

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 Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry

Town Clerk: Helen Symmons PSLCC



Members are hereby summoned to attend the Annual Council Meeting
of Leigh-on-Sea Town Council on
Tuesday 24th January 2023 in Leigh Community Centre,
71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

Helen Symmons

Helen Symmons PSLCC
Town Clerk
19th January 2023

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

AGENDA / BUSINESS TO BE TRANSACTED

1. CHAIRMAN AND HOUSEKEEPING ANNOUNCEMENTS

2. APOLOGIES FOR ABSENCE

Cllr Healey has sent prior apologies.

3. DECLARATIONS OF INTEREST

For Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda

4. APPROVAL OF THE MINUTES OF THE MEETING [29TH NOVEMBER 2022](#)

5. PUBLIC REPRESENTATIONS

6. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

7. SOUTHEND CITY 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 2022/23.

- a) Planning, Licensing and Highways Committee – To receive the minutes of [6th December](#), [20th December 2022](#) and [10th January 2023](#).

There are no recommendations to Council

10. REPRESENTATIVE REPORTS

11. COMMITTEE VACANCIES

A vacancy exists on the Planning Committee. Nominations can be made at the meeting to fill the vacancy.

OTHER DECISION ITEMS

12. COUNCIL BUDGET AND PRECEPT 2023/24 ([Appendix 2](#)) page 6

At its meeting 29th November, Council resolved the draft Budget Pack for 2023/24. Amendments then resulted from further decisions made at the meeting and a net decrease to the draft budget is now presented at Appendix 2. The Council's overall budget increase from 2022/23 to 2023/24 is 1.7%.

The tax base number advised by Southend City Council has increased by 2.75% to 9135.15 which has a positive effect when setting the precept. For information, the tax base figure is based on the number of Band D properties but adjusted for new dwellings, expected number of people claiming tax relief etc. It is also flexed to take account of the weighted number of properties in bands above and below Band D.

Based on the budget presented and using the tax base formula, the precept for a Band D property can be set at £50.58, a **REDUCTION** of 36p, (-0.71%). This means the precept level reverts back to that of 2020/21. The total precept to be received would be £462,056.

Year	Total Precept	Council Tax Base	Annual @ Band A	Annual @ Band B	Annual @ Band C	Annual @ Band D	Annual @ Band E	Annual @ Band F	Annual @ Band G	Annual @ Band H
2023/24	£462,056	9135.15	£33.72	£39.34	£44.96	£50.58	£61.82	£73.06	£84.30	£101.16

Year	Total Precept Increase	Council Tax Base	Annual @ Band A	Annual @ Band B	Annual @ Band C	Annual @ Band D	Annual @ Band E	Annual @ Band F	Annual @ Band G	Annual @ Band H
2022/23	£452,880	8890.46	£33.96	£39.62	£45.28	£50.94	£62.26	£73.58	£84.90	£101.88

It is **RECOMMENDED** that Council approve the budget along with the precept of £462,056 for 2023/24.

13. TO APPROVE EXPENDITURE ([Appendix 3](#)) page 8

14. STRATEGIC PLAN ([Appendix 4](#)) page 9

It is **RECOMMENDED** that the Strategic Objectives be adopted and the recommended accompanying actions agreed. The Strategic Plan can then be presented to Council in March for adoption.

FOR NOTING / CONSIDERATION

15. COUNCIL INCOME AND EXPENDITURE BUDGET UPDATE AS AT 10TH JANUARY 2023 ([Appendix 5](#)) page 15

16. COUNCIL BANK ACCOUNT BALANCES AS AT 16TH JANUARY 2023

Current account	£9,880.96
Imprest	£779.22
HSBC deposit	£204,063.48
Payroll holding	£1,661.36
Public Sector DF	£527,828.69

17. FREEDOM OF INFORMATION REQUEST ([Appendix 6](#)) page 16

18. COMMUNITY ENGAGEMENT

Council Magazine

The article deadline for Issue 17 is at the beginning of February and will be published early March.

Councillor Litter pick project

The Town Clerk was not advised on any councillor litter picks in November and December and none have been advised so far in January. Councillors are asked to agree a date for a group Spring litter pick.

