



Leigh-on-Sea Town Council

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Chairman: Cllr Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 4th JUNE 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Mark Bromfield, Donald Fraser, Pat Holden, Paul Lawrence, Carole Mulroney, Caroline Parker (from Min 3) (until Min 22)

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.31pm

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

Cllr Caroline Parker joined the meeting

4. APOLOGIES FOR ABSENCE

Cllrs Syrie Cox and Richard Herbert

5. DECLARATION OF MEMBERS' INTERESTS

There were none.

6. APPROVAL OF THE MINUTES OF THE MEETINGS OF 30th April and 8th May 2013

The minutes of the meetings of the 30th April and 8th May 2013 were agreed as correct records and signed by the Chairman.

GENERAL PURPOSES

7. TO NOTE MEMBERSHIP OF SUB-COMMITTEE (Elected at Annual Council Meeting)

Personnel Sub-Committee - 8
Cllrs: Mark Bromfield, Donald Fraser, Jerry Holden, Pat Holden, Carole Mulroney, Paul Lawrence, Caroline Parker and Patsy Ryan
Strategy and Town Plan Sub-Committee - 7
Cllrs: Margaret Cotgrove, Syrie Cox, Donald Fraser, Richard Herbert, Jerry Holden, Pat Holden and Carole Mulroney

Noted

8. ELECTION OF WORKING PARTIES

It was **agreed** that the Premises Working Party had been made unnecessary due to the fact that the Leigh Community Centre was the responsibility of the LCC Committee.

It was **agreed** that the Presentation Working Party should formulate terms of reference to be approved by F&GPC.

Members were elected as follows, with Convenors underlined.

Premises Working Party	Presentation Working Party
Left in Abeyance	Cllr Pat Holden <u>Cllr Jerry Holden</u> Cllr Carole Mulrone Cllr Patsy Ryan Cllr John Wren (STC)
Governance & Audit Working Party	Citizen Engagement Working Party
Cllr Mark Bromfield Cllr Syrie Cox Cllr Donald Fraser Cllr Richard Herbert Cllr Carole Mulrone Cllr Clifford Passmore <u>Cllr Patsy Ryan</u>	<u>Cllr Carole Mulrone</u> Cllr Donald Fraser Cllr Caroline Parker Cllr Patsy Ryan
Annual Town Meeting Working Party	Quality Council Working Party
Cllr Donald Fraser Cllr Carole Mulrone Cllr Caroline Parker Cllr Cliff Passmore Cllr Patsy Ryan	Left in Abeyance

9. TO NOTE REPRESENTATIVES TO OUTSIDE BODIES (Elected at Annual Council Meeting)

Southend Airport Consultative Committee – Cllr Clifford Passmore, Reserve Geoff Crawford
 Leigh Crime Prevention Panel – Cllr Paul Lawrence
 EALC Larger Local Council Forum & AGM – Cllrs Donald Fraser, Carole Mulrone and Town Clerk
 EALC Executive Committee – Cllr John Wren
 Southend Business and Tourism Partnership – Cllrs Margaret Cotgrove, Syrie Cox, Carole Mulrone and Town Clerk
 Southend Business and Ratepayers Forum – Cllrs Caroline Parker and Paul Lawrence

Noted

10. APPOINTMENT OF INTERNAL COUNCILLOR AUDITOR

The Committee **RESOLVED** that the Chairman and Vice Chairman of F&GPC should carry out this function.

11. CONFIRMATION OF APPOINTMENT OF INTERNAL AUDITOR

The Committee **RECOMMENDED** that Auditing Solutions be appointed for the year 2013/14.

12. LCC INTERNAL AUDITORS REPORT (Appendix 1 to the agenda)

Members **noted** the recommendations and referred the report to the Governance and Audit Working Party to consider in detail.

13. MOTION (Proposed Cllr Caroline Parker, Seconded Cllr Paul Lawrence)

- a. To bring October Council meeting forward as the Chairman has a very important wedding on that date.

Members generally thought that changing the date was unnecessary as the Vice Chairman could take the meeting.

On being put to the vote the motion was **lost**.

- b. The right for Councillors to claim expenses for stationary, and petrol / fuel costs within Leigh – outside of normal working hours i.e.; survey work, events etc.,

Those Councillors, who don't need to claim and have ample funding in place for Council expenditure, could refrain from claiming.

After prolonged discussion the motion was **withdrawn** by the proposer.

14. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2211/GP as at 31st March 2013 (Final Outturn) (Appendix 2 to the agenda)

The report was **noted**.

FINANCE

15. REFERENCES FROM OTHER COMMITTEES

Leisure, Foreshore and Environment committee meeting of the 16th May 2013,

Minute 9a:

It was **RECOMMENDED** to Council that a budget of £300 (from reserves) be created for miscellaneous items for all events and that this should be combined with the Events Equipment Budget of £200.

Minute 9d:

Grant to Leigh Regatta

The Committee **RECOMMENDED** to Council to that an additional £230.40 from reserves be added to the LFE Grants Budget.

16. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2212/FGP as at 31st March 2013 (Final Outturn) (Appendix 3 to the agenda)

The report was **noted**

- Committee Income and Expenditure Report 2213/FGP as at 31st March 2013 (Appendix 4 to the agenda)

The report was **noted**

17. ANNUAL ACCOUNTS

Income and Expenditure Account, Balance Sheet and supporting notes to accounts (Appendix 5 to the agenda)

The Committee approved and **RECOMMENDED** the accounts for adoption by Council.

18. ANNUAL RETURN

Section 1 Accounting statements
Explanation of variation of 15% (Appendix 6 to the agenda)

The Committee approved and **RECOMMENDED** the Annual Return for adoption by Council.

19. ANNUAL GOVERNANCE STATEMENT

(Appendix 7 to the agenda)

The Committee approved and **RECOMMENDED** the Annual Governance Statement for adoption by Council.

20. SLCC SUMMER SYMPOSIUM 2013 – Attendance by Town Clerk – Report 2212/TC (Appendix 8 to the agenda)

The Committee **RECOMMENDED** to Council that the Town Clerk attend the Symposium at a cost of £280 from the staff training budget.

21. INCOME AND EXPENDITURE SINCE LAST MEETING

See report 2216/I&E (Appendix 8 to the agenda)

The report was **noted**.

22. BANK ACCOUNT BALANCES as at 29th May 2013 (From the Bank Statements)

The balances were **noted**.

Cllr Caroline Parker left the meeting

23. UPDATE ON LEIGH LIBRARY CAMPAIGN – Cllr Carole Mulroney

The Committee were updated regarding an email and agreed to a response.

The meeting closed at 9.20pm