



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD AT 7.00PM ON TUESDAY 18TH OCTOBER 2016
AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Chairman), Patrick Fox, Fr. Clive Hillman, Carole Mulroney, Helen Robertson and Vivien Rosier

Also in attendance: Cllrs Donald Fraser, Richard Herbert, Jill Healey and Paul Beckerson (Town Clerk)

The meeting opened at 7.00 pm

36. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

37. APOLOGIES FOR ABSENCE

Cllrs Jill Adair, Karen Bowden and Caroline Parker

Cllr Jill Adair has requested leave of absence on health grounds until the Annual Meeting in May 2017. The Committee agreed to the leave of absence and **RECOMMENDED** to Council to grant the leave of absence.

38. DECLARATIONS OF MEMBERS' INTERESTS

There were none

39. TO APPROVE MINUTES OF THE EXTRAORDINARY MEETING ON 6TH SEPTEMBER 2016

The minutes of 6th September 2016 were **AGREED** as a correct record and signed by the Chairman.

40. PUBLIC REPRESENTATIONS

There were none

41. REPORT FROM E&L PDG – COMMUNITY TRANSPORT – 11th OCTOBER 2016 (Appendix 1 to the agenda)

The Committee **RESOLVED** to endorse the Risk Assessment (Appendix 1 of the minutes) and the addition in column 4 referred to in Min 5 of the minutes.

Cllr Donald Fraser reported on the minutes of the PDG saying how positive the meeting was. He then reported an incident relating to the last Community Transport outing where the driver felt that the mini-bus was unsafe to drive resulting in the hirer sending a pickup truck to recover the vehicle. A subsequent report from the garage reported that there was no mechanical failure. The hirer then advised the Community Transport Officer that there may be a charge of up to £300 for recovering and inspecting the vehicle.

The Committee **RESOLVED** that any charge should be paid from the Community Transport (Travel Costs Budget) and **NOTED** the minutes.

EVENTS

42. EVENT REPORT

The Committee **NOTED** Event Report

ALLOTMENTS

43. REPORT OF ALLOTMENT ASSOCIATION LIAISON GROUP 4th OCTOBER 2016 – (Appendix 2 to the agenda)

The Committee **NOTED** the report.

44. TREE WORK

The Committee **RESOLVED** to authorise the work to the trees in the sum of £880 plus VAT.

REFERRALS FROM OTHER COMMITTEES

45. PADDLING POOL TRANSFER TO COMMUNITY FACILITIES

The Committee **RECOMMENDED** to Council that responsibility for the Paddling Pool should become part of the remit of the Community Facilities Committee.

The Committee further **RECOMMENDED** to Community Facilities Committee that the Pool be dredged annually.

OTHER E & L MATTERS

46. ENVIRONMENTAL REPORT (Appendix 3 to the agenda)

The Committee **NOTED** the report.

47. ENVIRONMENT & LEISURE BUDGET REPORT 2015/16 – As at 10th October 2016 (Appendix 4 to the agenda)

The Committee **NOTED** the current outturn.

48. DRAFT 2017/18 COMMITTEE BUDGET 2017/18 (Appendix 5 to the agenda)

An additional revised Farmers' Market Budget was circulated that had been discussed at the Farmers' Market PDG on 14th October 2016. The Committee **RESOLVED** to agree the revised figures for inclusion in the Committee Budget the main change of which was to increase the Banner Budget back up to £200 as in 2016/17.

No other amendments were proposed although members commented on the poor flower basket display this year and requested that the Events and Leisure Officer discuss options with Southend Borough Council as to how the displays could be improved.

The Committee **RECOMMENDED** the Committee Budget to Policy and Resources (Appendix 1)