Public defibrillator

The Manchester Drive Allotment Society made the suggestion to have a public defibrillator just outside the entrance to the allotment site. Leigh Lions have kindly agreed to fund the cabinet and defibrillator. Approval is sought from Council to have this installed. Council will be responsible for the installation costs of affixing the unit to a post. The defibrillator will be checked monthly by Council staff with allotment society committee monitoring the area.

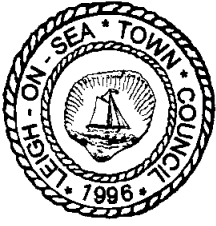
CONFIDENTIAL DECISION ITEM

19. 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 – SO 3(d)

20. GOOD FOR LEIGH AWARD NOMINATIONS (Confidential Appendix to be presented at the meeting)

DATE OF NEXT MEETING: Tuesday 28th March 2023



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Report 2798/HS

TOWN CLERK'S REPORT JANUARY 2023

TRAINING

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

Staff:

- Local Councils and Community Outreach
- Allergen Awareness
- NCASS Level 2 Food Hygiene Training

Councillors:

The following training was requested from the list submitted in November:

- Respectful Social Media – Cllr Mills (26th January)

STAFFING

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

- Maternity Cover – social media and promotions, website updates, community engagement app posts
- Christmas activities and events
- Café TUPE arrangements and administration systems
- Maternity Cover – magazine edition 17

MEETINGS ATTENDED:

- SLCC BRANCH OFFICERS MEETING
- VARIOUS CAFÉ TUPE AND ADMINISTRATION MEETINGS
- ESSEX BRANCH EXEC COMMITTEE
- SLCC ESSEX BRANCH EXEC COMMITTEE
- ARTS GROUP
- SOUTHEND CITY MAYOR CIVIC SERVICE
- MDAS ALLOTMENTS GROUP PLANNING MEETING
- SOUTHEND TOURISM PARTNERSHIP

COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2022/23

Committee	Minute No. and Subject	Completion status	Completion Date	Outcome	Forward Action Required	Responsible
COUNCIL 29-11-22	82. Committees	RESOLVED café incorporation in Council; expenditure list and draft council budget	29-11-22		NFA	
COUNCIL 29-11-22	85. Community Engagement	RESOLVED only 3000 hard copies of magazine	29-11-22	Icicle Design advised	NFA	
COUNCIL 29-11-22	88. Old Mess Room	RESOLVED not to proceed any further with project	29-11-22	SCC advised	NFA	

[Agenda](#)

