



# Leigh-on-Sea Town Council



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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 5<sup>th</sup> MARCH 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Chairman), Syrie Cox, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulrone (until Min 170), Caroline Parker (from Min 167 until Min 170) and Patsy Ryan

In Attendance: Paul Beckerson (Town Clerk)

### ***The meeting opened at 7.34pm***

#### 163. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

#### 164. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, Alex Coulson and Jerry Holden

#### 165. DECLARATION OF MEMBERS' INTERESTS

There were none

#### 166. APPROVAL OF THE MINUTES OF THE MEETING OF 5<sup>th</sup> February 2013

The minutes of the meeting of the 5<sup>th</sup> February 2013 were agreed as a correct record and signed by the Chairman.

### ***Cllr Caroline Parker joined the meeting***

## **GENERAL PURPOSES**

#### 167. AMALGAMATION OF AGENDA ITEMS 5 and 9 – STRATEGY & TOWN PLAN SUB-COMMITTEE – 6<sup>th</sup> February 2013 (Appendix 1 to the agenda) and STRATEGY & TOWN PLAN SUB-COMMITTEE – To review terms of reference

The Committee **ARGUED** to take both items together as they were related.

The Chairman of the Sub-Committee reported the minutes and emphasised that the purpose was to monitor projects against the Council's core strategy. This procedure was designed to prioritise new projects and not to act as a filtering body.

The Committee then reviewed the terms of reference as they may need clarification.

The Committee **RECOMMENDED** the following changes to Council.

1. Bullet point 1 delete – after 'and' 'seek Council adoption of these' and replace with 'to make recommendations to F&GPC and Council'.

2. Replace with 'To determine and evaluate opportunities for Council activity and make recommendations to F&GPC and Council.'

The Revised terms of reference will then become:

#### **TR10A STRATEGY & TOWN PLAN SUB-COMMITTEE (S&TPSC) (7 MEMBERS)**

The Terms of Reference of S&TPSC are as follows:

1. To deal with the following under delegated powers;
  - To formulate in consultation with all Councillors the strategic objectives for the Council (the "Council Strategy") and to make recommendations to F&GPC and Council.
  - To implement a framework for the delivery of the Council Strategy which includes:
    - Inaugurate targeted working parties and groups
    - Progress an initial review of council priorities
    - Carry out consultations with residents, Southend Council and others
    - Evaluate feedback from consultations
  - To formulate the Town Plan for Council adoption.
2. To determine and evaluate opportunities for Council activity and make recommendations to F&GPC and Council.
3. To consider correspondence relevant to its terms of reference

The Committee considered the recommendation from S&TPSC in minute 23 and amended it by adding the word 'existing and' before 'proposed':

The amended recommendation is **RECOMMENDED** to Council:

**That an evaluation of all existing and proposed activities and programmes over £5,000 in value be submitted to S&TPSC, after informal discussions if required, and recommendations then be made to F&GPC accordingly.**

The Committee deferred a decision on the recommendation in minute 24 until after the original agenda examples had been circulated to all Councillors.

#### 168. LICENSING SUB-COMMITTEE – 12<sup>th</sup> February 2013 (Appendix 2 to the agenda)

The minutes were **noted**.

#### 169. GOVERNANCE & AUDIT WORKING PARTY – Report 2171 – 8<sup>th</sup> February 2013 (Appendix 3 to the agenda) and GOVERNANCE & AUDIT WORKING PARTY – Report 2176 – 28<sup>th</sup> February 2013 (Appendix 4 to the agenda)

Members discussed the Risk Management Strategy. It was felt that the explanation in point 8 be expanded to clarify the procedure involved and that an additional assessment procedure be added at the end of step 2 as 9 giving a risk of 'Would not undertaking this activity present a risk to the Council'.

With these additions the Risk Management Strategy was **RECOMMENDED** for adoption by Council.

The Committee reviewed the work to date on the Risk Register. Cllr Syrie Cox had made some suggestions and additions to the register since the Working Party meeting and it was **agreed** to incorporate these into the document and to include an item relating to failure to deliver services and bring the revised version back to the next F&GPC meeting.

170. PROVISION OF COUNCILLOR BADGES AT A COST OF £6.00 each – Cllr Caroline Parker

It was explained to the Committee that this was on the agenda because there was no specific budget for this purpose and after some initial discussion on the morality of individual Councillors paying to have badges Cllr Caroline Parker withdrew the proposal.

***Cllr Carole Mulroney left the meeting***

A proposal was put to establish a budget of £200 under the General Purposes 'Civic Budget' to enable the purchase of similar items in future and that this amount be vired from the 'Publicity Budget' – Proposed by Cllr Richard Herbert and seconded by Cllr Pat Holden.

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

The Committee wished to note their thanks to Cllr Carole Mulroney for arranging the provision of the badges for Councillors.

***Cllr Caroline Parker left the meeting***

171. STAFFING RESOURCES FOR THE PROVISION OF RECYCLING SACKS

This item was deferred pending a review by Southend BC.

172. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2174/GP 26<sup>th</sup> February 2013 (Appendix 6 to the agenda)

The report was **noted**.

**FINANCE**

173. REFERENCES FROM OTHER COMMITTEES

Leigh Community Centre Committee 19<sup>th</sup> February 2013 - Minute 46

46. EARMARKED RESERVES

It was therefore **RECOMMENDED** to F&GPC that any unspent monies be carried forward in an earmarked reserve to 2013/14.

A proposal was put to the Committee by Cllr Patsy Ryan:

That any unspent monies from the LCC overall Committee Budgets from 2012/13 be carried forward in a new earmarked reserve to 2013/14 to be spent on previously agreed goods and equipment for LCC rather than being returned to General Reserves.

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

174. EXPENDITURE FOR LCC HEATING

To note that the sum of £1,430.47 has been committed to service the Boiler (Due in March) and to replace the defective motor head on the Grundfos Twin Headed Pump to be funded from the Internal Maintenance Budget of the LCC Revenue Budget.

The Committee noted the expenditure which was within budget.

175. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2175/FGP 26<sup>th</sup> February 2013 (Appendix 7 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2173/FGP 26<sup>th</sup> February 2013 (Appendix 8 to the agenda)

The report was **noted**

#### 176. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2172/I&E (Appendix 9 to the agenda)

The report was **noted**

#### 177. BANK BALANCES AT 26<sup>th</sup> February 2013

The balances were **noted**.

***The meeting closed at 9.43pm***