



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 Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson



28th November 2013

Notice is hereby given that the next meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 3rd December 2013** at the Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at 7.30pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING OF 5th NOVEMBER 2013

GENERAL PURPOSES

5. MOTIONS RECEIVED FROM COUNCILLORS

a) Legal Advice to Council.

That when legal advice is presented to a Committee by either the Town Clerk or an individual Councillor as being legal advice to the Council, rather than private advice to an individual Councillor and that advice is likely or intended to influence the decisions of that Committee then that advice must be presented in writing, with provenance on the agenda or as a confidential appendix if necessary.

Proposed Cllr Richard Herbert, Seconded Cllr Carole Mulroney

b) Questions to Chairman.

That standing order 8 (Questions), which is not a mandatory standing order, be rescinded.

Proposed Cllr Richard Herbert, Seconded Cllr Carole Mulroney

Standing Order 8 - Questions

- a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.*
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.*
- c Every question shall be put and answered without discussion.*

Report:

Councillors have the right to ask questions on any agenda item and can put motions or request any matter to be placed on an agenda. 'Questions to the Chairman' from Councillors as a separate agenda item is an unnecessary duplication.

(At present both question and answer are the personal opinion of the questioner and the chairman but could be misinterpreted as referring to Council policy. Neither councillors nor staff have the right of comment or reply so it is of no value in assisting the Council in its deliberations. There is also the danger that the phraseology of a question could lead the chairman, unwittingly, into being deemed to have predetermined their position on an issue which has yet to be considered.)

c) Agenda items, motions and reports.

- 1) That all agenda items be accompanied by an officer report with sufficient information so that committee members can adequately prepare for meetings, with recommendations if appropriate.

(This solves the problem of one line agenda items that then lead to only vaguely connected decisions. It resolves the problem with standing orders of notice of motions, as Officer's reports can be debated. Councillors requesting an item to be put on the agenda can of course suggest the content of the report but the report itself should be the work of Officers.)

- 2) That all motions are accompanied by a discussion document with sufficient information that members can adequately prepare for meetings. If the motion or discussion paper contains errors of fact the Town Clerk should give a correcting report.

(Motions are clearly identified as coming from individual councillors and as being their personal opinions.)

Proposed Cllr Richard Herbert, Seconded Cllr Carole Mulroney

6. CONSIDERATION OF QUOTATIONS FOR REPLACEMENT SERVER (This item may require a motion to move into exempt business) – Report to follow
7. EMPLOYMENT OF A WORK EXPERIENCE PERSON TO ASSIST IN THE OFFICE (This item may require a motion to move into exempt business)
8. CHRISTMAS CLOSURE 2013

It is proposed to close the office as last year, from midday 24th December 2013 to 9am 2nd January 2014.

9. SOCIAL MEDIA, INTERNET AND EMAIL POLICY - Report 2293/TC (Appendix 1)

Is a proposed Social Media Policy for the Council arising from training received by the Town Clerk/Centre Manager/Cllr Mulroney. It is based on an adopted policy of Springfield Parish Council and is very similar to policies adopted by parishes around the country.

The item is for discussion and recommendation to Council.

10. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2290/GP as at 27th November 2013 (Appendix2)

FINANCE

11. REFERENCES FROM OTHER COMMITTEES

Leisure, Foreshore and Environment 21st November 2013 – Minute 53

BUDGET Report 2285 – 14th November 2013 (Appendix 2 to the LF&EC Agenda)

The Committee **RESOLVED** to vire £1,028 from the Easter Event, May Day Event, Community Initiatives and Good for Leigh to Leigh Lights Capital and to request F&GPC to fund the remaining overspend from reserves.

The expenditure on Maritime Festival (Banners) is covered by the Cory Grant, this will be vired from LCC Income.

The Committee **noted** the increased cost of the Column testing, but this would cover a three year period.

It was **RESOLVED** to request F&GPC to fund the additional expenditure from reserves.

L,F&EC **REQUEST** that F&GPC cover the additional expenditure of **£5,625** from reserves, Column Testing £3,120, Repairs £1,000, Security £533 and Capital Renewals £972.

12. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2291/FGP as at 27th November 2013 (Appendix 3)
- Committee Income and Expenditure Report 2292/FGP as at 27th November 2013 (Appendix 4)

13. DRAFT BUDGET 2014/15 (Appendix 5)

14. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING

See report 2294/I&E (Appendix 6)

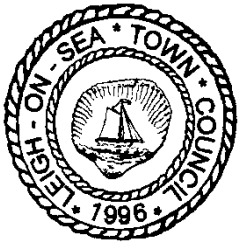
15. BANK ACCOUNT BALANCES as at 27th November 2013

CCLA A/c	£ 205,216.14
HSBC BMM A/c	£ 119,254.21
HSBC Current A/c	£ 18,936.90
HSBC Payroll A/c	£ 6,849.98
HSBC Imprest A/c	£ 1,003.12



Paul Beckerson
Town Clerk
28th November 2013

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



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LEIGH TOWN COUNCIL Use of Social Media, Internet & Email Policy

Leigh Town Council members¹ and officers are aware that social media, internet & email have become a regular part of everyday life and many people enjoy membership of sites such as Facebook, MySpace, LinkedIn or Twitter. However, the Council is also aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach confidentiality or offend anyone when using these services.

General Information for Email & Internet Use

The following policy has been designed to give staff and Members information on what the Town Council expect of them when accessing social media sites, using internet or email.

The lack of explicit reference to specific websites or service does not limit the extent of the application of this policy. Where no policy or guidelines exist, staff and Members use their professional judgment and take the most prudent action possible. Consult with the supervisor/Town Clerk if you are uncertain (an organisation chart is attached for this purpose).

This Policy applies to all staff and Members who are using the Council's computers or network.

Use of the Internet in the office by staff and Members is permitted where such use supports the goals and objectives of the Council. However, access to the Internet through the Council is a privilege and all staff and Members must adhere to the policies concerning computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action, and in the case of staff, could lead to and include termination of employment and for Members, action under the Code of Conduct which has been approved by the Council. They may also be held personally liable for damages caused by any violations of this policy. All staff and Members are required to acknowledge and confirm that they have understood and agree to abide by these rules.

Email and internet usage

- Staff and Members are expected to use the office Internet access responsibly and productively. Internet access is limited to Council related activities only and personal use is not permitted
- Council related activities include research and tasks that may be found via the Internet that would help in their respective roles
- All Internet data that is composed, transmitted and/or received by the Council's computer systems is considered to belong to the Council and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties
- The equipment, services and technology used to access the internet are the property of the Council and it reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections

¹ The term member includes co-opted members

- Emails sent via the Council email system must not contain content that is deemed to be offensive. This includes, though not restricted to, the use of vulgar or harassing language/images
- All sites and downloads may be monitored and/or blocked by the Council if they are deemed to be harmful and/or not productive to business
- The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the internet includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the Council's email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorisation
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorisation
- Sharing confidential material or proprietary information outside of the Council
- Hacking into websites
- Sending or posting information that is defamatory to the Council.
- Introducing malicious software onto the Council network and/or jeopardizing the security of electronic communications systems
- Sending or posting chain letters, personal business unrelated to Council, solicitations, or advertisements not related to Council activity.
- Passing off personal views as representing those of the Council

If an employee/Member is unsure about what constitutes acceptable internet usage, then he/she should ask his/her supervisor/Town Clerk for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of the Council's network and internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be interpreted in accordance with the procedures mentioned above. Any user violating these guidelines may be subject to disciplinary action.

Social Media

Part 1 - Guidance for Work Use

For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Flickr, and YouTube and also applies to posting Council related business on external sites. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet.

Setting up Social Media

If a staff member is requested by the Council to set up a social media profile this must be consistent with profile on the Leigh Town Council website or other Town Council publications.

If it is felt to be an advantage to the Council to set up a social media site an application must be submitted to the Town Clerk and the approval of the Finance & General Purposes committee will be sought.