Leigh Town Council 2023/24 Budget Document											
INCOME	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24	EXPENDITURE	Actuals 2020/21	Actuals 2021/22	Budget 2022/23	Yr End Projected Actuals	Budget 2023/24
Finance & Governance						Finance & Governance					
Interest	£ 3,836.51	£ 3,836.51	£ 800.00	£ 1,500.00	£ 150.00	Policy & Council Resources	£ 23,739.02	£ 25,239.80	£ 37,550.00	£ 47,000.00	£ 33,750.00
Other Income	£ 2,676.50	£ 2,676.50	£ 1,300.00	£ 1,000.00	£ 1,100.00	Office & Council Administration	£ 62,595.80	£ 29,798.80	£ 37,700.00	£ 29,150.00	£ 34,900.00
	£ 6,513.01	£ 6,513.01	£ 2,100.00	£ 2,500.00	£ 1,250.00	Stragetic Objectives Fund		£ 970.00	£ 10,000.00	£ -	£ -
							£ 86,334.82	£ 56,008.60	£ 85,250.00	£ 76,150.00	£ 68,650.00
						Staffing Committee					
						Council Staffing	£ 117,193.84	£ 109,852.84	£ 97,000.00	£ 101,150.00	£ 122,500.00
Community Facilities						Community & Culture					
Leigh Community Centre	£ 6,642.18	£ 89,201.08	£ 100,000.00	£ 123,500.00	£ 130,000.00	Leigh Community Centre	£ 43,076.25	£ 42,430.50	£ 53,000.00	£ 56,564.07	£ 66,500.00
Allotments Income	£ 14,944.80	£ 18,193.00	£ 19,000.00	£ 19,697.00	£ 20,070.00	Community Centre Staffing	£ 76,179.62	£ 126,361.36	£ 148,000.00	£ 149,500.00	£ 146,750.00
Community Facilities	£ 20.83	£ 2,118.00	£ -	£ 1,833.00	£ 1,250.00	Allotments	£ 26,756.00	£ 22,563.70	£ 29,200.00	£ 29,450.00	£ 31,300.00
Health & Wellbeing Programme	-£ 147.80	£ 7,206.23	£ 4,750.00	£ 3,000.00	£ 5,000.00	Community Facilities	£ 12,482.95	£ 9,804.71	£ 23,025.00	£ 16,551.00	£ 27,750.00
Environment Facilities & Services	£ -	£ -	£ -	£ -	£ -	Health & Wellbeing	£ 26,280.68	£ 34,955.86	£ 21,600.00	£ 23,850.00	£ 21,400.00
						Community Services Funding	£ 4,500.00	£ -	£ 5,700.00	£ 4,700.00	£ 5,700.00
						Community Partnership Progs.	£ -	£ 5,001.35	£ 6,250.00	£ 2,500.00	£ 5,500.00
						Environment Facilities & Services	£ 9,150.00	£ 20,195.00	£ 40,400.00	£ 41,107.50	£ 42,000.00
						Committee Staffing	£ 8,593.72	£ 10,215.11	£ 15,250.00	£ 24,500.00	£ 25,500.00
	£ 21,460.01	£ 116,718.31	£ 123,750.00	£ 148,030.00	£ 156,320.00		£ 207,019.22	£ 271,527.59	£ 342,425.00	£ 348,722.57	£ 372,400.00
						Planning & Licensing					
Planning & Licensing						Staffing	£ 9,161.47	£ 12,507.52	£ 15,000.00	£ 14,806.00	£ 15,750.00
							£ 9,161.47	£ 12,507.52	£ 15,000.00	£ 14,806.00	£ 15,750.00
		£ -		£ -	£ -	Resolved Capital Projects					
						LCC Refurbishment	£ 48,708.90	£ 20,765.74	£ 40,000.00	£ 15,000.00	£ 30,000.00
Total Income	£ 27,973.02	£ 123,231.32	£ 125,850.00	£ 150,530.00	£ 157,570.00	LCC Remodel	£ 168,075.50	£ 5,319.75	£ -	£ -	£ -
Capital Reserves 31/03/22	£ 1,942.00						£ 216,784.40	£ 26,085.49	£ 40,000.00	£ 15,000.00	£ 30,000.00
Earmarked Reserves 31/03/22	£ 314,556.94						£ 636,493.75	£ 475,982.04	£ 579,675.00	£ 555,828.57	£ 609,300.00
General Reserves 31/03/22	£ 139,286.18					Total Expenditure					
LCC Project EMR	£ 63,033.03					Budget Net Totals per Committee					
						F & G					£ 67,400.00
						C&C					£ 216,080.00
						Staffing					£ 122,500.00
						Planning, Highways & Licensing					£ 15,750.00
						LCC Refurbishment					£ 30,000.00

