



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 THUESDAY 6th NOVEMBER 2012 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Chairman), Mark Bromfield, Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker (Until Min 96) and Patsy Ryan

In Attendance: Paul Beckerson (Town Clerk) and Vanda Moyse (Community Centre Manager) (For Min 93 and 94), 5 members of the public during Min 92.

The meeting opened at 7.32pm

87. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members and the public to the meeting.

88. APOLOGIES FOR ABSENCE

There were none

89. DECLARATION OF MEMBERS' INTERESTS

There were none

90. APPROVAL OF THE MINUTES OF THE MEETING OF 4th October 2012

The minutes of the meeting of the 4th October 2012 were agreed as a correct record and signed by the Chairman with a correction in Min 80 change 'discussion' to 'effect'

91. CHANGE IN THE ORDER OF THE AGENDA

The meeting **agreed** to take agenda items 9, 8 and 11 first.

GENERAL PURPOSES

92. CONSIDERATION OF ACTIVELY SUPPORTING THE CAMPAIGN TO RETAIN THE LONDON ROAD SORTING OFFICE (Appendix 5 to the agenda)

The meeting adjourned to allow members of the public to speak

The Organiser of the campaign addressed the Committee stating that a petition to keep the Sorting Office open had attracted 2500 signatures. When parcels were undelivered it would be necessary to go to Short Street in Southend to collect them. A member of the Committee raised the question of parking in the vicinity of the London Road Sorting Office and this may have prompted the reorganisation proposals.

The meeting reconvened

The Committee **RESOLVED** to support the campaign.

The Centre Manager joined the meeting

93. COMMUNITY CENTRE MANAGER'S REPORT (Report 2123/VM - Appendix 4 to the agenda)

The Community Centre Manager spoke to her report.

The CCTV system had been installed at a cost of £2653.99 after consultation with the police on the number of cameras that would be needed. The Sound Limiting Equipment was still being investigated together with possible additional measures including soundproofing.

Members considered a simple method of measuring % utilisation of the building against the targets set in the Business Plan. It was **AGREED** that a simple indicator of actual building use compared with the Business Plan target maximum would be sufficient and could be expressed as actual financial income against a theoretical maximum.

Metal Culture were revising their proposals for the Cafeteria floor. They now wanted to lay a wood effect vinyl instead of painting it. A picture of the proposed covering was shown to the Committee.

The Committee **RESOLVED** to agree to the amended flooring.

94. REVIEW OF ADVISORY BOARD MEMBERSHIP

Representatives of Business and the Arts had come forward and attended an initial preliminary meeting. It was now necessary to approach people in the other categories to achieve a balance.

The Committee **RESOLVED** to approach suitable people from Health and Fitness, Youth providers and members of the older generation.

The Centre Manager left the meeting

95. CHANGE IN THE ORDER TO THE AGENDA

Cllr Caroline Parker requested that agenda item 12 be taken at this point in the meeting as she had to leave. Members **agreed** to this request.

96. MOTION REGARDING COMMUNITY CENTRE CAR PARKING

Members discussed the motion at some length and the precedent this could set as regards the payment of allowances. The Town Clerk had written to SBC as regards the provision of daily passes that could be filled in to allow temporary parking to which a reply was awaited. Cllr Caroline Parker had asked about the provision of a free permit, this would be followed up.

It was pointed out that although the Community Centre only had three parking spaces under the lease there were additional spaces not allocated to the Connexions Building that could be used.

It was **AGREED** to investigate the option of a free pass from SBC and once a reply was received report back.

Cllr Caroline Parker left the meeting

97. MINUTES OF PERSONNEL SUB-COMMITTEE 30th October 2012 (Appendix 1 to the agenda)

Minute 39 - CONSIDERATION OF BALANCE OF INTEGRATED WORKFORCE HOURS (IWF)

The Sub-Committee considered Confidential Report 2116/PSC relating to the 200 hours of Janitorial time allocated for other LTC duties.

The Sub-Committee **RECOMMENDED** that the hours be allocated to a Budget Head under F&GPC to which individual Committees could bid for hours relating to specific requirements

The Committee **RESOLVED** to accept the recommendation. It was further agreed that in the event of staff accruing additional hours of TOIL those of which could not be reasonably taken, that this should be reported to the Personnel Sub-Committee.

98. CHANGE IN THE ORDER OF THE AGENDA

With the permission of the meeting agenda item 20 was taken next.

99. DRAFT COUNCIL BUDGET for 2013/14 (Appendix 12 to the agenda)

The potential level of precept was discussed at some length and ways that this could be ameliorated. It was pointed out that the Skate Park Budget was not present in the summary of LFE and was not included in the total summary budget.

The particular issue was recovering the deficit that would accrue this financial year from the takeover of the Leigh Community Centre; this amounted to £37,321 which is equivalent to £4.20 Council Tax on a Band D property. The £50,000 reserve would be reduced to £15,016 by March 2013. The deficit cost in the year 2013/14 of the LCC would amount to £44,264 and would equate to £4.98 Council Tax on a Band D property.

