

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



QUALITY
TOWN
COUNCIL

Chairman: Cllr Richard Herbert
 Vice Chairman: Cllr Syrie Cox
 Town Clerk: Paul Beckerson

Notice is hereby given that the next meeting of the **Leisure, Foreshore & Environment Committee** of the Leigh-on-Sea Town Council will take place on **Thursday 19th June 2014**, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea commencing at **7.30pm**.

There will be a meeting of the Old Town Community Group prior to the meeting at 7pm.

AGENDA

1. CHAIRMAN'S OPENING REMARKS
2. ELECTION OF VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF MEMBERS' INTERESTS
5. TO APPROVE MINUTES OF THE MEETINGS ON 17th APRIL AND 14th MAY 2014
6. TO NOTE MEMBERSHIP OF COMMUNITY TRANSPORT SUB-COMMITTEE (Elected at Annual Council Meeting)

| Community Transport Sub-Committee |
|--|
| Cllr Margaret Cotgrove, Cllr Donald Fraser, Cllr Pat Holden and Cllr John Wren |
| Co-opted: Mr Brian Houssart MBE and Mrs Ruby Frost |

7. ELECTION OF WORKING PARTIES

Membership of Working Parties elected last year with Convenors underlined:

| Farmers' Market Working Party | Town Guide Working Party |
|---|--|
| Cllr Donald Fraser Cllr Pat Holden Cllr Carole Mulroney Co-opted: <u>Mr David Hammond</u> | Cllr Donald Fraser <u>Cllr Carole Mulroney</u> Cllr Caroline Parker Cllr Patsy Ryan Cllr David Stanley |
| Strand Wharf Working Party | Youth Facility Management Working Party |
| Cllr Richard Herbert Cllr Pat Holden Cllr Paul Lawrence <u>Cllr Carole Mulroney</u> Cllr Patsy Ryan | <u>Cllr Pat Holden</u> Cllr Carole Mulroney Cllr Caroline Parker Cllr David Stanley |

| Events Working Party | Good for Leigh Working Party |
|--|---|
| Cllr Geoff Crawford Cllr Pat Holden Cllr Paul Lawrence <u>Cllr Carole Mulroney</u> Cllr David Stanley Co-opted: Mr David Elcock (Leigh Lights) | Cllr Geoff Crawford Cllr Donald Fraser <u>Cllr Carole Mulroney</u> Cllr David Stanley |
| Old Town Community Group | |
| Cllr Donald Fraser Cllr Richard Herbert Cllr Pat Holden <u>Cllr Carole Mulroney</u> Cllr Paul Lawrence Cllr Caroline Parker | Co-opted: Nick James Ben Smith Margaret Buckey Ian Johnson Colin Sedgwick Paul Gilson |

8. TO NOTE ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES (Annual Town Council Meeting)
 - Leigh Port Partnership – Cllr Richard Herbert
 - Thames Estuary Partnership – Cllrs Carole Mulroney and Paul Lawrence
9. ELECTION OF REPRESENTATIVE TO SBC BIO-DIVERSITY GROUP (currently Cllr Pat Holden)
10. COMMUNITY TRANSPORT SUB-COMMITTEE MINUTES 20th May 2014 (Appendix 1)
11. COMMITTEE REVIEW 2014 (Appendix 2)
12. ITEMS FOR DISCUSSION
 - a) Application for Grant Funding from Leigh Folk Festival (Appendix 3)
 - b) Application for Grant Funding form Leigh Regatta (Appendix 4)
 - c) Leigh Maritime Festival Update
 - d) World War I Commemoration update
 - e) Strand Wharf Working Party 19th May 2014 Report 2360/SWWP (Appendix 5)
 - f) Approval of Final Quay Plan (Appendix 6)
 - g) Contribution to purchase of PA Equipment for event use £119 from Events Equipment Budget.
13. BUDGET Report 2369 – 9th June 2014 – (Appendix 7)



Paul Beckerson
 Town Clerk
 12th June 2014

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



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MINUTES OF A MEETING OF THE COMMUNITY TRANSPORT SUB-COMMITTEE HELD
AT 10.30 AM ON TUESDAY 20th MAY 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73
ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Donald Fraser, Margaret Cotgrove

Also in attendance, Mr Brian Houssart MBE, Ruby Frost and Vivien Choppen (CTO).

Meeting started 10.28am

1. APPOINTMENT OF CHAIRMAN

Cllr Donald Fraser was duly appointed Chairman

2. APPOINTMENT OF VICE CHAIRMAN

Cllr Margaret Cotgrove was duly appointed Vice Chairman

3. APOLOGIES FOR ABSENCE

Cllrs Pat Holden and Paul Lawrence

4. DECLARATION OF MEMBERS' INTERESTS

None

5. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting on 25th February 2014 were agreed by the sub-Committee and signed by the Chairman.

6. CO-OPTED MEMBERS

Ruby Frost, Jan Andrews and Brian Houssart MBE were appointed as co-opted members at the Annual Council meeting on 14th May 2014

7. MEMBERSHIP UPDATE

The membership of the Community Transport Scheme currently stands at 157 members.