The meeting closed at 7.40 pm

Sheet 5							
E&L Budget							
Heading	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18
INCOME							
Community Transport*	£ 3,436.92	£ -	£ 3,200.00	£ 1,572.00	£ 1,628.00	£ 3,144.00	£ 3,200.00
Farmers' Market*	£ 1,637.00	£ -	£ 2,002.00	£ 994.00	£ 1,008.00	£ 1,650.00	£ 1,650.00
Leigh Lights*	£ 1,670.00	£ -	£ 2,000.00	£ 165.00	£ 1,835.00	£ 1,900.00	£ 2,000.00
Paddling Pool			£ -		£ -	£ -	£ 500.00
General Services*	£ -	£ -	£ -	£ -	£ -	£ -	£ -
General Events*	£ 2,387.48	£ -	£ 450.00	£ 383.26	-£ 45.00	£ 2,375.00	£ 600.00
Totals	£ 9,131.40	£ -	£ 7,652.00	£ 3,114.26	£ 4,426.00	£ 9,069.00	£ 7,950.00
Allotments - Separate Budget	£ 10,811.94	£ -	£ 11,713.00	£ 2,036.94	£ 9,676.06		£ 11,590.00
Totals Including Allotments	£ 29,074.74	£ -	£ 27,017.00	£ 8,265.46	£ 18,528.06	£ 18,138.00	£ 27,490.00
EXPENDITURE							
Community Transport*	£ 7,677.43	£ -	£ 8,307.00	£ 3,959.46	£ 4,347.54	£ 8,582.36	£ 8,706.78
Farmers' Market*	£ 820.02	£ -	£ 1,550.00	£ 593.38	£ 956.62	£ 1,586.80	£ 1,250.00
Leigh Lights*	£ 17,244.23	£ 4,659.00	£ 30,455.00	£ 3,549.33	£ 31,564.67	£ 30,917.00	£ 35,750.00
Paddling Pool	£ 138.30	£ 1,659.70	£ -		£ 1,659.70		£ 500.00
General Services*	£ 1,039.40	£ 1,000.00	£ 9,200.00	£ 43.13	£ 10,156.87	£ 8,700.00	£ 8,700.00
General Events*	£ 6,064.50	£ 1,728.30	£ 8,800.00	£ 4,584.78	£ 5,943.52	£ 10,124.16	£ 8,300.00
Staff costs	£ 15,049.75		£ 14,193.00	£ 9,364.37	£ 4,828.63	£ 22,474.48	£ 14,591.04
Totals	£ 48,033.63	£ 9,047.00	£ 72,505.00	£ 22,094.45	£ 59,457.55	£ 82,384.80	£ 77,797.82
Allotments - Separate Budget	£ 14,899.37	£ 4,996.75	£ 17,537.00	£ 9,622.31	£ 12,911.44		£ 17,122.58
Total Including Allotments	£ 62,933.00	£ 14,043.75	£ 90,042.00	£ 31,716.76	£ 72,368.99	£ 82,384.80	£ 94,920.40
Nett cost							£ 67,430.40

Notes:

Leigh Lights Switch on Security increased because of less policing presence.

