



# Leigh-on-Sea Town Council

71-73 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 TUESDAY 4<sup>th</sup> SEPTEMBER 2012 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Vice Chairman), Mark Bromfield (until Min 55), Syrie Cox, Jerry Holden, Pat Holden, Paul Lawrence and Patsy Ryan

In Attendance: Paul Beckerson (Town Clerk)

### ***The meeting opened at 7.42pm***

#### 42. VICE CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and expressed thanks to all the staff for their contribution to moving into the Leigh Community Centre. The former Chairman of the Committee questioned why the election of a new Chairman was not on the agenda. The Town Clerk informed the meeting that it was not on the agenda because he had not been officially informed of the resignation and that it would be put on the agenda of the Council meeting next week. Membership of the Committee would also be reviewed due to the long term absence of Cllr Alex Coulson.

Agenda Items 6 and 7 would be taken at the end of the meeting as they would be discussed in confidential business.

#### 43. APOLOGIES FOR ABSENCE

Cllrs Alex Coulson, Richard Herbert and Carole Mulroney

#### 44. DECLARATION OF MEMBERS' INTERESTS

Cllr Mark Bromfield declared a **pecuniary** interest in agenda items 6 and 7 minutes of the Personnel Sub-Committee and would leave the meeting during these items.

#### 45. APPROVAL OF THE MINUTES OF THE MEETING OF 3<sup>rd</sup> July 2012

The minutes of the meeting of the 3<sup>rd</sup> July 2012 were agreed as a correct record and signed by the Vice Chairman after the minutes were corrected to remove Cllr Caroline Parker from the apologies as she is not a member.

### **GENERAL PURPOSES**

#### 46. LICENSING SUB-COMMITTEE 1<sup>st</sup> AUGUST 2012 (Appendix 1 to the agenda)

Members noted that the applicant had agreed to amend his application in line with the Committee's decision. The licensing hours on a Sunday would commence at 0800.

#### 47. STRATEGY AND TOWN PLAN SUB-COMMITTEE 4<sup>th</sup> SEPTEMBER 2012 (Appendix 1)

The Committee **RESOLVED** to accept the recommendations from S&TPSC.

Minute 41 – That Metal Culture be asked to submit a firm proposal to operate the café and agree terms for a trial period of six months.

Minute 42 – That the logo agreed at the LCCWP be progressed and finalised to be represented for formal approval.

Minute 44 – That LTC enter into a Property Service agreement with SBC for the LCC.

48. TO ADOPT REVISED CODE OF CONDUCT AS SET OUT IN THE RELEVANT AUTHORITIES (Disclosable Pecuniary Interests) REGULATIONS 2012 – Effective from 12<sup>th</sup> September 2012 (Appendix 4 to the agenda)

This revised code was being presented to the Committee for consideration as it would bring LTC in line with Southend BC whose Monitoring Officer would be supervising adherence to the code. Members requested that training be arranged for Councillors.

After some points of clarification the Code was **RECOMMENDED** for adoption by Council.

49. WRITTEN HEALTH AND SAFETY POLICY (Appendix 5 to the agenda)

In clauses 4.1 and 4.2 it was agreed to amend monthly to weekly. It was agreed that Contractors when working inside the LCC should be issued with Visitor Passes.

The policy was **RECOMMENDED** to Council for adoption.

50. ADDITION TO F&GPC TERMS OF REFERENCE

In TR3 (6) Add new sub clause –

i. To receive reports from the Leigh Community Centre Manager and the Advisory Board and action as appropriate.

The Committee **RECOMMENDED** the additional ToR to Council.

51. COMMUNITY CENTRE MANAGER'S REPORT 2092/VM (Appendix 2)

Member's requested that future reports contain an utilisation % figure. The Committee accepted the report and thanked the Community Centre Manager for all the work she has undertaken to date.

52. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2086/GP 23<sup>rd</sup> August 2012 (Appendix 6 to the agenda)

The report has been modified to reflect the virements identified in the LCC cash flow forecasts.

Community Affairs	£2,000
Publicity	£2,000
Strategy Sub-Committee	£3,000
Renewals Fund (Premises)	£1,500

Because of the virements from the Community Affairs budget it was now £313.41 overspent, the committee agreed to this overspend.

The report was **noted**.

## FINANCE

53. REFERENCES FROM OTHER COMMITTEES

There were none.

#### 54. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2087/FGP 23<sup>rd</sup> August 2012 (Appendix 7 to the agenda)

##### **Noted**

- Committee Income and Expenditure Report 2088/FGP 23<sup>rd</sup> August 2012 (Appendix 8 to the agenda)

The report should have contained the brought forward figure of £5078 for Skate Park maintenance, this will be added. There was a request that the report should also be circulated to members as a spread sheet, this was agreed.

The expenditure of £3599 for the Lower Hall Refurbishment has at the moment been taken de facto from reserves as the Council resolution to carry the work out did not decide where the money was coming from. The Council therefore need to make a decision to confirm this or agree a virement from another budget to cover the expenditure. The Committee discussed the meaning of SO 4d and the fact that it came under the heading of Motions requiring written notice. A view was expressed that because the motion to reconsider was not indicated prior to the meeting it was not a valid decision. The Committee therefore wished Council to note the following:

**Council is asked to note that the decision made at the Council meeting on the 11<sup>th</sup> July 2012 was invalid due to no written notice being given.**

**NB.** Upon further investigation and seeking advice from the EALC the minutes recording the failed motion are the written notice therefore the correct procedure was followed.

