



Leigh-on-Sea Town Council

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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 THURSDAY 4th OCTOBER 2012 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Chairman), Mark Bromfield (until Min 82), Syrie Cox, Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney and Patsy Ryan

In Attendance: Cllr Geoff Crawford (until Min 81), Paul Beckerson (Town Clerk), Vivien Choppen (Senior Administrator) and Vanda Moyse (Community Centre Manager) plus two members of the public

The meeting opened at 7.34pm

63. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and thanked the staff for all the extra work incurred because of the takeover of the Community Centre.

64. ELECTION OF VICE CHAIRMAN

Cllr Patsy Ryan was elected Vice Chairman

65. APOLOGIES FOR ABSENCE

Cllrs Alex Coulson and Caroline Parker

66. DECLARATION OF MEMBERS' INTERESTS

There were none

67. APPROVAL OF THE MINUTES OF THE MEETING OF 4th September 2012

The minutes of the meeting of the 4th September 2012 were agreed as a correct record and signed by the Chairman with a correction in Min 55 'LLC' to 'LCC'

GENERAL PURPOSES

68. TO FILL VACANCY ON PERSONNEL SUB-COMMITTEE

This position has been filled by Cllr Patsy Ryan as Vice Chairman of F&GPC.

69. REVIEW OF MEMBERSHIP OF INTERNAL AND EXTERNAL AUDIT WORKING PARTY AND APPOINTMENT OF ADDITIONAL MEMBERS due to the long term absence of Cllrs Alex Coulson and Cliff Passmore

Cllrs Syrie Cox and Patsy Ryan were elected to the Working Party.

70. TO INITIATE A REVIEW OF STANDING ORDERS (SET UP WORKING PARTY)

It was **RESOLVED** that a review be undertaken and that it should be carried out by the Internal and External Audit Working Party, extending its remit to cover Standing Order reviews.

71. DATE OF ANNUAL TOWN MEETING

The Committee agreed Friday 19th April 2013 subject to availability.

72. TO NOTE THE APPOINTMENT OF LITTLEJOHN LLP AS EXTERNAL AUDITORS FOR 2012/13

The appointment was **noted**.

73. TO NOTE THAT THE EXTERNAL AUDIT REPORT FOR 2011/12 HAD RAISED NO ISSUES OR CONCERNS (Appendix 1 to the agenda)

The Committee **noted** the report.

74. SLCC NATIONAL CONFERENCE 12th to 14th October 2012 Report 2102/TC (Appendix 2 to the agenda)

The Committee **RECOMMENDED** to Council that the attendance of the Town Clerk (£385 plus travel as last year) be approved.

75. COMMUNITY CENTRE MANAGER'S REPORT (Appendix 11 to the agenda)

The Community Centre Manager presented her report together with a list of bookings and an income projection to December 2012

- The question of subsidising meetings held by Leigh community organisations was raised. It was **RESOLVED** that the idea of Bursaries be put on the next F&GPC agenda.
- The charging structure was discussed particularly the effect of the current discount arrangements for multiple bookings and the use of several rooms concurrently had on the Business Plan income projections. It was proposed to review the charging structure by January 2013 and changes implemented by April 2013.
- The Committee **RESOLVED** to agree the logo displayed on page 25 of the agenda (white lines on dark green background)
- It was **RESOLVED** to agree the Terms and Conditions in Appendix 2 of the report. Some concern was expressed about the term relating to 'Failure of Heating or Lighting'. It was **agreed** that the Town Clerk would check with our insurers to see if the Council was indemnified in these circumstances. Having this term did not preclude payment to a hirer if it was due to circumstances over which the Council had control.
- The Committee wished to minute its thanks to all the staff for the additional work undertaken in launching the Community Centre.
- The Committee **RECOMMENDED** to Council that a licence is applied for to hold wedding ceremonies in the Community Centre (Marriages (Approved Premises) Regulations 1995 (Appendix 4 of the report). The cost of £1600 to be taken from the LCC Contingencies Budget. To set a charge for the use of licence in line with other local venue charges and to budget in the years 2013/14, 2014/15 and 2015/16 £550 for the licence renewal. The Committee further **agreed** to the possible additional costs of furniture and signage eluded to on page 32 of the agenda.
- The Committee **RESOLVED** to delegate discussion and decision on the Cafeteria Proposals in Appendix 3 to the Community Centre Working Party in conjunction with the Community Centre Manager.

76. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2103/GP 26th September 2012 (Appendix 3 to the agenda)

Cllr Jerry Holden expressed concern over the computer expenditure accounted for in the renewals budget. He expressed the view that all major items of expenditure should be approved by the Committee process prior to it being expended.

The Committee moved to next business and the report was **noted**.

FINANCE

77. REFERENCES FROM OTHER COMMITTEES

To set supplementary budget for LF&E Committee (Leigh Lights) Report 2100/LFE (Appendix 4 to the agenda)

The Chairman of LF&E spoke to the report outlining the shortfall in the budget. The revised Leigh Lights Budget heads and amounts being:

- Installation and Removal £6,650
- Storage £1,900
- Electricity £300

The Committee **RECOMMENDED** the supplementary budget of £3,924 to the Council to be covered by likely underspends and unpaid accruals as outlined in the report.

78. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2104/FGP 26th September 2012 (Appendix 5 to the agenda)

Noted

- Committee Income and Expenditure Report 2105/FGP 26th September 2012 (Appendix 6 to the agenda)

Cllr Jerry Holden proposed some changes to the layout of the Committee Budget Report.

- Amend balance figure of Highway Infrastructure to £1450
- The Community Centre Budget to be reported under three separate headings:
 - The Set-Up Budget £28,125
 - The LCC Revenue Budget (net) £33,655
 - The Community Centre Fund Balance £2,857
- The SBC Borrowing Requirement to reflect the difference to make up the £50,000 reserve figure.