Leigh Town Council 2023/24 Medium Term Financial Plan									
INCOME	2023/24	2024/25	2025/26	2026/27	EXPENDITURE	2023/24	2024/25	2025/26	2026/27
Policy & Resources					Policy & Resources				
Interest	£ 150.00	£ 150.00	£ 150.00	£ 200.00	P & R Expenditure	£ 33,750.00	£ 37,250.00	£ 40,000.00	£ 42,000.00
Other Income	£ 1,100.00	£ 1,100.00	£ 1,200.00	£ 1,300.00	Office & Admin	£ 34,900.00	£ 38,500.00	£ 40,000.00	£ 42,000.00
					Strategic Objectives Fund	£ -	£ 25,000.00	£ 25,000.00	£ 15,000.00
	£ 1,250.00	£ 1,250.00	£ 1,350.00	£ 1,500.00		£ 68,650.00	£ 100,750.00	£ 105,000.00	£ 99,000.00
					Staffing Committee				
					Council Staffing	£ 122,500.00	£ 130,000.00	£ 137,500.00	£ 145,750.00
Community Facilities					Community Facilities				
Leigh Community Centre	£ 130,000.00	£ 130,000.00	£ 135,000.00	£ 135,000.00	Leigh Community Centre	£ 66,500.00	£ 73,000.00	£ 80,000.00	£ 85,000.00
					Community Centre Staffing	£ 146,750.00	£ 155,500.00	£ 164,750.00	£ 175,000.00
Allotments Income	£ 20,070.00	£ 20,000.00	£ 20,000.00	£ 21,000.00	Allotments	£ 31,300.00	£ 32,000.00	£ 33,000.00	£ 34,000.00
Community Facilities	£ 1,250.00	£ 4,000.00	£ 4,500.00	£ 4,500.00	Community Facilities	£ 27,750.00	£ 14,000.00	£ 15,000.00	£ 15,000.00
Health & Wellbeing Programmes	£ 5,000.00	£ 6,750.00	£ 7,000.00	£ 7,000.00	Health & Wellbeing	£ 21,400.00	£ 22,500.00	£ 25,000.00	£ 25,000.00
Environment Facilities & Services	£ -	£ 1,000.00	£ 1,500.00	£ 2,000.00	Community Services Funding	£ 5,700.00	£ 6,250.00	£ 6,500.00	£ 6,750.00
					Community Partnership Progs.	£ 5,500.00	£ 6,000.00	£ 6,500.00	£ 6,750.00
					Environment Facilities & Services	£ 42,000.00	£ 43,000.00	£ 44,000.00	£ 45,000.00
					Committee Staffing	£ 25,500.00	£ 27,000.00	£ 28,500.00	£ 30,000.00
	£ 156,320.00	£ 161,750.00	£ 168,000.00	£ 169,500.00		£ 372,400.00	£ 379,250.00	£ 403,250.00	£ 422,500.00
					Planning & Licensing				
Planning & Licensing					Staffing	£ 15,750.00	£ 16,500.00	£ 17,500.00	£ 18,000.00
						£ 15,750.00	£ 16,500.00	£ 17,500.00	£ 18,000.00
					Resolved Capital Projects				
					LCC Refurbishment/Dilapidations	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 25,000.00
						£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 25,000.00
Total Income	£ 157,570.00	£ 163,000.00	£ 169,350.00	£ 171,000.00	Total Expenditure	£ 609,300.00	£ 656,500.00	£ 693,250.00	£ 710,250.00



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Payments List 26th Oct 2022- 17th Jan 2023 Report 2799/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
BK TRS	£109.50	Hirer	Room hire refund
BK TRS	£25.00	Plot holder	Refund plot deposit
BK TRS	£10.00	Plot holder	Refund overpayment
BK TRS	£6.50	Plot holder	Refund overpayment
BK TRS	£65.92	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£1086.00	Greenworks	Washroom services
BK TRS	£70.00	Southend City Council	Premises licence
BK TRS	£1140.00	Hunter & Sons Tree Services Ltd	Treework at Marshall Close allotments
BK TRS	£6144.00	Icicle Graphic Design	LTC Magazine production
BK TRS	£540.00	Tindle Newspapers	LTC Magazine delivery
BK TRS	£49.00	S Smith	Reimburse framing costs LTC Art
BK TRS	£650.00	Manchester Drive Allotment Society	ASA agreement less Use of Space licence
BK TRS	£125.00	Marshall Close Allotments	ASA agreement
BK TRS	£8.00	Ticket Purchaser	Refund overpayment
BK TRS	£648.00	Piggots Flags & Branding	Flag poles maintenance
BK TRS	£19.93	Mark One Hire	Acrow prop hire
BK TRS	£2372.88	Edge IT Systems Ltd	Finance, Facilities & Allotments systems annual fee
BK TRS	£108.00	James Todd & Co Ltd	Payroll processing
BK TRS	£45.98	Couno Office Solutions	Photocopying
BK TRS	£50.00	Plot holder	Deposit refund
BK TRS	£109.99	Allen Bros Electrical (Factors) Ltd	Light bulbs and tubes
BK TRS	£5.00	Plot holder	Refund overpayment

