



Leigh-on-Sea Town Council

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Chairman: Cllr Paul Gilson
Vice Chairman: Cllr Andy Wilkins
Town Clerk: Helen Symmons *PSLCC*

Members are requested to attend an online meeting of the
FINANCE & GOVERNANCE COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday, 20th October 2020** commencing at **7.30 p.m.**

This meeting is being held in accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

All participants are requested to enter the waiting room between 7.15 and 7.25 pm, ready for the meeting to commence at 7.30 pm. Members of the public are requested to email Council in advance of the meeting to give notice that they would like to attend and whether they would like to speak in the public participation section of the agenda.

To join the meeting:

Either click on this link

<https://us02web.zoom.us/j/2840165282?pwd=MVhpYnVNODBzSXk5U1hqUjFkZkZkZDZz09>

or use the Zoom App on your device and input:

Meeting ID: 284 016 5282
Password: 1996

Or you can phone dial into the meeting audio using one of the phone numbers:

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Meeting ID: 284 016 5282
Password: 1996

Members of Council and members of the public are reminded that the meeting may be recorded by the Town Clerk in both audio and video to assist with the recording of Council minutes.

Committee Membership

Cllrs: David Bowry, Mark Bromfield (Chairman), Doug Cracknell, Keith Evans, Anita Forde, Paul Gilson, Jill Healey, Carole Mulroney and Andy Wilkins

AGENDA

1. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING [3RD MARCH 2020](#)
5. PUBLIC REPRESENTATIONS

Thank you correspondence was received from all those that given Grants Aid Awards in May. Sadly, the Royal British Legion and Lions Club (Regatta) events will not proceed this year and they have advised that the grant is not required but will reapply next year.

6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 6

POLICY DECISIONS

Copies of all the documents below were provided to the Committee in advance of the meeting

7. STAFF HANDBOOK

The Staffing Committee **RECOMMEND** that the Handbook be approved **with recommendation to Council**. Staff were provided with a copy of the revised handbook and there have been no representations.

8. VEXATIOUS COMPLAINTS PROCEDURE

It is **RECOMMENDED** that this new policy be adopted with **recommendation to Council**.

9. HEALTH & SAFETY POLICY

It is **RECOMMENDED** that the Committee undertake the scheduled review with **recommendation to Council**.

10. TRAINING & DEVELOPMENT POLICY

It is **RECOMMENDED** that the Committee undertake the scheduled review with **recommendation to Council**.

11. SAFEGUARDING POLICY

It is **RECOMMENDED** that the Committee undertake the scheduled review with **recommendation to Council**.

RESOURCES

12. CIL PDG **DECISION ITEM**

The CIL receipt for 2019/20 was received in the Summer being £21,911.07. A PDG was held early September to discuss projects. Several require further research before any recommendation can be submitted and contact has been made with Southend Borough Council on these ideas. A response is awaited. In the meantime, the following is **RECOMMENDED** by the CIL PDG for approval:

Street Art Wall at the Skate Park

Following the refurbishment of the skate park, the Arts Group met with Scott Irving, a local renowned street artist. This is a project that the group have wanted to instigate for some time and they heard how it could also link in to youth projects and social isolation projects. It is estimated for a substantial 'cornered' wall to be erected at approximately 8ft high in a safe place to enable artwork both sides will cost £3,000. It will be constructed from wood and rendered and painted white regularly to ensure a rotation of art work. The CIL PDG supported the idea as it offered many positives to the strategic plan of Leigh Town Council.

13. COUNCILLOR BUSINESS CARDS AND LANYARDS **DECISION ITEM**

The current Chairman of Council would like all Councillors to have business cards and lanyard identity rather than the existing badges and seeks approval from the Committee.

To supply a box of 250 business cards per councillor would cost £224 (if staff designed the cards from a template) or £548 if a print company designs them. For lanyards the cost would be £128 and councillors need to supply a picture. Delivery is not included in any of the costs but would not be substantial.

14. DISCUSSION ITEM – LTC DEVICES FOR EACH MEMBER FOR COUNCIL BUSINESS ONLY

The Chairman of the Committee asked that this item be placed on the agenda for discussion as some members have mentioned the Council providing a device for each member to access emails/council business.

The Town Clerk reports that Council uses leighonseatowncouncil.gov.uk addresses for all Town Councillors in order to comply with General Data Protection Regulations. This ensures that personal data (including email addresses) pertaining to residents or service users, are all held within the Town Council's IT records system, protected by the security systems, back-up procedures and support from the IT provider. This reduces the risk of disclosure. With the current system, Councillors can access their emails from any device anywhere as it uses a remote website with a personal password required (similar to logging in to a Hotmail or gmail account). For additional security, Councillors are expected to have implemented password protection on their own devices.

The Executive Director (Legal & Democratic Services) at Southend Borough Council has confirmed that Leigh-on-Sea Town Councillors are subject to the Members' Code of Conduct in respect of all work and activities which they undertake in their official capacity. The Code of Conduct applies to Councillors when they are acting in their capacity as a member or representative of the council, although they are expected to uphold high standards of conduct and show leadership at all time. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media. A Councillor will be subject to the Members' Code of Conduct when corresponding with residents in their capacity as a Councillor, irrespective of whether they use a Council or personal e-mail account.

All Councillors are expected to use their councillor email addresses when acting in their capacity as a councillor for Leigh Town Council. As a data controller, the Council has obligations relating to the confidentiality, integrity and availability of all personal data it holds and the new councillor email system ensures that this data remains within the Council's control.

The approximate cost from our IT provider to supply and support tablet devices for all 16 councillors is as follows:

- I pads c. £400 per unit to include set up and preconfigured for each user ready to go from the box
- Samsung tablets c. £250 per unit to include set up and preconfigured ready to go from the box.

Cheaper units can be obtained but the screens are only 8" and therefore more of an oversized phone. It is recommended that 'unbranded' units are not used because of reliability and warranty issues. Both the ipad and Samsung can be supplied with a three-year return to base warranty.

Additionally, IT support will be able to remote wipe the units from a management console if they are lost, stolen and when Councillors change.

The Town Clerk's advice to the Committee is to be mindful in their discussions as to whether this is a necessary expense. Due to the ongoing pandemic, Council income for 2020/21 is greatly reduced and the Town Clerk is monitoring expenditure extremely closely. Additionally, the Staffing Committee have resolved to consider the implementation of the Job Support Scheme for staff from 1st November. The email system has been revised to enable better accessibility to Councillors whilst complying with GDPR regulations and protecting the Council. Much of other Council business e.g. agendas, minutes, Council policies and procedures are all accessible via the Council's website.