Don't Tell Secrets

It's perfectly acceptable to talk about the work of the Council and have a dialog with the community, but it is not appropriate to publish confidential information. Confidential information includes things such as

unpublished Council business, certain financial information, for example quotations and tender costs, Employees and Councillors must respect each other's and customers regarding confidentiality and data protection.

Be mindful not to post information that is not in the public domain.

Protect your own privacy

Privacy settings on social media platforms should be set to allow anyone to see profile information similar to what would be on the Leigh Town Council's website. Other privacy settings that might allow others to post information or see information that is personal should not be available.

Be Honest

Do not blog anonymously, using pseudonyms or false screen names, use your real name, be clear who you are, and identify that you work for, or are a Councillor on, Leigh Town Council. Do not say anything that is dishonest, untrue, or misleading. If you have a vested interest in something you are discussing, point it out. Be conscious about protecting yourself and your privacy, consider the content carefully and also be cautious about disclosing personal detail.

Respect copyright laws

It is critical that you show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including Leigh Town Council.

Respect the Public, Members & Staff of Leigh Town Council

The public in general, Councillors, staff and customers, are diverse so avoid giving contradictory information about the Council. You must also avoid making ethnic slurs, offensive comments, defamatory comments, personal insults, references to obscenity and topics that may be considered objectionable, harassing, victimising or inflammatory. Consider also subjects such as politics and religion and use your best judgment. When appropriate make it clear that the views are not necessarily the official view of the Town Council as a decision may be awaited from Council e.g. if a decision by a committee is pending. Make sure what you are saying is factually correct.

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier 'post', make it clear that you have done so. If someone accuses you of posting something improper (such as their copyrighted material or a defamatory comment about them), deal with it quickly - better to remove it immediately to lessen the possibility of a legal action. Inform the Town Clerk of the incident immediately you are aware there might have been a mistake.

Think About Consequences As an example consider what might happen if a member of staff or Member is in a meeting with a customer or supplier and someone on the customer side pulls out a print-out of your blog and says " X person at the Town Council says that the customer is not worth having, they have financial problems"

Controversial Issues

If you see misrepresentations made about the Town Council in the media, you should bring this to the attention of the Town Clerk.

Disclaimers

Many social media users include a prominent disclaimer saying who they work for, but that they're not speaking officially. This is good practice and is encouraged.

Enforcement

Policy violations will be dealt with according to the relevant disciplinary procedure.

Part 2 - Guidance for Personal Use

If you have your own personal profile on a social media website, or you post on other people's pages you should make sure that others cannot access any content that would undermine your position as an employee or Member.

When using social media sites, you should consider the following:

If you decide to talk about the Council bear in mind it is not appropriate to publish confidential information, unpublished details about Council business, details of current projects unless discussed in public session at a Council meeting, financial information, research e.g. quotations for projects. This is not an exhaustive list and you should always consider any information you are posting about details of your work or Council business.

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper (such as a defamatory comment about them), deal with it quickly.

Social media identities, logon ID's and user names may not use Leigh Town Council's name.

Ways in which you can prevent situations arising are:

- Changing the privacy settings on your profile so that only people you accept as friends can see your content.
- Ensuring personal blogs have clear disclaimers that the views expressed by the author are theirs alone and do not represent the views of the Town Council. Make your writing clear that you are speaking for yourself and not on behalf of the Town Council.
- Ensuring information published by you does not reveal confidential Town Council business and respects data protection policies. Breach of confidentiality may result in disciplinary action.
- Ensuring you are always respectful towards:

Staff and Members of the Town Council, Customers and Suppliers

Staff and Members should be aware that any disrespectful comments to the above might be seen as libellous and could result in disciplinary action.

- Leigh Town Council logos may not be used.
- Staff must ensure that blogging does not interfere with their job or work commitments

Please remember you are an ambassador for the Town Council and be aware that your actions captured via images, posts or comments online can reflect on the Council.

User compliance - I understand and will abide by this Usage Policy. I further understand that should I commit any violation my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Employee signature

Date.....

