,250.00
	£ 179,778.45	£ 46,460.02	£ 105,150.00	£ 85,485.00	£ 127,975.00		£ 301,498.79	£ 194,536.27	£ 296,512.00	£ 265,964.50	£ 338,100.00
						<b>Planning &amp; Licensing</b>					
<b>Planning &amp; Licensing</b>						Staffing	£ 10,857.92	£ 9,161.47	£ 12,250.00	£ 13,000.00	£ 15,000.00
		£ -		£ -	£ -		£ 10,857.92	£ 9,161.47	£ 12,250.00	£ 13,000.00	£ 15,000.00
						<b>Resolved Capital Projects</b>					
<b>Total Income</b>	<b>£ 185,336.13</b>	<b>£ 52,973.03</b>	<b>£ 107,250.00</b>	<b>£ 86,535.00</b>	<b>£ 129,125.00</b>	LCC Refurbishment	£ 9,736.99	£ 48,708.90	£ 40,000.00	£ 30,000.00	£ 40,000.00
<b>Capital Reserves 31/03/21</b>	<b>£ 1,942.00</b>			<b>£ 1,942.00</b>		LCC Remodel	£ 62,754.25	£ 168,075.50	£ -	£ -	£ -
<b>Earmarked Reserves 31/03/21</b>	<b>£ 289,722.78</b>			<b>£ 360,000.00</b>			£ 72,491.24	£ 216,784.40	£ 40,000.00	£ 30,000.00	£ 40,000.00
<b>General Reserves 31/03/21</b>	<b>£ 100,446.50</b>			<b>£ 110,000.00</b>			£ 569,754.64	£ 606,569.93	£ 580,119.00	£ 478,903.00	£ 572,350.00
<b>LCC Project EMR</b>	<b>£ 45,498.52</b>			<b>£ 54,498.52</b>		<b>Total Expenditure</b>					
						<b>Budget Net Totals per Committee</b>	<b>F &amp; G</b>				<b>£ 81,100.00</b>
							<b>C&amp;C</b>				<b>£ 210,125.00</b>
							<b>Staffing</b>				<b>£ 97,000.00</b>
							<b>Planning, Highways &amp; Licensing</b>				<b>£ 15,000.00</b>
							<b>LCC Refurbishment</b>				<b>£ 40,000.00</b>

<b>Leigh Town Council 2022/23 Medium Term Financial Plan</b>									
<b>INCOME</b>	2022/23	2023/24	2024/25	2025/26	<b>EXPENDITURE</b>	2022/23	2023/24	2024/25	2025/26
<b>Policy &amp; Resources</b>					<b>Policy &amp; Resources</b>				
Interest	£ 150.00	£ 150.00	£ 150.00	£ 200.00	P & R Expenditure	£ 29,550.00	£ 31,000.00	£ 32,500.00	£ 34,000.00
Other Income	£ 1,000.00	£ 1,100.00	£ 1,200.00	£ 1,300.00	Office & Admin	£ 37,700.00	£ 45,000.00	£ 40,000.00	£ 42,000.00
					Strategic Objectives Fund	£ 15,000.00	£ 15,000.00	£ 25,000.00	£ 15,000.00
	<b>£ 1,150.00</b>	<b>£ 1,250.00</b>	<b>£ 1,350.00</b>	<b>£ 1,500.00</b>		<b>£ 82,250.00</b>	<b>£ 91,000.00</b>	<b>£ 97,500.00</b>	<b>£ 91,000.00</b>
					<b>Staffing Committee</b>				
					Council Staffing	<b>£ 97,000.00</b>	£ 97,500.00	£ 102,000.00	£ 105,000.00
<b>Community Facilities</b>					<b>Community Facilities</b>				
LCC & Old Mess Hire Income	£100,000.00	£ 115,000.00	£125,000.00	£130,000.00	Leigh Community Centre	£ 53,150.00	£ 59,000.00	£ 62,000.00	£ 65,000.00
					Community Centre Staffing	£ 148,000.00	£ 137,000.00	£ 144,000.00	£ 150,000.00
Allotments Income	£ 19,325.00	£ 20,100.00	£ 20,900.00	£ 21,500.00	Allotments	£ 29,200.00	£ 30,500.00	£ 32,000.00	£ 33,000.00
Community Facilities	£ 3,900.00	£ 4,000.00	£ 4,000.00	£ 4,000.00	Community Facilities	£ 23,275.00	£ 13,000.00	£ 14,000.00	£ 15,000.00
Health & Wellbeing Programmes	£ 4,750.00	£ 6,750.00	£ 7,500.00	£ 8,000.00	Health & Wellbeing	£ 37,225.00	£ 42,000.00	£ 45,000.00	£ 47,000.00
Environment Facilities & Services	£ -	£ 2,500.00	£ 2,700.00	£ 3,000.00	Community Services Funding	£ 5,700.00	£ 6,250.00	£ 6,500.00	£ 7,000.00
					Community Partnership Progs.	£ 6,250.00	£ 7,500.00	£ 8,750.00	£ 9,000.00
					Environment Facilities & Services	£ 20,050.00	£ 23,000.00	£ 24,000.00	£ 25,000.00
					Committee Staffing	£ 15,250.00	£ 16,000.00	£ 16,500.00	£ 17,250.00
	<b>£127,975.00</b>	<b>£ 148,350.00</b>	<b>£160,100.00</b>	<b>£166,500.00</b>		<b>£ 338,100.00</b>	<b>£ 334,250.00</b>	<b>£ 352,750.00</b>	<b>£ 368,250.00</b>
<b>Planning &amp; Licensing</b>					<b>Planning &amp; Licensing</b>				
					Staffing	£ 15,000.00	£ 15,750.00	£ 16,500.00	£ 17,000.00
						<b>£ 15,000.00</b>	<b>£ 15,750.00</b>	<b>£ 16,500.00</b>	<b>£ 17,000.00</b>
					<b>Resolved Capital Projects</b>				
					LCC Refurbishment/Dilapidations	£ 40,000.00	£ 40,000.00	£ 40,000.00	£ 40,000.00
						<b>£ 40,000.00</b>	<b>£ 40,000.00</b>	<b>£ 40,000.00</b>	<b>£ 40,000.00</b>
<b>Total Income</b>	<b>£129,125.00</b>	<b>£ 149,600.00</b>	<b>£161,450.00</b>	<b>£168,000.00</b>	<b>Total Expenditure</b>	<b>£ 572,350.00</b>	<b>£ 578,500.00</b>	<b>£ 608,750.00</b>	<b>£ 621,250.00</b>

