



# Leigh-on-Sea Town Council

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



QUALITY  
TOWN  
COUNCIL

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 18<sup>th</sup> December 2014**, 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. DECLARATIONS OF MEMBERS' INTERESTS
4. TO APPROVE MINUTES OF THE MEETING ON 20<sup>th</sup> NOVEMBER 2014
5. PROPOSALS FOR LEIGH SKATEBOARD PARK

A report on further researches is awaited and will follow from the Skate Park users.

6. SEAFRONT SHELTER UPDATE – Officer's Report (to follow if any)
7. REPORT ON LEIGH LIGHTS & CAROLS ON STRAND WHARF EVENTS (oral reports)
8. COMMUNITY ENGAGEMENT GRANT APPLICATION – Officer's Report

An opportunity arose to apply for a grant of £6,000 to the Society of Local Council Clerks for the purpose of improving service delivery. The closing date was the 5th of December. In consultation with the Committee Chairman and the Convenor of the Community Engagement Working Party an application was made for assistance to employ a part time community support officer.

Working 12 hours a week on a salary, including ON costs, of £18,000 pro rata (£6,000), the CSO would assist with community engagement programs such as production of parish magazine, supporting volunteers at events, annual litter pick, supporting vulnerable residents etc., Old Town Community group, Leigh Road Traders, assisting with consultations and other community programs.

This would run for one year and be totally supported by grant funding.

### Recommendation

To confirm the grant application and, if successful, to delegate to the Town Clerk the implementation of this program in consultation with the Community Engagement Working Party.

9. REPLACEMENT LIGHTS FOR LARGE TREE IN LEIGH ROAD BAPTIST CHURCH

### New LED Tree Lighting

Supply and install 10 sets (approx. total of 1000 mini lights) of 10 metre long extendable of 24v low voltage cool white LED mini light strings to the tree located by the Baptist Church in Leigh Road and connect to power supply and transformers already in situ leaving the lights in following the seasonal period but disconnecting or switching off the power supply.

10 sets of 24v mini LEDS at £35.00 per set total cost £350.00 + vat

Installation costs £300.00 + vat

Total cost would be **£650.00** + vat

**New External Transformers**

Should any additional transformers be required there would be an additional cost to supply any replacements needed.

IP44 rated external transformer **£65.00** + vat

The Committee is **requested** to consider the replacement of the lights as indicated above to be taken from the replacement bulbs budget.

10. DRAFT BUDGET 2015/16 (Appendix 1)

The Committee is **requested** to re-consider the draft budget referred back by F&GPC and make revised recommendations to F&GPC.

F&GPC requested that the Committee consider the installation of 10 wrap around displays in London Road.

10 No. Wrap LED Wrap Around Lights	£1,050
10 No. Column Infrastructure (Timers & Wiring)	£1,500
10 No. New Rectifier / Power Leads	£ 80
Storage	£ 100
<b>Total</b>	<b>£2,730</b>

11. BUDGET Report 24xx – 9<sup>th</sup> December 2014 – (Appendix 2)



Paul Beckerson  
Town Clerk  
11<sup>th</sup> December 2014

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

## Sheet 5

## LFE Budget 2nd Draft - 09-12-14

<b>Heading</b>	<b>Income</b>	<b>Expenditure</b>
Community Transport*	3800	8263
Flower baskets	0	6000
First Aid Provision	0	1000
Farmers' Market*	2040	1650
Skate Park		6472
Strand Wharf	0	2150
Leigh Lights*	2050	26330
Paddling Pool	0	0
Grants to outside organisations	0	2000
Maritime Festival	0	3700
May Day	0	600
Carols on Strand Wharf	0	200
Easter Event	0	1000
Other Events		500
Good for Leigh		500
Events Equipment		500
Events Van 2/5		£0
Community facilities		1000
Staff costs		8337
Totals	7890	70202
Nett cost		62312

\* see separate budgets below

<b>Community Transport</b>	<b>Income</b>	<b>Expenditure</b>
Staff costs		4203
Ticket sales	3800	
Trip costs		1500
Minibus hire		1300
CRB checks		200
Petrol		200
Refreshments		200
CTA membership		270
Midas Training		200
Misc		130
Driver Licence Verification		60
Totals	3800	8263
Nett cost		4463

<b>Farmers Market</b>	<b>Income</b>	<b>Expenditure</b>
Stall hire	2040	
Hall Hire		1000
Leaflet		450
Banners		200
Totals	2040	1650
Nett cost		-390

<b>Skate Park</b>	<b>Income</b>	<b>Expenditure</b>
Rent		50
Cleaning		2000
Electricity		450
Miscellaneous		200
Staff costs		2772
Skate Park Maintenance		1000
Totals		6472

<b>Strand Wharf</b>	<b>Income</b>	<b>Expenditure</b>
Cleaning Staff Costs		2000
Electricity		150
		2150

<b>Leigh Lights</b>	<b>Income</b>	<b>Expenditure</b>
Column testing 1/3		1450
Installation and removal		7100
Storage		2400
Power		300
Replacement bulbs / renewal		1100
Traders contributions	1000	
Switch-on security		3500
Entertainers		1000
Road closures, licences etc.		5000
Donations	700	700
First Aid		180
<b>Capital Renewals</b>		2000
Charges to stalls, fairs	350	
Support columns - erect and remove plus storage		1600
Totals	2050	26330
Nett cost		24280