Council Member signature

Date.....

Finance & General Purposes Committee Budget 2013/14

Heading	B/F 2012/13	Budget		Committed	Balance	% Spent
		Expenditure	Spent to Date			
Crime Prevention		0	0.00		0	
Bursary Fund LCC		1,000	92.64		907	9
Donations		0	0.00		0	
Community Affairs		0	0.00		0	
Elections	6,212	5,000	0.00		11,212	0
Legal Costs		500	125.00		375	25
Annual Town Meeting		100	165.60		-66	166
Publicity		250	279.16		-29	112
Civic		100	368.33		-268	
Renewals Fund	8,585	1,500	0.00		10,085	0
Strategy Sub-Committee		0	0.00		0	
Localism Act		0	6.00		-6	
Library Campaign		0	304.57		-305	
Capital Project Fund		50,000	0.00		50,000	0
GP Janitorial		2,260	0.00		2,260	0
					0	
Totals	14,797	60,710	1,341.30	0.00	74,165	2

Office Budget for 2013-14

Budget	Heading	Budget 2013/14	Spend to Date	Committed	Balance	% Spent
2012/13						
	Premises					
13,000.00	Rent		0.00		0	
5,600.00	General Rates		0.00		0	
300.00	Water Rates		0.00		0	
1,250.00	Gas		0.00		0	
750.00	Electricity		0.00		0	
2,300.00	Office Cleaning		0.00		0	
150.00	Office Tools		0.00		0	
300.00	Contingencies		161.63		-162	
	LCC Premises use Grant	23,500.00	23,500.00		0.00	100.00
		23,500.00	23,661.63	0.00	-161.63	100.69
	Administration					
800.00	Stationery	900.00	617.20		283	68.58
4,500.00	Insurance	4,200.00	4,738.57		-539	112.82
50.00	Library	100.00	142.95		-43	142.95
1,750.00	Communication	1,800.00	1,087.10		713	60.39
2,400.00	Photocopying	2,400.00	1,404.48		996	58.52
1,600.00	Subscriptions	2,040.00	2,027.86		12	99.40
1,700.00	Postage	1,700.00	609.25		1,091	35.84
50.00	Entertaining	50.00	0.00		50	0.00
100.00	Licences	120.00	285.00		-165	237.50
400.00	Expenses/Travel Costs - Cllrs	400.00	99.34		301	24.84
500.00	Miscellaneous	500.00	790.96		-291	158.19
	Professional Advice		652.80			
2,000.00	Audit	2,500.00	1,230.00		1,270	49.20
1,000.00	IT	2,000.00	2,040.62		-41	102.03
0.00	Waste Sacks	300.00	440.82		-141	146.94
1,000.00	Training - Staff	1,200.00	909.00		291	75.75
1,000.00	Training - Cllrs	500.00	0.00		500	0.00
450.00	Mileage & Expenses - Staff	550.00	305.27		245	55.50
		21,260.00	17,381.22	0.00	3,879	81.76
42,950.00	Total	44,760.00	41,042.85	0.00	3,717.15	91.70

