



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 3rd SEPTEMBER 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Mark Bromfield (until Min 54), Syrie Cox, Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulroney, Cliff Passmore and Caroline Parker (until Min 54)

In Attendance: Cllrs Geoff Crawford (until Min 54) and David Stanley (until Min 55), Paul Beckerson (Town Clerk)

Prior to the meeting Derrick Kemp of DCK Beavers Accountants gave a presentation on the VAT issues arising from the acquisition of the Leigh Community Centre. There was a need to undertake a partial exemption calculation annually and his firm could offer this service for £185 per annum, this would be put on next week's Council agenda.

The meeting opened at 8.05pm

45. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

46. APOLOGIES FOR ABSENCE

There were none

47. DECLARATION OF MEMBERS' INTERESTS

There were none.

48. APPROVAL OF THE MINUTES OF THE MEETING OF 2nd JULY 2013

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

49. PERSONNEL SUB-COMMITTEE 31st JULY 2013 (Appendix 1 to the agenda)

The Committee **noted** the minutes.

50. SUSPENSION OF STANDING ORDER 4a TO ENABLE MOTIONS ON THE AGENDA TO BE DEBATED AT THE MEETING.

The Chairman moved the suspension of SO 4a invoking SO 5a (xxiii) and SO 35a.

A recorded vote was requested.

For the motion: Cllrs Donald Fraser, Richard Herbert, Carole Mulroney, Cliff Passmore and Patsy Ryan (5)

Against the motion: Cllrs Mark Bromfield, Syrie Cox, Pat Holden, Paul Lawrence and Caroline Parker (5)

The Chairman used her casting vote for the motion.

The motion was carried.

51. MOTION 1 (Proposed Cllr Richard Herbert, Seconded Cllr Carole Mulroney)

All questions and requests to staff from Councillors, apart from those of a routine or trivial nature, with the answer and an estimated cost of preparing the answer, should be routinely distributed to all Councillors.

Members debated the implications on staff workloads and the fact this could be seen as micro-management. The proposer of the Motion put forward an amendment to the motion in the light of member's concerns.

All questions and requests to staff from Councillors where it was considered by the Town Clerk or the Chairman of Council which were of general interest to others, should be distributed to all Councillors.

(Proposed Cllr Richard Herbert, Seconded Cllr Carole Mulroney)

A recorded vote was requested.

For the amendment: Cllrs Donald Fraser, Richard Herbert, Carole Mulroney, Cliff Passmore (4)

Against the amendment: Cllrs Mark Bromfield, Syrie Cox, Pat Holden, Paul Lawrence, Caroline Parker and Patsy Ryan (6)

The amendment was lost

The original motion was then put to the vote, a recorded vote was requested.

For the motion: Cllrs Donald Fraser, Richard Herbert, Carole Mulroney, Cliff Passmore (4)

Against the motion: Cllrs Mark Bromfield, Syrie Cox, Pat Holden, Paul Lawrence, Caroline Parker and Patsy Ryan (6)

The motion was lost

52. MOTION 2 (Proposed Cllr Richard Herbert, Seconded Cllr Donald Fraser)

That the annual reviews of committee activities and assessments of proposed programs, resolved at council on 13th March 2013 minute 111d, be submitted to S&TP before 31st October each year so that they can be considered and recommendations made by 30th November each year.

The proposer explained that this had already been agreed at a previous meeting but no time frame had been set, this motion was designed to correct this omission.

The motion was RESOLVED.

53. MOTION 3 (Proposed Cllr Donald Fraser, Seconded Cllr Carole Mulroney)

That each Committee, at its first meeting after the May Annual Council each year, produces a statement of intent of its programme and work for the following 12 months. Candidates for Chairman's positions should be encouraged to produce a similar statement for the Annual Council meeting in May each year.

Generally members were not in favour of election addresses as advocated in the second sentence of the motion. Addressing these concerns (proposed Cllr Carole Mulroney, seconded Cllr Donald Fraser) an amendment to the wording of the second sentence was proposed:

Elected Chairmen should be encouraged to produce a similar statement to the next meeting of their Committee on the implementation of the Committee's statement of intent.

A recorded vote was requested.

For the amendment: Cllrs Donald Fraser, Richard Herbert, Carole Mulroney, Cliff Passmore and Patsy Ryan (5)

Against the amendment: Cllrs Mark Bromfield, Syrie Cox, Pat Holden, Paul Lawrence and Caroline Parker (5)

The Chairman used her casting vote for the amendment.

The motion as amended was then put to the vote.

That each Committee, at its first meeting after the May Annual Council each year, produces a statement of intent of its programme and work for the following 12 months. Elected Chairmen should be encouraged to produce a similar statement to the next meeting of their Committee on the implementation of the Committee's statement of intent.

A recorded vote was requested.

For the motion: Cllrs Donald Fraser, Richard Herbert, Carole Mulroney, Cliff Passmore and Patsy Ryan (5)

Against the motion: Cllrs Mark Bromfield, Syrie Cox, Pat Holden, Paul Lawrence and Caroline Parker (5)

The Chairman used her casting vote for the motion.

The motion was **RESOLVED**.

54. MOTION 4 (Proposed Cllr Richard Herbert, Seconded Cllr Donald Fraser)

That a final meeting of the Community Centre Working Party take place at which a review of the actions of that Working Party and the initial set up of the Community Centre project is carried out.

Cllrs Mark Bromfield, Geoff Crawford and Caroline Parker left the meeting

There was some discussion on the appropriate forum for discussing this, some thinking it should be referred to the Leigh Community Centre Committee. The other view expressed being that the original Working Party was the appropriate body.

The motion was **RESOLVED**.

55. CHAIRMAN'S LIAISON PANEL – REPORT 2256 (Appendix 2 to the agenda)

Cllr Carole Mulroney requested that this item be deferred to the Full Council Meeting next week.

Cllr David Stanley left the meeting

It was **RESOLVED** to defer the report.

56. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2247/GP as at 27th August 2013 (Appendix 3 to the agenda)

The report was **noted**

57. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2248/FGP as at 27th August 2013 (Appendix 4 to the agenda)

The report was **noted**. The Committee **RESOLVED** to note the overspend in the contingencies budget, but leave it as an overspend in the 2013/14 budget.

- Committee Income and Expenditure Report 2249/FGP as at 27th August 2013 (Appendix 5 to the agenda)

The report was **noted** and it was agreed to change the layout of the report to put the Allotments deposits below the line.

58. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2245/I&E (Appendix 6 to the agenda)

Members **noted** the report and requested that the expenditure on the Chairman's ribbon of office be the subject of an agenda item at the next meeting.

59. PETTY CASH & FINANCIAL TRANSACTION AUDIT 27th July 2013

The Chairman reported on the check and reported that everything was in order.

60. TOWN CLERK'S ATTENDANCE AT NATIONAL SLCC CONFERENCE – Hinckley, Leicestershire – Report 2254/TC (Appendix 7 to the agenda)

The Committee **RESOLVED** to approve the attendance and cover the expenditure.

61. BANK ACCOUNT BALANCES as at 27th August 2013 were **noted**.

The meeting closed at 9.40pm