



Leigh-on-Sea Town Council



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QUALITY
TOWN
COUNCIL

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

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 5th FEBRUARY 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Chairman), Mark Bromfield (until Min 159), Syrie Cox, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulrone, Caroline Parker (until Min 160) and Patsy Ryan (until Min 160)

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.34pm

146. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

147. APOLOGIES FOR ABSENCE

Cllr Alex Coulson

148. DECLARATION OF MEMBERS' INTERESTS

Cllrs Mark Bromfield declared a pecuniary interest, Pat Holden and Paul Lawrence declared a non-pecuniary interest in Minute 159 References from Other Committees as Allotment Holders.

149. APPROVAL OF THE MINUTES OF THE MEETING OF 2nd January 2013

The minutes of the meeting of the 2nd January 2013 were agreed as a correct record and signed by the Chairman.

GENERAL PURPOSES

150. ANNUAL TOWN MEETING WORKING PARTY – Report 2157 - 10th January 2013 (Appendix 1 to the agenda)

The Chairman spoke to the report highlighting the proposed changes to the meeting format. Members noted that Chairmen of Committees would produce written reports which would be placed on the public's seats prior to the meeting.

The report was **noted**.

151. AUDIT WORKING PARTY – Report 2151 – 16th January 2013 (Appendix 2 to the agenda)

The Convenor of the Working Party introduced the report and asked for members to feed in any comments before Friday so that they could be considered at the next Working Party meeting taking place at 2pm that day.

The report was **noted**.

152. GENERAL DISPENSATIONS – Report 2154 (Appendix 3 to the agenda)

Members considered the report and agreed the recommendations.

It is therefore **RECOMMENDED** to Council:

That the following dispensations be granted for a period up to the next ordinary Town Council elections to permit Members to debate on a matter and to vote in the following circumstances notwithstanding that they may have a DPI, other pecuniary interest or non-pecuniary interest.

- (1) Where the matter relates to the allotment functions of the Council and the Member is a tenant of the Council (provided that the matter does not relate particularly to the Member's tenancy or lease);
- (2) An allowance, payment or indemnity given to members;
- (3) Any ceremonial honour given to members; and for the avoidance of doubt
- (4) Setting a precept under the Local Government Finance Act 1992

153. DISPENSATION PROCEDURES – Report 2155 (Appendix 4 to the agenda)

The recommendations were debated and it was felt that if for any reason the proposed panel could not come to a conclusion that the request for a dispensation should be considered by Council. SBC involvement would be progressed through the official role of the Monitoring Officer.

An amendment was put, proposed by Cllr Carole Mulroney, seconded by Cllr Mark Bromfield.

In the event that the panel members are unable to determine the grant of a dispensation for any reason, they should refer it to the full Council for determination.

The Committee **RESOLVED** to agree the amendment.

It was therefore **RECOMMENDED** to Council that a panel consisting of the Chairman and Vice Chairman of Council and Chairman of F&GPC be delegated by Council the power to grant dispensations. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

In the event that the panel members are unable to determine the grant of a dispensation for any reason, they should refer it to the full Council for determination.

Terms of Reference for the panel were to be considered by the Audit Working Party.

154. EMERGENCY PLANNING – Cllr Carole Mulroney

The Chairman of Council outlined the need for an Emergency Plan now that the Council has taken over control of the LCC. It was emphasised that such procedures would only be implemented in the event of a major emergency. Some concern was expressed as to how such emergencies would impinge on the financial viability of the LCC but it was pointed out that in a major emergency there would be little choice, very often venues were commandeered and in any case in a major event it was a civic duty to assist.

The Committee **RESOLVED** to prepare an appropriate plan in liaison with SBC.

155. PROPOSAL FOR LTC TWITTER FEED – Report 2161 (Appendix 5 to the agenda)

The Committee considered the use of the SS9 Twitter feed to consult and inform residents. A query was raised as to the designation of SS9 as official site of Leigh and on the means of avoiding abusive tweets. On balance the proposal was welcomed and was seen as a welcome addition to the existing means of communication. The feed would be accessed and displayed on the LCC website due to restrictions that applied to the LTC website.

The Committee **RECOMMENDED** that a trial be entered into and to assess and review it after a few months.