The Committee **agreed** the amendments and **noted** the report

79. MOTION BY CLLR PATSY RYAN

Financial Controls Review – It is proposed that, in view of our recent significant additional financial and governance responsibilities in taking over the Leigh Community Centre, the Council's independent internal auditor on his visit on 6th November be requested to produce a relevant report to be considered by Council in November 2012 and before that date it is proposed that the Internal and External Audit Working Party meet to prepare a detailed brief.

The motion was seconded by Cllr Jerry Holden. The proposer and seconder agreed an amendment to the wording. Change 'Council in November 2012' to 'the first available Council meeting'.

The Committee **RESOLVED** to agree the motion and that a meeting of the Internal & External Audit WP would be arranged as soon as possible to agree a brief. Once the scope of the work had been identified the Internal Auditor would be asked if he could undertake the work within the normal interim visit or whether extra time and cost would be involved.

The Senior Administrator would attend the Working Party meeting and advise on the process.

The Committee **agreed** that any extra cost would come from the Audit Budget. The Committee recognised that this may cause the budget head to be overspent and a subsequent adjustment made.

80. COMMUNITY CENTRE BUDGETS

- To approve revised Community Centre Set-Up Budget, note expenditure and approve proposed virements – Report 2107 (Appendix 7 to the agenda)

The Committee **RESOLVED** that detailed effect of the proposed virements be delegated to the Community Centre Working Party for decision.

- To approve Community Centre Revenue Budget virements and note expenditure – Report 2106 (Appendix 8 to the agenda)

The Committee **RESOLVED** to agree the virements and note the expenditure set out in the report.

81. TO CONSIDER DEPOSITING COUNCIL FUNDS WITH THE PUBLIC SECTOR DEPOSIT FUND (INSTANT ACCESS HIGHER YIELDS)

The Committee **RECOMMENDED** to Council that an account be opened with the Public Sector Deposit Fund.

82. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2101/I&E (Appendix 9 to the agenda)

The report was **noted**

83. BUDGET – GENERAL PURPOSES AND OFFICE for 2013/14 (Appendix 10 to the agenda)

Sheet 6 – General Purposes Budget (Amendments)

Reduce Annual Town Meeting from £500 to £100

Increase Elections from £5,000 to £10,000

Reduce Publicity from £3,000 to £1,000

Increase Strategy and Town Plan Sub-Committee to £5,000

Sheet 7 – Office Budget

It was suggested that the insurance budget split between LTC and LCC should be looked at and that maybe in 2014/15 the postage budget could be reduced depending on the outturn in 2013/14

84. BANK ACCOUNT BALANCES as at 26th September 2012

HSBC BMM A/c	£ 115,096.50
HSBC Current A/c	£ 30,895.20

HSBC Community Centre A/c	£	9,483.22
HSBC Payroll A/c	£	1,951.58
HSBC Imprest A/c	£	546.00

The balances were **noted**

85. LEIGH COMMUNITY CENTRE LEASE PROVISIONS

Cllr Richard Herbert requested clarification on issues relating to the use of the Connexions Building at the rear and possible transfer of tenants.

86. 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)) - (contractual)

Start of confidential business

The terms were clarified by the Town Clerk, in essence all hirers were bound by the terms and conditions and any such hiring would be subject to availability.

End of confidential business

The meeting closed at 10.36pm

Sheet 6

General Purposes – 2nd draft budget F & G.P. 04-10-12

Heading	Income	Expenditure
Community Affairs*	0	2,000
Premises	0	0
Elections	0	10,000
Legal Costs	0	500
Annual Town Meeting	0	100
Publicity	0	1,000
Civic	0	100
Renewals Fund**	0	4,000
Strategy & Town Plan SC	0	5,000
Totals	0	22,700
Nett cost	0	22,700

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7

First Provisional Office Budget for 2013-14

For information
Office budget and expenditure

Budget	Heading	2013/14
2012/13		
	Premises	
13,000	Rent	0
5,600	General Rates	0
300	Water Rates	0
1,250	Gas	0
750	Electricity	0
2,300	Cleaning	0
0	Repairs & Services	0
150	Tools	0
300	Contingencies	0
0	LCC Premises Use Grant	23,500
23,650		23,500
	Administration	
800	Stationery	900
4,500	Insurance	4,200
50	Library	100
1,750	Communication	1,800
2,400	Photocopying	2,400
1,600	Subscriptions	2,040
1,700	Postage	1,700
50	Entertaining	50
100	Licences	120
400	Expenses/Travel Costs - Cllrs*	400
500	Miscellaneous	500
2,000	Audit	2,500
1,000	IT**	2,000
1,000	Training - Staff	1,200
1,000	Training - Cllrs	1,000
450	Mileage & Expenses - Staff	550
0	Green & Food Waste Sacks	300
19,300		21,760
42,950	Total	45,260

	Budget	Expenditure	% spent
1997/8	14,515	13,122	90
1998/9	17,260	14,401	83
1999/2000	14,075	10,850	77
2000/1	12,505	11,467	92
2001/2	12,865	11,130	87
2002/3	14,690	12,229	83
2003/4	13,925	15,560	112
2004/5	16,000	15,418	96
2005/6	21,000	20,766	99
2006/7	29,110	29,003	100
2007/8	28,360	29,164	103
2008/9	32,060	31,867	99
2009/10	33,570	32,998	98
2010/11	36,460	36,606	100
2011/12	40,020	44,807	112
2012/13	42,950		

* Now including LTC area

**Renewals element included in Renewals Fund GP Budget