<b>PRECEPT</b>				Budget 2022/23
Total Income				£ 129,125.00
Total Expenditure				£ 572,350.00
Major Project Expenditure				
<b>Net Position</b>				<b>-£ 443,225.00</b>
<b>General Reserves 31/03/22</b>				£ 100,000.00
				<b>£ 100,000.00</b>
<b>GROSS SHORTFALL</b>				<b>-£ 343,225.00</b>
<b>RECOMMENDED RESERVE</b>				£ 110,000.00
<b>LCTS GRANT</b>				£ -
<b>BUDGET FUNDING FIGURE</b>				<b>-£ 453,225.00</b>
<b>PRECEPT CALCULATION</b>				
Budget/Tax base				-50.98
divide by 9			50.98	5.664444444
<b>x 9</b>			5.66	
<b>PROPOSED BAND D</b>				<b>£50.94</b>
				0.71%
Tax base 2016/17	8645.94	£ 391,402.00		
Tax base 2017/18	8717.19	£ 400,904.00		
Tax base 2018/19	8779.95	£ 411,692.00		
Tax base 2019/20	8839.09	£ 421,624.59		
Tax base 2020/21	8845.24	£ 447,392.24		
Tax base 2021/22	8762.69	£ 443,217.00	<b>-0.93%</b>	
Tax base 2022/23	8890.46	£ 452,880.00	<b>2.18%</b>	
Band D figure 2016/17	45.27			
Band D figure 2017/18	45.99	1.59%		
Band D figure 2018/19	46.89	1.96%		
Band D figure 2019/20	47.70	1.73%		
Band D figures 2020/21	50.58	6.04%		
Band D figure 2021/22	50.58	0.00%		
Band D figure 2022/23	50.94	0.71%		

[Agenda](#)





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**Town Clerk:** Helen Symmons PSLCC



