



Leigh-on-Sea Town Council

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



Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Caroline Parker
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON WEDNESDAY 6th JUNE 2012 AT THE COUNCIL OFFICES, 67 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jerry Holden (Chairman), Mark Bromfield, Syrie Cox, Donald Fraser, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker and Patsy Ryan

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.36pm

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 Alex Coulson and Richard Herbert

5. DECLARATION OF MEMBERS' INTERESTS

There were none

6. APPROVAL OF THE MINUTES OF THE MEETINGS OF 1st May and 9th May 2012

The minutes of the meetings of the 1st and 9th May 2012 were agreed as a correct record and signed by the Chairman.

GENERAL PURPOSES

7. REQUEST FOR CO-OPTION ONTO COMMUNITY TRANSPORT SUB-COMMITTEE

The co-option of Mr Brian Houssart was **agreed**

8. TO NOTE MEMBERSHIP OF SUB-COMMITTEES & FILL VACANCIES (Elected at Annual Council Meeting, where appointed Chairmen underlined)

Licensing Sub-Committee - 5
Cllrs: Syrie Cox, Donald Fraser, Pat Holden, Paul Lawrence and Carole Mulroney
Personnel Sub-Committee - 7
Cllrs: Syrie Cox, Donald Fraser, Jerry Holden, Pat Holden, <u>Carole Mulroney</u> , Paul Lawrence and Caroline Parker
Strategy and Town Plan Sub-Committee - 7
Cllrs: Syrie Cox, <u>Richard Herbert</u> , Jerry Holden, Pat Holden, Carole Mulroney, Caroline Parker and Patsy Ryan

9. ELECTION OF WORKING PARTIES

The following were elected, with Convenors underlined.

Premises Working Party	Presentation Working Party
Cllr Paul Lawrence Cllr Carole Mulroney <u>Cllr Pat Holden</u> Cllr Caroline Parker	Cllr Pat Holden <u>Cllr Jerry Holden</u> Cllr Carole Mulroney Cllr Patsy Ryan Cllr John Wren
Internal & External Audit Working Party (Appointed Annual Meeting)	Quality Council Working Party
Cllr Alex Coulson Cllr Donald Fraser Cllr Richard Herbert <u>Cllr Jerry Holden</u> Cllr Clifford Passmore	Left in abeyance
Annual Town Meeting Working Party	Community Centre Working Party
<u>Cllr Donald Fraser</u> Cllr Carole Mulroney Cllr Caroline Parker Cllr Cliff Passmore Cllr Patsy Ryan	Cllr Syrie Cox <u>Cllr Richard Herbert</u> Cllr Jerry Holden Cllr Pat Holden Cllr Paul Lawrence Cllr Carole Mulroney Cllr Caroline Parker Cllr Patsy Ryan Cllr David Stanley Co-opted: Mr John Gayner

10. TO NOTE REPRESENTATIVES TO OUTSIDE BODIES (Elected at the Annual Council)

Southend Airport Consultative Committee – Cllr Clifford Passmore, Reserve Geoff Crawford
Leigh Crime Prevention Panel – Cllr Clifford Passmore
EALC Larger Local Council Forum & AGM – Cllrs Donald Fraser, Carole Mulroney and Town Clerk
EALC Executive Committee – Cllr John Wren
Southend Business and Tourism Partnership – Cllrs Margaret Cotgrove, Carole Mulroney and Town Clerk, Caroline Parker (Reserve)
Southend Business and Ratepayer Forum – Cllrs Pat Holden and Carole Mulroney

Noted

11. APPOINTMENT OF INTERNAL COUNCILLOR AUDITOR

Cllr Alex Coulson with Cllr Jerry Holden as reserve were appointed

12. LICENSING SUB-COMMITTEE (NOTES) 17th May 2012 (Appendix 1 to the agenda)

The notes from the inquorate meeting were noted

13. PERSONNEL SUB-COMMITTEE 24th May 2012 (Appendix 2 to the agenda)

The minutes were noted

14. ANNUAL TOWN MEETING WORKING PARTY 17th May 2012 Report 2052/ATMWP (Appendix 3 to the agenda)

The minutes were **noted** together with the recommendation contained in minute 9 this was referred to Leisure, Foreshore and Environment for action.

15. EARMARKED RESERVE VIREMENT

The Committee **RESOLVED** the virement of £3,788.49 from the Elections Reserve to cover the cost of recent by-election

16. 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 excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

17. STRATEGY & TOWN PLAN SUB-COMMITTEE 6th June 2012 (Appendix 1)

Start of confidential business

- a. Minute 9(b) The Draft Advisory Board Terms of Reference were **RECOMMENDED** to Finance and General Purposes (F&GPC) for adoption.

An amendment was moved to increase the number of Councillor Representatives from 2 to 3. On being put to the vote this was **lost**.

The Committee **RESOLVED** to accept the Terms of Reference

- b. Heads of Terms – The Committee **RESOLVED** not to accept the proposed additional clause and to respond accordingly. It was further agreed to reiterate that all hirers would be subject to booking conditions.
- c. Building and redecoration works to the office space: the Committee **RESOLVED** to prepare tenders in readiness for distribution as soon as the lease was agreed. Advice would be sought to see if they could be distributed prior to the signing of the lease. Refurbishment to other parts of the building would be considered and prioritised once funding options have been determined.

