



# 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 TUESDAY 2<sup>nd</sup> APRIL 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Chairman), Syrie Cox, Richard Herbert, Pat Holden, Jerry Holden, Paul Lawrence, Carole Mulroney, Caroline Parker and Mark Bromfield.

In Attendance: Vivien Choppen (Senior Administrator)

### ***The meeting opened at 7.30pm***

#### 178. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and announced that discussion on agenda items 7 and 8 would be deferred because the Town Clerk was not in attendance to speak on the associated reports and that discussion on agenda items 18 and 19 would be deferred because the Personnel sub-Committee had not met as scheduled.

#### 179. APOLOGIES FOR ABSENCE

Cllrs Patsy Ryan and Alex Coulson

#### 180. DECLARATION OF MEMBERS' INTERESTS

Cllrs Carole Mulroney, Richard Herbert and Mark Bromfield each expressed a non-pecuniary interest in agenda item 5 because they are members of Facebook and Save the Leigh and Southend Libraries Groups.

#### 181. APPROVAL OF THE MINUTES OF THE MEETING OF 5<sup>th</sup> March 2013

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

### **GENERAL PURPOSES**

#### 182. SBC LIBRARIES CONSULTATION – Report 2184 - (Appendix 1 to the agenda)

The Committee discussed at some length the need to plan the Council's approach to its campaign to save Leigh Library and other branch libraries. In particular it considered the need to dovetail its activities with the SBC timetable, the scope for diverting funds from the publicity budgets and/or utilise any 2012/13 underspends to fund such a campaign, the appropriateness of using public money to support the work of pressure groups and the scope for the Council to offer resources to coordinate and organise a campaign.

The following amended recommendation was **RECOMMENDED** to Council:

- a) That this Council reiterates its support for the retention of the Borough Library in Leigh and will work with those groups and organisations which support this objective.

- b) That Councillors Bromfield, Fraser, Herbert, Mulroney and Stanley be appointed as Libraries Working party to proceed with preparing a response to the Borough Council's consultation process.
- c) That the Town Council initiates a campaign to retain the Borough Library in Leigh funded initially through F&GP's Publicity budget.
- d) That the Council is supportive of the retention of all branch libraries through out the Borough.

183. AMALGAMATION OF AGENDA ITEM 6 VOLUNTEERS – Report 2182 - (Appendix 2 to the agenda) AND 6a LEIGH COMMUNITY CENTRE COMMITTEE 19<sup>th</sup> March 2013

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

Having regard to the areas where volunteers are already being used to support the work of the Council and Community Centre, the Committee discussed the scope for greater and more effective use of volunteers. It recognised the administrative burden of managing a pool of volunteers and that this could not be found within current staff resources. The need for a voluntary or paid volunteer coordinator to lead the process was discussed and it was considered that SAVS may be able to assist in finding an appropriate individual.

It was **RECOMMENDED** that a voluntary Volunteer Co-Ordinator be sought to undertake the task and that a description for the role be drafted.

184. PROTOCOL ON MEMBER / OFFICER RELATIONS – Report 2189 – (Appendix 3 to the agenda)

It was agreed to refer item 7 to the agenda to the Governance & Audit Working Party

185. FORMATION OF JOINT CONSULTATIVE WORKING PARTY (STAFFING) – Report 2191 – (Appendix 4 to the agenda) This item was deferred.

186. CREATION OF INTERNAL LIAISON GROUP – Report 2190 – (Appendix 5 to the agenda)

The benefits of improved liaison on workload and the prioritisation of tasks to optimise the use of staff resources through the set up of an Internal Liaison Group was debated.

It was **RECOMMENDED** that an Internal Liaison Group consisting of the Chairmen of the main committees and the Town Clerk be established and to meet monthly to discuss and agree with the Town Clerk the work programme for the month.

187. TO CONSIDER AN INITIAL LIST OF ASSETS OF COMMUNITY VALUE WITHIN THE LTC AREA – Report 2193 - (Appendix 6 to the agenda)

In its endeavours to preserve its heritage, the benefits to the Council of compiling and forwarding to the Borough a list of 'Assets of Community value' were discussed. The Committee identified the following:

Leigh Library and Gardens, the Police Station, the Grand Hotel, the Community Centre, the Connexions Building, Elm Road Car Park, Strand Wharf, Victoria Wharf, Bell Wharf, Marine Parade Gardens, the Toilets, Two Tree Island, The Heritage Centre, Bonchurch Park and local Public Houses.

It was **RECOMMENDED** that the Council prepares a list of buildings and land of community value within the Leigh Town Council area and requests that SBC lists them.

188. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2187/GP 22<sup>nd</sup> March 2013 (Appendix 7 to the agenda)

The report was **noted**.

## FINANCE

### 189. REFERENCES FROM OTHER COMMITTEES

Allotments Committee 20<sup>th</sup> March 2013 - Minute 87

#### 87. EARMARKED RESERVES

The Committee **RECOMMENDED** to F&GPC that £890 of the predicted underspends be put in an earmarked reserve to cover the balance of the cost of the perimeter fence and that the balance be allocated in an earmarked reserve for rubbish clearance.

The Committee **RECOMMENDED** the proposal to Council

Leisure, Foreshore & Environment Committee – Minute 65

#### 65. CREATION OF EARMARKED RESERVES

The Committee **RECOMMENDED** to F&GPC the creation of two earmarked reserves from the predicted underspends, £700 for the purchase of event lighting and £600 for the Coronation Event.

The Committee **RECOMMENDED** the proposal to Council

### 190. TO ALLOCATE ANY NEW EARMARKED RESERVES FROM F&GPC BUDGETS

The Committee **RECOMMENDED** that the underspends of £8,585 on the Renewals Budget and £6,212 of the Elections Budget are carried forward to 2013/14 and that any additional underspends from other F&GPC budgets be added to the Elections Earmarked Reserve.

### 191. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2188/FGP 22<sup>nd</sup> March 2013 (Appendix 8 to the agenda)

The report was noted and in particular that only £27.50 of a budget of £1,000 had been spent on Councillors' Training

- Committee Income and Expenditure Report 2186/FGP 22<sup>nd</sup> March 2013 (Appendix 9 to the agenda)

The report was **noted**

### 192. FOUR MONTHLY FINANCE CHECK – Report 2192 - (Appendix 10 to the agenda)

The satisfactory outcome was **noted**.

### 193. INCOME AND EXPENDITURE SINCE LAST MEETING

See report 2185/I&E (Appendix 11 to the agenda)

The report was **noted**.

### 194. BANK ACCOUNT BALANCES as at 22<sup>nd</sup> March 2013

The balances were **noted**.

### 195. EXCLUSION OF PRESS AND PUBLIC This item was deferred.

### 196. PERSONNEL SUB-COMMITTEE This item was deferred as the proposed meeting of 28<sup>th</sup> March had not been held.

***The meeting closed at 10.30pm***