## Payments List 11<sup>th</sup> Nov 2021- 10<sup>th</sup> January 2022 Report 2779/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		<b>Expenditure - Cheques</b>	
BK TRS	£15.00	Stall holder	Refund
BK TRS	£100.00	Southend Drama Society	LTC Grant Award
BK TRS	£66.00	NSALG	Membership renewal
BK TRS	£50.00	Plot-holder	Refund plot deposit
BK TRS	£15.00	Plot-holder	Refund plot deposit
BK TRS	£61.00	Plot-holder	Refund duplicate payment
BK TRS	£250.00	Yantlet Residents Committee	LTC Grant Award
BK TRS	£50.00	Manchester Drive Allotment Society	Retained deposit
BK TRS	£60.00	WALC	Councillor training
BK TRS	£108.00	Blake Contractors Ltd	CCTV maintenance
BK TRS	£500.00	The Art Ministry	LTC Grant Award
BK TRS	£10.80	Staff member	Mileage
BK TRS	£250.00	LRBC	L Freegard Grant Award
BK TRS	£703.20	Amberol Ltd	Dual bin
BK TRS	£360.00	E Cooling	50% Lantern workshop deposit
BK TRS	£90.00	SLCC Enterprises	Practitioner conference
BK TRS	£15.00	A Willis	Refund table Winter Fayre
BK TRS	£27.53	Amazon	LCC equipment
BK TRS	£117.08	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£120.00	Lorna & Lottie's	CT Social lunch
BK TRS	£59.09	Amazon	Microphones & door closers
BK TRS	£50.00	Southend Borough Council	Skate Park lease
BK TRS	£84.00	Essex Maintenance Ltd	TRV valve adjustment LCC

BK TRS	£50.00	Plot holder	Plot deposit refund
BK TRS	£50.00	Southend BC	Skate Park lease
BK TRS	£84.00	Essex Maintenance	TRV valve adjustment LCC
BK TRS	£50.00	N Champion	Plot deposit refund
BK TRS	£500.00	Leigh Folk Festival Assoc	LTC Grant Award
BK TRS	£99.00	Lorna & Lottie's	CT Social lunches
BK TRS	£45.53	Viking	Stationery
BK TRS	£406.00	SLCC Enterprises	Membership renewal
BK TRS	£109.44	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£68.03	Re-Essex Ltd	Name badges
BK TRS	£75.00	Manchester Drive Allotment Society	Retained deposits
BK TRS	£434.26	Amazon	Safety signs, mats and microwave
BK TRS	£360.00	E Cooling	Lantern workshop
BK TRS	£3756.00	Southend BC	Table tennis table & multi-use picnic tables
BK TRS	£115.62	James Todd & Co Ltd	Payroll processing
BK TRS	£19.28	Mark One Hire Ltd	Acrow prop hire
BK TRS	£66.17	Couno Office Solutions Ltd	Photocopying
BK TRS	£56.00	Plot holder	Refund duplicate payment
BK TRS	£14.49	CT member	Refund
BK TRS	£48.00	Lorna & Lottie's	CT Social lunches
BK TRS	£1149.40	Southend BC	Hedge cutting at allotments & hire charge Leigh Library Gardens
BK TRS	£60.00	G W Gill	Entertainment at CT Social Club
BK TRS	£3500.00	Southend BC	Rent LCC

BK TRS	£1836.00	VIP Security (Essex) Ltd	Security at Leigh Library Gardens events
BK TRS	£27.40	Councillor	Travel expenses
BK TRS	£31.46	Amazon	Safety signs
BK TRS	£150.00	PFS Group Ltd	Fire alarm service
BK TRS	£115.62	James Todd & Co Ltd	Payroll processing
BK TRS	£17.39	Viking Direct	Stationery
BK TRS	£56.15	Couno Office Solutions Ltd	Photocopying
BK TRS	£75.00	Salvation Army	Donation re LLG Christmas event
BK TRS	£10.00	Stall holder	Refund pitch fee
BK TRS	£36.00	Plot holder	Refund duplicate payment
BK TRS	£96.00	Room hirer	Refund room hire
BK TRS	£80.00	Essex Community First Aid Events Volunteers	First Aid cover at LLG Christmas event
BK TRS	£50.00	Plot holder	Refund plot deposit
BK TRS	£19.93	Mark One Hire	Acrow prop hire
		<b>Expenditure – Imprest Items</b>	
	£593.53	Catering Hygiene Specialist	Fridge – Leigh Larder
	£60.00	Belle Rose	Floral tributes
	£47.94	Defib Warehouse	Defib pads
	£11.99	Zoom Communications	Subscription
	£92.49	Elegant Event Essentials	8 x Tablecloths
	£111.79	Vinyl Banners	Events banners
	£100.00	Potherbs	2 x Christmas trees
	£21.00	Southend BC	TENS notice Leigh Library Gardens
	£2.00	OM News	Milk
	£16.98	The Factory Shop	Christmas lights
	£10.50	Timpson	Keys Leigh Library Gardens

	£1.30	Tesco	Milk
	£1.00	OM News	Milk
	£340.00	Benfleet Scrap Co	Skip allotments
	£50.52	Tesco	Raffle prizes CT Social club
	£11.99	Zoom Communications	Subscription
	£264.80	The Sarah Moore	CT Xmas lunch
	£19.99	The Range	Toilet seat
	£15.06	B&Q	Tarmac repair
		<b>Expenditure – Direct Debits</b>	
	£623.43	Wave	Allotment water rates
	£1612.50	Practical HR	HR advice
	£262.50	Practical HR	HR advice