15. LTC MAGAZINE

Issue 12 of Leigh-on-Sea Town Council News Magazine is at proofing stage with publication due towards the end of October.

FINANCIAL

16. COMMITTEE AND COUNCIL BUDGETS 2020/21 ([Appendix 2](#)) page 7

17. ANNUAL BUDGETING PROCESS ([Appendix 3](#)) page 10 **DECISION ITEM**

The draft budget for F&G Committee is submitted **for approval and recommendation** to Council.

Resolved draft budgets from Committees are submitted for **approval and recommendation** to Council.

Additionally, the draft Council budget is also submitted for **approval and recommendation** to Council. Until the Tax Base is known then the precept per Band D figure cannot be calculated. However, the prediction is that with the budget presented at the meeting, it will be a rise lower than the rise in 2020/21.

18. QUARTERLY FINANCE CHECK

This was not possible due to the Community Centre being closed. Arrangements will be made for a Committee member to undertake the check as soon as possible.

19. BANK RECONCILIATION CHECK

This was not possible due to the Community Centre being closed. Arrangements will be made for a Committee member to undertake the check as soon as possible.

20. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 4](#)) page 16 **DECISION ITEM**

The Committee is asked to **NOTE** the account transfers and **RECOMMEND** the expenditure to Council.

21. BANK ACCOUNT BALANCE AS AT 7TH OCTOBER 2020

HSBC Current	£ 12,777.72
HSBC BMM	£ 225,554.15
HBC Payroll	£ 5,709.00
HSBC Imprest	£ 1,000.00
CCLA (PSDF)	£ 421,649.17

CONFIDENTIAL MATTERS

22. MOTION TO EXCLUDE PUBLIC – 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))

23. GRANT AID AWARDS (Confidential papers – for Committee members only) **DECISION ITEM**

Grant requests have been made as follows:

Southend Community Events CIC	£500	Payment towards business running costs
Friends of Love Leigh Cliffs	£500	Start up funding for equipment & planting
'Continuity of Carer' Midwife team	£162	LCC room hire (monthly)
PEAC(e)	£200	LCC room hire & advertising leaflets
Leigh Lymphoedema Support Group	£500	LCC room hire plus set up literature & marketing
Friends of Leigh Library Gardens	£500	Creation of community art project in Gardens

The Grant Award budget for 2020/21 is £5,000. Grant applications awarded in May totalled £480 as two grants awarded were not required as community events did not proceed.

Helen Symmons

Helen Symmons
Town Clerk
15th October 2020

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

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2019/20

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 05-03-19	77. PSPO	RESOLVED to write to SBC expressing concern		Advised Deputy Chief Exec (Place) will respond direct	TC advised CEO SBC Jan 2020 that there is some knock on effect. It will be monitored by SBC NFA	
P&R 05-03-19	83. CIL Projects	RESOLVED £6,000 of CIL for Belton Hills nature boards		Town Clerk to work in partnership with SBC	Artwork found by SBC. Checking it is still valid.	TC
F&G 03-03-20	43. Internal Audit report	RESOLVED recommendation of auditor	03-03-20	MDAS advised. Office arranging new system	NFA	
F&G 03-03-20	45-48 Annual policy/governance items	RESOLVED with recommendation to Council	17-03-20	On Council agenda	NFA	
F&G 03-03-20	51,52,54 EMR recommendations	RESOLVED with recommendation to Council	17-03-20	On Council agenda	NFA	
F&G 03-03-20	55. Investment Product	RESOLVED £100k to invest in CCLA Property Fund	10-03-20	Before investment was arranged fund closed to new applicants due to COVID	The Town Clerk will monitor reopening of the fund but due to COVID the financial situation of Council has changed and therefore a referral will be made back to Council in due course	TC
F&G 03-03-20	58. Approve expenditure	RESOLVED with recommendation to Council	17-03-20	On Council agenda	NFA	

[Agenda](#)

FINANCE & GOVERNANCE DETAILED BUDGET					2020/21					
INCOME	Budget 2020/21	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2020/21	Expenditure	Balance	% Spent
Precept	£ 447,392.24	£ 447,392.00	£ 0.24	100.00%	Grant Award Fund	£ 5,471.18	£ 5,000.00	£ -	£ 5,000.00	0.00%
Enovert Grant for Skate Park		£ 13,000.00			Furniture & Equipment	£ 3,500.00	£ 2,500.00	£ 1,048.76	£ 1,451.24	17.48%
Bank Interest	£ 800.00	£ 787.24	£ 12.76	98.41%	Elections	£ 27,344.77	£ 3,000.00	£ 4,087.75	-£ 1,087.75	13.47%
Other Income	£ 1,300.00	£ 155.25	£ 1,144.75	11.94%	Legal Costs	£ 7,475.00	£ 2,500.00	£ 825.00	£ 1,675.00	8.27%
VAT Refund (for info only)		£ 22,641.86			Annual Town Meeting		£ 750.00	£ -	£ 750.00	0.00%
					Community Engagement		£ 12,000.00	£ 5,423.70	£ 6,576.30	45.20%
					Volunteer Programme	£ 4,004.40	£ 4,500.00	£ 1,256.25	£ 3,243.75	14.77%
					LTC Website		£ 1,000.00	£ 120.00	£ 880.00	12.00%
					Civic		£ 250.00	£ -	£ 250.00	0.00%
					Renewals Fund	£ 24,086.02	£ 2,500.00	£ -	£ 2,500.00	0.00%
					Other Expenditure		£ 1,300.00	£ -	£ 1,300.00	0.00%
					Localism Act		£ 150.00	£ -	£ 150.00	0.00%
					Social Isolation Projects		£ 5,000.00	£ 232.40	£ 4,767.60	4.65%
					Emergency Community Fund		£ 10,000.00	£ 420.00	£ 9,580.00	4.20%
TOTAL INCOME	£ 449,492.24	£ 461,334.49	£ 1,157.75	102.63%	TOTAL EXPENDITURE		£ 50,450.00	£ 12,761.46	£ 37,688.54	25.30%
CIL Receipt		£ 21,911.07			Capital Fund		£ 15,000.00		£ 15,000.00	
					CIL Expenditure				£ -	

