



Leigh-on-Sea Town Council

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Chairman: Cllr. Pat Holden
Vice Chairman: Cllr. Carole Mulroney



26th May 2010

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 1st June 2010** at the Town Council office, 67 Elm Road, Leigh-on-Sea commencing at 8.00pm

AGENDA

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. CO-OPTION OF COMMITTEE MEMBER
It is proposed that Cllr Bill Abbott be co-opted to the Committee.
5. DECLARATION OF MEMBER'S INTERESTS
6. APPROVAL OF MINUTES OF PREVIOUS MEETING

GENERAL PURPOSES

7. ELECTION OF SUB-COMMITTEES AND WORKING PARTIES
Current members as shown below, with Chairmen/Convenors underlined.

Personnel Sub-Committee
Current members: Cllrs Margaret Cotgrove, Hilary Davison, <u>Donald Fraser</u> , Mrs Jean Rowswell.
Licensing Sub-Committee
Current members: Cllrs <u>Mike Dolby</u> , Donald Fraser, Carole Mulroney, Caroline Parker, Mrs Jean Rowswell.

Youth Working Party	Youth Facility Working Party
<u>Cllr Bill Abbot</u> Cllr Mrs Reta Cocks Cllr Hilary Davison Cllr Pat Holden Cllr Caroline Parker	<u>Cllr Bill Abbot</u> Cllr Hilary Davison Cllr Caroline Parker Co-opted members from Connexions and Belfairs High School

Premises Working Party	Presentation Working Party
Cllr Carole Mulroney <u>Cllr Pat Holden</u> Cllr Caroline Parker Cllr Mrs Jean Rowswell	Cllr Pat Holden <u>Cllr Jerry Holden</u> Cllr Carole Mulroney Cllr John Wren
Establishment Working Party	Internal & External Audit Working Party
Cllr Margaret Cotgrove Cllr Hilary Davison <u>Cllr Donald Fraser</u>	Cllr Peter Dolby <u>Cllr Donald Fraser</u>
Quality Council Working Party	Annual Town Meeting Working Party
<u>Cllr Margaret Cotgrove</u> Cllr Hilary Davison Cllr Carole Mulroney	<u>Cllr Hilary Davison</u> Cllr Donald Fraser Cllr Caroline Parker Co-opted Member Jan Andrews

8. ELECTION OF REPRESENTATIVES TO OUTSIDE BODIES

- Southend Airport Consultative Committee – currently Cllr Hilary Davison
- Leigh Crime Prevention Panel – currently Cllr Peter Dolby
- EALC Larger Local Councils Forum – currently Cllrs Margaret Cotgrove, Donald Fraser and Town Clerk
- EALC AGM – currently Cllrs Margaret Cotgrove, Donald Fraser and Town Clerk
- Southend Business & Tourism Partnership – currently Cllrs Margaret Cotgrove, Mike Dolby and Town Clerk
- Southend Business & Ratepayers Forum – currently Cllrs Bill Abbot and Mrs Jean Rowswell
- Fairtrade – currently Cllr Hilary Davison (substitute Cllr Reta Cocks)

9. TO RECEIVE MINUTES OF LICENSING SUB-COMMITTEE 4TH MAY 2010

10. MEETINGS WITH BOROUGH COUNCILLORS

It is proposed that the Chairman and Vice Chairman of the Council seek to arrange to have quarterly meetings with Southend Borough Councillors for Leigh Wards with a view to keeping up to date on local matters of which the Council should be aware, and then report back to Council. It is suggested that such meetings be less formal than the protocol meetings.

11. SUPPORT FOR A CHARITY

It is proposed that, each year, the Council Chairman should choose a charity for the Council to support for that year at all Council events.

12. COUNCILLORS TRAINING COURSES

It is proposed that a moratorium be placed on attendance of councillors at training courses, with the exception of any new courses relevant to changes in legislation having a significant affect on Council procedure and those courses already booked and deemed to be necessary. In the event of any such courses being attended, the councillor(s) concerned will be required to either produce a written report or to make a presentation to Council.

It is proposed that two councillors be appointed to review requests for attendance at any courses which fall within the above criteria.

FINANCE

13. REFERENCES FROM OTHER COMMITTEES

Leisure, Foreshore & Environment

Leigh Folk Festival - £750 (Local Government Act 1972, s144)

Leigh lights, purchase of 7 white LED 1902 Star Mantling displays -
£3,869.25 (Local Government Act 1972, s144)

Leigh lights, McDonald Highway services - £6,655.00 (Local Government Act
1972, s144)

Leigh lights, Cable Test Limited engineer - £1,480.48 (Local Government Act
1972, s144)

14. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 1751/DF attached.

15. ANNUAL ACCOUNTS

Income & Expenditure Account, Balance sheet and Supporting notes to
accounts for consideration and approving.

16. ANNUAL REVIEW

Section 1 Accounting statements

Explanation of variation of 15% and for consideration and approving.

17. ANNUAL GOVERNANCE STATEMENT

For consideration and approving.

18. RESPONSIBLE FINANCIAL OFFICER

Consideration of handover arrangements.

19. INTERNAL AUDIT REPORT

To follow.

20. EXCLUSION OF THE PUBLIC

That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the
press and public be excluded for the remaining item of business on the
grounds that publicity would be prejudicial to the public interest by reason of
the confidential nature of the business to be discussed.

21. STAFF PENSION SCHEME

See report 1750/DF (only available to councillors and not included with email
items)

Cllr Donald Fraser
Vice Chairman, F&GP Committee
26th May 2010

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