BK TRS	£33483.12	The Festive Lighting Co Ltd	Festive lighting hire & installation
BK TRS	£448.00	C & T Electricals	Installation of disabled alarm at allotments toilets
BK TRS	£585.00	SLCC Enterprises Ltd	Practitioners Conference
BK TRS	£50.00	Manchester Drive Allotment Society	Maintenance at north fence
BK TRS	£91.24	Viking Direct	Stationery
BK TRS	£108.00	Blake Contractors Ltd	CCTV maintenance contract
BK TRS	£24.98	Amazon	HDMI cable & magnets
BK TRS	£1394.11	PPLPRS Ltd	Licence renewal
BK TRS	£66.00	NSALG	Membership renewal
BK TRS	£120.00	Stall holder	Refund Farmers' Market pitch fee
BK TRS	£125.70	Fulton Paper	Paper
BK TRS	£72.00	WALC	Staff training
BK TRS	£15.00	Plot holder	Refund plot deposit
BK TRS	£97.06	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£150.00	Yantlet Resident Committee Garden Club	LTC Grant Award
BK TRS	£120.00	Aubergine 262 Ltd	Domain renewal
BK TRS	£1260.00	Studio Souffle Ltd	Provision of children's event
BK TRS	£390.00	Hadleigh Salvage Recycling	Skip hire allotments
BK TRS	£540.00	Tindle Newspapers Essex & Kent Ltd	LTC magazine distribution
BK TRS	£137.50	Staff Member	Travel expenses
BK TRS	£180.00	PFS Group Ltd	Fire alarm callout
BK TRS	£300.00	Mashford's Gardening	Flower boxes at LCC
BK TRS	£390.00	Hadleigh Salvage Recycling	Skip hire allotments
BK TRS	£2971.20	GP Mason Electrical Ltd	Electrical Condition report and other works LCC
BK TRS	£90.75	Hirer	Refund overpayment
BK TRS	£100.00	Hirer	Refund overpayment
BK TRS	£150.00	PFS Group Ltd	Fire alarm maintenance
BK TRS	£188.88	DJE Creative	Signs & printing
BK TRS	£184.61	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£390.00	Hadleigh Salvage Recycling	Skip hire allotments
BK TRS	£1260.01	Hunter & Sons Tree Services Ltd	Treework at Manchester Drive allotments
BK TRS	£89.90	Amazon	Christmas item
BK TRS	£24.00	Stall holder	Refund pitch fee
BK TRS	£119.14	Amazon	Decorations and tablecloths

BK TRS	£172.80	James Todd & Co Ltd	Payroll processing
BK TRS	£19.28	Mark One Hire	Acrow prop hire
BK TRS	£916.00	Drysdales Solicitors	Review of Old Mess Room lease
BK TRS	£125.38	Couno Office Solutions	Photocopying
BK TRS	£350.00	Lorna & Lottie's	CT Social lunches
BK TRS	£114.75	Room hirer	Refund overpayment
BK TRS	£80.00	Stall holder	Pitch refund
BK TRS	£18.00	Stall holder	Pitch refund
BK TRS	£10.00	Stall holder	Pitch refund
BK TRS	£500.00	4 th /6 th Leigh Scout Group	LTC Grant Award
BK TRS	£70.00	Southend Estuary District Explorer Scouts	Minibus hire
BK TRS	£100.80	Allen Bros Electrical (Factors) Ltd	Light bulbs and tubes
BK TRS	£60.00	Stall holder	Pitch refund
BK TRS	£13.95	Staff member	Reimburse
BK TRS	£26.99	Staff member	Reimburse
BK TRS	£82.56	Volunteer	Volunteer expenses
BK TRS	£392.00	SLCC Enterprises Ltd	Membership
BK TRS	£3183.60	Thames Landscaping	24ft tree and lighting
BK TRS	£30.96	Amazon	Cash boxes and sandpaper
BK TRS	£41.00	Staff member	Expenses
BK TRS	£50.00	Plot holder	Plot deposit refund
BK TRS	£500.00	Entertainer	Barn Dance
BK TRS	£70.25	Room hirer	Refund overpayment
BK TRS	£130.00	Fence 4 U	Fence repairs allotments
BK TRS	£2243.64	SLCC Enterprises Ltd	Strategic plan consultancy
BK TRS	£75.00	Entertainer	Entertainment at CT Xmas lunch
BK TRS	£43.78	Couno Office Solutions	Photocopying
BK TRS	£75.00	Entertainer	Entertainment at CT Xmas lunch
BK TRS	£320.00	Lorna & Lottie's CIC	CT Social lunches
BK TRS	£45.28	Amazon	Cash box and first aid kit
BK TRS	£300.00	Musicality	LTC Grant Award
BK TRS	£75.79	Zurich Municipal	Additional insurance premium
BK TRS	£108.00	James Todd & Co Ltd	Payroll processing
BK TRS	£3994.12	Southend City Council	Rent LCC & Skate Park lease
BK TRS	£690.00	Quantum Services	Lift service contract