OFFICE ADMIN DETAILED BUDGET				2020/21
EXPENDITURE	Budget 2020/21	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 5,150.00		£ 5,150.00	0.00%
LCC Premises Use Grant	£ 20,000.00		£ 20,000.00	0.00%
	£ 25,150.00	£ -	£ 25,150.00	0.00%
EMR - Office Admin £9750, IT £1,500				
Stationery	£ 1,250.00	£ 219.97	£ 1,030.03	17.60%
Insurance	£ 3,650.00	£ 3,475.24	£ 174.76	95.21%
Library	£ 200.00	£ -	£ 200.00	0.00%
Communication	£ 1,750.00	£ 732.65	£ 1,017.35	41.87%
Photocopying	£ 2,500.00	£ 983.72	£ 1,516.28	39.35%
Subscriptions	£ 2,300.00	£ 2,009.95	£ 290.05	87.39%
Postage	£ 1,300.00	£ 440.00	£ 860.00	33.85%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 100.00	£ 35.00	£ 65.00	35.00%
Bank Charges	£ 1,400.00	£ 115.24	£ 1,284.76	8.23%
Miscellaneous	£ 300.00	£ 50.00	£ 250.00	16.67%
Professional Advice	£ 1,000.00	£ -	£ 1,000.00	0.00%
Audit	£ 3,000.00	£ 445.00	£ 2,555.00	14.83%
IT	£ 6,500.00	£ 2,756.36	£ 3,743.64	42.41%
Training EMR £2000				
Training - Staff	£ 2,500.00	£ 940.00	£ 1,560.00	37.60%
Expenses/Travel Costs - Cllrs	£ 750.00	£ -	£ 750.00	0.00%
Training - Cllrs	£ 2,500.00	£ 1,797.90	£ 702.10	71.92%
Mileage & Expenses - Staff	£ 1,250.00	£ 93.60	£ 1,156.40	7.49%
	£ 32,500.00	£ 14,094.63	£ 18,405.37	43.37%
	£ 57,650.00	£ 14,094.63	£ 43,555.37	24.45%

Leigh Town Council Main Budget Report					2020/21				
INCOME	Budget 2020/21	Income Received	Balance	% Received	EXPENDITURE	Budget 2019/20	Expenditure	Balance	% Spent
General Reserve B/F		£ 80,239.09							
Finance & Governance Committee					Finance & Governance Committee				
Precept	£447,392.24	£ 447,392.00	£ 0.24	100.00%	Policy & Council Resources	£ 50,450.00	£ 12,761.46	£ 37,688.54	25.30%
Grants (re Skate Park)	£ -	£ 13,000.00	-£ 13,000.00		Office & Council Administration	£ 57,650.00	£ 14,094.63	£ 43,555.37	24.45%
Interest	£ 800.00	£ 787.24	£ 12.76	98.41%	Strategic Plan Projects Expenditure	£ 15,000.00		£ 15,000.00	
CIL Income		£ 21,911.07			CIL Expenditure		£ -	£ -	
Other Committee Income	£ 1,300.00	£ 155.25	£ 1,144.75	11.94%		£ 123,100.00	£ 26,856.09	£ 96,243.91	21.82%
	£449,492.24	£ 483,245.56	-£ 11,842.25	107.51%					
					Staffing Committee				
					Council Staffing	£ 113,257.00	£ 56,684.23	£ 56,572.77	50.05%
Community & Culture Committee					Community & Culture Committee				
Leigh Community Centre	£132,000.00	£ 2,280.08	£ 129,719.92	1.73%	Leigh Community Centre	£ 56,700.00	£ 17,370.90	£ 39,329.10	30.64%
LTC Use of LCC	£ 20,000.00	£ -	£ 20,000.00	0.00%	Community Centre Staffing	£ 134,500.00	£ 39,039.43	£ 95,460.57	29.03%
Allotments	£ 19,000.00	£ 6,710.22	£ 12,289.78	35.32%	Allotments	£ 31,850.00	£ 14,200.65	£ 17,649.35	44.59%
Community Facilities	£ -	£ -	£ -		Community Facilities	£ 14,200.00	£ 4,557.23	£ 9,642.77	32.09%
Health & Wellbeing Programme	£ 13,000.00	-£ 200.00	£ 13,200.00	-1.54%	Health & Wellbeing Programme	£ 46,300.00	£ 6,831.02	£ 39,468.98	14.75%
Environment Facilities & Services	£ 2,000.00	£ -	£ 2,000.00		Community Services Funding	£ 5,500.00	£ -	£ 5,500.00	0.00%
Friends of LCC	£ -	£ -	£ -		Community Partnership Programmes	£ 5,000.00	£ -	£ 5,000.00	0.00%
Insurance Claim - roof		£ 2,265.00			Environment Facilities & Services	£ 21,050.00	£ -	£ 21,050.00	0.00%
Govt. Grant re COVID-19 shutdown		£ 25,000.00			Committee Staffing	£ 11,500.00	£ 4,461.99	£ 7,038.01	38.80%
	£186,000.00	£ 36,055.30	£ 177,209.70	19.38%	Friends of LCC		£ -		
						£ 326,600.00	£ 86,461.22	£ 240,138.78	26.47%
Planning, Highways & Licensing					Planning, Highways & Licensing	£ 9,200.00	£ 3,710.66	£ 5,489.34	40.33%
Total Income	£635,492.24	£ 519,300.86	£ 165,367.45	81.72%	Resolved Capital Projects				
	YR end 19/20		YR end 20/21		LCC Refurbishment	£ 54,425.00	£ 43,325.95	£ 11,099.05	79.61%
Capital Reserves	£212,857.92		£ 15,000.00		LCC Remodel	£ 25,000.00	£118,973.25	-£ 93,973.25	475.89%
Earmarked Reserves	£201,626.67		£ 186,626.67		Skate Park Improvements		£ 41,058.00	-£ 41,058.00	
CIL Reserve	£ 35,595.48		£ 35,595.48			£ 79,425.00	£203,357.20	-£123,932.20	256.04%
3rd Party monies	£ 10,998.36		£ 10,998.36		Total Expenditure	£ 651,582.00	£377,069.40	£ 274,512.60	
					Current General Reserves		£222,470.55		
					Est. General Reserve @ yr end		£ 80,000.00		

