



Leigh-on-Sea Town Council

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QUALITY
TOWN
COUNCIL

Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT 8.00 PM ON TUESDAY 5th APRIL 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Donald Fraser (Chairman), Margaret Cotgrove, Hilary Davison, Mike Dolby, Peter Dolby, Jerry Holden, Pat Holden, Carole Mulroney and Caroline Parker (to min 187)

Also in attendance: Cllrs Paul Lawrence and John Wren (to min 187), Paul Beckerson (Town Clerk) and Alex Coulson (public)

The meeting opened at 8.00pm

168. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the penultimate meeting of the committee of this administration.

169. APOLOGIES FOR ABSENCE

Cllrs Bill Abbott and Jean Rowswell

170. DECLARATION OF MEMBERS' INTERESTS

None

171. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 1st March 2011 were approved and signed as a correct record. There was a correction of "formally" to "formerly" in minute 151.

GENERAL PURPOSES

172. LICENSING SUB-COMMITTEE MINUTES OF 1st and 22nd March 2011

Members **noted** the minutes (Appendix 1 & 2 to the agenda).

173. GOVERNANCE WORKING PARTY – Reports 1858/SOWP and 1867/SOWP were **noted** (Appendix 3 & 4 to the agenda).

174. ADOPTION OF REVISED STANDING ORDERS, TERMS OF REFERENCE AND FINANCIAL REGULATIONS

Standing Orders: (Appendix 5 to the agenda)

Members considered the Draft Standing Orders as recommended by the Governance WP and made the following additions and amendments.

Add a note at the start explaining that all bold paragraphs are mandatory and the use of the male gender throughout also indicates the female gender.

On paragraph "y" (page 5) after "meeting" insert a comma.

In Standing Order 22 “a and b” delete “to or” before “by the Council”.

With these changes it is **RECOMMENDED that the Standing Orders be adopted.**

Terms of Reference: (Appendix 6 to the agenda). In TR3 (7), TR4 (2), TR5 (3), TR6 (3) and TR7 (7) replace “not later than 15th November” with “not later than the end of November”.

Skate Park to become the responsibility of Leisure, Foreshore and Environment – TR4 (1d) add at end “including Youth Facility”.

In TR4 (6), TR5 (7), TR6 (7) and TR7 (11) add the words “(up to a maximum of £1000)” between “more than 5%” and “of the Committee’s budget”.

With these amendments it is **RECOMMENDED that the Terms of Reference be adopted.**

Financial Regulations: (Appendix 7 to the agenda)

Cllr J Holden proposed to change the basis of reporting to Committee from “Receipts and Payments” to “Income and Expenditure” showing committed expenditure. On being put to a vote this was defeated.

RECOMMENDED that the Financial Regulations be adopted.

175. TOWN CLERK’S APPRAISAL - Report 1868/CM (Appendix 8 to the agenda)

The Committee **noted** the report and confirmed the appointment of the Town Clerk.

176. MINUTES OF THE ANNUAL TOWN MEETING 18th March 2011 (Appendix 9 to the agenda)

Noted with two amendments, there were no actions or resolutions.

177. NALC COUNCILLORS’ COURSE IN BILLERICAY – Report 1872/DF (Appendix 10 to the agenda)

There was some discussion over the amount Principal Councils charged for elections. It was **noted** that in Leigh-on-Sea’s case the likely charge would be in the region of £6000 for four contested wards.

178. CRIME PREVENTION PANEL MEETING 31st January 2011 – Report 1864/PD (Appendix 11 to the agenda)

Cllr Peter Dolby reported on the meeting. Cycle theft was still a problem and operation VELO was continuing with the intention of getting as many bikes tagged as possible.

179. CHANGES TO THE STANDARDS REGIME IN THE LIGHT OF PROVISIONS CONTAINED IN THE LOCALISM BILL – Report 1865/PD (Appendix 12 to the agenda)

Cllr Peter Dolby highlighted aspects of the report. **RECOMMENDED that the Town Council join with SBC in forming a joint voluntary scheme.**

180. NALC FINANCIAL UPDATE – REPORT 1871/NALC (Appendix 13 to the agenda)

Noted.

181. REPORT ON CENSUS TRAINING AND SUPPORT SESSIONS

Cllr Carole Mulroney reported on the support session that took place the previous Saturday, only one member of the public had sought advice. There was to be a further session this

Saturday 9th April 2011. It was agreed to display a poster to advertise the event on the Council's 'A' board.

182. CLERK AND F&GP CHAIRMAN'S ATTENDANCE AT EALC AUDIT COURSE 8th April 2011

RESOLVED that the Clerk and Chairman's attendance be agreed.

183. GENERAL PURPOSES BUDGET

General Purposes Budget Report 1875/FGP was **noted** (Appendix 14 to the agenda).

FINANCE

184. REFERENCES FROM OTHER COMMITTEES

Transport and Highways – Minute 59b –**RECOMMENDED that the £1000 unspent Highway Improvement Budget be made an earmarked reserve for bins and seats.**

Transport and Highways – Minute 61 –**RECOMMENDED that the Bus Shelter maintenance unspent balance (approximately £1400) be made an earmarked reserve for that purpose.**

The recommendation to earmark the unspent School Crossing balance was defeated.

Leisure, Foreshore and Environment – Minute 60 –**RECOMMENDED that £1400 of the unspent Leigh Lights budget be made an earmarked reserve.**

185. CHANGE OF BANK ACCOUNT FROM COMMUNITY TO BUSINESS – Report 1876/TC (Appendix 15 to the agenda)

RECOMMENDED that the Council changes to a Business Direct Account as outlined in the report.

186. APPOINTMENT OF NEW EXTERNAL AUDITOR

The Committee **noted** the appointment as outlined in the Audit Commission's letter (Appendix 16 to the agenda)

187. OFFICE AND COMMITTEE BUDGETS

The Office Budget Report 1874/FGP 29th March 2011 was **noted.** (Appendix 17 to the agenda)

Committee Income and Expenditure Report 1873/FGP 23rd March 2011.

There was some debate about the expected level of reserves at the year end; the figure in the report of £51,712 assumed that all the remaining budget balances would be spent. As this would not be the case the actual end of year reserve figure would be higher, if the earmarked reserves and allocated underspends were deducted from the total of unspent budgets the approximate level of the general reserves would be £63,017.

It was reported that there may be a need for an additional virement of expenditure within LFEC to cover the cost of purchasing additional Easter eggs (£100). **RESOLVED that LFEC be authorised to vire £100 for this purpose, if required.**

The report was **noted.** (Appendix 18 to the agenda)

Cllr Caroline Parker left the meeting

188. INCOME AND EXPENDITURE SINCE THE LAST MEETING

Report 1870/I&E attached is **RECOMMENDED** for approval. (Appendix 19 to the agenda)

189. BANK ACCOUNT BALANCES as at 29th March 2011

HSBC Current A/c	£48,952.30
HSBC Community Savings A/c	£115,129.54
Noted	

The meeting closed at 9.45pm