BK TRS	£36.00	Breakthrough Communications & Strategies Ltd	Councillor training
BK TRS	£84.47	Essex Supplies(UK) Ltd	Cleaning materials
BK TRS	£109.94	Amazon	Mat, splatter screen & Prime
BK TRS	£96.16	Viking Direct	Stationery
BK TRS	£131.37	Legra 1086	Café supplies
BK TRS	£60.00	GP Mason Electrical Ltd	Electrical call out
BK TRS	£120.00	The Play Inspection Company Ltd	Skate Park inspection
BK TRS	£19.93	Mark One Hire	Acrow prop hire
		Expenditure – Imprest Items	
	£118.61	Screwfix Direct	Maintenance items LCC
	£50.65	Southend Theatres	Tickets CT trip
	£12.99	Amazon	Decoration kits CT
	£108.00	Timpson	Allotment keys
	£9.10	Tesco	Refreshments CT Social
	£12.99	Canva	Subscription
	£16.49	Trophystore	Wall plaques LCC
	£9.98	The Factory Shop	Batteries
	£11.99	Zoom Communication	Subscription
	£9.45	Tesco	Refreshments CT Social
	£1.09	The Factory Shop	Sponge
	£88.00	Pot Herbs	2 Christmas trees
	£53.93	Amazon	Items for Community Transport Christmas party
	£51.71	NALC	Staff training
	£3.50	Tesco	Refreshments
	£27.75	The Factory Shop	Miscellaneous Christmas items
	£12.99	Canva	Subscription
	£12.15	Tesco	Refreshments CT Social
	£5.08	The Factory Shop	Miscellaneous Christmas items
	£385.70	NCASS	Membership
	£65.08	Blinds Direct	Blinds
	£9.98	The Factory Shop	Batteries

	£11.99	Zoom Communication	Subscription
	£19.75	The Factory Shop	Raffle prizes
	£16.80	Tesco	Raffle prizes
	£13.00	Tesco	Refreshments CT Social
	£136.79	STAS Hanging Systems	Art wall hanging system
	£98.76	Aldi	Café supplies
	£12.99	Canva	Subscription
	£8.00	Tesco	Café supplies
	£25.32	Pot Herbs	Café supplies
	£15.00	Trade Management Services Ltd	Staff training
	£51.71	NALC	Cllr training
	£23.55	Tesco	Café supplies
	£8.99	Amazon	Financial year planner
	£15.00	Trade Management Services Ltd	Staff training
	£12.50	Trade Management Services Ltd	Staff training
	£56.27	B&Q	Varnish
	£71.30	Makro	Café supplies
	£7.60	Co-op	Café supplies
	£29.69	Aldi Stores	Café supplies
	£7.00	Home Made Bakery	Café supplies
	£11.99	Zoom Communication	Subscription
	£176.49	Makro	Café supplies

Strategic Plan 2023-2028

Analysis of the workshop/plan report with recommendations

Two workshops were held with Councillors with a rationale for creating a five-year plan to reposition Council strategically so that the plan extends into the first year of the next civic term after 2027 elections. Thereafter, it should revert to a four-year cycle.

RESULT OF THE WORKSHOPS:

NO CHANGE TO THE COUNCIL'S MISSION

'Our mission is to represent the people of Leigh-on-Sea and to protect the heritage and identity of Leigh-on-Sea in order to preserve the town for current residents and to provide a legacy for future generations.'

NO CHANGE TO THE COUNCIL'S VALUES

'Our values

Our values underpin our decisions and actions.

We aspire to be:

- *Efficient and effective – delivering services, ensuring value for money and evaluating the impact of our actions*
- *Open and democratic – consulting with local residents and organisations in decision making*
- *Proactive and innovative – finding solutions and acting in the best interests of local people*
- *Diligent – complying fully with legislation associated with local government, equal opportunities, health and safety and approved governance procedures'*

CHANGES TO STRATEGIC OBJECTIVES

The workshop consultant reported that after discussions at the workshops, it was agreed that he would finalise the wording, having taken into account the consensus at the meetings. These are the proposed revised Strategic Objectives for the next five years (red highlights changes to previous objectives):

2023 – 2028 Strategic Objectives proposed:

To create and maintain effective working relationships between Leigh Town Council, partner organisations and community groups to ensure a shared vision for Leigh-on-Sea

To identify community facilities and services to enhance the quality of life for local residents and explore ways of securing the necessary resources with minimum impact on the precept

To raise awareness of local environmental issues and, in co-operation with a variety of groups, create opportunities for residents to engage with Leigh Town Council in finding and implementing solutions

Analysis:

Council in developing Objective 1 wish to ensure a shared vision and therefore need to engage in meaningful community outreach. Local Councils must be able to gather views from all people who live and visit their communities to provide value for money services and assets and to listen and act on feedback to improve a place.