LTC Staffing 2021/22				
Allocations			Budget	Projected
			2020/21	
Council Staffing	£104,500.00		£ 113,257.00	£ 114,854.00
LCC	£123,000.00		£ 134,500.00	£ 101,593.00
Skatepark	£4,750.00		£ 8,000.00	£ 5,110.00
Allotments	£11,000.00		£ 13,750.00	£ 9,186.00
Com Transp	£5,250.00		£ 4,750.00	£ 4,899.00
Farmers Market	£8,000.00		£ 7,500.00	£ 7,629.00
E&L	£15,000.00		£ 11,500.00	£ 10,944.00
Planning	£12,500.00		£ 9,200.00	£ 9,155.00
Volunteer	£2,000.00		£ 2,500.00	£ 3,412.00
	£286,000.00		£ 304,957.00	£ 266,782.00

Leigh Town Council 2021/22 Budget Document					
Committee - Planning, Highways & Licensing					
EXPENDITURE	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22
Salaries					
Other staffing (proportionate)	£ 10,453.70	£ 10,857.92	£ 9,200.00	£ 9,155.00	£ 12,250.00
	£ 10,453.70	£ 10,857.92	£ 9,200.00	£ 9,155.00	£ 12,250.00

Leigh Town Council 2021/22 Budget Document													
Committee - Community & Culture													
INCOME	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22	EXPENDITURE	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22		Budget Difference
Leigh Community Centre						Leigh Community Centre							
Room Hire	£ 127,862.81	£ 125,547.13	£ 132,000.00	£ 12,000.00	£ 60,000.00	Insurance	£ 2,570.17	£ 2,647.28	£ 3,000.00	£ 2,726.70	£ 3,000.00	↗	0.00
LTC Building Contribution	£ 27,000.00	£ 25,000.00	£ 20,000.00	£ -	£ 10,000.00	Business Rates	£ 7,920.00	£ 8,101.50	£ 8,500.00	£ -	£ 8,500.00	↗	0.00
Other Income	£ 1,055.32		£ -	£ -	£ -	Gas	£ 3,416.14	£ 3,137.36	£ 5,500.00	£ 3,500.00	£ 4,000.00	↘	-1500.00
	£ 155,918.13	£ 150,547.13	£ 152,000.00	£ 12,000.00	£ 70,000.00	Electricity	£ 6,180.31	£ 7,425.30	£ 7,000.00	£ 7,000.00	£ 7,500.00	↘	500.00
Community Facilities						Water	£ 1,670.42	£ 2,085.39	£ 2,000.00	£ 2,000.00	£ 2,250.00	↗	250.00
SW Memorial Plaques			£ -	£ -	£ 1,000.00	Catering	£ 896.89	£ 98.30	£ 500.00	£ 250.00	£ 250.00	↘	-250.00
Loaned Equipment	£ 40.00	£ 20.83			£ -	Communications	£ 1,583.21	£ 2,711.17	£ 1,800.00	£ 1,800.00	£ 2,000.00	↗	200.00
Red Phone Box			£ -	£ -	£ -	Cleaning & Waste / H&S	£ 5,341.32	£ 6,787.57	£ 7,000.00	£ 4,000.00	£ 7,000.00	↘	0.00
	£ 40.00	£ 20.83	£ -	£ -	£ 1,000.00	Advertising	£ -	£ -	£ 1,000.00	£ -	£ 1,750.00	↘	0.00
Environment Fac & Services						Security & Alarms	£ 1,113.39	£ 579.24	£ 1,500.00	£ 1,500.00	£ 1,750.00	↗	250.00
Christmas Lighting Sponsorship		£ 416.65	£ 1,000.00	£ -	£ 400.00	Miscellaneous	£ 148.05	£ 1,338.74	£ 750.00	£ 750.00	£ 750.00	↘	0.00
Hanging Basket Sponsorship		£ 1,124.98	£ 1,000.00	£ -	£ 1,000.00	Licences	£ 2,219.42	£ 2,923.30	£ 2,400.00	£ 1,000.00	£ 2,400.00	↗	0.00
	£ -	£ 1,541.63	£ 2,000.00	£ -	£ 1,400.00	IT & Website	£ 889.20	£ 1,311.34	£ 1,500.00	£ 200.00	£ 500.00	↘	-1000.00
						Janitorial Costs (Uniforms Etc)	£ 78.00	£ 645.00	£ 500.00	£ 150.00	£ 250.00	↘	-250.00
						Contingencies	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00	↘	0.00
EXPENDITURE	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2020/21	Postage	£ -	£ 200.00	£ 500.00	£ 100.00	£ 250.00	↘	-250.00
Community Facilities						Professional Fees	£ 247.67	£ 275.00	£ 500.00	£ -	£ 250.00	↘	-250.00
Strand Wharf						Card Processing charges	£ 689.01	£ 740.18	£ 750.00	£ 750.00	£ 750.00	↘	0.00
Maintenance	£ 91.86	£ 159.95	£ 500.00	£ 200.00	£ 250.00	Daily Maintenance	£ 3,495.02	£ 12,010.06	£ 10,000.00	£ 10,000.00	£ 10,000.00	↘	0.00
Electricity	£ 214.69	£ 249.10	£ 250.00	£ 250.00	£ 275.00		£ -	£ -	£ -			↘	0.00
Planters	£ 44.20		£ 100.00	£ 150.00	£ 500.00		£ 38,458.22	£ 53,016.73	£ 56,700.00	£ 35,726.70	£ 54,400.00	↘	-2300.00
	£ 350.75	£ 409.05	£ 850.00	£ 600.00	£ 1,025.00								
Events Equipment	£ 172.84		£ 500.00	£ -	£ 250.00	Community Centre Staffing	£ 136,626.66	£ 123,529.56	£ 134,500.00	£ 102,000.00	£ 123,000.00	↘	-11500.00
Red Phone Box	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00								
	£ 472.84	£ 300.00	£ 800.00	£ 300.00	£ 550.00								
Skate Park						Repair Programme	£ 164,845.47	£ 9,736.99	£ 54,425.00	£ 50,000.00	£ 50,000.00		
Rent	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	Remodel		£ 62,754.25	£ 25,000.00	£ 25,000.00	£ -		
Cleaning	£ 767.90	£ 943.70	£ 1,000.00	£ 750.00	£ 1,000.00								
Electricity	£ 188.33	£ 231.68	£ 250.00	£ 250.00	£ 275.00	EMR as at 31/03/20							
Miscellaneous	£ 100.00	£ 314.80	£ 250.00	£ 250.00	£ 250.00	Strand Wharf Memorial Planters	£ 3,041.67						
Grass Cutting	£ 450.00	£ 450.00	£ 500.00	£ -	£ 250.00	Skate Park	£ 6,902.25	vired for repairs if needed					
Maintenance	£ -	£ -	£ 2,500.00	£ 2,500.00	£ 2,500.00	CFC Other	£ 1,831.03						
Staffing Costs	£ 4,902.77	£ 7,418.50	£ 8,000.00	£ 5,110.00	£ 4,750.00	Community Centre - general	£ 23,119.88	vired £4425 for fire doors					
	£ 6,459.00	£ 9,408.68	£ 12,550.00	£ 8,910.00	£ 9,075.00	Paddling Pool	£ 2,659.70						
Totals	£ 7,282.59	£ 10,117.73	£ 14,200.00	£ 9,810.00	£ 10,650.00								

