



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 DECEMBER 2011 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Jerry Holden (Chairman), Mike Dolby, Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker (From min 101 to min 109) and Patsy Ryan

Also in attendance: Paul Beckerson (Town Clerk)

The meeting opened at 8.03pm

97. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

98. APOLOGIES FOR ABSENCE

Cllr Alex Coulson

99. DECLARATION OF MEMBERS' INTERESTS

None

100. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 1st November 2011 were approved and signed as a correct record.

GENERAL PURPOSES

101. STRATEGY & TOWN PLAN SUB-COMMITTEE 10th November 2011 (Appendix 1 to the agenda)

There were four recommendations:

- a) DRAFT TERMS OF REFERENCE – Report 1965/TPS
The Terms of Reference were **RESOLVED**
- b) DRAFT STRATEGY STATEMENT – Report 1966/RH
Three amendments were moved to the wording of the Strategy. The revised version attached as Appendix 1 is **RECOMMENDED** for adoption by the Council.
- c) LEIGH COMMUNITY CENTRE UPDATE
The Committee accept the Sub-Committee's recommendation that Leigh Town Council express an interest and enter into negotiations with Southend BC to secure the continued community use of the building and **RECOMMEND** it to Council.
- d) SUB-COMMITTEE BUDGET

It was **RESOLVED** that a budget of £3000 be set aside to further the work of the Sub-Committee.

102. PERSONNEL SUB-COMMITTEE 11th November 2011 (Appendix 2 to the agenda)
There was one recommendation:

DRAFT GRIEVANCE AND DISCIPLINARY PROCEDURE – Report 1963/PSC
The Committee **RESOLVED** to adopt the Grievance and Disciplinary Procedure

The minutes were **noted**

103. PERSONNEL SUB-COMMITTEE 2nd December 2011 (Circulated separately)
Noted

104. LICENSING SUB-COMMITTEE 1st November 2011 (Appendix 3 to the agenda)
Noted

105. LICENSING SUB-COMMITTEE 23rd November 2011 (Appendix 4 to the agenda)
Noted

106. BUSINESS & RATEPAYERS CONSULTATIVE FORUM – Wednesday 1st February 2012
This would be put on the Council agenda requesting questions for consideration by F&GPC by the January meeting.

107. GENERAL PURPOSES BUDGET – General Purposes Budget Report 1974/GP 29th November 2011 (Appendix 5 to the agenda)

The report was **noted**.

FINANCE

108. REFERENCES FROM OTHER COMMITTEES

There were **none**.

109. OFFICE RENT REVIEW
Members discussed the options available to them. The Committee noted that the advisor's comparators had been requested as per SBC's request.

It was **RESOLVED** that further action be delegated to the Town Clerk in liaison with Cllrs Mike Dolby and Carole Mulronev.

110. EXTERNAL AUDITOR'S REPORT (Appendix 6 to the agenda)
The report was **noted** and that the Risk Assessment Review had since been carried out.

111. INTERNAL AUDITOR'S INTERIM REPORT (Appendix 7 to the agenda)
The report was **noted** and thanks given to the staff for another satisfactory report.

112. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1975/FGP 29th November 2011 (Appendix 8 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 1973/FGP 29th November 2011 (Appendix 9 to the agenda)

Members **noted** the report

113. INCOME AND EXPENDITURE – Report 1971/I&E (Appendix 10 to the agenda)

The Committee **noted** the report.

114. BUDGET for 2012/13 (Appendix 11 to the agenda)

Members discussed the draft budget and were asked to consider if the Council should maintain a zero increase or accept the budget as it stood with a small increase. A motion was put to the meeting as follows:

The meeting **RESOLVED** to accept the principle of increasing the precept to cover the services that the Council provides.

Members agreed to **RECOMMEND** the budget and precept figure of £205,990 to the Council.

115. BUDGETARY EFFECTS RE. POSSIBLE TEMPORARY APPOINTMENT – Report 1972/TC (Appendix 12 Confidential Staffing)

Members were advised that the information in the report was now not required.

116. BANK ACCOUNT BALANCES as at 29th November 2011

HSBC BMM A/c	£ 229,003.30
HSBC Current A/c	£ 17,074.25
HSBC Payroll A/c	£ 1,152.29
HSBC Imprest A/c	£ 530.90

Noted

The meeting closed at 9.44pm

DRAFT STRATEGY

Vision Statement

“Leigh-on-Sea is an active and vibrant working town with a separate and distinctive identity to, but still an integral part of the larger urban community of Southend-on-Sea. A community where people support one another and can live, work, shop, visit and enjoy themselves in an environment that is constantly cared for and enhanced. A town that:

- Provides sustainable employment opportunities, transport, housing and business facilities.
- Preserves and enhances the natural beauty, heritage and traditions of Leigh.
- Preserves and nurtures the cultural life of Leigh.
- Encourages everyone within the community to work together to achieve continual improvement to the facilities and future prospects of the town.
- Promotes thriving commercial areas which provide leisure and shopping facilities to meet the needs and wishes of residents and visitors.”

Strategic Aims

“To promote the well being and quality of life of the residents of Leigh-on-Sea”

To achieve this we aim to:

- take part in an open dialogue with residents to better understand their needs, and in turn explain how we will address these needs within the resources and powers available to the Town Council;
- provide high standard, value for money services to help meet the needs and wishes of the residents;
- assist and encourage other bodies to provide high standard, value for money services to help meet the needs and wishes of the residents; and
- promote the best interests of the town for the benefit of the local community

Strategic Objectives

The Town Council's strategic objectives are based on the Council's overall vision. The objectives are:

1. To promote the provision of accessible social, recreational, educational and cultural facilities within the town for the benefit of Leigh's residents and visitors.
2. To encourage and support the economic and commercial vitality of the town.
3. To preserve Leigh's unique character and heritage, protect its conservation areas and maintain and enhance its maritime environment.
4. To encourage harmony between developing commercial and residential requirements and existing amenities.
5. To consult with and take due regard of all comments received from other statutory bodies, voluntary organisations and individuals, to ensure an improving standard of service that meets with local needs.
6. To protect and enhance Leigh's natural environment, its open spaces and public gardens.
7. To seek to improve sustainable transport infrastructure across the town.
8. To seek to create a socially inclusive and caring community.