In 2011/12 Council successfully engaged with residents and from that engagement, it was established that residents wanted the Council to take on the Community Centre and were happy to see an

increase in their precept to accommodate this. Council listened, acted and developed a service over time fully used by the residents of Leigh and should be proud of this.

PROPOSED ACTIONS UNDER THE NEW STRATEGIC OBJECTIVES:

Objective 1

Recommended Actions:

1. Councillors work together to establish their shared vision for Leigh
2. Council create an engagement project with residents to establish the shared vision for the Town. This work is to incorporate establishing residents' views on community facilities and services along with environmental concerns.
3. Combine all the evidence to establish a complete shared vision.
4. Council to create further actions after the shared vision is established for continued working relationships.

Objective 2

Recommended Actions:

1. Identify from the engagement project community facilities and services that residents feel would enhance the quality of life for them
2. Identify what power the Council has to secure the resources or who the Council needs to work with to achieve the facilities and services identified.
3. Identify costing and funding streams for further actions to take place mindful of precept impacts and views of residents (For noting - residents may have expressed in the engagement project that if it is really important a precept rise would be acceptable to them).
4. Council to create further actions for the shared vision facilities and services the community wish it to provide.

Objective 3

Recommended Actions:

1. Identify from the engagement project the environmental concerns that residents have
2. Establish what environmental concerns councillors have
3. Both councillors and staff to research and understand carbon literacy in Leigh by initially having training through the Carbon Literacy Project
4. Identify what the Council has done/can do in relation to environmental concerns and promote this in the first instance to set examples e.g. paper free agendas and minutes; reduction in magazine hardcopy production; Good for Leigh drink bottles; solar lights at the skate park, solar panels on the community centre roof etc.
5. Help educate residents on carbon literacy and promote the little wins that residents can do to help make an impact. From there:
 6. Council to identify what Council can do as a shared vision to make the most impact in reducing the Town's carbon foot print and create further actions for the remainder of the Strategic Plan

[Agenda](#)