8. REPORT ON TRIPS TAKEN SINCE LAST MEETING:

a. 12 of our members attended a **double presentation of ghost stories The Signal Man by Charles Dickens and Oh, Whistle and I'll Come to You, My Lad by M R James at the Palace Theatre on 6th March 2014**. Take up for these plays was not as good as expected and our members reported back that they found the story lines very difficult to follow.

b. 12 members attended a concert given by **the Choir of Claire College Cambridge at the Plaza Centre on 21st March 2014**. Reports back described the music as heavenly and the whole concert, performed by a young group of singers with no musical accompaniment, as brilliant.

c. Staff and councillors organised a **social afternoon at the Community Centre on 10th April 2014**. This included a talk on the History of Leigh, some light refreshments, a

quiz and music from Bob's Barbershop. 24 members attended. The whole event proved a great success and the Committee unanimously concluded that the original plan to have two short talks would have proved too much for members and that the right balance of one talk, refreshments and music struck the right balance should the event be repeated in the future.

9. **PROGRESS ON ARRANGEMENTS FOR FUTURE EVENTS:**

- a. **Palace Theatre - Half a Sixpence on Thursday 29th May 2014.** 28 tickets have been purchased and take up is good. Transport and helpers are still to be arranged.
- b. Information on a visit to Beeleigh Abbey Gardens, Maldon and Easton Lodge, Saffron Walden, together with the forward programme of the White Bus Cinema, was available for committee members to consider.

10. **FUTURE PROGRAMME OF EVENTS**

The Community Transport Officer was tasked with:

- a. Organising a trip to the Palace Theatre to see the film Philomena, put on by the White Bus Cinema, on Sunday 22nd June.
- b. Organising a visit to Beeleigh Abbey Gardens, Maldon on Friday 4th July 2014. Brian Houssart undertook to look into the scope of arranging refreshments at a pub near Hanningfield reservoir.
- c. To research the suitability of a visit to Tilbury Fort.

Meeting ended 11.15 am

Vivien Choppen
Community Transport Officer
23rd May 2014

Next meeting Tuesday 24th June 2014 at 10.30 am

Committee Review

Leisure, Foreshore and Environment

| CRITERIA | TARGET | RESULT |
|---------------------------------------|--|--|
| Objective | <ol style="list-style-type: none"> 1. To progress the Green Gym Project as identified through the Major Projects Assessment and as approved by Council on 14 March 2014 2. To ensure the Strand Wharf Project is completed within budget. The draft Quay Plan is currently with SBC for approval for the lease purposes. 3. To review other projects held in abeyance and such other major projects as come forward during the course of the year 4. To continue to provide interesting and active events throughout the year. 5. To look at other, less time and cost consuming ways to improve the environment of Leigh | <p>Provides recreational facilities for residents SO 1</p> <p>Provides improved heritage facility for use by residents SO 4.</p> <p>Enhances community cohesion SO 1</p> |
| Relationship to strategic objectives. | <ol style="list-style-type: none"> 1. To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of Leigh's residents and visitors. 2. To consult with and take due regard of all comments received from other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs. 3. To seek to create a socially inclusive and caring community. 4. To preserve Leigh's unique character and heritage, protect its conservation areas and maintain and enhance its maritime environment. | |

| | | |
|----------------------|--|--|
| Cost Financial | The budget for the year 2014/15 is £52,758. The budget currently holds £73,238 for Strand Wharf. It is hoped this will be enhanced by Lottery Funding which is being pursued. | |
| Human Resources | Dedicated member of staff to service Committee and liaise with Southend BC | |
| Benefit | To ensure the health, wellbeing and environment of Leigh is maintained and enhanced for the benefit of residents, businesses and visitors | |
| Can benefit increase | All new projects will seek to bring major benefits to the town in terms of people's well being and environment | |
| Can cost reduce | All projects will be kept under review to ensure they are within budget and fit for purpose as well as being cost effective. | |

**The Leigh Folk Festival Association
Trustees' Report and Accounts
Year Ended 30th September 2013.**

Leigh Folk Festival Association

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Year Ended 30th September 2013.

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| 5. | Statement of Financial Affairs |
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| 7-9 | Notes to the Accounts |

Leigh Folk Festival Association

Charity Information

| | |
|---------------------------|---|
| Trustees: | A T Prior E Harris Ian Flack |
| Secretary to the Trustees | M Davidson P Collier E Harris |
| Registered Number | 1120698 |
| Registered Address | 60 The Ridgeway Westcliff on Sea Essex. SS9 1AF |
| Independent Reviewer | Derek Oliver Phd, DBA, MSC, CISA, CISM, CITP, FBCS, FISM, MInstl 'Ravenswood' 145 Essex Way Benfleet Essex. SS7 1LN |
| Bankers | National Westminster Bank Plc 58 The Broadway Leigh on Sea Essex SS9 1AF |

Trustees' Report

For the Year Ended 30th September 2013

The Association was created by a Deed of Trust dated 18th July 2007, as an unincorporated association. The Association is registered with the Charity Commission for England and Wales under number 1120698.