156. MINUTES – THE NEED TO IMPROVE THEM – Cllr Mark Bromfield

Members discussed at some length the style, detail and manner in which the minutes were produced with views varying from near verbatim reports to just recording decisions. The discussion included concerns about the financial implications and the amount of amendments and debate a more detailed record would entail.

In conclusion it was **RESOLVED** to refer the matter to the Audit Working Party for discussion.

157. QUESTIONS TO CHAIRMAN - THE NEED TO HAVE THIS FOR COMMITTEES AND NOT JUST FULL COUNCIL – Cllr Mark Bromfield

The fact that questions from Councillors was not on every agenda was queried. A clarification was given that originally the Council had agreed to add it as a permanent agenda item at full Council meetings and the Standing Order referred to that. A view was expressed that it was not particularly democratic for one member of a Committee to express a view and not the whole Committee.

The Committee **RESOLVED** to refer the matter to the Audit Working Party as part of the Standing Order review.

158. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2158/GP 28th January 2013 (Appendix 6 to the agenda)

The report was **noted**.

FINANCE

159. REFERENCES FROM OTHER COMMITTEES

Cllr Mark Bromfield declared his pecuniary interest and left the meeting.

Allotments Committee 16th January 2013 Minutes 72 and 73

72. CONSIDERATION OF THE DEVOLVING ALLOTMENTS MAINTENANCE REPORT AND ITS RECOMMENDATIONS

The Allotments Committee **RESOLVED** to recommend the following to F&GPC.

- That all elements of allotments maintenance be devolved with payment being met from rents received.
- That an organisation with established expertise be contracted to carry out the hedge trimming.
- That Allotments Service Agreements be entered into with the Manchester Drive Allotment Society (MDAS), the Leigh Allotments Society (LOSALGA) and representatives from Marshall Close, the *Agencies*, to provide maintenance services on their respective allotment sites to commence on 1st April 2013.

An amendment to the first paragraph in the recommendation was proposed by Cllr Carole Mulrone and seconded by Cllr Paul Lawrence.

That all elements of allotments maintenance **as detailed in the ASAs** be devolved with payment being met from rents received.

The Committee **RESOLVED** to agree the amendment.

The Committee **RECOMMENDED** the amended proposal to Council.

- That all elements of allotments maintenance as detailed in the ASAs be devolved with payment being met from rents received.
- That an organisation with established expertise be contracted to carry out the hedge trimming.
- That Allotments Service Agreements be entered into with the Manchester Drive Allotment Society (MDAS), the Leigh Allotments Society (LOSALGA) and representatives from Marshall Close, the Agencies, to provide maintenance services on their respective allotment sites to commence on 1st April 2013.

73. CONSIDERATION OF DRAFT ALLOTMENT SERVICE AGREEMENTS

The Allotments Committee **RESOLVED** to recommend to F&GPC that the Council enter into ASA agreements with the Societies and Marshall Close Tenants.

The Committee **RECOMMENDED** that Council enter into ASA agreements with the Societies and Marshall Close Tenants.

160. OFFICE AND COMMITTEE BUDGETS

Cllr Patsy Ryan gave apologies and left the meeting.

- Office Budget Report 2159/FGP 28th January 2013 (Appendix 7 to the agenda)
There was a miss posting of £200 to Stationery that should be in postage. The report was **noted**.
- Committee Income and Expenditure Report 2160/FGP 28th January 2013 (Appendix 8 to the agenda)

It was pointed out that there was an error on the revised sheet in so much that the new line containing the LCC Staff Costs was not added into the total. Both the Town Clerk and Chairman of Committee apologised for the error.

A corrected sheet is attached as Appendix 1 to the minutes.

A further question was raised regarding a possible over budget in the LCC Staff Costs by the year end. It was explained that the Salary budget as a whole had to be considered and adjusted to reflect the changes in the Committee allocations following the move into the LCC. This would be carried out at the year end. The Staff Cost totals are set out below.

Committee	Budget Allocation 12/13	Expenditure to Date
General Admin	£66,497	£55,513
LF&EC	£17,718	£8,900
T&HC	£2,462	£726
Planning	£5,323	£3,416
LCCC	£30,666	£30,132
Allotments	£13,319	£7,596
Total	£135,985	£106,283

Cllr Caroline Parker left the meeting.

The report was **noted**

161. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2162/I&E (Appendix 5 to the agenda)

The report was **noted**

162. BANK BALANCES AT 28th January 2013

The balances were **noted**.