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

27/11/2013

Budgets 2013/14 Spend vs Budget to 31st March 2014

Committee	Item	Budget		Spend to date	Balance	% spent	2012/13 spend
		2012/13	2013/14				
Council	Office Admin*	0	44,760	41,043	3,717	92	43,395
	Salaries	0	54,531	36,099	18,432	66	67,181
		0	99,291	77,142	22,149	78	110,576
Leisure	Community Transport A	0	6,937	1,747	5,190	25	6,031
Foreshore & Environment	Flower Baskets	600	5,500	600	5,500	10	600
	First Aid Provision	0	1,000	1,019	-19	102	1,073
	Farmers Market A	0	224	-234	458	-104	-747
	Strand Wharf	73,238	0	0	73,238	0	1,170
	Leigh Lights A	271	16,260	1,406	15,126	9	13,175
	Paddling Pool	1,798	0	0	1,798	0	0
	Youth	0	6,538	4,347	2,191	66	9,281
	Staffing Costs	0	11,774	7,768	4,006	66	11,898
	Various B	1,300	4,622	4,355	1,567	74	6,125
		77,207	52,855	21,007	109,055	16	48,606
Transport & Highways	School Crossing Patrols	4,300	4,500	8,465	335	96	4,300
	Bus Shelter Cleaning/Maint	0	3,000	308	2,692	10	4,195
	New Bus Shelters	2,500	1,000	0	3,500	0	0
	Highway Infrastructure	2,500	3,900	0	6,400	0	0
	Bollards	0	250	0	250	0	0
	Staffing Costs	0	578	394	184	68	1,033
	Phone Box	0	300	60	240	0	300
		9,300	13,528	9,227	13,601	40	9,828
Planning	Planning Staffing	0	7,202	4,378	2,824	61	4,102
	Planning Other	0	500	25	475	5	282
	Neighbourhood Plan	0	2,000	0	2,000	0	0
		0	9,702	4,402	5,299	45	4,384
General Purposes	Various C	0	1,100	772	328	70	425
	Renewals	8,585	1,500	0	10,085	0	2,415
	Elections	6,212	5,000	0	11,212	0	3,788
	Legal costs	0	500	125	375	25	0
	Annual Town Meeting	0	100	166	-66	166	72
	Capital Projects Fund	0	50,000	0	50,000	0	0
	Janitorial	0	2,260	0	2,260	0	0
	Publicity	0	250	279	-29	112	515
		14,797	60,710	1,341	74,165	2	7,215
Community Centre	Set-Up Budget						22,823
	Revenue A	8,159	-24,167	-32,316	16,308	202	4,960
	Staffing Costs	0	90,387	56,661	33,726	63	42,373
	Friend's Fund Raising A	2,089	0	-46	2,135	-2	
		10,248	66,220	24,299	52,169	37	70,156
Allotments	Revenue A	1,719	-920	-4,297	5,096	-538	-6,111
	Staffing Costs	0	4,274	3,554	719	83	8,539
	Capital Improvements	2,750	2,500	5,257	-7	100	640
		4,469	5,854	4,514	5,809	44	3,068
Total		116,021	308,159	143,053	282,247	34	253,833

Neutral Effect as not in Budget

Income	Budget 2013/14	Received to date	Balance	% Rec'd	
Precept 2013/14	0	358,041	358,041	0	100
Estimated Interest to 31.3.14	0	0	189	-189	0
Unbudgeted income	0	0	47	0	0
Allotment Tenancy Deposits	0	0	1,121	0	0
Waste Sacks	0	0	861	0	0
Premises hire	0	0	0	0	0
	0	358,041	360,259	-189	101
Add	Est Bank Balance at 27.11.13 inc Petty Cash		351,363		
	VAT refund due		351,174		
	Plus Debtors		2,469		
	Less Creditors		353,643		
Less planned expenditure (Balance to spend)			282,247		
Estimated General Reserves at 31.03.14			71,396		

(Figure is an approximation as accounted for as Payments and Receipts)

A Community Transport, Allotments Revenue, Leigh Lights, Community Centre Revenue and Farmers Market are balances of income and expenditure

B Includes Community Initiatives, recreational facilities, events & conservation areas

C Includes Crime Prevention, community affairs, Library Campaign, Bursary fund, Civic and Localism Act