Leigh Town Council Main Budget Report									
INCOME	Budget 2022/23	Income Received	Balance	% Received	EXPENDITURE	Budget 2022/2023	Expenditure	Balance	% Spent
General Reserve B/F		£ 100,447.00							
Finance & Governance Committee					Finance & Governance Committee				
Precept	£ 452,880.00	£ 452,880.00	£ -	100.00%	Policy & Council Resources	£ 37,550.00	£ 31,013.42	£ 6,536.58	82.59%
Grants Received	£ -	£ 15,085.00	-£ 15,085.00		Office & Council Administration	£ 37,700.00	£ 19,317.75	£ 18,382.25	51.24%
Interest	£ 150.00	£ 4,396.72	-£ 4,246.72	2931.15%	Strategic Plan Projects Expenditure	£ 15,000.00		£ 15,000.00	0.00%
CIL Income		£ 37,678.73			CIL Expenditure		£ 14,333.77	-£ 14,333.77	
Other Committee Income	£ 1,000.00	£ 814.11	£ 185.89	81.41%		£ 90,250.00	£ 64,664.94	£ 25,585.06	71.65%
	£ 454,030.00	£ 510,854.56	-£ 19,145.83	112.52%					
					Staffing Committee				
					Council Staffing	£ 97,000.00	£ 62,034.84	£ 34,965.16	63.95%
Community & Culture Committee					Community & Culture Committee				
Leigh Community Centre	£ 100,000.00	£ 82,824.13	£ 17,175.87	82.82%	Leigh Community Centre	£ 53,150.00	£ 35,166.67	£ 17,983.33	66.16%
					Community Centre Staffing	£ 148,000.00	£ 111,573.75	£ 36,426.25	75.39%
Allotments	£ 19,325.00	£ 22,136.75	-£ 2,811.75	114.55%	Allotments	£ 29,200.00	£ 15,426.14	£ 13,773.86	52.83%
Community Facilities	£ 3,900.00	£ 1,810.83	£ 2,089.17		Community Facilities	£ 23,275.00	£ 22,378.64	£ 896.36	96.15%
Health & Wellbeing Programme	£ 4,750.00	£ 3,141.82	£ 1,608.18	66.14%	Health & Wellbeing Programme	£ 21,600.00	£ 24,702.61	-£ 3,102.61	114.36%
Environment Facilities & Services		£ 925.00	-£ 925.00		Community Services Funding	£ 5,700.00	£ -	£ 5,700.00	0.00%
Friends of LCC	£ -	£ 94.00	-£ 94.00		Community Partnership Programmes	£ 6,250.00	£ 1,251.25	£ 4,998.75	20.02%
		£ -			Environment Facilities & Services	£ 35,675.00	£ 37,803.47	-£ 2,128.47	105.97%
					Committee Staffing	£ 15,250.00	£ 8,140.40	£ 7,109.60	53.38%
	£ 127,975.00	£ 110,932.53	£ 17,042.47	86.68%	Friends of LCC		£ 299.27		
						£ 338,100.00	£ 256,742.20	£ 81,357.80	75.94%
Chairman's Charity Collection		£ 1,693.28			Planning, Highways & Licensing	£ 15,000.00	£ 9,177.78	£ 5,822.22	61.19%
Total Income	£ 582,005.00	£ 623,480.37	-£ 2,103.36	107.13%	Resolved Capital Projects				
					LCC Refurbishment	£ 40,000.00	£ 10,802.00	£ 29,198.00	27.01%
	YR end 21/22		YR end 22/23 forecast			£ 40,000.00	£ 10,802.00	£ 29,198.00	27.01%
Capital Reserves	£ 64,975.03		£ 94,000.00		Total Expenditure	£ 580,350.00	£ 403,421.76	£ 176,928.24	
Earmarked Reserves	£ 303,522.50		£ 375,000.00		General Reserves at present		£ 320,505.61		
CIL Reserve	£ 34,611.03		£ 83,623.35		Forecast General Reserve @ yr end		£ 135,000.00		
3rd Party monies	£ 11,034.44		£ 11,000.00						

FREEDOM OF INFORMATION REQUEST.

RECEIVED 1ST DECEMBER 2022

I would like to know whether Leigh Lights has been discontinued permanently or whether there is a plan to bring it back. If it's the former could you share the reasons? I heard that it may be due to the cost of the road closures and I'd like understand what that approximate cost is.

RESPONDED TO 14TH DECEMBER 2022

Obviously, I can't respond regarding whether discontinued permanently as Council are the decision makers on that. To my knowledge there is no plan to bring the event back as costs were escalating year on year for essentially a 4-hour event. Essentially the cost of the event has been put in to completely introducing a new Christmas lighting scheme in both the streets and Library Gardens from end of November to beginning of January. The Council has organised a range of activities over the Christmas period this year:

Advent Giving Hamper
Winter Coat donations
Christmas decoration workshop
Community Carols programme
Festive Market
Over 60's Christmas party
Santa Post box

2019 event details:

22 parade entries with approx. 400 people taking part
Southend Carnival association managed the parade using approximately 20 volunteers in addition to the volunteers that the parade entries had to provide
Police on duty 15-18 officers (were told that we may be charged for this service in the future)
20 additional volunteers at various points around the event site
All staff working on the event evening
Event Manager working on the event 3 days per week from April

Costs:

First Aid £327 (heavily discounted rate)
Road closure costs £3,900
Security team £4,860 (held price from 2018)
Terrorist prevention measure – free in 2019 but charge would be made in future years
Parking suspension costs £1,814
Radio communication for all security, police and event team £1,465
Road cleaning and clear up expenses £855
Entertainment fees and expenses £3,260
Advertising and banners £881
Event Staff cost £9085

TOTAL COST - £26,120 (2018 - £24,530, 2017 - £23,212)

Income – donations from traders £943
Pitch fees - £850
Sponsorship - £1,083

TOTAL INCOME £2,876 (2018 - £2203, 2017 - £3040)

NET COST £23,244 (2018 - £22,327, 2017 - £20,172)

[Agenda](#)