



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.essexinfo.net/leigh-on-sea



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

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT 8.00 PM ON TUESDAY 31st MAY 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Jerry Holden (Chairman), Alex Coulson, Donald Fraser, Pat Holden, Paul Lawrence, Carole Mulrone and Caroline Parker (until minute 18)

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

The meeting opened at 8.01pm

2. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

3. ELECTION OF VICE CHAIRMAN

Cllr Donald Fraser was elected Vice Chairman

4. APOLOGIES FOR ABSENCE

Cllrs Mike Dolby, Richard Herbert and Patsy Ryan

5. TO FILL VACANCIES OF F&GP AND ALLOTMENTS COMMITTEE

Cllr Mark Bromfield had declined the place offered to him on the Committee so as a consequence there was a vacancy. Cllr Patsy Ryan was elected to fill the vacancy.

Cllr Margaret Cotgrove had been elected to the Allotments Committee; unfortunately there was a continuing clash in her diary that precluded attendance. Cllr Donald Fraser was elected to fill the vacancy.

6. DECLARATION OF MEMBERS' INTERESTS

None

7. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 3rd and 11th May 2011 were approved and signed as a correct record.

GENERAL PURPOSES

8. TO NOTE MEMBERSHIP OF SUB-COMMITTEES

Licensing Sub-Committee - 5

Cllrs: Donald Fraser, Mike Dolby, Paul Lawrence, Carole Mulrone (VC) and David Stanley

Personnel Sub-Committee - 5
Cllrs: Donald Fraser, Jerry Holden, Pat Holden, Carole Mulroney and Caroline Parker

9. ELECTION OF WORKING PARTIES

Premises Working Party Cllr Paul Lawrence Cllr Carole Mulroney Cllr Pat Holden Cllr Caroline Parker	Presentation Working Party Cllr Pat Holden Cllr Jerry Holden Cllr Carole Mulroney Cllr Patsy Ryan Cllr John Wren
Internal & External Audit Working Party (Appointed Annual Meeting) Cllr Alex Coulson Cllr Donald Fraser, Cllr Jerry Holden Cllr Clifford Passmore	Quality Council Working Party Cllr Margaret Cotgrove Cllr Pat Holden Cllr Carole Mulroney
Annual Town Meeting Working Party Cllr Donald Fraser Cllr Jerry Holden Cllr Caroline Parker Co-opted Member Jan Andrews (To be confirmed after 1 st meeting)	

10. TO NOTE REPRESENTATIVES TO OUTSIDE BODIES (Annual Council Meeting Minutes)

Noted

11. LICENSING SUB-COMMITTEE MEETING 18th May 2011 (Attached to the agenda as Appendix 1)

In the absence of the Chairman, the Vice Chairman Cllr Carole Mulroney reported.

It was noted that the **objection** to Ten Green Bottles had subsequently been withdrawn due to an agreement with the applicant's solicitors that the sale of alcohol on Thursday and Sunday would terminate at 23.30 hours, with a closing time of 00.00 hours and that no glasses, bottles or other drinks containers be taken outside the premises after 22.00 hours.

It was noted that the **objection** to Cockadoodledoo had also been withdrawn after a site meeting with the applicant and his agent. It was agreed that service in the atrium would cease after 21.30 hours, no glasses, bottles or other drinks containers be taken outside the licensed area, no draft beers would be served and notices requesting customers to leave quietly would be displayed.

12. MEETINGS WITH BOROUGH COUNCILLORS

It was **RESOLVED** that these meetings be requested and that the Chairman of the Council would draft and send a letter accordingly. It was further **RESOLVED** that an agenda item be placed on each Committees agenda requesting items for discussion.

13. CHAIRMAN'S CHARITY 2011/12

The Committee **noted** that the Chairman's charity would again be the Thursday Club.

14. NALC AGM 2011 – NOTICE OF MOTION

There were no motions to put forward.

15. EALC MEETING WITH SECRETARY OF STATE DCLG – Report 1901/DF (Appendix 2 to the agenda)

Cllr Donald Fraser reported. The report was **noted**.

16. GOOD FOR LEIGH TASK FORCE – Report 1900/HD (Appendix 3 to the agenda)

This was **referred to the Good for Leigh Working Party for consideration**.

Cllr Caroline Parker left the meeting

17. PREMISES WORKING PARTY MEETING

The meeting was arranged for the 15th June at 7.00pm

18. PERSONNEL SUB-COMMITTEE MEETING

The meeting was arranged for the 24th June at 2.00pm

19. PRESENTATION WORKING PARTY MEETING

The meeting was arranged for the 11th July at 7.00pm

FINANCE

20. REFERENCES FROM OTHER COMMITTEES

There were none.

21. INTERNAL AND EXTERNAL AUDIT WORKING PARTY – Report 1899/I&EAWP (Appendix 4 to the agenda)

It was **RECOMMENDED** that the Working Party's recommendations be agreed:

Recommendation (1) - **that all goods and services over £100 should be the subject of a written order, excluding regular payments such as utilities etc. The order should be authorised by the Town Clerk or delegated as appropriate.**

Recommendation (2) - **the Audit WP should carry out a review on an annual basis, the first of which should be complete by the end of July 2011.**

Recommendation (3) - **that the Public Liability Insurance be increased to £10 million on renewal.**

Recommendation (4) - **that HSBC is approached to ascertain if there was any way of achieving a better return on the Council's investment.**

22. ANNUAL ACCOUNTS (Appendix 5 to the agenda)

The Committee **RECOMMENDED** the Income and Expenditure Account, Balance Sheet and supporting notes to the Council for approval.

23. ANNUAL ACCOUNTING STATEMENT (Appendix 6 to the agenda)

The Committee **RECOMMENDED Section 1 of the Annual Return and the explanations of variance of over 15% to the Council for approval.**

24. ANNUAL GOVERNANCE STATEMENT (Appendix 7 to the agenda)

The Committee **RECOMMENDED Section 2 of the Annual Return to the Council for approval.**

25. SLCC SUMMER SYMPOSIUM 2011 – Attendance by Town Clerk – Report 1902/TC (Appendix 8 to the agenda)

The Committee **RESOLVED that a contribution of £250 towards the costs in line with last year.**

26. INCOME AND EXPENDITURE – Report 1903/I&E (Appendix 9 to the agenda)

The Committee **noted** the report.

27. BANK ACCOUNT BALANCES as at 25th May 2011

HSBC Current A/c	£ 16,470.05
HSBC Community Savings A/c	£ 115,129.54
HSBC Business Current A/c	£ 92,301.87
HSBC Payroll A/c	£ 1,485.82
HSBC Imprest A/c	£ 500.00

Noted

The meeting closed at 9.44pm