Trustees

The Trustees who served throughout the year under review, and who were in office at the date of signing this report are shown on page 1. New Trustees are appointed at the Annual General Meeting of the Association by way of a vote of attending members present at that meeting.

Objects

The Trustees are empowered to hold the associations funds in trust for any purpose, which is charitable in accordance with the law of England and Wales, for the benefit of any individuals or group of people, or corporate bodies with the specific aims organising and running the annual Leigh Folk Festival, and to preserve and advance the public education in the appreciation of traditional and contemporary folk music

Organisational Structure

The Trustees meet regularly in order to decide the manner in which funds raised should be disbursed

Review of Activities

The Association has received grants and donations and disbursed these by way of promoting, organising and running the 2013 Leigh Folk Festival as shown in the Statement of Affairs. The Trustees are satisfied with the manner of the Association's operation and envisage no changes in the foreseeable future.

Leigh Folk Festival Association

Trustees' Report

For the Year Ended 30th September 2013

Policies

The Trustees endeavour to maintain adequate resources to provide finance for the Folk Festival to take place in the forthcoming year. The reserves at the end of the year under review are shown at the foot of the Statement of Financial Activities, and are considered adequate for the Associations activities.

Any surplus funds held by the Trustees are placed on deposit with the Associations bankers.

The Trustees have carried out a risk assessment, which has not identified any major risk to the Trust's assets. Systems have been implemented by the Trustees to minimise any future risk to any assets.

Signed on behalf of the Trustees on 20th November 2013.
(A T Prior-Chairman)

Independent Examiners Report

To the Trustees of

Leigh Folk Festival Association

I report on the accounts of the Association for the year ended 30th September 2013, which are set out on pages 5 to 9.

Respective responsibilities of Trustees and Examiner

As the Associations Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis, of procedures specified in the General Directions given by the Charity Commissioners under section 43((7)b) of the Act, whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

- * to keep accounting records in accordance with section 41 of the Act; and
- * to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

Have not been met; or

(2) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts be reached.

(signed).....

Derek Oliver, Phd, DBA, MSC, CISA, CISM, CITP, FBCS, FISM, MInstISP

(Date).....

Ravenswood
148 Essex Way
Benfleet
Essex. SS7 1LN

Leigh Folk Festival Association

Statement of Financial Activities

For the Year Ended 30th September 2013

| <u>2012</u> | <u>Incoming Resources</u> | Note | <u>2013</u> |
|-------------|--|------|-------------|
| 2,300 | Grants | (2) | 2,700 |
| 4,450 | Donations | (3) | 3,800 |
| 2,242 | Public Collections | | 3,969 |
| 2,323 | Allied Sales | (4) | 2,428 |
| 3 | Bank Interest Received | | 2 |
| 555 | Advertising | | 595 |
| 5,254 | Other Income | (5) | 8,702 |
| 17,127 | Total Incoming resources | | 22,196 |
| ===== | | | ===== |
| | <u>Resources Expended</u> | | |
| 6,336 | Festival Performers | | 7,065 |
| 660 | Children | | 675 |
| --- | Workshops | | --- |
| 1,408 | Equipment Hire | (6) | 1,730 |
| 1,480 | Insurances and Licences | (7) | 1,390 |
| 964 | Promotional | (8) | 1,505 |
| 1,625 | Cost of Allied Sales | (9) | 2,581 |
| 1,050 | Other Income Costs | (10) | 3,979 |
| --- | Training | | -- |
| 1,099 | General Expenses | (11) | 3,863 |
| 564 | Garage Rent | | 1,204 |
| --- | Non Recurring Costs | (12) | 5,324 |
| 15,185 | | | 29,316 |
| ===== | | | ===== |
| (58) | Net Incoming/(Outgoing) Resources | | (7120) |
| 12.889 | Total Accumulative Fund brought forward | | 13,715 |
| -- | | | -- |
| 12,831 | | | 6,595 |
| ===== | | | ===== |

Balance Sheet at 30th September 2013

| <u>2012</u> | | | 2013 |
|---------------|-----------------------|-----------------|---------------|
| | <u>Current Assets</u> | | |
| 13,331 | Balance at Bank | Current Reserve | 5,393 160 |
| ----- | Add Debtors | SBC | 7,000 (13) |
| | | S.CollinsPayPal | <u>1,211</u> |
| | | | 13,764 |
| | | | ===== |
| 500 | Less Creditors | | 491 |
| <u>12,831</u> | | | <u>13,273</u> |
| ===== | | | ===== |
| | Represented By | | |
| | Unrestricted Funds | | 13,273 |
| ===== | | | ===== |

Approved by the Trustees on 20th November, 2013 and signed on its behalf by

.....Ian W Flack (Trustee)

Leigh Folk Festival Association

Notes to the Accounts

For the Year Ended 30th September 2013

1 Accounting Policies

These accounts have been prepared on a historical cost basis in accordance with The Statement of Recommended Practice, "Accounting and Reporting by Charities" revised 2005), and The Financial Reporting Standard for Smaller Entities (revised 2005).

