



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



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 1<sup>st</sup> OCTOBER 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Syrie Cox, Donald Fraser, Pat Holden, Paul Lawrence, Carole Mulroney, and Caroline Parker (until Min 78)

In Attendance: Louise Powell (for briefing) and Paul Beckerson (Town Clerk) (until Min 77) and one member of the public

Prior to the meeting Louise Powell an applicant for the Volunteer Co-Ordinator role addressed the Committee. She was seeking to ascertain the Council's requirement. It was agreed that all Councillors would be asked for ideas; these would be enumerated in a brief report for her consideration. She would come to the next meeting to respond and to provide initial thinking on the way forward.

### ***The meeting opened at 7.45pm***

#### 62. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and referred to the start of the Budget process for 2014/15

#### 63. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, Richard Herbert and Cliff Passmore

#### 64. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 65. APPROVAL OF THE MINUTES OF THE MEETING OF 3<sup>rd</sup> SEPTEMBER 2013

The minutes of the meeting of 3<sup>rd</sup> September 2013 were agreed as a correct record with a correction to the date in minute 49 (31<sup>st</sup> instead of 1<sup>st</sup>) and signed by the Chairman.

#### 66. PERSONNEL SUB-COMMITTEE 11<sup>th</sup> SEPTEMBER 2013 (Appendix 1 to the agenda)

The Committee **noted** the minutes. (Discussion deferred to the end of the meeting under confidential business)

#### 67. TO APPROVE EXPENDITURE ON A RELATIONAL DATABASE FOR COUNCIL USE - £400

It was **agreed** to obtain a further quote, circulate the brief and bring it back to the next meeting for decision.

#### 68. EXPENDITURE ON REPLACEMENT SERVER

This item was deferred to the next meeting as further quotes were being obtained due to some tenderers withdrawing.

69. TO OFFER SUPPORT TO THE SMALL BUSINESS SATURDAY 7<sup>th</sup> DECEMBER 2013  
(Appendix 2 to the agenda)

The Committee **RESOLVED** to support the event with any expenditure being referred to the LF&EC under the Good for Leigh budget.

70. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2260/GP as at 24<sup>th</sup> September 2013 (Appendix 3 to the agenda)

The report was **noted**

71. AUTHORITY TO PERSONNEL SUB-COMMITTEE TO SPEND £500 FROM THE GENERAL PURPOSES LEGAL BUDGET AND UP TO £500 FROM RESERVES REGARDING PROFESSIONAL AND LEGAL ADVICE ON THE IMPLEMENTATION OF THE CURRENT GRIEVANCES.

This item was deferred to the end of the meeting, as some items needed to be dealt with under confidential business.

72. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2261/FGP as at 24<sup>th</sup> September 2013 (Appendix 4 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2262/FGP as at 24<sup>th</sup> September 2013 (Appendix 5 to the agenda)

The report was **noted**

73. OFFICE AND GENERAL PURPOSES BUDGET 2014/15 (Appendix 6 to the agenda)

General Purposes Budget

A vote was taken on the Capital Fund of £50,000, this was **RESOLVED**.

It was **RESOLVED** to rename the Publicity Budget to Public Engagement and to reduce it from £3,000 to £2,000.

Office Budget

A proposal was put by Cllr Paul Lawrence, seconded by Cllr Pat Holden that the Cllr Training Budget be increased to £2,000. On being put to the vote it was **RESOLVED**. It was further **agreed** that a Training Strategy be prepared for approval by Council.

A proposal was put by Cllr Patsy Ryan, seconded by Cllr Donald Fraser that the Entertainment budget of £50 be deleted and the funds moved to Miscellaneous. On being put to the vote it was **lost**.

A proposal was put by Cllr Pat Holden, seconded by Cllr Paul Lawrence that the Stationery budget be reduced from £1,400 to £1,000. On being put to the vote it was **lost**.

It was **RESOLVED** to reduce the Postage Budget from £1,700 to £1,600.

The Staff Budget was **agreed** and **noted**.

The amended budgets are contained in Appendix 1.

74. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2266/I&E 24<sup>th</sup> September 2013 (Appendix 7 to the agenda)

Members **noted** the report.

75. BANK ACCOUNT BALANCES as at 24<sup>th</sup> September 2013 were **noted**.

It was **RESOLVED** to transfer £50,000 from the BMM A/c to the CCLA A/c.

76. EXTERNAL AUDITOR CERTIFICATE AND OPINION 2012/13 (Appendix 8 to the agenda)

Members **noted** that there were no issues and that the final comment that the documents had been received late was solely due to the deadline for submission having been changed by the auditor and falling before the Council meeting where they were to be signed off. There was no error on the part of the Council.

77. 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)

***The Town Clerk left the meeting***

***Start of confidential business***

78. AUTHORISATION TO PERSONNEL SUB-COMMITTEE TO SPEND UP TO £500 FROM THE GENERAL PURPOSES LEGAL BUDGET AND UP TO £500 FROM RESERVES REGARDING PROFESSIONAL AND LEGAL ADVICE ON THE IMPLEMENTATION OF THE CURRENT GRIEVANCES.

The Committee **RESOLVED** to authorise the PSC to spend up to £500 from the General Purposes Legal Budget and **RECOMMENDED** to Council that an additional £500 be made available from reserves if the Legal Budget was insufficient.

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

The Chairman of PSC is to obtain 3 quotes for consideration at a Sub-Committee meeting to be held next week.

***End of confidential business***

***The meeting closed at 9.55pm***

Sheet 6

**2014/15**

General Purposes - 2nd draft budget F &amp; G.P. 01-10-13

<b>Heading</b>	<b>Income</b>	<b>Expenditure</b>
Community Affairs*	0	2,000
Bursary Fund LCC*	0	1,000
Premises / Equipment	0	500
Elections	0	7,000
Legal Costs	0	500
Annual Town Meeting	0	500
Public Engagement	0	2,000
Civic	0	200
Renewals Fund**	0	4,000
Strategy & Town Plan SC	0	3,000
Capital Fund	0	50,000
Localism Act	0	300
GP Janitorial	0	2,670
<b>Totals</b>	<b>0</b>	<b>73,670</b>
<b>Nett cost</b>	<b>0</b>	<b>73,670</b>

\* Grant Aid Budget subject to advertising and application

\*\*Rolling Renewals Programme

Sheet 7

2nd Provisional Office Budget for 2014-15

Budget	Heading	2014/15
2013/14		
	<b>LCC Support Grant</b>	
23,500	LCC Premises Use Grant	23,500
<b>23,500</b>		<b>23,500</b>
	<b>Administration</b>	
900	Stationery	1,400
4,200	Insurance	4,900
100	Library	150
1,800	Communication	2,000
2,400	Photocopying	2,700
2,040	Subscriptions	2,000
1,700	Postage	1,600
50	Entertaining	50
120	Licences	450
400	Expenses/Travel Costs - Cllrs*	600
500	Miscellaneous	500
2,500	Audit	2,000
2,000	IT**	2,000
1,200	Training - Staff	1,000
500	Training - Cllrs	2,000
550	Mileage & Expenses - Staff	550
300	Green Waste Sacks	460
<b>21,260</b>		<b>24,360</b>
<b>44,760</b>	<b>Total</b>	<b>47,860</b>

\* Now including LTC area

\*\*Renewals element included in Renewals Fund GP Budget

For information

Office budget and expenditure

	Budget	Expenditure	% spent
1997/8	14,515	13,122	90
1998/9	17,260	14,401	83
1999/2000	14,075	10,850	77
2000/1	12,505	11,467	92
2001/2	12,865	11,130	87
2002/3	14,690	12,229	83
2003/4	13,925	15,560	112
2004/5	16,000	15,418	96
2005/6	21,000	20,766	99
2006/7	29,110	29,003	100
2007/8	28,360	29,164	103
2008/9	32,060	31,867	99
2009/10	33,570	32,998	98
2010/11	36,460	36,606	100
2011/12	40,020	44,807	112
2012/13	42,950	43,395	101
2013/14	44,760		