



# Leigh-on-Sea Town Council

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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 5<sup>th</sup> JULY 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Jerry Holden (Chairman), Alex Coulson, Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulrone, Caroline Parker (until minute 34) and Patsy Ryan

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

***The meeting opened at 8.02pm***

28. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

29. APOLOGIES FOR ABSENCE

Cllr Mike Dolby

30. TO FILL VACANCY ON ALLOTMENTS COMMITTEE

Cllr Geoff Crawford was elected to the Committee

31. DECLARATION OF MEMBERS' INTERESTS

None

32. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 31<sup>st</sup> May 2011 were approved and signed as a correct record.

## GENERAL PURPOSES

33. REPRESENTATIVE TO SAVS ASSEMBLY

Cllr Richard Herbert was elected to fill the vacancy.

34. PERSONNEL SUB-COMMITTEE MINUTES 24<sup>th</sup> June 2011 (Appendix 1 to the agenda)

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

**RESOLVED:**

- That staff salary scales and contractual incremental rises be **AGREED** as detailed in the Confidential Appendix 1 to the Personnel Sub-Committee Minutes with one amendment as contained in the confidential appendix 1.

- That the backlog of TOIL and hours accrued as detailed in the Confidential Appendix 1 to the Personnel Sub-Committee Minutes be paid.
- That in future only 7 hours of accrued time may be carried forward and only for a period of one month.

***The Town Clerk left the meeting during discussion of his salary***

***Cllr Caroline Parker left the meeting during the discussion of the Skate Park Cleaner***

- That all incremental rises commence from the 1<sup>st</sup> April each year
- That staff be paid mileage expenses at the NJC mid rate for casual users (applicable from January 2011) of 52.2p per mile.
- That a work experience person be employed for up to 100 hours, and that they should complete all the normal processes expected when applying for a job; application form, CV, and interview. This should be conducted on a pilot basis and evaluated at the end.
- That the present arrangement for van use on the allotments be continued.
- That the Town Clerk in consultation with the Chairman of Allotments should allocate and determine the work programme for the allotments
- That time recording software be evaluated and costed for office use.
- That a staff-officer protocol is produced together with other relevant use policies.
- That the draft Customer Care Charter be agreed in principle and that it be referred to the Presentation WP for revision and development.

***Cllr Caroline Parker left the meeting***

35. PREMISES WORKING PARTY MEETING 15<sup>th</sup> June 2011 Report 1913/PWP (Appendix 2 to the agenda)

**RESOLVED:** That the recommendations contained within the report are agreed

36. PROVISION OF FOOD WASTE LINERS AND GARDEN WASTE BAGS

**RECOMMENDED:**

That the Town Council proceed with selling the bags on a trial basis

*Cllr Donald Fraser requested that his opposition be recorded*

37. BUDGET REPORTS

The Town Clerk explained that the restructuring of the accounts was complete but the backlog of entries was not. He undertook to circulate the reports to all Councillors once this work was complete.

**FINANCE**

38. REFERENCES FROM OTHER COMMITTEES

**Allotments Committee** 22<sup>nd</sup> June 2011 Minute 21 (FELLING OF OAK TREE IN MARSHALL CLOSE)

It was RESOLVED that the estimate from 'Treefella' at £1200 be accepted.

**RECOMMENDED:** That £400 be funded from the Allotments budget and £800 be taken from reserves.

39. SKATE PARK REPAIRS & MAINTENANCE – Quotation from Nominated Supplier (Appendix 3 to the agenda)

**RESOLVED:**

That the detailed consideration be referred to the Youth Facility Working Party and that a site visit be undertaken

**RECOMMENDED:** That any shortfall that cannot be met from the Youth Park Budget should be met from reserves

40. GRANT AID APPLICATION FROM VICTIM SUPPORT (Appendix 4 to the agenda)

The Committee **RESOLVED** to not support this request.

41. QUOTATIONS FOR INSURANCE COVER 2011/12 (Appendix 5 to the agenda)

**RECOMMENDED:** That the quotation from WPS be accepted

42. INCOME AND EXPENDITURE – Report 1903/I&E (Appendix 6 to the agenda)

The Committee **noted** the report.

43. BANK ACCOUNT BALANCES as at 30<sup>th</sup> June 2011

HSBC BMM A/c	£ 115,163.97
HSBC Current A/c	£ 107,185.31
HSBC Payroll A/c	£ 2,265.31
HSBC Imprest A/c	£ 349.22

**Noted**

***The meeting closed at 9.50pm***