



# 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 5<sup>th</sup> NOVEMBER 2013 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Mark Bromfield (until Min 88), Syrie Cox, Donald Fraser, Richard Herbert (until Min 87), Pat Holden, Paul Lawrence, Carole Mulroney, and Caroline Parker (from Min 83 until Min 91)

In Attendance: Cllr John Wren, Paul Beckerson (Town Clerk)

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

#### 79. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

#### 80. APOLOGIES FOR ABSENCE

Cllr Cliff Passmore

#### 81. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 82. APPROVAL OF THE MINUTES OF THE MEETING OF 1<sup>st</sup> OCTOBER 2013

The minutes of the meeting of 1<sup>st</sup> October 2013 were agreed as a correct record and signed by the Chairman.

#### 83. PERSONNEL SUB-COMMITTEE 9<sup>th</sup> OCTOBER 2013 (Appendix 1 to the agenda)

The Committee **noted** the minutes.

#### 84. STRATEGY & TOWN PLAN SUB-COMMITTEE 29<sup>th</sup> OCTOBER 2013 (Appendix 2 to the agenda)

### ***Cllr Caroline Parker joined the meeting***

The minutes were **noted** with the exception of the recommendations in Minutes 6 and 7.

### Minute 6 – Format of Strategic Reviews

a) It was **RECOMMENDED** that the following changes be made:

- That when staff are cited that the actual apportionment of time be identified.
- That the headings 'Can benefit increase' and 'can cost be reduced' be amalgamated into a single heading 'Opportunities'

A recorded vote was requested:

For the recommendation: Cllrs Syrie Cox, Donald Fraser, Richard Herbert, Pat Holden, Carole Mulroney and Patsy Ryan. (6)

Against the recommendation: Cllrs Mark Bromfield and Caroline Parker (2)

Abstentions: Cllr Paul Lawrence (1)

It was therefore resolved to **RECOMMEND** the recommendation to Council.

b) It was **RECOMMENDED** that the following process should be put in place:

- That the Strategic Reviews be broken down into each Committee area of activity
- That the Strategic Reviews be dealt with by the programmed Committees
- That at the first meeting of each Committee in the administrative year the current review be considered to assess any changes and updates.
- That each Committee review its Strategic Objectives at its June meeting (or first available meeting)

The Committee resolved to **RECOMMEND** the recommendation to Council.

#### Minute 7 – Assessment of New Projects over £5,000

The Sub-Committee welcomed and noted the proposals submitted and **RECOMMENDED** the following:

- That the proforma should contain the timescale of the project and separately identify Capital and Revenue costs.
- That the proposals go to the appropriate Committee in the first instance for consideration, and then if required to F&GPC if there are financial aspects outside the scope of the Committee.
- That once the originating Committee has approved the proposal for consideration, it should then go to S&TPSC to give its view in parallel with the normal Committee process, with all assessments to be considered together

An amendment was proposed to add an additional point:

- That the process be reviewed after the first cycle of operation – Proposed Cllr Richard Herbert, seconded Cllr Carole Mulroney

The amendment was **agreed**.

The Committee resolved to **RECOMMEND** the amended recommendation to Council.

#### 85. EMERGENCY PLAN F&GPC MINUTE 154 FEBRUARY 2013 (Appendix 3 to the agenda)

The Committee welcomed the initiative and **noted** the report

#### 86. SBC CABINET CONSIDERATION OF LIBRARY CONSULTATION

Cllrs Carole Mulroney and Richard Herbert had attended the Cabinet meeting held earlier in the day. It was reported back as follows:

The Borough Council Cabinet met on 5 November to discuss the Library Review. The recommendations they made would be considered by full Council on 12 December.

The decision relating to the western hub was to split the hub between Leigh and Kent Elms Libraries with professional staff supported by volunteers. The Leader also confirmed that the Council was committed to the Library staying in its present building.

#### 87. SIGN IN REGISTER FOR ALL COUNCIL AND COMMITTEE MEETINGS

The Committee **RESOLVED** to introduce the register for members use.

88. COUNCILLOR TRAINING – Cllr John Wren

Cllr John Wren referred to the moratorium that was introduced in 2010 and the process of having to apply to the Chairman and Vice Chairman of Council for approval if Councillors wished to attend a course where the Council was paying the bill.

Other members stated that when in house training was provided at no cost there had on several occasions been a poor take up. It was felt this might be addressed if the training sessions took place prior to a scheduled meeting that members would be attending anyway.

Issues had arisen regarding Code of Conduct and Employment law and it was felt that these areas should be addressed. It was pointed out that there was an existing Training Strategy that had been approved by Council as part of the Quality Council process.

A proposal was put:

That the Town Clerk undertakes a Training Needs Assessment, from which a Training Plan be produced and that this be brought back to the January meeting of F&GPC. Proposed Cllr Patsy Ryan; seconded Cllr Mark Bromfield.

The proposal was **RESOLVED**.

A second proposal was put:

That in the event of the Chairman or Vice Chairman of Council requesting training that the Chairman and Vice Chairman of F&GPC be appointed to consider such a request. Proposed Cllr Patsy Ryan; seconded Cllr Mark Bromfield.

The proposal was **RECOMMENDED** to Council.

***Cllr Richard Herbert left the meeting***

89. GENERAL PURPOSES BUDGET

***Cllr Mark Bromfield left the meeting***

General Purposes Budget Report 2276/GP as at 29<sup>th</sup> October 2013 (Appendix 4 to the agenda)

It was pointed out to members that there had been a misposting of £125 to Professional Services (Office Budget) which should be in Legal Costs, this had now been corrected.

The report was **noted**

90. LEIGH LIGHTS REPAIR COSTS

The Committee **RESOLVED** that £1,000 be vired from the General Purposes Renewals Budget to LF&E Leigh Lights Renewals.

91. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2277/FGP as at 29<sup>th</sup> October 2013 (Appendix 5 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2278/FGP as at 29<sup>th</sup> October 2013 (Appendix 6 to the agenda)

The report was **noted**

92. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2280/I&E 29<sup>th</sup> October 2013 (Appendix 7 to the agenda)

Members **noted** the report.

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

93. FUTURE FORMAT OF INCOME AND EXPENDITURE REPORTS

After discussing the replacement of the Income section of the report, it was **agreed** to refer this to Council for decision.

94. BANK ACCOUNT BALANCES as at 29<sup>th</sup> October 2013 were **noted**.

***The meeting closed at 9.04pm***