



# 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 7<sup>th</sup> JANUARY 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulroney, and Caroline Parker (until Min 124)

In Attendance: Paul Beckerson (Town Clerk), Louise Powell (until Min 116)

### ***The meeting opened at 7.35pm***

#### 111. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and wished them a happy New Year.

#### 112. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield and Syrie Cox

#### 113. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 114. APPROVAL OF THE MINUTES OF THE MEETING OF 3<sup>rd</sup> DECEMBER 2013

The minutes of the meeting of 3<sup>rd</sup> December 2013 were agreed as a correct record and signed by the Chairman.

#### 115. ORDER OF AGENDA

It was **RESOLVED** to take item 7 first Volunteering as Louise Powell was in attendance to speak to her report

#### 116. VOLUNTEERING – Report from Louise Powell (Appendix 1 to the agenda)

Louise Powell stated that the main expense of the project would be covering volunteers travel and subsistence expenses if the Council were prepared to cover other costs within its normal budgets. Some members considered that volunteers should not be able to have their expenses covered but it was explained that choice should not be limited by the ability to pay.

A proposal was put:

The Council accepts and adopts the report and that £5,000 be vired from the Capital Projects Fund to make resources available and that the project comes within the remit of the Good for Leigh Working Party.

Proposed Cllr Richard Herbert; Seconded Cllr Carole Mulroney.

An amendment was moved that the funding be reduced to £2,000

Proposed Cllr Pat Holden; Seconded Cllr Caroline Parker

On learning that the £5,000 was for the year the proposer withdrew the amendment.

The Committee **RESOLVED** to approve the proposal. The Committee further **RESOLVED** that all communication to the Volunteer Co-ordinator from Councillors should come through the Town Clerk.

***Louise Powell left the meeting.***

#### 117. DATE FOR AUDIT & GOVERNANCE WORKING PARTY FOR STANDING ORDER REVIEW

The Committee **RESOLVED** to hold the meeting at 7pm on Wednesday 29<sup>th</sup> January 2014.

The Committee requested that the Town Clerk prepared a revised version of the Council's Standing Orders and Financial Regulations booklet and circulated to all members of Council in advance of the Working Party meeting for comment.

#### 118. QUESTIONS TO CHAIRMAN – That F&FPC considers the removal of “Questions to The Chairman” as a separate agenda item.

Members debated the merits of Councillors Questions, saying that it merely expressed a personal opinion and could be picked up by the press, conversely it gave members the opportunity to raise issues that were not on the agenda as a matter of urgency.

A proposal was put that ‘Questions to Chairman’ be deleted as an agenda item on the Council agenda.

Proposed Cllr Richard Herbert; Seconded Cllr Donald Fraser

On being put to the vote the proposal was **LOST**.

#### 119. CONSIDERATION OF QUESTIONS FOR SBC FINANCE EVENT (Replaces Business Rates Consultation Evening) – 22<sup>nd</sup> January 2014

Two subjects were suggested:

Continuation and amount of the Localisation of Council Tax Support Grant and its amount in future years

What measures and support is in place for local businesses?

The Committee **agreed** the Town Clerk would circulate a note to ask all members of Council if there were any further subjects to put forward. The Chairman and Vice Chairman of Council would be attending the meeting.

#### 120. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2303/GP as at 19<sup>th</sup> December 2013 (Appendix 2 to the agenda)  
The report was **noted**

#### 121. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2304/FGP as at 19<sup>th</sup> December 2013 (Appendix 3 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2305/FGP as at 19<sup>th</sup> December 2013 (Appendix 4 to the agenda)

The report was **noted**.

122. ORDER OF AGENDA

In order to have the final figures for the 2014/15 budget agenda item 16 was to be taken next.

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

That in view of the confidential nature of the business to be transacted in agenda item 16 the public and press be temporarily excluded and they are instructed to withdraw (SO.1c) – (Staffing)

***Start of Confidential Business***

124. PAYMENT OF ADDITIONAL HOURS ACCRUED BY SENIOR ADMINISTRATOR AND FUTURE MANAGEMENT OF WORKLOAD – Report 2307 (Confidential Appendix 1)

The Committee **RESOLVED** that the extra hours are paid.

The Committee **RESOLVED** to increase the hours from 16 hours to 20 hours of the Junior Administrator to help with the additional workload.

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

The Committee requested Personnel Sub-Committee to bring forward proposals for a new time recording system for staff. Cllr Jerry Holden had indicated he was willing to work on this issue.

***End of Confidential Business***

125. DRAFT BUDGET 2014/15 (Appendix 5 to the agenda)

The Committee considered the draft budget and made the following observations:

Transport and Highways to bring back to this Committee in March 2014; proposals as to how the Highway Infrastructure Budget would be utilised.

Capital Projects Fund; Councillors to consider and give detailed information regarding possible expenditure of this fund in 2014/15 and a report to be made to this Committee in March 2014.

Planning and Licensing Committee to report to this Committee on proposals and the intended timetable for the implementation of the Neighbourhood Plan in June 2014.

The Committee **RECOMMENDED** the budget figure of £329,230 to Council.

The Committee **RECOMMENDED** a Band D Council Tax figure of £36.30 (a reduction of £2.67 [-6.85%]) to Council.

126. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2306/I&E 19<sup>th</sup> December 2013 (Appendix 6 to the agenda)

Members **approved** the expenditure and **noted** the income.

127. BANK ACCOUNT BALANCES as at 19<sup>th</sup> December 2013 were **noted**.

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