Incoming resources are credited when they are known to be receivable, due account being taken of amounts due but not yet received by the Association.

Resources are expended and included by reference to the date on which the Trustees have approved the expenditure. Due account is taken of amounts approved but not yet paid.

| | <u>2012</u> | | <u>2013</u> |
|---|-------------|--------------------------------|-------------|
| 2 | | <u>Grants Received</u> | |
| | 300 | Essex Folk Association | 200 |
| | 2,000 | Southend BC | 2,000 |
| | | Leigh on Sea TC | 500 |
| | ----- | | |
| | 2,300 | | ----- |
| | ===== | | ===== |
| 3 | | <u>Donations Received</u> | |
| | --- | Amicus (Basildon) | --- |
| | 400 | Bequest | --- |
| | 200 | C W Union | --- |
| | ---- | Hoy | --- |
| | 100 | Leigh Lions Club | --- |
| | 1,000 | Priority Management | 1,100 |
| | 1,400 | Public & Commercial Services U | 1,500 |
| | 100 | Public & Commercial Services U | |
| | 100 | Public & Commercial Services U | |
| | 50 | Public & Commercial Union | |
| | 100 | Pin Point | |
| | 500 | RMT Union Nth Thames | 500 |
| | --- | Southend Trades Council | |
| | 200 | TUC South East | 100 |
| | 100 | TUC Southend | 100 |
| | --- | Unison (Basildon) | |
| | 200 | UIA | 500 |
| | | Harding | |
| | ----- | | ----- |
| | 4,450 | | 3,800 |
| | ===== | | ===== |

Notes to the Accounts

For the Year Ended 30th September 2013

| | <u>2012</u> | | <u>2013</u> |
|---|-----------------|----------------------------------|-----------------|
| 4 | | <u>Allied Sales</u> | |
| | not analysed | Shirts CD's | not analysed |
| | <u>2,323</u> | | <u>2,428</u> |
| | ===== | | ===== |
| 5 | | <u>Other Income</u> | |
| | --- | Barn Dance | |
| | --- | Bulgarian Choir | ---- |
| | 1,991 | Carthy Concert | ---- |
| | ---188 | Celidh | 166 |
| | 2,949 | Concessions | 4,626 |
| | 126 | Memberships | 79 |
| | | Concerts | 3,831 |
| | | Sundry Income | |
| | <u>5,254</u> | | <u>8,702</u> |
| | ===== | | ===== |
| 6 | | <u>Hiring Costs</u> | |
| | 408 | Vehicles | 200 |
| | 1,000 | PA Equipment | 1670 |
| | <u>1,408</u> | | <u>1,870</u> |
| | ===== | | ===== |
| 7 | | <u>Insurances & Licences</u> | |
| | 1,165 | Towergate | 1,210 |
| | 180 | Southend BC | 180 |
| | | PRS (2011) | |
| | 135 | | |
| | <u>1,480</u> | | <u>1,390</u> |
| | ===== | | ===== |
| 8 | | <u>Promotional Costs</u> | |
| | 845 | Programme | 950 |
| | 119 | Advertising | 457 |
| | <u>964</u> | | <u>1,407</u> |
| | ===== | | ===== |

Notes to the Accounts

For the Year Ended 30th September 2013

| | | | | |
|----|--|------------------------------|--------------|-----|
| | <u>2012</u> | | <u>2013</u> | |
| 9 | 650 | <u>Costs of Allied Sales</u> | 1,651 | |
| | | Shirts | | |
| | | 975 | | 930 |
| | | CDs | | |
| | <u>1,625</u> | | <u>2,581</u> | |
| | ===== | | ===== | |
| 10 | | <u>Other Income Costs</u> | | |
| | 1,050 | Martin Carthy | ---- | |
| | --- | Celidh | ---- | |
| | ---- | Barn Dance | 160 | |
| | | WitchesP | 834 | |
| | | Kershaw | 600 | |
| | | Copper/Collins | 1,400 | |
| | | Chapman | 460 | |
| | | Folk/ale | 350 | |
| | | Sailing club/hire/donation | 175 | |
| | <u>1,050</u> | | <u>3,979</u> | |
| | ===== | | ===== | |
| 11 | | <u>General Expenses</u> | | |
| | -- | Administration costs | -- | |
| | 5 | Subscriptions | 9 | |
| | 360 | Road Closure costs | 910 | |
| | 434 | General Expenses | 2144 | |
| | 300 | St John's | 350 | |
| | <u>1,099</u> | | <u>3,863</u> | |
| | ===== | | ===== | |
| 12 | | <u>Non Recurring Costs</u> | | |
| | | Stage | 2,969 | |
| | | Gazebo | 630 | |
| | | Banner | 467 | |
| | | Van Rep | 984 | |
| | | Sundry | 273 | |
| | <u>---</u> | | <u>5,323</u> | |
| | ===== | | ===== | |
| 13 | Debtors consist of a grant of £7,000 awarded by Southend BC and not yet received and £1211 from ticket and merchandise websales paid through PayPal and received after the closure of our books for the year. Creditors consist of an allowance made for PRS and outstanding payments. | | | |
| 14 | Trustees Remuneration and Expenses | | | |
| | Under the provisions of the Trust Deed, no Trustee is entitled to receive any remuneration from the Association. | | | |

