



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
 Vice Chairman: Cllr Syrie Cox  
 Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 3<sup>rd</sup> JUNE 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Syrie Cox, Donald Fraser, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney and Caroline Parker (Until Min 19)

In Attendance: Cllrs Geoff Crawford (From Min 8) Jane Ward (Until Min 8), Paul Beckerson (Town Clerk)

**The meeting opened at 7.30pm**

3. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members and newly elected Cllr Jane Ward to the meeting.

4. APOLOGIES FOR ABSENCE

Cllr Richard Herbert

5. DECLARATION OF MEMBERS' INTERESTS

There were none.

6. APPROVAL OF THE MINUTES OF THE MEETINGS OF 6<sup>th</sup> and 14<sup>th</sup> MAY 2014

The minutes of the meetings of 6<sup>th</sup> and 14<sup>th</sup> May 2014 were agreed as a correct record and signed by the Chairman.

7. MEMBERSHIP OF SUB-COMMITTEES (Elected at Annual Council Meeting)

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| <b>Personnel Sub-Committee - 8</b>   |
| Cllrs: Syrie Cox, Donald Fraser, Richard Herbert, Pat Holden, Carole Mulroney, Paul Lawrence, Caroline Parker and Patsy Ryan |
| <b>Strategy and Town Plan Sub-Committee - 7</b>  |
| Cllrs: Donald Fraser, Richard Herbert, Jerry Holden, Pat Holden, Paul Lawrence, Carole Mulroney and Caroline Parker          |

The Committee **noted** the membership.

8. ELECTION OF WORKING PARTIES

| <b>Annual Town Meeting Working Party</b>  | <b>Presentation Working Party</b>   |
|---|---|
| Cllr Syrie Cox<br>Cllr Donald Fraser<br>Cllr Caroline Parker<br>Cllr Patsy Ryan | Cllr Pat Holden<br>Cllr Jerry Holden<br>Cllr Carole Mulroney<br>Cllr Patsy Ryan |

| <b>Governance &amp; Audit Working Party</b>  | <b>Citizen Engagement Working Party</b>  |
|--|--|
| Cllr Syrie Cox<br>Cllr Donald Fraser<br>Cllr Richard Herbert<br>Cllr Carole Mulroney<br><u>Cllr Patsy Ryan</u> | <u>Cllr Carole Mulroney</u><br>Cllr Donald Fraser<br>Cllr Caroline Parker<br>Cllr Patsy Ryan<br>Cllr Jane Ward |
| <b>Quality Council Working Party</b>   |  |
| Cllr Margaret Cotgrove<br>Cllr Syrie Cox<br>Cllr Donald Fraser<br>Cllr Caroline Parker                         |  |

***Cllr Geoff Crawford arrived***

***Cllr Jane Ward left***

9. REPRESENTATIVES TO OUTSIDE BODIES (Elected at the Annual Council meeting)

- Representative to Public and Passenger Transport Group – Cllr Donald Fraser, Reserve Cllr Caroline Parker
- Leigh Port Partnership – Cllr Richard Herbert
- Thames Estuary Partnership – Cllrs Paul Lawrence and Carole Mulroney
- Southend Airport Consultative Committee – Cllr Geoff Crawford
- Leigh Crime Prevention Panel – Cllr Paul Lawrence
- EALC Larger Local Council Forum & AGM – Cllrs Donald Fraser, Carole Mulroney and Town Clerk
- EALC Executive Committee – Cllr John Wren
- Southend Business Partnership – Cllrs Margaret Cotgrove, Syrie Cox, Carole Mulroney and Town Clerk
- Southend Finance Business Briefing – Cllrs Richard Herbert and Syrie Cox, Reserve Cllr Caroline Parker.

The Committee **noted** the representatives.

10. APPOINTMENT OF INTERNAL COUNCILLOR AUDITORS

The Committee **RESOLVED** to appoint Cllrs Donald Fraser and Patsy Ryan

11. CONFIRMATION OF APPOINTMENT OF INTERNAL AUDITOR

The Committee **RECOMMENDED** that Auditing Solutions be reappointed for the year 2014/15.

12. GOVERNANCE & AUDIT WORKING PARTY - 18<sup>th</sup> MARCH 2014 – Review of Standing Orders, Terms of Reference and Financial Regulations – (Appendix 1 to the agenda)

The Committee **RESOLVED** to defer the item to a meeting of the Governance and Audit Working Party at 2pm on Friday 13<sup>th</sup> June 2014. The WP will take written submissions if any member is unable to attend.

13. GENERAL PURPOSES BUDGET

General Purposes Budget Report 2363/GP as at 28<sup>th</sup> May 2014 (Appendix 2 to the agenda)

The report was **noted**

14. REFERENCES FROM OTHER COMMITTEES

There were none.

15. OFFICE AND COMMITTEE BUDGETS

- Office Budget Report 2364/FGP as at 28<sup>th</sup> May 2014 (Appendix 3 to the agenda)

The Vice Chairman proposed that a budget of £1,300 be created to account for bank charges. The Committee discussed the proposition and to whether net accounting should be utilised to include the interest earned on the Council's investment accounts.

The Committee **RESOLVED** to create a budget head of £1,200 and to take the sum from reserves. Proposed Cllr Jerry Holden, Seconded Cllr Carole Mulroney.

The report was **noted**.

- Committee Income and Expenditure Report 2365/FGP as at 28<sup>th</sup> May 2014 (Appendix 4 to the agenda)

The report was **noted**.

16. ANNUAL ACCOUNTS (Appendix 5 to the Agenda)

It was **RECOMMENDED** that Council approve the Income and Expenditure Account, Balance Sheet and supporting notes to the accounts.

17. ANNUAL RETURN (Appendix 6 to the Agenda)

It was **RECOMMENDED** that Council approve Section 1 Accounting Statements and explanation of variation of 15%

18. ANNUAL GOVERNANCE STATEMENT (Appendix 7 to the Agenda)

It was **RECOMMENDED** that Council approve the governance statement.

19. INCOME AND EXPENDITURE SINCE THE LAST MEETING

See report 2362/I&E 28<sup>th</sup> May 2014 (Appendix 8 to the agenda)

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

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

20. BANK ACCOUNT BALANCES as at 27<sup>th</sup> May 2014 were **noted**.

21. 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 item 22 and 23 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (Legal and Staffing)

***Start of Confidential Business***

22. LEGAL ACTION REGARDING THE BEHAVIOUR OF A FORMER TENANT

The Committee **RECOMMENDED** that the action outlined in Confidential Appendix 1 be progressed.

23. CHANGES TO STAFF CONTRACTED HOURS

The Committee **RECOMMENDED** that the employee's contract be changed to a full time contract of 37 hours a week over 7 days.

A proposal was put that the contract should be for a fixed term, this was subsequently withdrawn.

The additional cost would be funded from increased income, part of the internal and external maintenance budget and a contingent amount within the salaries budget for holiday and illness cover.

Cllr Paul Lawrence wished his dissent recorded.

***End of Confidential Business***

***The meeting closed at 9.30pm***