



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://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 6<sup>th</sup> MAY 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Donald Fraser, Richard Herbert (Until Min 179), Pat Holden, Paul Lawrence, Carole Mulrone, and Caroline Parker (Until Min 181)

In Attendance: Paul Beckerson (Town Clerk), 1 member of the public.

Before the meeting Danny Gatehouse of Essex County Fire and Rescue Service gave a briefing on the Parish Safety Agents. This was a joint project with the Police to install fire alarms and security measures in residents homes at no cost. They would be seeking volunteers from December when the scheme was due to be launched and were seeking the help of parishes to identify volunteers in their locality.

### ***The meeting opened at 7.51pm***

#### 174. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

#### 175. APOLOGIES FOR ABSENCE

Cllr Syrie Cox

#### 176. DECLARATION OF MEMBERS' INTERESTS

There were none.

#### 177. APPROVAL OF THE MINUTES OF THE MEETING OF 1<sup>st</sup> APRIL 2014

The minutes of the meeting of 1<sup>st</sup> April 2014 were agreed as a correct record and signed by the Chairman.

#### 178. GOVERNANCE & AUDIT WORKING PARTY - 18<sup>th</sup> MARCH 2014 – Alterations to Committee membership numbers.

The proposal by Cllr Donald Fraser was as follows:

In order to simplify the procedure for filling vacancies at the Annual Council Meeting on 14<sup>th</sup> May 2014, it is proposed that the Terms of reference in respect of three Committees be amended as follows:

TR4 Leisure, Foreshore and Environment Committee - Reduce numbers of members from 8 to 6

TR5 Planning and Licensing Committee – Reduce numbers of members from 8 to 6

TR8 Leigh Community Centre Committee - Reduce numbers of members from 8 to 6

Following initial discussion Cllr Donald Fraser proposed an amendment seconded by Cllr Caroline Parker:

That only TR5 Planning and Licensing be changed from 8 to 6 members.

On being put to the vote the amendment was **lost**.

On the original proposal being put to the vote it was **lost**.

179. USE OF COMPUTERS BY COUNCILLORS IN LCC – Cllr Paul Lawrence

After some debate on the appropriateness of such a ruling and whether it could be enforced it was **agreed** that the way forward would be for the Chairman to issue a reminder to all Councillors to keep their interaction with staff in the office to a minimum and that in the event of prolonged discussions that these be conducted away from the main office.

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

180. ACCESS TO LOCAL GOVERNMENT MEETINGS AND DOCUMENTS (ENGLAND) LOCAL AUDIT AND ACCOUNTABILITY ACT 2014, SECTION 40, SLCC ADVICE NOTE (For Information)

The Committee **noted** the changes shortly to be introduced which would enable filming and recording of meetings without the express permission of the Council providing there was not undue disturbance.

181. REVIEW OF COUNCIL'S FINANCIAL RISK ASSESSMENT (Appendix 1 to agenda)

The Committee reviewed the document and made the following additions:

Add at A.1.2. Allotment fence now insured against accidental damage.

Add at B.5.2. Annual VAT expenditure and partial exemption monitored by DK Beavers to ensure compliance with HMRC regulations.

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

182. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2353/GP as at 31<sup>st</sup> March 2014 (Appendix 2 to the agenda)

The report was **noted**

183. REFERENCES FROM OTHER COMMITTEES

There were none.

184. INTERNAL AUDIT REPORT 2013-14 (Interim Update) (Appendix 3 to the agenda)

The Committee **noted** there were no issues or concerns.

185. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2352/FGP as at 31<sup>st</sup> March 2014 (Appendix 4 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2351/FGP as at 31<sup>st</sup> March 2014 (Appendix 5 to the agenda)

The report was **noted**.

186. EARMARKED RESERVES 2014/15 (Appendix 6 to the agenda)

The Committee **noted** the reserves.

187. FOUR MONTHLY FINANCE CHECKING

The report was **noted**.

188. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2350/I&E 22<sup>nd</sup> April 2014 (Appendix 7 to the agenda)

Members **RECOMMENDED** the expenditure to Council and **noted** the income.

189. TRANSFER OF FUNDS TO CCLA A/c

The Committee **RECOMMENDED** to Council that £50,000 be transferred to the CCLA Investment Account.

190. BANK ACCOUNT BALANCES as at 30<sup>th</sup> April 2014 were **noted**.

***The meeting closed at 9.24pm***