Treasurer's Report

The accounts show a small loss of £120. This would have been a loss of £7,120 were it not for a grant of £7,000 from Southend Borough Council. The reasons for this are:

1. Extraordinary expenditure inc:
 - a. £2,969 for replacement staging (£969 following a grant of £2,000 from Southend BC)
 - b. £630 for new Gazebos
 - c. £984 for van repair
 - d. Increases to road closure and cleaning costs to Southend Borough Council and Cory plc
 - e. £467 for new banners
 - f. Increased money spent on performers
 - g. Losses of £322 on pre-festival events mainly due to the Folk and Ale Festival arranged as a 'goodwill' gesture for Southend Borough Council.
2. On the income side there was a decline in donations from Trade Unions. However income from concessions and the street collection surpassed last year's. Particular mention on the concessions front must be made of the generosity of Leigh Lions and the proprietors of the Beer tent who generously share their profits with us. The street collection, although an improvement on last year, is disappointing when the number of people attending is taken into account.

We, the trustees and volunteers must:

1. Increase the efficiency of the street collection
2. Seek ways of increasing the yield of paid for events
3. Consider the pricing of concessions so that the contribution made by food and refreshment stalls (with the exception of the Leigh Lions and Beer Tent) make a contribution that reflects more closely their income from our event.

The Accounts have been reviewed by Mr Derek Oliver who passed them completely and I submit them for approval and signing by the Chairman and myself.

OLD LEIGH REGATTA

**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31ST DECEMBER 2012**

| | <u>2012</u> | <u>2011</u> |
|--|------------------------|------------------------|
| RECEIPTS | | |
| Fundraising events | 26,698.00 | 23,848.00 |
| Bank interest | 1.00 | 1.00 |
| | <u>26,699.00</u> | <u>23,847.00</u> |
| PAYMENTS | | |
| Fundraising events | 9,334.00 | 9,453.00 |
| Charitable donations | | |
| Royal British Legion | | 1,000.00 |
| Action Medical Research | 1,000.00 | |
| Southend West Explorers | | 187.00 |
| 3rd Chalkwell Bay Scouts | 5,415.00 | 4,453.00 |
| 4th/6th Leigh Sea Scouts | 5,445.00 | 4,647.00 |
| Southend West Activity Centre | <u>5,100.00</u> | <u>4,250.00</u> |
| | 16,900.00 | 14,547.00 |
| Committee expenses | 187.00 | 93.00 |
| Bank fee | <u>26,481.00</u> | <u>24,093.00</u> |
| (DEFICIT)/SURPLUS for the year | 218.00 | (246.00) |
| FUND IN HAND at beginning of year | 2,588.00 | 2,834.00 |
| FUNDS IN HAND at end of year | <u>2,806.00</u> | <u>2,588.00</u> |

STATEMENT OF ASSETS AND LIABILITIES AS AT 31ST DECEMBER 2012

| | £ | £ |
|---------------------|-----------------|-----------------|
| CASH AT BANK | | |
| Current account | 1,659.00 | 1,441.00 |
| Deposit account | 1,147.00 | 1,147.00 |
| | <u>2,806.00</u> | <u>2,588.00</u> |

ACCOUNTANTS REPORT

We have examined the books and records of Old Leigh Regatta for the year ended 31st December 2012 and found them to be in order. The above accounts are correctly prepared in accordance therewith.

CKS Accountancy Ltd

CKS Accountancy Limited
Chartered Accountants
1, Church Hill, Leigh-on-Sea, Essex SS9 2DE

30th August 2013

VKXVI

LEGATTHLULS

| | INCOME | | EXPENDITURE | | TOTAL |
|-----------------------|--------|--------|-------------|-------|--------|
| PROGRAMMES | | | | | |
| ADVERTISING | 1870 | | | | |
| SALES | 2098 | 3968 | | | |
| PRINTING | | | | 1500 | 2468 |
| RAFFLE | | | | | |
| SALES | | 2193 | | | |
| PRINTING | | | 90 | | |
| PRIZES | | | 400 | 490 | 1703 |
| SHIRTS | | | | | |
| SALES/COST | | 410 | | 377 | 33 |
| SIDESHOWS/STALLS | | | | | |
| INCOME | | 4955 | | | |
| STALLS GOODS & PRIZES | | | 326 | | |
| STALL COST (SPLIT) | | | 236 | 562 | 4393 |
| FOOD OUTLETS | | | | | |
| BBQ | 2031 | | 690 | | |
| TEA TENT | 2376 | 4407 | 783 | 1473 | 2934 |
| STALLS/SITE HIRE | | | | | |
| STALL/SITE INCOME | | 6693 | | | |
| STALL COST (SPLIT) | | | | 700 | 5993 |
| TIN COLLECTION | | 907 | | | 907 |
| ENTERTAINMENT | | | | 467 | (467) |
| DONATIONS | | 126 | | | 126 |
| MISCELLANEOUS | | | | | |
| (INCOME/EXPENDITURE) | | | | 3374 | (3374) |
| | | £23659 | | £8943 | £14716 |

