



Leigh-on-Sea Town Council

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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 3rd MAY 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Donald Fraser (Chairman), Bill Abbott (from min 190), Margaret Cotgrove, Hilary Davison, Mike Dolby, Jerry Holden, Pat Holden, Carole Mulroney and Caroline Parker

Also in attendance: Cllr Paul Lawrence, Paul Beckerson (Town Clerk)

The meeting opened at 8.02pm

190. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the last meeting of the Committee of this administration and commented on the work of the Committee over the past year. The Chairman thanked all the retiring members of the Council for the contribution they had made to work of the Council during the time they had served.

191. APOLOGIES FOR ABSENCE

Cllrs Peter Dolby and Jean Rowswell

192. DECLARATION OF MEMBERS' INTERESTS

None

193. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 5th April 2011 were approved and signed as a correct record. There was an insertion in min 184 of the word "litter" before "bins".

GENERAL PURPOSES

194. REPORT OF LEIGH CRIME PREVENTION PANEL MEETING of 4th April 2011 – Report 1893/PD (Appendix 1 to the agenda)

In the absence of Cllr Peter Dolby, Cllr Jerry Holden gave an oral report which, together with the written report, was **noted** by the Committee.

195. EALC AUDIT COURSE - Report 1889/TC (Appendix 2 to the agenda)

The Chairman gave an oral report which, together with the written report, was **noted** by the Committee

196. LICENSING ACTIONS FROM PROTOCOL MEETING – Report 1886/DP (Appendix 3 to the agenda)

The Committee noted the report and welcomed the more positive approach of SBC in recognising LTC as an interested party.

197. PROPOSED EXPANSION OF RADIOTHERAPY IN ESSEX (CONSULTATION) – Report 1887/NHS (Appendix 4 to the agenda)

The Committee **RESOLVED**

- i) to support preferred proposal “Option 1”; and
- ii) under question 5 to respond as follows:

While the investment in new equipment is welcomed, the Committee consider that it is equally important to ensure that additional human resources are provided to operate the equipment, otherwise the additional benefits will be negated.

198. GENERAL PURPOSES BUDGET Report 1891/FGP (Appendix 5 to the agenda).

Noted

199. COMMITTEE MEETING DATES

Due to a clash of dates on 31st May it was agreed that the Planning Committee meeting would be held on Wednesday, 1st June.

FINANCE

200. REFERENCES FROM OTHER COMMITTEES

There were none.

201. TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT (Appendix 6 to the agenda)

Members welcomed the report which endorsed the current procedures that the Town Council practiced and stated that no significant issues were identified.

Cllr Jerry Holden asked if the arrangements used by MDAS for the collection of rents were looked at in any detail. The Town Clerk advised that they had not but could be the subject of a more detailed review in the next financial year.

The Committee **RECOMMENDED acceptance of the report and that the actions identified be considered at a meeting of the Internal and External Audit WP.**

202. OFFICE AND COMMITTEE BUDGETS Report 1890/FGP 31st March 2011 (Appendix 7 to the agenda)

The report was **noted**.

It was **RECOMMENDED that a review of the Office Cleaning Contract be undertaken, including the possibility of using direct labour.**

Committee Income and Expenditure Report 1892/FGP 31st March 2011 (Appendix 8 to the agenda) was **noted**. The report, and the predicted level of reserves, would be subject to further revisions once the prepayments and accruals had been processed.

203. INCOME AND EXPENDITURE SINCE THE LAST MEETING Report 1888/I&E (Appendix 9 to the agenda)

The report is **RECOMMENDED** for approval.

204. CURRENT STATUS OF BANKING ARRANGEMENTS

The new business bank accounts had been opened (Imprest, Current and Payroll) and money transferred to enable their use. When all the transactions for 2010/11 have been processed the old bank accounts will be closed. The first half of the precept has been received and paid into the new current account. The internet banking option is not yet active.

205. BANK ACCOUNT BALANCES as at 31st March 2011

HSBC Current A/c	£44,581.26
HSBC Community Savings A/c	£115,129.54

Noted

The meeting closed at 8.53pm