The figures in the Draft Budget allow for a recovery of 1/3 of this deficit (£12,440) in the year 2013/14 bringing the reserves back up to £27,456.

The Committee **RESOLVED** to refer back the committee budgets for reconsideration and to review the General Purposes and Office Budgets at this meeting.

Sheet 6 General Purposes Budget

- Community Affairs - reduce by £2,000
- Elections - reduce by £5,000
- Publicity - reduce by £750
- Strategy & Town Plan Sub-Committee - reduce by £3,000
- Renewals Fund - reduce by £1,500

Heading	Income	Expenditure
Community Affairs*	0	0
Premises	0	0
Elections	0	5,000
Legal Costs	0	500
Annual Town Meeting	0	100
Publicity	0	250
Civic	0	100
Renewals Fund**	0	2,500
Strategy & Town Plan SC	0	2,000
Totals	0	10,450
Nett cost	0	10,450

* Grant Aid Budget subject to advertising and application

**Rolling Renewals Programme

Sheet 7 Office Budget

Training - Councillors reduce by £500

100. INTERNAL AND EXTERNAL AUDIT WORKING PARTY 1st November 2012 (Appendix 2 to the agenda)

The Convenor of the Working Party reported on the meeting and that the brief had been given to the Internal Auditor for his consideration.

It was **RESOLVED** that once a price had been received for the additional work it would be circulated to all members of the Committee for comment and the decision to proceed would be delegated to the Town Clerk in consultation with the Chairman.

The recommendation in minute 4 referred to the creation of a Leigh Community Centre Committee.

The Committee **RECOMMENDED** the creation of a new standing committee with responsibility for the Leigh Community Centre to Council. (Proposed Cllr Jerry Holden Seconded Cllr Paul Lawrence). If Council agree the recommendation an election to determine membership will be required.

Draft LCC Committee terms of reference had been produced for the Committee's consideration.

An amendment was proposed that the membership should be 5 ordinary members and not restricted to the Chairman and Vice Chairman of F&GPC. The amendment was **AGREED**.

The order of the sub sections in ToR 1 was revised to d, a, c, b and g.

An amendment was proposed to ToR 6 to change £2,000 to £1,000. The amendment was **AGREED**.

The amended Draft ToR was **RECOMMENDED** to Council.

101. CONSIDERATION OF THE PROVISION OF BURSARIES TO DEFRAY HIRE CHARGES FOR USERS OF THE COMMUNITY CENTRE

The Committee **RECOMMENDED** the setting up of a Bursary Fund of £1,000 to be part of the LCC Budget. Criteria that applicants would need to meet in order to receive it, would be brought to the next meeting. Applicants would be assessed against the Strategic Aims and Objectives of the Council as well as financial considerations.

102. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2117/GP 30th October 2012 (Appendix 6 to the agenda)

The report was **noted**.

103. CREATION OF EAR-MARKED RESERVE TO RECEIVE FUNDS FROM FRIEND'S FUNDRAISING ACTIVITIES

It was **RESOLVED** that an earmarked reserve under the Community Centre Budget be established to accept funds raised by the "Friends" and others. This reserve to be used by the Community Centre Manager, in consultation with the Friends and Advisory Board and or fund raiser directly. For clarification this reserve shall not be used for the LTC operational costs of the Centre.

104. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2118/FGP 30th October 2012 (Appendix 7 to the agenda)

Noted

- Committee Income and Expenditure Report 2119/FGP 30th October 2012 (Appendix 8 to the agenda)

Deferred

105. COMMUNITY CENTRE BUDGETS

- Community Centre Set-Up Budget, to note expenditure – Report 2120 (Appendix 9 to the agenda)

Deferred

- Community Centre Revenue Budget to note expenditure – Report 2121 (Appendix 10 to the agenda)

Deferred

106. TO REVIEW AMOUNT OF DEPOSIT WITH THE PUBLIC SECTOR DEPOSIT FUND

Deferred

107. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2115/I&E (Appendix 11 to the agenda)

The report was **noted**

108. S&TP SUB-COMMITTEE - COMMUNITY CENTRE WORKING PARTY 9th October 2012 (Appendix 3 to the agenda)

It was **RESOLVED** to agree the recommendations in Minute 50.

- LCC's expenditure commitment to SACC (£3,000 over three years) be shown as £1000 per year accruals in the LCC Revenue budgets for 2012/13, 2013/14 and 2014/15.
- 50% of the cost of the telephone system (£592.50) be met from the F&GPC budget - Renewals Fund heading, as it is a joint LTC/ LCC system.

109. HALF YEARLY INTERNAL CHECK – Report 2122/DF (Appendix 13 to the agenda)

The report was **noted**

The meeting closed at 10.48pm