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VINYL

REGATTA 2013

MISCELLANEOUS

| | INCOME | EXPENDITURE |
|---|--------|-------------|
| P/L INSURANCE | | 1874 |
| SOUTHEND COUNCIL GRANT | 1874 | |
| SOUTHEND COUNCIL TRAFFIC MANAGEMENT CHARGES | | 850 |
| REGATTA STREET SIGNS | | 691 |
| LEIGH COUNCIL CONTRIBUTION | 500 | |
| STORE/GARAGE RENT | | 500 |
| LOTTERIES LICENSE | | 20 |
| ENTERTAINMENT LICENSE | | 70 |
| REGATTA POSTERS | | 75 |
| BANNER UPDATES | | 72 |
| WALKIE TALKIE HIRE | | 277 |
| SKIP HIRE | | 190 |
| GAS BOTTLES | | 120 |
| PREVIOUS YEAR SITE HIRE | | 300 |
| ENGRAVING | | 27 |
| ST JOHN AMBULANCE | | 200 |
| LEIGH SAILING CLUB | | 150 |
| COMMITTEE EXPENSES | | 221 |
| WEEKEND REFRESHMENTS/B'FSTS | | 103 |
| RAFFLE/DRAW BUFFET | | 59 |
| -11- -11- RAFFLE | 51 | |
| | 2425 | 5799 |
| TO "INCOME & EXPENDITURE" | 3374 | |
| | £ 5799 | £ 5799 |

Paul S



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson



Report 2360/SWWP

STRAND WHARF WORKING PARTY 19th May 2014

Present: Cllrs Carole Mulroney (Convenor), Pat Holden and Paul Lawrence

In Attendance: Richard Longstaff (Architect), Paul Beckerson (Town Clerk)

