



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 2nd SEPTEMBER 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Syrie Cox (from Min 45), Donald Fraser, Pat Holden, Paul Lawrence (until Min 58) and Carole Mulroney

In Attendance: Paul Beckerson (Town Clerk), Reporter from the Evening Echo.

The meeting opened at 7.32pm

41. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

42. APOLOGIES FOR ABSENCE

Cllrs Richard Herbert, Jerry Holden, Caroline Parker and Jane Ward

43. DECLARATION OF MEMBERS' INTERESTS

There were none.

44. APPROVAL OF THE MINUTES OF THE MEETING OF 1st JULY 2014

The minutes of the meeting of 1st July 2014 were agreed as a correct record and signed by the Chairman.

45. PERSONNEL SUB-COMMITTEE MINUTES 25th JULY 2014 (Appendix 1 to the agenda)

Cllr Syrie Cox joined the meeting

The Committee **noted** the minutes and deferred discussion on the recommendations to the end of the meeting

46. ENGAGEMENT OF INTERN UNDER AUSPICES OF THE UNIVERSITY OF ESSEX – Report 2393 (Appendix 2 to the agenda)

The proposer of the motion outlined the background to the report and presented the recommendations:

MOTION

Proposed Cllr Carole Mulroney; Seconded Cllr Syrie Cox

That the committee accepts the recommendations of Report 2393/RH:

RECOMMENDATION:

1. That the Town Council enters into a scheme to employ interns, in conjunction with the University of Essex, as set out in the above report, for up to 18 weeks per year on clearly defined projects with a review in May 2015

The Committee **RECOMMENDED** the proposal to Council.

2. That the Town Clerk be delegated to implement all aspects of the scheme from the 1st November 2014.

A recorded vote was requested.

For the recommendation: Cllrs Syrie Cox, Donald Fraser, Carole Mulroney and Patsy Ryan.
Against the recommendation: Cllrs Pat Holden and Paul Lawrence

The Committee **RECOMMENDED** the proposal to Council.

3. That a budget of £4,000 per year is provided for the scheme taken in the first year from reserves.

A recorded vote was requested.

For the recommendation: Cllrs Syrie Cox, Donald Fraser, Carole Mulroney and Patsy Ryan.
Against the recommendation: Cllrs Pat Holden and Paul Lawrence

The Committee **RECOMMENDED** the proposal to Council.

47. GOVERNANCE & AUDIT WORKING PARTY - 11th July 2014 – Review of Financial Regulations Report 2386/G&AWP – (Appendix 3 to the agenda)

The Committee discussed the following points on the report:

11.1 (b, f and h) The threshold amount for formal tender was set at £30,000 (note this should be reflected in Standing Orders – 20 (a) v and 20 (c)).

11.1 (b) in last line delete all after tenders (from at least three firms to be taken from the appropriate approved list.) Proposed Cllr Syrie Cox; seconded Cllr Carole Mulroney.

The Committee **RESOLVED** to agree the amendment.

14.2 delete in first line (purchased or otherwise acquired) Proposed Cllr Syrie Cox; seconded Cllr Carole Mulroney.

The Committee **RESOLVED** to agree the amendment.

The Committee **noted** that under 2.2 it would be necessary to appoint a Councillor to undertake the reconciliations (to be put on the next Council agenda).

In conclusion the Committee **RECOMMENDED** the Financial Regulations as amended for adoption by Council.

48. SMALL BUSINESS SATURDAY – Report 2389/TC (Appendix 4 to the agenda)

The Committee **noted** the information in the report. Any expenditure would come from the LF&EC Good for Leigh Budget.

49. EMERGENCY FENCING TO CINDER PATH SHELTER Report 2390/CM (Appendix 5 to the agenda)

MOTION

Proposed Cllr Carole Mulroney; seconded Cllr Donald Fraser.

1. That the action of the Chairman of LFE, in consultation with the Chairman of the Council, in authorising the erection of fencing to protect the structure and the costs involved be confirmed.

The Committee **RESOLVED** to authorise the action.

2. That the cost of the security fencing be paid from reserves.

The Committee **RECOMMENDED** that the cost of the security fencing is taken from reserves.

3. That the Town Clerk be authorised to investigate all of the scenarios outlined in the report, to discuss the position with SBC and report to LFE on 25th September 2014 for decision under Terms of Reference 1b.

The Committee **RESOLVED** to authorise the Clerk to investigate all scenarios as outlined in the report.

50. PROTOCOL MEETING WITH SBC Report 2392/RC (Appendix 6 to the agenda)

The Committee **noted** the report.

51. REVIEW OF POLLING DISTRICTS AND POLLING PLACES/STATIONS (Appendix 7 to the agenda)

The Committee **RESOLVED** to accept the proposals.

52. EXTENSION OF LEIGH LIGHTS INTO LEIGH ROAD Report 2394/HS (Appendix 8 to the agenda)

The Committee **RECOMMENDED** the proposal to Council - £1,000 from Leigh Lights Capital Renewals Budget and the balance of £1,155 from reserves.

53. LOCAL GOVERNMENT PENSIONS DISCRETIONS POLICY (Appendix 9 to the agenda)

The Committee **RECOMMENDED** the policy for adoption by Council.

54. PURCHASE OF REPLACEMENT COMPUTER FOR FINANCIAL OFFICER (Town Clerk's Report)

The Committee **RESOLVED** to approve the purchase of the replacement computer in the sum of up to £1,000 to be taken from the Renewals Budget.

55. GENERAL PURPOSES BUDGET Report 2396/GP (Information Report for **noting**) (Appendix 10 to the agenda)

The report was **noted**.

56. REFERENCES FROM OTHER COMMITTEES

There were none.

57. OFFICE AND COMMITTEE BUDGETS (information Reports for **noting**)

- Office Budget Report 2397/FGP as at 26th August 2014 (Appendix 11 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2398/FGP as at 26th August 2014 (Appendix 12 to the agenda)

The report was **noted**.

58. FOUR MONTHLY FINANCE CHECK Report 2391/DF (Appendix 13 to the agenda)

The Committee **noted** the report.

Cllr Paul Lawrence left the meeting

59. ATTENDANCE AT SLCC NATIONAL CONFERENCE 8th October to 11th October 2014 Report 2395/PB (Appendix 14 to the agenda)

The Committee **approved** the expenditure of £474 from the Staff Training Budget.

60. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING

See report 2400/I&E (Appendix 15 to the agenda)

The Committee **RESOLVED** to grant the £500 money returned from the Leigh Regatta Committee to the Leigh Lions who were organising a replacement event.

The Committee noted the income and **RECOMMENDED** the expenditure to Council.

61. BANK ACCOUNT BALANCES as at 26th August 2014 were **noted**.

62. 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 32 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (contractual)

63. PERSONNEL SUB-COMMITTEE MINUTES 25th JULY 2014 (Appendix 1 to the agenda)

Start of confidential business

The Committee **RECOMMENDED** that the increased hours are confirmed.

End of confidential business

64. The Committee **RECOMMENDED to Council** that an apprentice be employed for 30 hours per week for 1 year starting in September 2014 at a maximum cost of £6,000 to be taken from the staffing budget surplus (approx. £1,000) and reserves (£2,000). The interview process to be delegated to the Town Clerk.

The meeting closed at 9.37pm