Leigh Town Council 2021/22 Budget Document					
Committee - Community & Culture continued					
INCOME	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2020/21
Allotments					
Manchester Drive Rent	£ 7,665.00	£ 7,922.50	£ 8,300.00	£ 8,300.00	£ 8,700.00
Leigh Site Rent	£ 3,314.60	£ 3,522.00	£ 3,600.00	£ 3,600.00	£ 3,750.00
Marshall Close Rent	£ 484.50	£ 468.30	£ 500.00	£ 500.00	£ 500.00
Non Resident Allotment levy		£ -	£ 3,000.00	£ 3,000.00	£ 2,800.00
Manchester Drive Water	£ 1,427.00	£ 2,051.50	£ 2,300.00	£ 2,600.00	£ 2,600.00
Leigh Water	£ 563.50	£ 839.00	£ 1,200.00	£ 1,500.00	£ 1,500.00
Marshall Close Water	£ 83.50	£ 141.50	£ 100.00	£ 800.00	£ 800.00
	£ 13,538.10	£ 14,944.80	£ 19,000.00	£ 20,300.00	£ 20,650.00
Health & Wellbeing					
Leigh Lights					
Traders donations & Other incom	£ 2,203.36	£ 2,876.68	£ 2,500.00	£ -	£ 1,000.00
	£ 2,203.36	£ 2,876.68	£ 2,500.00	£ -	£ 1,000.00
Community Transport					
Social Club		£ -	£ 500.00	£ -	£ 250.00
Trip Sales	£ 1,982.29	£ 1,490.33	£ 2,500.00	£ -	£ 1,000.00
	£ 1,982.29	£ 1,490.33	£ 2,500.00	£ -	£ 1,250.00
Farmers' Market Fees					
Pitch income	£ 2,747.00	£ 2,843.00	£ 2,500.00	£ -	£ 1,500.00
	£ 2,747.00	£ 2,843.00	£ 2,500.00	£ -	£ 1,500.00
General Events					
Events at LCC	£ 7,733.39	£ 4,901.58	£ 5,000.00	£ -	£ 1,000.00
Town Events	£ 2,173.86	£ -		£ -	£ -
	£ 9,907.25	£ 4,901.58	£ 5,000.00	£ -	£ 1,000.00
H&W TOTAL	£ 16,839.90	£ 12,111.59	£ 12,500.00	£ -	£ 4,750.00
EXPENDITURE	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2020/21
Allotments					
Maintenance Costs	£ 922.48	£ 1,011.09	£ 2,500.00	£ 2,500.00	£ 2,500.00
Waste Clearance/Tree Work	£ 5,853.00	£ 1,574.99	£ 5,000.00	£ 2,500.00	£ 2,500.00
ASA Leigh Site	£ 883.64	£ 1,516.36	£ 1,600.00	£ 1,600.00	£ 1,600.00
ASA Manchester Drive	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00	£ 3,000.00
ASA Marshall Close	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Capital Expenditure	£ 1,243.45	£ -	£ 1,000.00	£ 825.00	£ 2,500.00
Affiliations	£ 55.00	£ 55.00	£ 100.00	£ 100.00	£ 100.00
Water Rates	£ 2,903.11	£ 5,285.61	£ 3,500.00	£ 4,900.00	£ 5,000.00
MDAS commission	£ 943.80	£ 976.06	£ 900.00	£ -	£ -
Staff Costs	£ 8,768.27	£ 14,762.48	£ 13,750.00	£ 9,187.00	£ 11,000.00
	£ 25,072.75	£ 28,681.59	£ 31,850.00	£ 25,112.00	£ 28,700.00
EMR as at 31-03-20					
Community Specials	£ 7,500.00				
Allotments General	£ 3,620.19				
Allotments Infrastructure	£ 2,160.28				
H&W General Services	£ 5,900.00				
H&W General Events	£ 7,086.30				
Leigh Lights	£ 7,859.00				
Community Transport	£ 800.00				