Leigh Lights Capital Renewals increased in line with previous Committee decision

Leigh Lights £1,296 to be taken from EMR reducing it to £3,363

Community Transport	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18
INCOME							
Ticket sales	£ 3,436.92		£ 3,200.00	£ 1,572.00	£ 1,628.00	£ 3,144.00	£ 3,200.00
Totals	£ 3,436.92	£ -	£ 3,200.00	£ 1,572.00	£ 1,628.00	£ 3,144.00	£ 3,200.00
EXPENDITURE							
Staff costs	£ 3,803.45		£ 4,377.00	£ 2,145.83	£ 2,231.17	£ 4,293.96	£ 4,376.78
Trip costs	£ 1,841.30		£ 1,400.00	£ 1,130.30	£ 269.70	£ 2,110.00	£ 2,200.00
Travel Costs	£ 950.90		£ 750.00	£ 332.40	£ 417.60	£ 797.76	£ 750.00
Driver Costs	£ 80.00		£ 260.00		£ 260.00	£ 260.00	£ 260.00
Refreshments	£ 683.09		£ 1,200.00	£ 333.60	£ 866.40	£ 800.64	£ 800.00
CTA membership	£ 254.17		£ 270.00		£ 270.00	£ 270.00	£ 270.00
Misc	£ 64.52		£ 50.00	£ 17.33	£ 32.67	£ 50.00	£ 50.00
Totals	£ 7,677.43	£ -	£ 8,307.00	£ 3,959.46	£ 4,347.54	£ 8,582.36	£ 8,706.78
Nett cost							-£ 4,330.00
Farmers Market							
INCOME							
Stall hire	£ 1,637.00		£ 2,002.00	£ 994.00	£ 1,008.00	£ 1,650.00	£ 1,650.00
Totals	£ 1,637.00	£ -	£ 2,002.00	£ 994.00	£ 1,008.00	£ 1,650.00	£ 1,650.00
EXPENDITURE							
Hall Hire	£ 792.00		£ 800.00	£ 504.00	£ 296.00	£ 1,036.80	£ 800.00
Leaflet			£ 500.00	£ 80.00	£ 420.00	£ 300.00	£ 200.00
Banners			£ 200.00		£ 200.00	£ 200.00	£ 200.00
Misc.	£ 28.02		£ 50.00	£ 9.38	£ 40.62	£ 50.00	£ 50.00
Totals	£ 820.02	£ -	£ 1,550.00	£ 593.38	£ 956.62	£ 1,586.80	£ 1,250.00
Nett cost							-£ 752.00
Leigh Lights							
INCOME							
Traders contributions	£ 1,670.00		£ 1,600.00	£ 130.00	£ 1,470.00	£ 1,500.00	£ 1,600.00
Charges to stalls, fairs			£ 400.00	£ 35.00	£ 365.00	£ 400.00	£ 400.00
Totals	£ 1,670.00	£ -	£ 2,000.00	£ 165.00	£ 1,835.00	£ 1,900.00	£ 2,000.00
EXPENDITURE							
Leigh Lights Reserve		£ 4,659.00			£ 4,659.00	£ 1,296.00	
Column testing 1/3			£ 1,450.00	£ 3,500.00	-£ 2,050.00	£ 3,500.00	£ 1,300.00
Installation and Storage	£ 8,800.00		£ 9,500.00		£ 9,500.00	£ 9,500.00	£ 9,150.00
Power	£ 312.98		£ 330.00		£ 330.00	£ 330.00	£ 350.00
Replacement bulbs / renewal			£ 1,100.00		£ 1,100.00	£ 1,000.00	£ 1,100.00
					£ -		£ -
Switch-on security	£ 3,646.25		£ 3,500.00		£ 3,500.00	£ 5,500.00	£ 6,000.00
External Assistance	£ 260.00		£ 1,000.00		£ 1,000.00	£ 500.00	£ 1,000.00
Road closures, licences etc.	£ 472.20		£ 6,000.00		£ 6,000.00	£ 6,000.00	£ 6,000.00
First Aid	£ 151.80		£ 175.00		£ 175.00	£ 191.00	£ 200.00
Cleaning			£ 500.00		£ 500.00	£ 500.00	£ 550.00
Promotion			£ 100.00	£ 49.33	£ 50.67	£ 100.00	£ 100.00
Capital Renewals	£ 3,601.00		£ 5,000.00		£ 5,000.00	£ 2,500.00	£ 10,000.00
					£ -		£ -
Support columns - erect and remove plus storage			£ 1,800.00		£ 1,800.00	£ -	
Totals	£ 17,244.23	£ 4,659.00	£ 30,455.00	£ 3,549.33	£ 31,564.67	£ 30,917.00	£ 35,750.00
Nett cost							£ 33,750.00

	Actual 2015/16	Earmarked Reserves B/F 2016/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18
General Events							
INCOME							
Maritime Festival	£ 405.00		£ 250.00	£ 295.00	-£ 45.00	£ 295.00	£ 300.00
Spring Spectacular	£ 255.00		£ 200.00			£ 200.00	£ 250.00
Event Collections	£ 1,727.48			£ 88.26		£ 1,880.00	£ 50.00
Totals	£ 2,387.48	£ -	£ 450.00	£ 383.26	-£ 45.00	£ 2,375.00	£ 600.00
EXPENDITURE							
General Events Reserve		£ 1,728.30			£ 1,728.30		
Maritime Festival	£ 1,928.60		£ 3,750.00	£ 3,508.00	£ 242.00	£ 3,408.88	£ 3,750.00
Spring Spectacular	£ 644.95		£ 1,250.00		£ 1,250.00	£ 1,250.00	£ 1,250.00
90 for 90			£ 500.00	£ 366.03	£ 133.97	£ 366.03	
Carols on Strand Wharf	£ 745.40		£ 1,000.00		£ 1,000.00	£ 1,000.00	£ 1,000.00
Other Events			£ 1,500.00		£ 1,500.00	£ 1,500.00	£ 1,500.00
Event Collections	£ 1,804.87					£ 1,800.00	
Events Equipment	£ 645.68		£ 500.00	£ 411.50	£ 88.50	£ 500.00	£ 500.00
LCC Room Hire	£ 295.00		£ 300.00	£ 299.25	£ 0.75	£ 299.25	£ 300.00
Totals	£ 6,064.50	£ 1,728.30	£ 8,800.00	£ 4,584.78	£ 5,943.52	£ 10,124.16	£ 8,300.00
Totals	£ -	£ -	£ -	£ -	£ -	£ -	£ -
EXPENDITURE							
General Services Reserve		£ 1,000.00			£ 1,000.00		
Flower baskets			£ 6,600.00		£ 6,600.00	£ 6,600.00	£ 6,600.00
First Aid Provision	£ 1,039.40		£ 1,100.00	£ 43.13	£ 1,056.87	£ 1,100.00	£ 1,100.00
					£ -		
Good for Leigh			£ 500.00		£ 500.00	£ 500.00	£ 500.00
Community Initiatives			£ 1,000.00		£ 1,000.00	£ 500.00	£ 500.00
					£ -		
Totals	£ 1,039.40	£ 1,000.00	£ 9,200.00	£ 43.13	£ 10,156.87	£ 8,700.00	£ 8,700.00