The meeting closed at 9.34pm

Leigh-on-Sea Town Council

COMMITTEE BUDGETS

28/01/2013

Budgets Spend vs Budget to 31st March 2013

Committee	Item	Budget		Spend to date	Balance	% spent	2011/12 spend
		2011/12	2012/13				
Council	Office Admin	0	42,950	31,227	11,723	73	44,807
	Salaries	0	66,497	55,513	10,984	83	74,694
		0	109,447	86,740	22,708	79	119,501
Leisure	Community Transport A	0	5,382	4,767	615	89	4,034
Foreshore & Environment	Flower Baskets	0	600	0	600	0	5,000
	First Aid Provision	0	1,000	1,073	-73	107	875
	Farmers Market A	0	526	-576	1,102	-110	271
	Strand Wharf	74,408	0	0	74,408	0	0
	Leigh Lights A		13,337	8,908	4,429	67	14,049
	Padding Pool	1,798	0	0	1,798	0	0
	Youth D	3,078	5,785	8,033	830	91	3,517
	Staffing Costs		17,718	8,900	8,818	50	
	Various B	0	5,500	5,775	-275	105	11,657
		79,284	49,848	36,880	92,252	29	39,402
Transport & Highways	School Crossing Patrols	0	4,500	0	4,500	0	0
	Bus Shelter Cleaning/Maint	0	5,000	3,890	1,111	78	1,119
	New Bus Shelters	0	2,500	0	2,500	0	-532
	Highway Infrastructure	0	1,450	0	1,450	0	0
	Bollards	0	250	0	250	0	0
	Staffing Costs	0	2,462	726	1,737	29	0
	Phone Box	0	300	300	0	0	1,180
		0	16,462	4,915	11,547	30	1,767
Planning	Planning Staffing	0	5,323	3,416	1,907	64	3,031
	Planning Other	0	500	265	235	53	0
		0	5,823	3,682	2,141	63	3,031
General Purposes	Various C	0	0	425	-425	0	40
	Premises	0	500	47	453	9	1,160
	Renewals Budget	0	11,000	2,415	8,585	22	
	Elections	5,000	5,000	3,788	6,212	38	5,654
	Legal costs	0	500	0	500	0	0
	Annual Town Meeting	0	500	72	428	14	105
	Publicity	0	1,000	125	875	13	356
		5,000	18,500	6,873	16,627	37	7,316
Community Centre	Set-Up Budget	0	28,125	22,232	5,893	79	
	LCC Revenue Budget E	0	6,655	5,517	1,138	83	
	LCC Staff Costs	0	30,666	30,132	534	98	
	LCC Fund Balance	0	2,857	0	2,857	0	
		0	68,303	57,881	10,422	85	
Allotments	Revenue A	0	-4,502	-6,992	2,490		4,646
	Staffing Costs	0	13,319	7,596	5,723	57	
	Capital Improvements	0	2,500	640	1,860	26	4,590
		0	11,317	1,243	10,074	11	9,236
Total		84,284	279,700	198,214	165,770	54	180,253

Revised 04-10-12
Neutral Effect not in Budget

Income	Budget 2010/11	Received to date	Balance	% Rec'd	
Precept 2012/13	0	205,990	205,990	0	199,615
Estimated Interest to 31.3.13	0	0	59	-59	116
Unbudgeted income	0	0	86	0	180
Waste Sacks	0	0	637	0	0
Premises hire	0	2,800	1,140	1,660	2,320
	0	208,790	207,912	1,601	202,231
Add	Est Bank Balance at 28.01.13 inc Petty Cash		167,030		
	VAT refund due		168,630		
			6,638		
			175,269		
Less planned expenditure (Balance to spend)			165,770		
Estimated General Reserves at 31.03.13			9,499		
SBC Borrowing Requirement			40,501		
Total Reserve Figure including SBC			50,000		

(Figure is an approximation as accounted for as Payments and Receipts)

- A Community Transport, Allotments Revenue, Leigh Lights and Farmers Market are balances of income and expenditure
- B Includes Community Initiatives, recreational facilities, events & conservation areas
- C Includes Crime Prevention, community affairs and schools
- D Budget transferred from F&GP to LF&E
- E LLC Budget is balance of income and expenditure