EXPENDITURE	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22		Budget Difference
Health & Wellbeing							
Leigh Festive Walk - Changed event							
Security	£ 6,241.86	£ 6,326.68	£ 6,750.00	£ 2,000.00	£ 2,000.00	↓	-4750.00
Entertainment/Outside Assistance	£ 1,648.20	£ 3,189.00	£ 2,500.00	£ 6,500.00	£ 10,500.00	↑	8000.00
Road Closures & Licences	£ 5,631.32	£ 5,784.32	£ 6,000.00	£ -		↓	-6000.00
First Aid, Cleansing & promotion	£ 902.39	£ 2,308.94	£ 1,500.00	£ 500.00	£ 500.00	↓	-1000.00
Sub-total	£ 14,423.77	£ 17,608.94	£ 16,750.00	£ 9,000.00	£ 13,000.00	↓	-3750.00
Community Transport							
Ticket Purchases	£ 1,225.91	£ 1,310.76	£ 1,500.00	£ -	£ 1,000.00	↓	-500.00
Social Club			£ 700.00	£ -	£ 700.00	↓	0.00
Travel Costs	£ 466.50	£ 765.00	£ 750.00	£ -	£ 500.00	↓	-250.00
Driver Costs	£ -	£ 100.00	£ 100.00	£ -	£ 250.00	↑	150.00
Refreshments	£ 505.51	£ 322.50	£ 700.00	£ -	£ 500.00	↓	-200.00
Miscellaneous	£ 71.60	£ 25.00	£ 100.00	£ -	£ 250.00	↑	150.00
Staff Costs	£ 3,092.37	£ 4,314.90	£ 4,750.00	£ 4,899.00	£ 5,250.00	↑	500.00
Sub-total	£ 5,361.89	£ 6,838.16	£ 8,600.00	£ 4,899.00	£ 8,450.00	↓	-150.00
Farmers Market							
Hall Hire	£ 748.00	£ 819.40	£ 900.00	£ -	£ 900.00	→	0.00
Leaflets/Publicity	£ -	£ 41.47	£ 250.00	£ 250.00	£ 250.00	→	0.00
Banners	£ -	£ 23.00	£ 200.00	£ 200.00	£ 200.00	→	0.00
Miscellaneous	£ 36.07	£ 49.89	£ 100.00	£ 100.00	£ 100.00	→	0.00
Staff Costs	£ 3,269.05	£ 7,401.49	£ 7,500.00	£ 7,629.00	£ 8,000.00	↑	500.00
Sub-total	£ 4,053.12	£ 8,335.25	£ 8,950.00	£ 8,179.00	£ 9,450.00	↑	500.00
General Events							
Events at LCC	£ 8,032.55	£ 5,471.53	£ 6,000.00	£ -	£ 2,000.00	↓	-4000.00
Town Events - use EMR	£ 4,839.72	£ 3,790.09	£ 6,000.00	£ -		↓	-6000.00
Sub-total	£ 12,872.27	£ 9,261.62	£ 12,000.00	£ -	£ 2,000.00	↓	-10000.00
H&W TOTAL	£ 36,711.05	£ 42,043.97	£ 46,300.00	£ 22,078.00	£ 32,900.00	↓	-13400.00
EXPENDITURE	Actuals 2018/19	Actuals 2019/20	Budget 2020/2021	Yr End Projected Actuals	Budget 2020/21		Budget Difference
Environment Facilities & Services							
Hanging Baskets - removed	£ 5,649.90	£ 5,715.90	£ 6,000.00	£ -	£ -	↓	-6000.00
Good for Leigh	£ 429.39	£ 42.96	£ 500.00	£ -	£ 500.00	→	0.00
Christmas Lighting							
Column Testing 1/3	£ 1,750.00	£ 3,800.00	£ 2,000.00	£ -	£ 2,000.00	→	0.00
Installation Removal & Storage	£ 9,550.00	£ 9,150.00	£ 9,600.00	£ 9,600.00	£ 9,600.00	→	0.00
Electricity	£ -	£ -	£ 450.00	£ 450.00	£ 450.00	→	0.00
Repairs & Renewals	£ -	£ -	£ 2,500.00	£ 2,500.00	£ 2,500.00	→	0.00
Capital Renewals	£ 10,404.25	£ 6,676.00	£ -	£ -	£ -	→	0.00
	£ 27,783.54	£ 25,384.86	£ 21,050.00	£ 12,550.00	£ 15,050.00	↓	-6000.00
Community Partnership Programmes							
Town Security - no decision made	£ -	£ -	£ -	£ -	£ 10,000.00	↑	10000.00
Youth Group	£ 676.00	£ 4,226.75	£ 5,000.00	£ -	£ 5,000.00	→	0.00
	£ 676.00	£ 4,226.75	£ 5,000.00	£ -	£ 15,000.00	↑	10000.00
Community Services Funding							
First Aid Post	£ 996.67	£ 910.00	£ 1,000.00	£ -	£ 1,000.00	→	0.00
School Crossing Patrol	£ 4,396.67	£ 4,484.60	£ 4,500.00	£ 3,000.00	£ 4,700.00	↑	200.00
	£ 5,393.34	£ 5,394.60	£ 5,500.00	£ 3,000.00	£ 5,700.00	↑	200.00
E&L Staffing Costs	£ 10,079.97	£ 9,103.00	£ 11,500.00	£ 10,944.00	£ 15,000.00	↑	3500.00