**Planned New Expenditure**

2016/17

Skate Park Maintenance	£3,000.00
Van Lease 1/3	

£3,000.00

2017/18

Leigh Lights Refurb	£5,000.00
Van Lease 1/3	

£5,000.00

**LFE Budget 2014/15**

Heading	B/F 2013/14	Income Budget	Inc. To Date	Expenditure Budget	Spend to Date	Nett to Date	Balance	% Used
Community Transport*		4,000	1,310.00	9,461	4,750.57	3440.57	2,020	0.00
Flower baskets	5,500	0		6,000	5,650.00	5650.00	5,850	1130.00
First Aid Provision		0	0.00	1,000	394.22	394.22	606	39.42
Farmers Market*		2,040	1,510.00	2,264	590.02	-919.98	1,144	0.00
Strand Wharf	73,238	0		0	5,743.00	5743.00	67,495	-7.84
Leigh Lights*	2,000	3,750	2,160.00	27,305	3,019.90	859.90	24,695	3.65
Skate Park*				5,351	3,218.27	3218.27	2,133	60.14
Paddling Pool	1,798	0		0	0.00	0.00	1,798	0.00
Grants to outside organisations**		0		1,500	1,000.00	1000.00	500	66.67
Leigh Maritime Festival**	1,500	0	397.21	2,000	3,858.15	3460.94	39	98.88
May Day**		0	0.00	450	22.87	22.87	427	5.08
Carols on Strand Wharf**		0	0.00	200	326.40	326.40	-126	163.20
Easter Event**		0	434.89	900	1,253.07	818.18	82	90.91
WW1/LCC Centenary Events/Inflatables**			717.34	500	1,008.95	291.61	208	58.32
Events Equipment**				500	443.66	443.66	56	88.73
Electric Point Library Gardens**					240.00	240.00	-240	
Town Guide**								
Community initiatives and recreational facilities**				500	1.00	1.00	499	0.20
Staff costs				8,368	6,351.27	6351.27	2,017	75.90
<b>Totals</b>	<b>84,036</b>	<b>9,790</b>	<b>6,529.44</b>	<b>66,299</b>	<b>37,871.35</b>	<b>31,341.91</b>	<b>109,203</b>	<b>22.30</b>
Nett cost				56,509	31,520.08			

\* see separate budgets below

\*\*Various

1,500

6,550

Various

6,604.66

109,203

107,186

**LFE Community Transport Budget  
2014/15**

<b>Community Transport</b>	<b>B/F 2013/14</b>	<b>Income</b>	<b>Inc. To Date</b>	<b>Expenditure</b>	<b>Spend to Date</b>	<b>Nett to Date</b>	<b>Balance</b>	<b>% Spent</b>
Staff costs				4051	3,238.69		812.31	79.95
Ticket sales		4000	1,310.00		0.00		2,690.00	32.75
Trip costs				2900	943.95		1,956.05	32.55
Minibus hire				1300	339.40		960.60	26.11
CRB checks				200	0.00		200.00	0.00
Petrol & Misc.				330	55.00		275.00	16.67
Refreshments				150	43.53		106.47	29.02
CTA membership				270	0.00		270.00	0.00
Midas Training				260	130.00		130.00	50.00
<b>Totals</b>		<b>4000</b>	<b>1310</b>	<b>9461</b>	<b>4750.57</b>		<b>2,020.43</b>	
Nett cost				5461	Actual	<b>3440.57</b>		63.00

**LFE Farmers Market Budget 2014/15**

<b>Farmers Market</b>	<b>B/F 2013/14</b>	<b>Income</b>	<b>Inc. To Date</b>	<b>Expenditure</b>	<b>Spend to Date</b>	<b>Nett to Date</b>	<b>Balance</b>	<b>% Used</b>
Stall hire		2040	1,510.00		0.00		530.00	74.02
Hall Hire				1884	576.00		1,308.00	30.57
Leaflet				380	0.00		380.00	0.00
Farmers Market Pay				0	0.00		0.00	
Miscellaneous				0	14.02		-14.02	
Banners				0	0.00		0.00	
<b>Totals</b>		<b>2040</b>	<b>1510</b>	<b>2264</b>	<b>590.02</b>	<b>-919.98</b>	<b>1143.98</b>	
Nett cost				224				

**Skate Park Budget 2014/15**

Skate Park	B/F 2013/14			Budget Expenditure	Spend to Date		Balance	% Spent
Rent				50	50.00		0.00	100.00
Cleaning				900	583.44		316.56	64.83
Electricity				450	152.38		297.62	33.86
Miscellaneous				200	183.29		16.71	91.65
Grass Cutting				0	0.00		0.00	
Skate Park Pay				2751	2,184.16		566.84	79.40
Skate Park Maintenance				1000	65.00		935.00	6.50
Totals				5351	3,218.27		2,132.73	60.14

**LFE Leigh Lights Budget 2014/15**

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	1,940.00		0.00		-560	77.60
Switch-on security				3000	0.00		3,000	0.00
Entertainers				1000	0.00		1,000	0.00
Road closures, licences etc.	2000			6000	32.65		7,967	0.54
Charges to stalls, fairs, collections		1250	220.00	700	243.81	-24	-24	
Capital Renewals				3155	2,743.44		412	86.96
Support columns - erect and remove / Storage				1500	0.00		1,500	0.00
Totals	2000	3750	2,160.00	27,305.00	3,019.90	860	24,695	3.65
Nett cost				23,555.00				