[Agenda](#)

Leigh Town Council Main Budget Report					2021/22				
INCOME	Budget 2020/21	Income Received	Balance	% Received	EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
General Reserve B/F		£ 100,447.00							
<b>Finance &amp; Governance Committee</b>					<b>Finance &amp; Governance Committee</b>				
Precept	£443,217.00	£ 443,217.00	£ -	100.00%	Policy & Council Resources	£ 30,450.00	£ 21,765.97	£ 8,684.03	71.48%
Insurance claims	£ -	£ 3,640.02	-£ 3,640.02		Office & Council Administration	£ 43,550.00	£ 17,060.48	£ 26,489.52	39.17%
Interest	£ 700.00	£ 100.06	£ 599.94	14.29%	Strategic Plan Projects Expenditure	£ 10,000.00	£ 970.00	£ 9,030.00	9.70%
CIL Income		£ 2,558.04			CIL Expenditure		£ 3,130.01	-£ 3,130.01	
Other Committee Income	£ 1,300.00	£ 962.76	£ 337.24	74.06%		£ 84,000.00	£ 42,926.46	£ 41,073.54	51.10%
	£445,217.00	£ 450,477.88	-£ 2,702.84	101.18%	<b>Staffing Committee</b>				
					Council Staffing	£ 104,500.00	£ 84,309.08	£ 20,190.92	80.68%
<b>Community &amp; Culture Committee</b>					<b>Community &amp; Culture Committee</b>				
Leigh Community Centre	£ 60,000.00	£ 54,308.25	£ 5,691.75	90.51%	Leigh Community Centre	£ 54,400.00	£ 30,063.33	£ 24,336.67	55.26%
LTC Use of LCC (n/a inc in room hire)	£ 10,000.00	£ -	£ 10,000.00	0.00%	Community Centre Staffing	£ 123,000.00	£ 88,797.14	£ 34,202.86	72.19%
Allotments	£ 20,650.00	£ 19,059.50	£ 1,590.50	92.30%	Allotments	£ 28,700.00	£ 18,118.39	£ 10,581.61	63.13%
Community Facilities	£ 1,000.00	£ 1,662.16	-£ 662.16		Community Facilities	£ 10,650.00	£ 6,444.84	£ 4,205.16	60.51%
Health & Wellbeing Programme	£ 4,750.00	£ 5,644.56	-£ 894.56	118.83%	Health & Wellbeing Programme	£ 33,900.00	£ 24,175.75	£ 9,724.25	71.31%
Environment Facilities & Services	£ 1,400.00	£ -	£ 1,400.00		Community Services Funding	£ 5,700.00	£ -	£ 5,700.00	0.00%
Friends of LCC	£ -	£ 554.00	-£ 554.00		Community Partnership Programmes	£ 5,000.00	£ 3,986.50	£ 1,013.50	79.73%
		£ -			Environment Facilities & Services	£ 18,162.00	£ 20,195.00	-£ 2,033.00	111.19%
					Committee Staffing	£ 15,000.00	£ 8,518.70	£ 6,481.30	56.79%
	£ 97,800.00	£ 81,228.47	£ 16,571.53	83.06%	Friends of LCC		£ 494.61		
<b>Chairman's Charity Collection</b>		£ 744.42				£ 294,512.00	£200,794.26	£ 93,717.74	68.18%
<b>Total Income</b>	£543,017.00	£ 532,450.77	£ 13,868.69	98.05%	<b>Planning, Highways &amp; Licensing</b>	£ 12,250.00	£ 9,296.21	£ 2,953.79	75.89%
	YR end 20/21		YR end 21/22	forecast	<b>Resolved Capital Projects</b>				
Capital Reserves	£ 47,440.52		£ 64,975.03		LCC Refurbishment	£ 40,000.00	£ 20,765.74	£ 19,234.26	51.91%
Earmarked Reserves	£233,947.27				LCC Remodel	£ 3,620.00	£ 5,319.75	-£ 1,699.75	146.95%
CIL Reserve	£ 45,739.63		£ 45,167.66			£ 43,620.00	£ 26,085.49	£ 17,534.51	59.80%
3rd Party monies	£ 10,035.88		£ 10,095.27		<b>Total Expenditure</b>	£ 538,882.00	£363,411.50	£175,470.50	
					<b>General Reserves</b>		£269,486.27		
					<b>Forecast General Reserve @ yr end</b>		£100,000.00		