* Includes £23,500 payment to LCC

Leigh-on-Sea Town Council

Budget Pack 2014/15

F&GPC
03-12-13
1st Draft

2nd Draft Council budget 21/10/13

NOTE: AS THIS BUDGET IS INCOMPLETE AND IS A DRAFT, NO CONCLUSIONS SHOULD BE DRAWN FROM IT

	£	£	
Anticipated reserves at 31 March 2013			
General Reserves	70,338		From attached sheet 1
Capital Reserves	73,238		
Add		143,576	
draft budget income from committees			
Planning	0		From attached sheet 2
Transport & Highways	0		From attached sheet 3
Allotments	13,608		From attached sheet 4
Leisure Foreshore and Environment	9,790		From attached sheet 5
Finance & G.P.	0		From attached sheet 6
Office	0		From attached sheet 7
Staff	0		From attached sheet 8
Leigh Community Centre Hire Income	94,500		From attached sheet 9
Committee Total		117,898	
Deduct			
draft budget expenditure from committees			
Planning	6,557		From attached sheet 2
Transport & Highways	11,447		From attached sheet 3
Allotments	19,257		From attached sheet 4
Leisure Foreshore and Environment	63,147		From attached sheet 5
Strand Wharf	73,238		From Capital reserves
Finance & G.P.	73,670		From attached sheet 6
Office	47,960		From attached sheet 7
Staff	60,900		From attached sheet 8
Leigh Community Centre	159,828		From attached sheet 9
Committee Total		516,004	
Deduct			
Planned reserve at 31 March 2014*		70,000	
Nett shortfall = Precept required		-324,530	
Less LCT Grant		0	
		-324,530	324,531

*£70,000 is the Town Clerk's recommended reserve level

The Paddling Pool, being a donation for this purpose, is ring fenced and will have no impact on the precept

Proposed increase/decrease in precept	-0.16	%		
Proposed Band D equivalent at Tax base	38.91			
	38.91	Divisible by 9		
An increase of	-£0.06	-0.15	%	Band D 2013/14 £38.97

Tax Base 2013/14 8340.8

Sheet 2

1st Planning Budget

Heading	B/F 2013/14	Income	Expenditure
Staff costs		0	6,057
Planning		0	500
Neighbourhood Plan	2,000	0	0
Other items (specify)		0	0
Total	2,000	0	6,557

Sheet 3

T & H Budget 2nd Draft 2014/15

Heading	Income	Expenditure
School Crossing Patrols	0	4,500
Bus Shelter Cleaning/Maintenance	0	2,000
New Bus shelters	0	0
Highways Infrastructure	0	4,000
Bollards	0	250
Phone Box	0	300
Staff Costs	0	397
Total		11,447

Sheet 4

1st draft of allotments budget 2014/15 14-11-13

Self Help / Management

Heading	B/F 2011/12	Income	Expenditure
Rents			
Manchester Drive		8,757	
Leigh		4,389	
Marshall Close		462	
MDAS Commission			725
Plot clearance			
Rubbish clearance			
Equipment			
Water Rates			4,300
Staff Costs**			4,572
Maintenance			1,000
Miscellaneous			60
Training			
Vehicle			
Hedge Cutting			1,000
Capital improvements*			2,500
Grass Cutting			0
Keys			0
MDAS Grant			3,000
LA Grant			1,600
MC Grant			500
Totals		£13,608	£19,257
Nett cost (exp - inc)		£5,649	

Staffing

TC	2536.42
VC	1065.95
HS	969.97
	4572.34

Revenue

Capital*



Revised costings

** Includes an element for travel

Sheet 5

LFE Budget 2nd Draft (Committee Recommendations) - 17-10-13

Heading	Income	Expenditure
Community Transport*	4000	10461
Flower baskets	0	6000
First Aid Provision	0	1000
Farmers' Market*	2040	2264
Strand Wharf	0	0
Leigh Lights*	3750	26150
Paddling Pool	0	0
Grants to outside organisations	0	1500
Maritime Festival	0	2000
May Day	0	450
Carols on Strand Wharf	0	200
Easter Event	0	900
WW1 / LCC Cent Events		500
Good for Leigh		500
Events Equipment		500
Town Guide		200
Community initiatives and recreational facilities		500
Staff costs		10021.98
Totals	9790	63146.98
Nett cost		53356.98

* see separate budgets below

Community Transport	Income	Expenditure
Staff costs		4051
Ticket sales	4000	
Trip costs		3900
Minibus hire		1300
CRB checks		200
Petrol		200
Refreshments		150
CTA membership		270
Midas Training		200
Misc		130
Driver Licence Verification		60
Totals	4000	10461
Nett cost		6461

