



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 2nd JULY 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Vice Chairman), Pat Holden, Paul Lawrence, Carole Mulroney and Caroline Parker (From Min 34)

In Attendance: Paul Beckerson (Town Clerk) and Vivien Choppen (Senior Administrator) plus two members of the public.

The meeting opened at 7.30pm

30. CHAIRMAN'S OPENING REMARKS

The Vice Chairman welcomed members to the meeting.

31. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, Syrie Cox, Richard Herbert and Patsy Ryan

32. DECLARATION OF MEMBERS' INTERESTS

There were none.

33. APPROVAL OF THE MINUTES OF THE MEETING OF 24th JUNE 2013

The minutes of the extraordinary meeting of 24th June 2013 were agreed as a correct record and signed by the Vice Chairman.

34. INTERNAL AUDITORS YEAR END REPORT (Appendix 1 to the agenda)

The Vice Chairman highlighted some elements of the report which contained no recommendations for action.

The Committee **noted** the report and referred it to the Governance and Audit Working Party.

Cllr Caroline Parker joined the meeting

35. MOTION (Proposed Cllr Caroline Parker, Seconded Cllr Paul Lawrence) – Reference back from Council Meeting 12th June 2013.

The right for Councillors to claim expenses for stationery, 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.

Members discussed in detail the wording of the motion and how such expenses were paid. The Committee was reminded that the £85 set by SBC would be paid via the payroll system in accordance with HMRC rules.

A revised form of wording was agreed by the Committee:

Councillors could claim expenses for disbursements occasioned in carrying out the office of Councillor within the Leigh Town Council area.

Cllr Carole Mulroneu called for a recorded vote:

For the recommendation: Cllrs Donald Fraser, Pat Holden, Paul Lawrence and Caroline Parker.

Against the recommendation Cllr Carole Mulroneu

The Committee therefore **RECOMMENDED** to Council that:

“Councillors could claim expenses for disbursements occasioned in carrying out the office of Councillor within the Leigh Town Council area”.

36. LEIGH LIBRARY WORKING PARTY – Report 2234/CM - 13th June 2013 (Appendix 2 to the agenda)

Cllr Carole Mulroneu presented the report and suggested response to the consultation to the Committee.

The Committee **RECOMMENDED** the response contained in Appendix A of the report to Council.

37. REPORT BACK ON STAFF CONSULTATION – PERSONNEL SUB-COMMITTEE Minute 8 Meeting on 13th June 2013

This item was deferred to the end of the meeting.

38. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2233/GP as at 25th June 2013 (Appendix 3 to the agenda)

The report contained some link errors; with these being amended the report was **noted**. An amended copy of the report would be circulated to members.

39. TO CONSIDER APPOINTMENT OF ACCOUNTANT TO ADVISE ON LCC VAT

We have been given a cost from a firm for £525 plus travel expenses for a day's work.

Members **RECOMMENDED** to Council that the services of the accountant be taken up.

40. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2235/FGP as at 25th June 2013 (Appendix 4 to the agenda)

The report was **noted**. The sundry item in the Premises budget of £62.67 would either be moved to the LCC budget or a virement recommended to the next meeting to cover the expenditure.

- Committee Income and Expenditure Report 2236/FGP as at 25th June 2013 (Appendix 5 to the agenda)

The report was **noted** and the amendments agreed to the General Purposes Budget would be applied to the Committee report.

41. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2238/I&E (Appendix 6 to the agenda)

Members **noted** the report and **RECOMMENDED** to Council that the Imprest Account be increased to £1,000.

42. BANK ACCOUNT BALANCES as at 25th June 2013 were **noted**.

43. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

RESOLVED; That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SO.1(c)) - (staffing)

44. PERSONNEL SUB-COMMITTEE 13th JUNE 2013 – Minute 8.

The results of the consultation had now been received, there being no adverse comments the Committee **RESOLVED** that the amended roles should be implemented immediately. Details of the response are contained in Confidential Appendix 1.

It was **agreed** to write to the Allotment Societies informing them of the revised responsibilities.

The meeting closed at 8.48pm