End of confidential business

18. REVIEW OF STANDING ORDERS, TERMS OF REFERENCE AND FINANCIAL REGULATIONS

The committee **RECOMMENDED** the revisions contained in Report 2066/TC as amended to Council for adoption (Appendix 2)

19. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2057/GP 31st March 2012 (Final Outturn) (Appendix 4 to the agenda)

Noted

FINANCE

20. REFERENCES FROM OTHER COMMITTEES

Leisure, Foreshore and Environment committee meeting of the 17th May 2012, Minute 9:

The Committee **RECOMMENDED** to Finance and General Purposes that the following be vired to the Community Centre Fund

- £1,250 of the Grants to Outside Organisations
- £5,000 of the Flower Baskets Budget

With a revision of the Flower Basket figure down to £4,400 the virements were **RECOMMENDED** to Council.

21. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2056/FGP 31st March 2012 (Final Outturn) (Appendix 5 to the agenda)

Noted

- Committee Income and Expenditure Report 2055/FGP 31st March 2012 (Final Outturn) (Appendix 6 to the agenda)

Noted

22. APPOINTMENT OF EXTERNAL AUDITOR (Appendix 7 to the agenda)

The Committee noted the appointment of the external auditor for 2012/13

23. ANNUAL ACCOUNTS

Income and Expenditure Account, Balance Sheet and supporting notes to accounts for consideration and approving (Appendix 8 to the agenda)

With one alteration to the capital reserves – Skate Park – Change movement in year to -£9,503 and closing balance to £3,078 the accounts were **RECOMMENDED** to Council for adoption.

24. ANNUAL RETURN

Section 1 Accounting statements

Explanation of variation of 15% and for consideration and approving (Appendix 9 to the agenda)

The annual return was **RECOMMENDED** to Council for adoption and signing by the Chairman.

25. ANNUAL GOVERNANCE STATEMENT

For consideration and approving (Appendix 10 to the agenda)

The annual governance statement was **RECOMMENDED** to Council for adoption and signing by the Chairman.

26. SLCC SUMMER SYMPOSIUM 2012 – Attendance by Town Clerk – Report 2050/TC (Appendix 11 to the agenda)

The Committee **RESOLVED** to approve the attendance of the Town Clerk to the Summer Symposium together with travel costs.

27. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2063/I&E (Appendix 12 to the agenda)

The report was **noted**

28. BANK ACCOUNT BALANCES as at 18th April 2012

HSBC BMM A/c	£ 146,072.93
HSBC Current A/c	£ 13,581.48
HSBC Payroll A/c	£ 4,664.55
HSBC Imprest A/c	£ 500.00

The balances were **noted**

The meeting closed at 9.40pm



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Present: Cllrs: Jerry Holden (Vice Chairman), Syrie Cox, Pat Holden, Carole Mulrone, Caroline Parker (from Min 5) and Patsy Ryan

In Attendance: Cllrs Donald Fraser, Paul Lawrence and Paul Beckerson (Town Clerk)

The meeting opened at 7.15pm

1. ELECTION OF CHAIRMAN

Cllr Richard Herbert was elected Chairman

2. ELECTION OF VICE CHAIRMAN

Cllr Jerry Holden was elected Vice Chairman

3. APOLOGIES FOR ABSENCE

Cllr Richard Herbert

4. DECLARATION OF MEMBERS' INTERESTS

None

5. MINUTES OF THE 1st MAY 2012

The minutes of the 1st May 2012 were agreed and signed by the Vice Chairman.

6. 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 excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

7. COMMUNITY CENTRE WORKING PARTY 15th May 2012 – Report 2048/LCCWP (Appendix 1 to the agenda)

Start of confidential business

The Sub-Committee **RESOLVED** that a premises licence be applied for covering all types of entertainment, performance and an alcohol licence.

The minutes were **noted**.

8. COMMUNITY CENTRE WORKING PARTY 23rd May 2012 – Report 2053/LCCWP (Appendix 2 to the agenda)

The Office Modifications recommended in minute 12 were **RESOLVED**

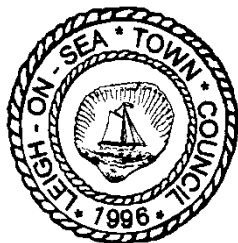
The minutes were **noted** all other decisions **RESOLVED**

9. COMMUNITY CENTRE WORKING PARTY 30th May 2012 – Report 2065/LCCWP (Appendix 3 to the agenda)
- a. Members were updated by Cllr Patsy Ryan on the meeting with the designer. She would come back with at least two options, one using the fish in the Good for Leigh logo and the other the cockle shell from the Leigh crest. It was hoped this would be ready in two weeks time.
 - b. The recommended Draft Advisory Board Terms of Reference in minute 32 were **RECOMMENDED** to Finance and General Purposes (F&GPC) for adoption.
 - c. Cllr Syrie Cox reported on the current position as regards the outside funding. The length of the lease may be an issue. This item was **REFERRED** to Finance and General Purposes.
 - d. Lease Heads of Terms – This was referred to F&GPC for consideration with the **RECOMMENDATION** that the proposed new term was inappropriate.

The minutes were **noted**.

End of confidential business

The meeting closed at 7.35pm



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Standing Orders, Terms of Reference Review 06-06-12

Report 2066/TC

STANDING ORDERS

Amend:

15(b) add at end 'unless they signify they do not wish to serve, and if so signified the place shall be filled by the election of another member.'

TERMS OF REFERENCE

Amend:

TR5 - change committee number from '6' to '7'

TR6 - change committee number from '8' to '6'

TR9 - change committee number from '5' to 'Chairman and Vice Chairman of Council, Chairman and Vice Chairman of F&GPC plus 3 others

Insert:

TR5 new 2(h) to consider Road Traffic Orders when the deadline does not allow Transport and Highways to deal with them.

New TR11 Strategy and Town Plan Sub-committee and renumber present TR11 Working Parties as TR12

Delete:

TR12 – 3(e) Old Town and renumber

Add:

TR12 – 5 Reporting to Strategy and Town Plan Sub-Committee

- a. Community Centre Working Party