Sheet 4							
Allotments budget							
Heading	Actual 2015/16	Earmarked Reserves B/F 2015/16	Budget 2016/17	Actual to Date 2016/17	Balance Remaining 2016/17	Projected 2016/17	Proposed Budget 2017/18
INCOME							
Rents							
Manchester Drive	£ 5,720.94		£ 6,700.00	£ 397.44	£ 6,302.56	£ 6,700.00	£ 6,700.00
Leigh	£ 3,050.50		£ 2,964.00	£ 1,091.50	£ 1,872.50	£ 2,400.00	£ 3,000.00
Marshall Close	£ 429.50		£ 399.00	£ 260.00	£ 139.00	£ 400.00	£ 400.00
Water Rates							
Manchester Drive	£ 1,070.00		£ 1,159.00	£ 68.00	£ 1,091.00	£ 1,156.00	£ 1,000.00
Leigh	£ 472.00		£ 433.00	£ 185.00	£ 248.00	£ 430.00	£ 430.00
Marshall Close	£ 69.00		£ 58.00	£ 35.00	£ 23.00	£ 60.00	£ 60.00
Totals	£ 10,811.94	£ -	£ 11,713.00	£ 2,036.94	£ 9,676.06	£ 11,146.00	£ 11,590.00
EXPENDITURE							
MDAS Commission			£ 1,000.00		£ 1,000.00	£ 1,000.00	£ 1,000.00
Waste Clearance	£ 983.33		£ 750.00		£ 750.00	£ 400.00	£ 500.00
Affiliations			£ 60.00		£ 60.00	£ 60.00	£ 60.00
Water Rates	£ 1,879.27		£ 2,500.00	£ 1,130.24	£ 1,369.76	£ 2,712.00	£ 2,700.00
Staff Costs	£ 5,647.50		£ 4,877.00	£ 4,436.79	£ 440.21	£ 8,779.53	£ 5,012.58
Maintenance	£ 939.81	£ 1,120.02	£ 2,000.00	£ 23.70	£ 3,096.32	£ 2,000.00	£ 1,500.00
Miscellaneous			£ -		£ -		
Capital improvements*	£ 281.29	£ 3,876.73	£ 1,250.00	£ 116.58	£ 5,010.15		£ 1,250.00
Grass Cutting			£ -		£ -		
Keys	£ 68.17		£ -	£ 90.00	-£ 90.00		
MDAS Grant	£ 3,000.00		£ 3,000.00	£ 2,250.00	£ 750.00	£ 3,000.00	£ 3,000.00
LA Grant	£ 1,600.00		£ 1,600.00	£ 1,200.00	£ 400.00	£ 1,600.00	£ 1,600.00
MC Grant	£ 500.00		£ 500.00	£ 375.00	£ 125.00	£ 500.00	£ 500.00
Totals	£ 14,899.37	£ 4,996.75	£ 17,537.00	£ 9,622.31	£ 12,911.44	£ 20,051.53	£ 17,122.58
Nett cost (exp - inc)					£ 5,532.58		
* Includes Capital Equipment							
Proposed added EMR of £700 for 2016/17 bringing it to £5696.92							
ATC Higher Point							

2016/17 Staff Costs over budget due to ATC being on higher point