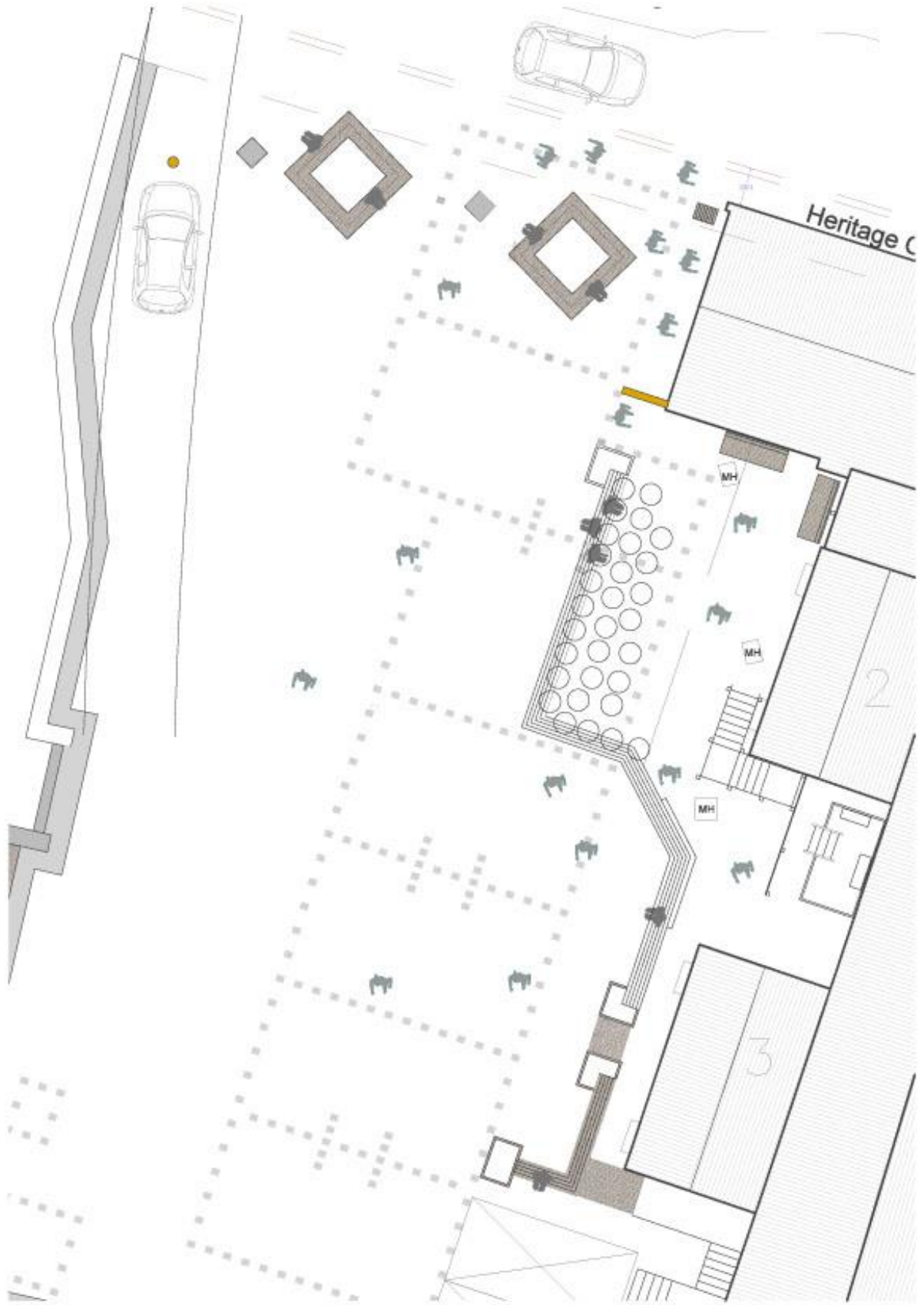
Apologies: Cllr Richard Herbert

The meeting opened 10.35am

Members finalised instructions for Quay Plan and planning submission.

1. Paving: Outline of cottages as indicated on PH drawing. The interpretative material will explain the significance. No interpretive plaques or compass to be included in the paving. Council to purchase sample blocks to assess colour differentiation. The Planning application will treat this as a reserved matter
2. Landscaping: No greenery behind seats, but paving and building outline to be positioned as on PH drawing. Benching to be sited 1m from west elevation of Leigh Heritage Centre. Decking to be excluded from the project.
3. Planters: These would be positioned the same distance from the highway as the present planter, spacing of these and bollard/heritage bin to exclude access by vehicular traffic to the wharf.
4. Bike Racks: These are to be provided but positioning to be a reserved matter.
5. Power Infrastructure: first fix wiring to be provided to planter and bench positions as well as sea walls.
6. Planters: final design to be a reserved matter.

The meeting closed 11.48am



| Heading | B/F 2013/14 | Income Budget | Inc. To Date | Expenditure Budget | Spend to Date | Nett to Date | Balance | % Used |
|---|---------------|---------------|---------------|--------------------|-----------------|-----------------|----------------|-------------|
| Community Transport* | | 4,000 | 240.50 | 9,461 | 1,397.50 | 1157.00 | 4,304 | 0.00 |
| Flower baskets | 5,500 | 0 | | 6,000 | 0.00 | 0.00 | 11,500 | 0.00 |
| First Aid Provision | | 0 | 0.00 | 1,000 | 0.00 | 0.00 | 1,000 | 0.00 |
| Farmers Market* | | 2,040 | 0.00 | 2,264 | 0.00 | 0.00 | 224 | 0.00 |
| Strand Wharf | 73,238 | 0 | | 0 | 0.00 | 0.00 | 73,238 | 0.00 |
| Leigh Lights* | 2,000 | 3,750 | 0.00 | 26,150 | 0.00 | 0.00 | 24,400 | 0.00 |
| Skate Park* | | | | 5,351 | 784.90 | 0.00 | 4,566 | 14.67 |
| Paddling Pool | 1,798 | 0 | | 0 | 0.00 | 0.00 | 1,798 | 0.00 |
| Grants to outside organisations | | 0 | | 1,500 | 0.00 | 0.00 | 1,500 | 0.00 |
| Leigh Maritime Festival | 1,500 | 0 | 25.00 | 2,000 | 542.00 | 517.00 | 2,983 | 14.77 |
| May Day | | 0 | 0.00 | 450 | 0.00 | 0.00 | 450 | 0.00 |
| Carols on Strand Wharf | | 0 | 0.00 | 200 | 21.00 | 21.00 | 179 | 10.50 |
| Easter Event | | 0 | 434.89 | 900 | 938.18 | 503.29 | 397 | 55.92 |
| WW1/LCC Centenary Events | | | 219.75 | 500 | 0.00 | -219.75 | 720 | -43.95 |
| Good for Leigh | | | 0.00 | 500 | 0.00 | 0.00 | 500 | 0.00 |
| Events Equipment** | | | | 500 | 144.24 | 144.24 | 356 | 28.85 |
| Electric Point LHC | | | | | 0.00 | 0.00 | 0 | |
| Town Guide | | | | 200 | 0.00 | 0.00 | 200 | 0.00 |
| Community initiatives and recreational facilities | | | | 500 | 0.00 | 0.00 | 500 | 0.00 |
| Staff costs | | | | 10,423 | 1,448.86 | 1448.86 | 8,974 | 13.90 |
| | | | | | | | | |
| Totals | 84,036 | 9,790 | 920.14 | 67,899 | 5,276.68 | 4,356.54 | 137,788 | 3.06 |
| Nett cost | | | | 58,109 | 3,827.82 | | | |