Farmers Market	Income	Expenditure
Stall hire	2040	
Hall Hire		1884
Leaflet		380
Banners		0
Totals	2040	2264
Nett cost		224

Skate Park	Income	Expenditure
Rent		50
Cleaning		900
Electricity		450
Miscellaneous		200
Staff costs		2751
Skate Park Maintenance Prog		1000
Totals		5351

Leigh Lights	Income	Expenditure
Column testing		1450
Installation and removal		6700
Storage		2400
Power		300
Replacement bulbs / renewal		1100
Traders contributions	2500	
Switch-on security		3000
Entertainers		1000
Road closures, licences etc.		4500
Donations	700	700
First Aid		1500
Capital Renewals		2000
Charges to stalls, fairs	550	
Support columns - erect and remove plus storage		1500
Totals	3750	26150
Nett cost		22400

Sheet 6

2014/15

General Purposes - 2nd draft budget F & G.P. 01-10-13

Heading	Income	Expenditure
Community Affairs*	0	2,000
Bursary Fund LCC*	0	1,000
Premises / Equipment	0	500
Elections	0	7,000
Legal Costs	0	500
Annual Town Meeting	0	500
Community Engagement	0	2,000
Civic	0	200
Renewals Fund**	0	4,000
Strategy & Town Plan SC	0	3,000
Capital Fund	0	50,000
Localism Act	0	300
GP Janitorial	0	2,670
Totals	0	73,670
Nett cost	0	73,670

Increase by £1,000
from £4,000 to
£5,000

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7

2nd Provisional Office Budget for 2014-15

For information

Office budget and expenditure

Budget	Heading	2014/15
2013/14		
	LCC Support Grant	
23,500	LCC Premises Use Grant	23,500
23,500		23,500
	Administration	
900	Stationery	1,400
4,200	Insurance	4,900
100	Library	150
1,800	Communication	2,000
2,400	Photocopying	2,700
2,040	Subscriptions	2,000
1,700	Postage	1,700
50	Entertaining	50
120	Licences	450
400	Expenses/Travel Costs - Cllrs*	600
500	Miscellaneous	500
2,500	Audit	2,000
2,000	IT**	2,000
1,200	Training - Staff	1,000
500	Training - Cllrs	2,000
550	Mileage & Expenses - Staff	550
300	Green Waste Sacks	460
21,260		24,460
44,760	Total	47,960

	Budget	Expenditure	% spent
1997/8	14,515	13,122	90
1998/9	17,260	14,401	83
1999/2000	14,075	10,850	77
2000/1	12,505	11,467	92
2001/2	12,865	11,130	87
2002/3	14,690	12,229	83
2003/4	13,925	15,560	112
2004/5	16,000	15,418	96
2005/6	21,000	20,766	99
2006/7	29,110	29,003	100
2007/8	28,360	29,164	103
2008/9	32,060	31,867	99
2009/10	33,570	32,998	98
2010/11	36,460	36,606	100
2011/12	40,020	44,807	112
2012/13	42,950	43,395	101
2013/14	44,760		

* Now including LTC area

**Renewals element included in Renewals Fund GP Budget

Sheet 8

1st Provisional salaries budget 2014/15

Heading Budget
 2014/15

Town Clerk*

Pay 42,485.05

Other staff (proportionate)*

Pay 17,828.95

60,314.00

Payroll Costs 586

Total £60,900.00

* some elements of pay are allocated to committee budgets

Sheet 9

LCC Budget 2014/15

	Income Budget	Expenditure Budget
Hiring Income	£70,000.00	
LTC Building Contribution	£23,500.00	
Bursary Fund	£1,000.00	
Rates		£7,800.00
Gas		£7,500.00
Electric		£5,500.00
Water		£1,200.00
Catering		£0.00
Communications		£2,000.00
Cleaning Materials Etc.		£900.00
Waste Removal / Washroom Serv.		£3,000.00
Insurance		£2,800.00
Advertising		£2,500.00
Security / Alarms		£1,000.00
Internal Maintenance		£14,000.00
External Maintenance		£7,500.00
Miscellaneous		£2,000.00
Licences		£1,000.00
IT		£1,600.00
Contingencies		£4,500.00
Salaries / Payroll		£79,788.00
Existing Admin Salaries Apportioned		£15,240.00
Totals	£94,500.00	£159,828.00