The report was **noted**

#### 55. FINANCIAL PROCEDURES & SCHEME OF DELEGATION – Report 2085/FGP (Appendix 9 to the agenda)

After a protracted discussion the Committee rejected the proposed change to Financial Regulations specifically the proposed new clause 3.2 as unnecessary and particularly as it would weaken Council Control of its budget. The Town Clerk was requested to bring fresh proposals back to the Committee to deal with potential overspends on particular budget heads that occur between meetings that are not a matter of urgency.

The Committee **RECOMMENDED** to Council that the amended wording to Financial Regulation 3.2 be agreed.

The Committee **RECOMMENDED** to Council that the LLC Manager has delegated power to engage staff on a temporary basis on the condition that the cost is met by the hirer.

The proposed change to Standing Order Term of Reference TR11 is **RECOMMENDED** to Council:

“Working Parties will have delegated powers as appropriate and agreed by the parent Committee, but for any financial decisions that are delegated, the Working Party must have three Councillors present, otherwise it will be a recommendation to the parent Committee.”

#### 56. COMMUNITY CENTRE BUDGETS (SUPPLEMENTARY ESTIMATES)

The Committee deferred discussion of the Community Set-Up Budget and Expenditure (Appendix 10 to the agenda) until the next meeting.

The Revenue Budget as set out in the report (Appendix 11 to the agenda) is **RECOMMENDED** to Council for adoption.

It was **agreed** that in future this would be incorporated in the main Committee Expenditure report

and include the £50,000 facility that has been made available by SBC.

57. RENEWAL OF TOWN CLERK'S SECURITY INDUSTRY AUTHORITY LICENCE

The Committee **RECOMMENDED** Council to pay the full renewal fee of £220 (Licences Budget)

58. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 202089/I&E (Appendix 12 to the agenda)

The report was **noted**

59. BANK ACCOUNT BALANCES as at 23<sup>rd</sup> August 2012

HSBC BMM A/c	£ 125,096.50
HSBC Current A/c	£ 38,108.35
HSBC Community Centre A/c	£ 5,949.33
HSBC Payroll A/c	£ 637.98
HSBC Imprest A/c	£ 383.42

The balances were **noted**

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

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

***Start of confidential business***

61. PERSONNEL SUB-COMMITTEE 12<sup>th</sup> July 2012 (Appendix 2 to the agenda)

The minutes were **noted**

62. PERSONNEL SUB-COMMITTEE 1<sup>st</sup> August 2012 (Appendix 3 to the agenda)

The minutes were **noted**

***End of confidential business***

***The meeting closed at 10.22pm***



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## MINUTES OF A MEETING OF THE STRATEGY & TOWN PLAN SUB-COMMITTEE HELD ON TUESDAY 4<sup>th</sup> SEPTEMBER 2012 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Jerry Holden (Vice Chairman), Syrie Cox, Pat Holden and Patsy Ryan

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

### ***The meeting opened at 7.18pm***

#### 1. APOLOGIES FOR ABSENCE

Cllr Richard Herbert, Carole Mulroney and Caroline Parker

#### 2. DECLARATION OF MEMBERS' INTERESTS

None

#### 3. MINUTES OF THE 6<sup>th</sup> JUNE 2012

The minutes of the 6<sup>th</sup> June 2012 were agreed and signed by the Vice Chairman.

#### 4. COMMUNITY CENTRE WORKING PARTY 5<sup>th</sup> July 2012 – Report 2077/LCCWP (Appendix 1 to the agenda)

Cllr Donald Fraser was in attendance and not a member of the Working Party

The minutes were **noted**.

#### 5. COMMUNITY CENTRE WORKING PARTY 25<sup>th</sup> July 2012 – Report 2084/LCCWP (Appendix 2 to the agenda)

The minutes were **noted**

#### 6. COMMUNITY CENTRE WORKING PARTY 23<sup>rd</sup> August 2012 – Report 2090/LCCWP (Appendix 3 to the agenda)

Correction to the minutes that Cllr Jerry Holden was present until Min 39 and that 'log' in minute 42 should be 'logo'

Minute 41 – The Sub-Committee **RECOMMENDED** that Metal Culture be asked to submit a firm proposal to operate the café and agree terms for a trial period of six months.

Minute 42 – The Sub-Committee **RECOMMENDED** that the logo agreed at the LCCWP be progressed and finalised to be represented for formal approval.

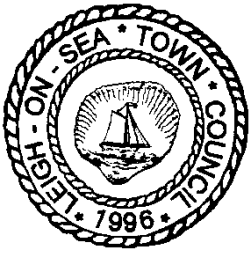
Minute 44 – The Sub-Committee **RECOMMENDED** that LTC enter into a Property Service agreement with SBC.

Minute 44 – External Funding –Cllr Syrie Cox updated members on the current position. The grant application to Cory Environmental had been withdrawn due to the inability of the Council to

meet the minimum lease requirement of 7 years. A smaller bid would be prepared for equipment and submitted at a later date. A bid for 'Awards for All' which can amount to £12,000 per annum will also be investigated.

The minutes were **noted**.

***The meeting closed at 7.41pm***



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## COMMUNITY CENTRE 3 SEPTEMBER 2012 Report 2092/CC V Moyse

**Advisory Board** – to date have 6 applications for Advisory Board. Leigh Times article asked for more applications. Will call initial meeting towards the end of September.

**Friends of Community Centre** – to date have 32 Friends signed up. Again, Leigh Times article requesting more applications, again meeting will be called at the end of September.

All those applied for both groups have been contacted and asked to spread the word.

**Bookings** – Between now and September next year there are 411 bookings confirmed plus 55 provisional bookings. In addition I have 9 enquiries for regular bookings to follow up. Bookings being taken every day.

The booking system is now up and running and once the bookings are all entered and the data checked a forecast of income will be produced.