Leigh Town Council 2021/22 Budget Document											
INCOME	Actuals 2018/19	Actuals 2019/20	Budget 2020/21	Yr End Projected Actuals	Budget 2021/22	EXPENDITURE	Actuals 2018/19	Actuals 2019/20	Budget 2019/20	Yr End Projected Actuals	Budget 2021/22
Finance & Governance						Finance & Governance					
						Policy & Council Resources	£ 27,565.51	£ 23,739.02	£ 50,450.00	£ 28,938.00	£ 30,450.00
						Office & Council Administration	£ 58,127.68	£ 62,595.80	£ 57,650.00	£ 30,858.00	£ 43,550.00
Interest	£ 3,309.24	£ 3,836.51	£ 800.00	£ 1,200.00	£ 700.00	Strategic Objectives Fund			£ 15,000.00	£ -	£ 15,000.00
Other Income	£ 2,248.44	£ 2,676.50	£ 1,300.00	£ 500.00	£ 1,300.00		£ 85,693.19	£ 86,334.82	£ 123,100.00	£ 59,796.00	£ 89,000.00
	£ 5,557.68	£ 6,513.01	£ 2,100.00	£ 1,700.00	£ 2,000.00						
						Staffing Committee					
						Council Staffing	£ 99,213.50	£ 99,752.97	£ 113,257.00	£ 114,854.00	£ 104,500.00
Community Facilities						Community & Culture					
Leigh Community Centre	£ 127,862.81	£ 125,547.13	£ 132,000.00	£ 12,000.00	£ 60,000.00	Leigh Community Centre	£ 38,458.22	£ 53,016.73	£ 56,700.00	£ 35,726.70	£ 54,400.00
LTC Use of LCC	£ 27,000.00	£ 25,000.00	£ 20,000.00	£ -	£ 10,000.00	Community Centre Staffing	£ 136,626.66	£ 123,529.56	£ 134,500.00	£ 102,000.00	£ 123,000.00
Allotments Income	£ 13,538.10	£ 14,944.80	£ 19,000.00	£ 20,300.00	£ 20,650.00	Allotments	£ 25,072.75	£ 28,681.59	£ 31,850.00	£ 25,112.00	£ 28,700.00
Community Facilities	£ 40.00	£ 20.83	£ -	£ -	£ 1,000.00	Community Facilities	£ 7,282.59	£ 10,117.73	£ 14,200.00	£ 9,810.00	£ 10,650.00
Health & Wellbeing Programme	£ 16,839.90	£ 12,111.59	£ 13,000.00	£ -	£ 4,750.00	Health & Wellbeing	£ 36,711.05	£ 42,043.97	£ 46,300.00	£ 22,078.00	£ 32,900.00
Environment Facilities & Services	£ -	£ 1,541.63	£ 2,000.00	£ -	£ 1,400.00	Community Services Funding	£ 5,393.34	£ 5,394.60	£ 5,500.00	£ 3,000.00	£ 5,700.00
						Community Partnership Progs.	£ 676.00	£ 4,226.75	£ 5,000.00	£ -	£ 15,000.00
						Environment Facilities & Services	£ 27,783.54	£ 25,384.86	£ 21,050.00	£ 12,550.00	£ 15,050.00
						Committee Staffing	£ 10,079.97	£ 9,103.00	£ 11,500.00	£ 10,944.00	£ 15,000.00
	£ 185,280.81	£ 179,165.98	£ 186,000.00	£ 32,300.00	£ 97,800.00		£ 288,084.12	£ 301,498.79	£ 326,600.00	£ 221,220.70	£ 300,400.00
Planning & Licensing						Planning & Licensing					
						Staffing	£ 10,453.70	£ 10,857.92	£ 9,200.00	£ 9,155.00	£ 12,250.00
							£ 10,453.70	£ 10,857.92	£ 9,200.00	£ 9,155.00	£ 12,250.00
		£ -		£ -	£ -	Resolved Capital Projects					
						LCC Refurbishment	£ 164,845.47	£ 9,736.99	£ 54,425.00	£ 50,000.00	£ 50,000.00
Total Income	£ 190,838.49	£ 185,678.99	£ 188,100.00	£ 34,000.00	£ 99,800.00	LCC Remodel	£ -	£ 62,754.25	£ 25,000.00	£ 25,000.00	£ -
							£ 164,845.47	£ 72,491.24	£ 79,425.00	£ 75,000.00	£ 50,000.00
Capital Reserves 31/03/20	£ 27,710.00			£ 15,000.00							
Earmarked Reserves 31/03/20	£ 248,206.61			£ 216,862.36		Total Expenditure	£ 648,289.98	£ 570,935.74	£ 651,582.00	£ 480,025.70	£ 556,150.00
General Reserves 31/03/20	£ 80,239.09			£ 80,000.00							
LCC Project EMR	£ 185,147.92			£ -		Budget Net Totals per Committee	F & G				£ 89,000.00
							C&C				£ 300,400.00
							Staffing				£ 104,500.00
							Planning, Highways & Licensing				£ 12,250.00
							LCC Repair/Remodel				£ 50,000.00



Leigh-on-Sea Town Council

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Chairman: Cllr Paul Gilson
 Vice Chairman: Cllr Andy Wilkins
 Town Clerk: Helen Symmons PSLCC

Payments List 18th June 2020 – 7th Oct 2020 Report 2750/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
BK TRS	£208.80	Room hirer	Room hire refund
BK TRS	£259.20	Room hirer	Room hire refund
BK TRS	£420.00	The Art Ministry	Coronavirus Emergency Community Grant
BK TRS	£30227.10	Gowlain Building Group Contractors Ltd	LCC remodel
BK TRS	£303.66	James Todd & Co Ltd	Payroll processing
BK TRS	£57.85	Mark One Hire Ltd	Acrow prop hire LCC
BK TRS	£4087.75	Southend Borough Council	Election costs May 2019
BK TRS	£143.23	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£54.49	Marshall Close Allotments	Reimburse security expenditure
BK TRS	£300.00	Tindle Newspapers Essex & Kent Ltd	LTC newsletter in Leigh Times
BK TRS	£296.95	DJE Creative	Covid-safe screen and stickers
BK TRS	£12.00	SLCC Enterprises Ltd	Training
BK TRS	£75.00	ACAS	Training
BK TRS	£60.00	RH Johnson	Welding on allotments gate
BK TRS	£1450.00	Underhill Tree Consultancy Ltd	Tree survey allotments
BK TRS	£534.00	Auditing Solutions Ltd	Internal audit
BK TRS	£120.00	Secom plc	Alarm call-out
BK TRS	£20.00	Plot holder	Plot & key deposit refund
BK TRS	£20000.00	Payroll	Cover June payroll
BK TRS	£193.68	Office Watercoolers Ltd	Watercooler contract
BK TRS	£990.00	Wellers Law Group LLP	Legal advice
BK TRS	£510.00	DJE Creative	Heavy duty hand sanitisers for LCC
BK TRS	£86.82	Brunel Engraving Co	Replacement memorial plaque

BK TRS	£200.00	Wren Electrical Ltd	Installation of defibrillator at Strand Wharf
BK TRS	£174.00	Evac+Chair International Ltd	Renewal maintenance contract
BK TRS	£75.00	Manchester Drive Allotment Society	Retained deposits
BK TRS	£20000.00	Payroll	Cover July payroll
BK TRS	£750.00	Manchester Drive Allotment Society	ASA agreement
BK TRS	£400.00	LOSALGA	ASA agreement
BK TRS	£125.00	Marshall Close Allotments	ASA agreement
BK TRS	£240.55	Essex Supplies (UK) Ltd	Cleaning materials and PPE
BK TRS	£37.39	Allen Bros Electrical (Factors) Ltd	Light fitting
BK TRS	£3475.24	Zurich Town & Parish	Insurance renewal
BK TRS	£59.78	Mark One Hire Ltd	Acrow prop hire LCC
BK TRS	£34536.30	Gowlain Building Group Contractors Ltd	LCC remodel
BK TRS	£86.40	Eclipse Scarves Ltd	Council Flag SW
BK TRS	£35.00	Plot holder	Refund plot and key deposits
BK TRS	£57.00	DJE Creative	Defibrillator window stickers
BK TRS	£180.00	Southend Borough Council	Premises licence fee
BK TRS	£60.00	NALC	Quality Gold Award fee
BK TRS	£825.00	S Payn	Fencing
BK TRS	£1860.00	Tree Fella	Tree removal allotments
BK TRS	£121.50	Room hirer	Refund room hire
BK TRS	£45.60	Room hirer	Refund room hire
BK TRS	£95.00	M. Frost Associates Ltd	Renewal of Display Energy Certificate LCC
BK TRS	£2185.08	Edge IT Systems Ltd	Annual fee re Finance, Facilities and Allotments modules
BK TRS	£20000.00	Payroll	Cover August payroll
BK TRS	£68.88	Brunel Engraving Co	Bench plaque
BK TRS	£30.00	SLCC Enterprises Ltd	Virtual National Conference
BK TRS	£202.58	Mark One Hire	Acrow prop and stairway tower hire
BK TRS	£71.99	Essex Supplies (UK) Ltd	Hand sanitiser
BK TRS	£135.26	St John Ambulance Leigh Youth Unit	Collection at Leigh Lights 2019
BK TRS	£199.20	Tormax United Kingdom Ltd	Call-out charge external doors LCC
BK TRS	£114.62	Room hirer	Refund room hire
BK TRS	£15.60	Room hirer	Refund room hire