Includes 33% of 3 Year Wedding Licence

Net Deficit	£65,328.00	Band D Equivalent	£7.11
Less Existing Salaries	£15,240.00		
LCC Deficit	£50,088.00	Band D Equivalent	£5.45



Leigh-on-Sea Town Council

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council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



QUALITY
TOWN
COUNCIL

Chairman: Cllr Caroline Parker
 Vice Chairman: Cllr Paul Lawrence
 Town Clerk: Paul Beckerson

Income and Expenditure 29th Oct – 26th Nov 2013 Report 2294/I&E Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
100791	£79.95	SLCC Enterprises Ltd	Clerks Manual & Knowles on Local Authority Meetings
100792	£61.76	Essex Supplies	CC Cleaning Materials
100793	£70.00	Southend Borough Council	Annual Premises Licence
100794	£35.98	Machine Mart	Sack Trolley – LFE
100795	£1,280.00	Production Lighting	Installation of Power & Lighting Bar in Lower Hall
100796	£17.50	Recognition Express Essex	Name Badges
100797	£15.00	Salvation Army	Driver Licence Annual Check
100798	£4,704.00	Cable Test Ltd	Structural Analysis – Lighting Columns
100799	£128.71	Cory Commercial	Refuse Bin Rental & Collection
100800	£8,485.18	Southend Borough Council	School Crossing Patrols for 2 years
100801	£39.48	Acumen Wages Service	Salaries Processing October
100802	£119.99	Screwfix	Ladder
100803	£1,196.40	Edge IT Systems	Renewal of Licence for Finance & Facilities Systems
100804	£150.00	Funky Voices	Choir for Xmas Lights
100805	£66.00	The National Allotment Society	Membership Renewal
100806	£415.45	Print Vision	Feather Flags & Graphic Design
100807	£392.00	Southend Theatres	Community Transport - Tickets for Palace Theatre
100808	£178.68	Viking	Stationery & Clip Badges
100809	£84.60	Fulton Paper	Stationery
100810	£296.18	Express Lifts Alliance	Lift Repair
100811	£70.46	Essex Supplies	CC Cleaning Materials
100812	£77.66	BuildaSign	Small Business Saturday Banners

100813	£516.00	Swan	Farmer's Market Leaflets
100814	£144.00	Alljay Plastic	Leigh Lights Banners
100815	£19.99	Aldi	Sack Trolley - CC
100816	£1,358.65	Essex & Suffolk Water	Randolph Close & Manchester Drive Allotment Water Charges
100817	£46.20	Mayfield Cleaning Ltd	Bus Shelter Cleaning
Payroll Transfer	£15,000.00		Payroll for November
		Expenditure - Imprest Items	
	£210.00	Sarah Moore Public House	Com Trans - Xmas Lunch Deposit
	£75.00	BT Disclosure Scotland	Disclosure Checks
	£18.00	Land Registry	Review of Skate Park Boundary Fence
	£28.26	UK Point of Sale Group Ltd	Wallmounted Leaflet dispensers
	£40.26	Nylon Fasteners Ltd	Long Cable Ties
		Expenditure - Direct Debits	
	£762.00	SBC	CC Business Rates
	£223.26	BNP Paribas Leasing	LTC Photocopier Rental
	£622.81	Electricity	CC Electricity October
	£849.04	Electricity	CC Electricity November
	£69.85	The Calls Warehouse	CC Telephone
	£41.19	Global Payments	CC Card Processing Charge

Income

Allotments	£ 8,371.16
Finance & General Purposes	£ 8,015.08
General Purposes	---
Community Centre	£ 6,331.57
Leisure & Foreshore	£ 2,800.50
Transport & Highways	---
Total	£ 25,518.31