



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 JANUARY 2012 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Jerry Holden (Chairman), Alex Coulson, Mike Dolby (until min 121), Donald Fraser, Pat Holden, Paul Lawrence and Carole Mulroney

Also in attendance: Paul Beckerson (Town Clerk)

The meeting opened at 8.04pm

117. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

118. APOLOGIES FOR ABSENCE

Cllrs Richard Herbert and Patsy Ryan

119. DECLARATION OF MEMBERS' INTERESTS

None

120. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 6th December 2011 were approved and signed as a correct record.

GENERAL PURPOSES

121. STRATEGY & TOWN PLAN SUB-COMMITTEE 8th December 2011 (Appendix 1 to the agenda)

In the Terms of Reference of the Community Centre Working Party item 5 should be 4d.

There was one recommendation:

a) CONSULTATION STRATEGY

F&GPC were asked if they would delegate the content and arrangements for the advert to the Community Centre Working Party.

The Committee debated the principle of delegation to a Working Party at some length. The feeling expressed was that this was not normal practice and therefore referred the recommendation back to the S&TPSC.

The minutes were **noted**

122. PERSONNEL SUB-COMMITTEE 8th December 2011 (Appendix 2 to the agenda)

MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

The Town Clerk answered some questions of procedure and it was **agreed** to call a further Sub-Committee meeting at 2.30pm on Tuesday 10th January 2012.

The minutes were **noted**

123. BUSINESS & RATEPAYERS CONSULTATIVE FORUM – Wednesday 1st February 2012

It was agreed that the following subjects should be raised at the Forum:

- The future of the Leigh Community Centre and surrounding site.
- Access issues in the High Street (Old Town).
- Possible parking survey of the roads to the south of London Road.

These subjects would be discussed with other members and final versions brought back to Council for approval on the 11th January 2012.

124. CONTINGENCY PLANNING & DISASTER RECOVERY – Report 1989/JH (Appendix 3 to the agenda)

The Chairman took members through the report highlighting the main aspects and recommendations. The content fell into longer term issues and others that needed more urgent attention. It was further recognised that some items of the report would take some time to fully implement, but that this would be an on going process with progress reported back to the Committee as items are addressed.

It was suggested that in addition to the recommendation in 2.4.2 that a Councillor be trained to manage the back-up system as additional cover. This was **agreed** and Cllr Paul Lawrence volunteered to undertake this role.

A question was asked about the ability to have access to funds from the insurers in case of an emergency re-location. The Town Clerk would make enquiries.

The following **recommendations** were put to the Committee for urgent action:

- 2.4.1 The purchase of two identical 1 terabyte hard drives for back-up purposes.
- 6.6.1 To purchase a small fire safe to house important manual records.

Both were **RESOLVED**.

125. GENERAL PURPOSES BUDGET – General Purposes Budget Report 1991/GP 19th December 2011 (Appendix 4 to the agenda)

The report was **noted**.

FINANCE

126. REFERENCES FROM OTHER COMMITTEES

There were **none**.

127. OFFICE RENT REVIEW

Cllr Carole Mulrone reported back on the meeting that Cllr Mike Dolby and she had with the Officer at SBC. Members considered the financial implications of contesting the rent reviews further and **RECOMMEND** Council to accept the increases as proposed by SBC.

128. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 1990/FGP 19th December 2011 (Appendix 5 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 1992/FGP 19th December 2011 (Appendix 6 to the agenda)

Members **noted** the report

129. INCOME AND EXPENDITURE – Report 1993/I&E (Appendix 7 to the agenda)

The Committee **noted** the report.

130. BANK ACCOUNT BALANCES as at 19th December 2011

HSBC BMM A/c	£ 209,003.30
HSBC Current A/c	£ 19,202.18
HSBC Payroll A/c	£ 842.34
HSBC Imprest A/c	£ 500.00

Noted

The meeting closed at 9.29pm