BK TRS	£3.22	Allen Bros Electrical (Factors) Ltd	Drill bits
BK TRS	£288.00	Nicholas James Fire Prot & Security Eng Ltd	Additional cabling re fire alarm install
BK TRS	£25.00	LOSALGA	Retained plot deposit
BK TRS	£90.00	Marshall Close Allotments	Reimburse for expenditure on lock
BK TRS	£23500.00	Payroll	Cover September payroll
BK TRS	£87.48	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£49200.00	Intex Properties Ltd	Skate Park extension
BK TRS	£6888.00	Mansard Roofing Ltd	Slate roof repairs
BK TRS	£50.00	Manchester Drive Allotment Society	Retained plot deposit
BK TRS	£120.00	Tindle Newspapers Essex & Kent Ltd	Display advert Leigh Times
BK TRS	£432.00	Nicholas James Fire Prot & Security Eng Ltd	LCC Fire alarm new extension
BK TRS	£160.00	J Bali	Repair water leak at Leigh Allotments
BK TRS	£71.35	Staff member	Reimburse for ink purchase
BK TRS	£45.90	Staff member	Mileage
BK TRS	£73.50	Fulton Paper	Paper
BK TRS	£104.84	Viking	Stationery
BK TRS	£28.80	Room hirer	Refund room hire
BK TRS	£200.00	Stall holder	Refund pitch fees paid in advance Farmers Market
BK TRS	£81.60	Room hirer	Refund room hire
BK TRS	£166.16	Essex Supplies (UK) Ltd	Cleaning materials
BK TRS	£296.46	James Todd & Co Ltd	Payroll processing
BK TRS	£47.56	Mark One Hire	Acrow prop hire
BK TRS	£30.00	Plot Holder	Plot and key deposit refund
		Expenditure – Imprest Items	
	£106.94	PPG Architectural Coatings	Decorating materials
	£51.26	B&Q	Decorating materials
	£185.26	PPG Architectural Coatings	Decorating materials
	£22.48	Solopress	Signage boards for Skate Park
	£100.94	Dulux Decorator Centre	Paint for LCC

	£22.79	B&Q	Door locks LCC
	£11.99	Zoom Video Communications	Zoom subscription
	£37.87	Dulux Decorator Centre	Paint for LCC
	£17.94	Poundstretcher	Toilet accessories LCC
	£19.09	B & Q	Various parts for maintenance LCC
	£94.02	Value Products	Uniform
	£4.11	B & Q	Tap connector
	£11.99	Zoom Video Communications	Zoom subscription
	£73.86	UK Point of Sale Group	A4 Clip Frames
	£70.00	B & Q	Extension cables
	£26.98	B & Q	Wall lights LCC
	£283.54	Blinds Direct	Window blinds office
	£6.48	Buildbase	Blank plates
	£41.89	Jewson Ltd	Maintenance at LCC
	£30.18	Value Products Ltd	Signage LCC
	£257.04	Viking	Shredders x 2
		Expenditure – Direct Debits	
	£17.32	SSE	Electricity Strand Wharf
	£309.70	SSE	Electricity LCC
	£26.06	SSE	Gas LCC
	£200.00	FP Mailing	Postage
	£96.00	FP Mailing	Franking machine lease
	£60.18	Biffa Environmental	Waste collection Skate Park
	£51.06	Biffa Environmental	Waste collection LCC
	£12.00	British Telecom	Mobile broadband
	£12.00	Retail Funding Ltd	Card machine fee
	£138.53	Wessex Products (Leasing) Ltd	Hand drier lease
	£6.00	Paynetworkx	Virtual Terminal fee
	£288.90	DOTS	IT support and photocopying

	£17.40	Global Payments	Card processing fee
	£27.40	Global Payments	Card processing fee
	£6.67	SSE	Gas LCC
	£16.06	SSE	Electricity Strand Wharf
	£331.80	SSE	Electricity LCC
	£991.93	British Telecom	Phones and broadband charges
	£110.22	Biffa Environmental	Waste collection Skate Park
	£15.84	Biffa Environmental	Waste collection LCC
	£62.77	SSE	Electricity Skate Park
	£442.80	CF Corporate Finance Ltd	Photocopier lease
	£316.80	CF Corporate Finance Ltd	Software lease
	£12.00	British Telecom	Mobile broadband
	£12.00	Retail Funding Ltd	Card machine fee
	£6.00	Paynetworkx	Virtual Terminal fee
	£454.68	DOTS	IT support and photocopying
	£6.00	Paynetworkx	Virtual Terminal fee
	£17.40	Global Payments	Card processing fee
	£27.40	Global Payments	Card processing fee
	£7.06	SSE	Gas LCC
	£16.05	SSE	Electricity Strand Wharf
	£291.25	SSE	Electricity LCC
	£110.22	Biffa Environmental	Waste collection Skate Park
	£145.73	Biffa Environmental	Waste collection LCC
	£12.00	British Telecom	Mobile broadband
	£203.88	British Telecom	Broadband LCC
	£12.00	Retail Funding Ltd	Card machine fee
	£6.00	Paynetworkx	Virtual Terminal fee

	£290.09	DOTS	IT support and photocopying
	£17.40	Global Payments	Card processing fee
	£27.43	Global Payments	Card processing fee
	£35.00	Information Commissioner	GDPR renewal
	£133.50	Biffa Environmental	Waste collection Skate Park
	£107.18	Biffa Environmental	Waste collection LCC
	£96.00	FP Mailing Ltd	Franking machine
	£16.80	British Telecom	Mobile broadband
	£18.02	SSE	Electricity Strand Wharf
	£295.52	SSE	Electricity LCC

[Agenda](#)