



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 6th SEPTEMBER 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Jerry Holden (Chairman), Alex Coulson, Mike Dolby, Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker (from minute 47) (until minute 54) and Patsy Ryan (from minute 50)

Also in attendance: Paul Beckerson (Town Clerk)

The meeting opened at 8.00pm

44. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

45. APOLOGIES FOR ABSENCE

None

46. DECLARATION OF MEMBERS' INTERESTS

None

47. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 5th July 2011 were approved and signed as a correct record.

48. LICENSING SUB-COMMITTEE MEETING 21st July 2011 (Appendix 1 to the agenda)

Members were informed that the conditions the Sub-Committee requested for 'La Belle Epoque' had been agreed and the objection withdrawn. The minutes were **noted**.

GENERAL PURPOSES

49. ACTIONS FROM PREMISES Working Party Report 1925/TC (Appendix 2 to the agenda)

- a) **Office Premises Exterior Redecoration** – Members discussed the necessity of the work due to the onerous unbudgeted cost. It was pointed out that delaying the work may incur additional costs due to further deterioration. It was further felt that a budget provision for such work should be included in future budgets. A discussion took place on the merits of undertaking part of the work, but essentially it was the conclusion of the Committee that this would not produce any substantial savings.

Cllr Patsy Ryan declared a personal interest: knowing one of the tenderers.

It was RECOMMENDED that the estimate submitted by GRS in the sum of £4525.00 be accepted and funded from reserves.

- b) **Replacement lock for Office Side Door** – It was felt that the lock should be replaced.

It was RESOLVED that a new lock be obtained for the sum of £32.00 plus keys (delegated to the Town Clerk to action)

- c) **Heating Thermostat Timer** – Members agreed that a new 7 day timer should be purchased and installed.

It was RESOLVED that a 7 Day Clock Thermostat is purchased for the sum of £48.59 (delegated to the Town Clerk to action)

- d) **Replacement Blinds** – It was **RESOLVED** not to proceed with this item.

50. **PRESENTATION Working Party** – 11th July 2011 Report 1919/PWP (Appendix 3 to the agenda)

- a) **Website Graphic Costings** – It was **RESOLVED** to reject this recommendation on grounds of cost. The Presentation WP would review the current content at its next meeting.

- b) **Office 2010 Software** – It was **RESOLVED** to purchase the software at a cost of £63.99 from the IT budget. Its use would be restricted to the Town Clerk.

- c) **Expression 4 Software** – It was **RESOLVED** to purchase the software and manuals at a cost of £98.34 plus postage from the IT budget.

- d) **Parish On-Line Mapping Software** – It was **RESOLVED** to pay the licensing fee of £220 plus the setting up fee of £20 from the IT budget.

- e) **Customer Care Charter** – It was **RESOLVED** that this should be renamed 'Customer Service Standards' and that it should be progressed through the Presentation WP.

51. **REVIEW OF POLLING DISTRICTS AND POLLING STATIONS** (Appendix 4 to the agenda)

It was **RESOLVED** that individual ward maps are created and circulated to Councillors and discussed at the next Council meeting.

52. **COUNCILLOR MILEAGE ALLOWANCE**

Southend Borough Council has set a maximum allowance rate for Town Councillors at £85 per annum. The committee discussed the use of this allowance to reimburse councillor mileage expenses incurred when carrying out tasks for the Council within the Town Council area. Reimbursing only the mileage costs of the councillor who undertakes such a task, would result in a financial saving to the Council. Reimbursement will continue not to apply when carrying out councillor duties.

Reimbursement would only occur when the following criteria apply:

- That the task involved would otherwise be carried out by either a member of staff or a contractor and would consequently incur a direct financial cost.
- That the Town Clerk would authorise the use prior to the costs being incurred.
- That payments under the scheme would be authorised by Councillors who were not the recipient; these payments being made via the payroll system.

It was **RECOMMENDED** that the Council approve this scheme.

53. REQUEST FOR CO-OPERATION IN ACADEMIC ARCHITECTURAL PROJECT & APPRAISAL FOR ELM ROAD (Anglia Ruskin University)

Cllr Carole Mulrone gave a verbal update on the proposed project. Students would visit the site for half a day to gather information for their project, finally giving a presentation at the University, of the completed projects.

The committee **RESOLVED** to provide assistance as required.

54. SLCC NATIONAL CONFERENCE 14th to 16th October 2011 Report 1829/TC (Appendix 5 to the agenda)

The committee **RESOLVED** to fund the attendance of the Town Clerk (£365 plus travel costs)

55. COUNCILLOR TRAINING SESSIONS

It was **RESOLVED** that the following training courses would be provided in house and that Councillors would be canvassed to determine appropriate dates and times.

- A general guide to parish/town councils e.g. the statutory framework, how they are organised, the roles and responsibilities and functions of the town councillors, chairmen, staff, committees etc.
- How Leigh-on-Sea Town Council functions, the working parties and committees, our policies, our finances, how work is allocated, how we communicate etc.
- A chairmen's seminar where the chairmen of the committees can explain our work and the continuity with the past and answer the many questions we might have.

56. GENERAL PURPOSES BUDGET – Report 1926/FGP 23rd August 2011 (Appendix 6 to the agenda)

The report was **noted**.

FINANCE

57. REFERENCES FROM OTHER COMMITTEES

There were none.

58. OFFICE RENT REVIEW (Appendix 7 to the agenda)

Members discussed the budgetary and retrospective aspects of the review. It was **RESOLVED** that independent valuations are obtained before responding with a counter proposal. The response should also observe that there are only three usable car parking spaces to the rear of the building. The response was delegated to the Town Clerk in consultation with the Chairman of F&GPC.

59. INTERNAL AUDIT FINAL REPORT (Appendix 8 to the agenda)

The Committee **noted** the report and requested that the staff be thanked for all the work that contributed to such good report.

60. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1927/FGP 23rd August 2011 (Appendix 9 to the agenda)

Members requested information on the Sundry and Contingency items as they showed an overspend; the Town Clerk undertook to look into this. Members **noted** the report.

- Committee Income and Expenditure Report 1928/FGP 23rd August 2011 (Appendix 10 to the agenda)

Members **noted** the report

61. INCOME AND EXPENDITURE – Report 1930/I&E (Appendix 11 to the agenda)

The Committee **noted** the report.

62. BANK ACCOUNT BALANCES as at 23rd August 2011

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|------------------|--------------|
| HSBC BMM A/c | £ 155,163.97 |
| HSBC Current A/c | £ 29,987.65 |
| HSBC Payroll A/c | £ 10,237.50 |
| HSBC Imprest A/c | £ 1,337.21 |

The Chairman requested clarification that as the sums in the accounts exceeded the limits covered by the government's financial guarantee that perhaps money should be moved to another bank to bring it below the limit. It was agreed that this should be looked at.

The meeting closed at 9.56pm