* see separate budgets below

**Various

| |
|-------|
| 1,500 |
|-------|

7,250 Various

| |
|--------|
| 965.78 |
|--------|

137,788 128,814

**LFE Community Transport Budget
2013/14**

| Community Transport | B/F 2013/14 | Income | Inc. To Date | Expenditure | Spend to Date | Nett to Date | Balance | % Spent |
|----------------------------|------------------------|---------------|---------------------|--------------------|--------------------------|-------------------------|----------------|--------------------|
| Staff costs | | | | 4051 | 765.32 | | 3,285.68 | 18.89 |
| Ticket sales | | 4000 | 240.50 | | 0.00 | | 3,759.50 | 6.01 |
| Trip costs | | | | 2900 | 397.18 | | 2,502.82 | 13.70 |
| Minibus hire | | | | 1300 | 80.00 | | 1,220.00 | 6.15 |
| CRB checks | | | | 200 | 0.00 | | 200.00 | 0.00 |
| Petrol & Misc. | | | | 330 | 25.00 | | 305.00 | 7.58 |
| Refreshments | | | | 150 | 0.00 | | 150.00 | 0.00 |
| CTA membership | | | | 270 | 0.00 | | 270.00 | 0.00 |
| Midas Training | | | | 260 | 130.00 | | 130.00 | 50.00 |
| Totals | | 4000 | 240.5 | 9461 | 1397.5 | | 4,304.00 | |
| Nett cost | | | | 5461 | Actual | 1157 | | 21.19 |

LFE Farmers Market Budget 2013/14

| Farmers Market | B/F 2013/14 | Income | Inc. To Date | Expenditure | Spend to Date | Nett to Date | Balance | % Used |
|-----------------------|------------------------|---------------|---------------------|--------------------|--------------------------|-------------------------|----------------|-------------------|
| Stall hire | | 2040 | 0.00 | | 0.00 | | 2,040.00 | 0.00 |
| Hall Hire | | | | 1884 | 0.00 | | 1,884.00 | 0.00 |
| Leaflet | | | | 380 | 0.00 | | 380.00 | 0.00 |
| Farmers Market Pay | | | | 0 | 0.00 | | 0.00 | |
| Miscellaneous | | | | 0 | 0.00 | | 0.00 | |
| Banners | | | | 0 | 0.00 | | 0.00 | |
| Totals | | 2040 | 0 | 2264 | 0 | 0 | 224 | |
| Nett cost | | | | 224 | | | | |

Skate Park Budget 2013/14

| Skate Park | B/F 2013/14 | | | Budget Expenditure | Spend to Date | | Balance | % Spent |
|------------------------|----------------|--|--|-----------------------|------------------|--|----------|------------|
| Rent | | | | 50 | 0.00 | | 50.00 | 0.00 |
| Cleaning | | | | 900 | 194.48 | | 705.52 | 21.61 |
| Electricity | | | | 450 | 59.69 | | 390.31 | 13.26 |
| Miscellaneous | | | | 200 | 29.64 | | 170.36 | 14.82 |
| Grass Cutting | | | | 0 | 0.00 | | 0.00 | |
| Skate Park Pay | | | | 2751 | 501.09 | | 2,249.91 | 18.21 |
| Skate Park Maintenance | | | | 1000 | 0.00 | | 1,000.00 | 0.00 |
| Totals | | | | 5351 | 784.90 | | 4,566.10 | 14.67 |

LFE Leigh Lights Budget 2013/14

| Leigh Lights ** | B/F 2013/14 | Income | Inc. To Date | Expenditure | Spend to Date | Nett to Date | Balance | % Used |
|---|----------------|--------|--------------|-------------|------------------|-----------------|---------|--------|
| Column testing | | | | 1450 | 0.00 | | 1,450 | 0.00 |
| Installation and removal | | | | 6700 | 0.00 | | 6,700 | 0.00 |
| Storage | | | | 2400 | 0.00 | | 2,400 | 0.00 |
| Replacement bulbs | | | | 1100 | 0.00 | | 1,100 | 0.00 |
| Electricity | | | | 300 | 0.00 | | 300 | 0.00 |
| Traders contributions | | 2500 | 0.00 | | 0.00 | | -2,500 | 0.00 |
| Switch-on security | | | | 3000 | 0.00 | | 3,000 | 0.00 |
| Entertainers | | | | 1000 | 0.00 | | 1,000 | 0.00 |
| Road closures, licences etc. | 2000 | | | 6000 | 0.00 | | 8,000 | 0.00 |
| Charges to stalls, fairs, collections | | 1250 | 0.00 | 700 | 0.00 | 0 | 0 | |
| Capital Renewals | | | | 2000 | 0.00 | | 2,000 | 0.00 |
| Support columns - erect and remove / Storage | | | | 1500 | 0.00 | | 1,500 | 0.00 |
| Totals | 2000 | 3750 | 0.00 | 26,150.00 | 0.00 | 0 | 24,400 | 0.00 |
| Nett cost | | | | 22400 | | | | |