



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulrone
Town Clerk: Paul Beckerson

MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.30PM ON TUESDAY 15th MARCH 2016 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Richard Herbert (Chairman), Mark Bromfield, Patrick Fox, Donald Fraser, Fr. Clive Hillman, Carole Mulrone, Ron Owen, Caroline Parker, Helen Robertson, Vivien Rosier and Jane Ward

Also in attendance: Helen Symmons (Acting Town Clerk), Echo Reporter (until minute 118) and Paul Beckerson (Town Clerk).

Prior to the meeting prayers were said by Rev. Julia Monaghan (Wesley Methodist)

The meeting opened at 7.29 pm

105. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting, the last full Council meeting of this administration. The new conference system was introduced and Councillors were asked to use the system as a courtesy to others. Councillors were reminded of the Annual Town Meeting for electors on Friday 29th April commencing 7.30 p.m. and the Annual Council Meeting on Tuesday 17th May, where Committees would be elected. A list will be circulated in April for nominations for Committee Chairmen and Vice-Chairmen. Regarding the current Councillor vacancy, as no election had been called in Highlands Ward, the co-option of a Councillor will now be advertised. The Council's Spring Spectacular was being held this Saturday at Leigh Community Centre and it was hoped that many Councillors would attend to support or assist. The Planning Committee change in operation was now underway with Councillors to review applications in their ward. Finally it was reported how staff were working well with all the demands placed on them.

106. APOLOGIES FOR ABSENCE

Cllrs: Jill Adair, Valerie Morgan and Declan Mulrone

107. DECLARATION OF MEMBERS' INTERESTS

- Minute 104 a) Cllr Mulrone re-iterated her non-pecuniary interest in the licensing matter at the meeting 8th March 2016 and confirmed she had taken no part in the item.
- Minute 104 c) Cllr Fraser re-iterated his non-pecuniary interest in the '90 for 90' event.
- Minute 118 Cllr Mulrone declared a non-pecuniary interest, in connection with one of the nominees and took no part in consideration of this nomination.

108. APPROVAL OF MINUTES OF THE MEETING OF 2ND FEBRUARY 2016

The minutes of the meeting 2nd February were agreed and signed by the Chairman as a true and accurate record.

109. PUBLIC REPRESENTATIONS

There were none

110. QUESTIONS FROM COUNCILLORS

There were none but Cllr Parker stated that the family of former Cllr John Wren appreciated Cllrs Herbert and Bromfield attending his funeral.

COMMITTEES

111. COMMITTEES – **Agenda Item 7**

- a) Planning, Highways & Licensing Committee – The minutes of the meetings 26th January, 9th and 23rd February and 8th March 2016 were presented by Cllr Parker and **NOTED** along with the record attendance by members of the public at the meeting 23rd February.
- b) Community Facilities Committee – The minutes of the meeting 2nd February 2016 were presented by Cllr Herbert and **NOTED** with the following **RECOMMENDATION TO COUNCIL**:
 - Minute 74 – Council **RESOLVED** to renew the café licence for 1 year with reports made at each CFC meeting and that authority be given to the Acting Town clerk and Chairman of Council to sign the renewal licence. It was **NOTED** that a meeting had been held.

It was reported with regard to minute 64 that there was no update at this time but would be reported at the next CFC meeting.

- c) Environment & Leisure Committee – The minutes of the meeting 16th February 2016 were presented by Cllr Mulroney and **NOTED** with a request that the event '90 for 90' be publicised as much as possible.
- d) Policy & Resources Committee – The minutes of the meeting 1st March 2016 were presented by Cllr Ward and **NOTED** with the following point raised:
 - Minute 91 – Cllr Fraser advised that several members of the public were concerned by the change of logo. It was noted that the next stage was to call a PDG with sufficient notice to consider costs of re-branding. The final decision would be made by voting at Council in due course.

The following **RECOMMENDATIONS TO COUNCIL** were made:

- Minute 86 – this item was deferred to **Agenda item 12**
- Minute 92 –
 - Council **RESOLVED** CFC minute 71 that a budget of £5,000 be assigned to professional fees at this stage from Capital Projects Reserve to provide a professional feasibility assessment and initial costings.
 - Council **RESOLVED** CFC minute 77 that all underspends at the end of the financial year over £500 will be carried forward as earmarked reserves against the budget it relates to.
 - Council **RESOLVED** E&L minute 89 that all underspends at the end of the financial year over £500 (excluding staff costs) will be carried forward as earmarked reserves against the budget it relates to.
- Minute 97 – Council **RESOLVED** that the following underspends at the end of the financial year will be carried forward as earmarked reserves against the budget it relates to:
 - Bursary Fund LCC (this will become part of the new Grant Aid Budget)
 - Elections
 - Volunteer Programme
 - Renewals Fund
 - Capital Fund

- Minute 98 – Council **NOTED** the income and **RESOLVED** the expenditure in report 2587/I&E
- Minute 103 – Council **RESOLVED** the recommendation with regard to the final item on Confidential Appendix 2.

DECISION ITEMS

112. APPOINTMENT OF MEMBER TO P&R COMMITTEE AND CF COMMITTEE – **Agenda Item 8**

As only 1 meeting of each Committee remains in this administration, the matter was deferred to the Annual Council Meeting.

113. RENEWAL OF LICENCES – **Agenda Item 9**

The Council **RESOLVED** to give authority to the Acting Town Clerk to execute the renewal of the Café Licence and an Attic Licence following the relevant Committee's resolution of renewal or creation of said Licences.

114. ADOPTION OF REVISED RISK REGISTER – **Agenda Item 10**

Amendment 1 – B.1.2 'February 2015' be changed to 'February 2016'

Proposed Cllr Fraser

Seconded Cllr Mulroney

The Council **RESOLVED** the amendment

Amendment 2 – B.2.1 that the words 'of all bank accounts' be inserted after 'Monthly reconciliations'

Proposed Cllr Fraser

Seconded Cllr Mulroney

The Council **RESOLVED** the amendment

The Council **RESOLVED** the revised Risk Register including the additional amendments.

115. ADOPTION OF REVISED FINANCIAL REGULATIONS – **Agenda Item 11**

Amendment 1 – that definitions are incorporated at the start of the document to aid transparency. It was noted that not all 'members' can be involved in Council financial matters – only Councillors.

Proposed Cllr Mulroney

Seconded Cllr Fr. Hillman

The Council **RESOLVED** the amendment

13.1 is deferred to the Annual Council Meeting

Amendment 2 – 5.4 the word 'report' replace 'pay'

Proposed Cllr Mulroney

Seconded Cllr Fr. Hillman

The Council **RESOLVED** the amendment

17.2 is deferred to the Annual Council Meeting

Noted that the Index needs to be renumbered correctly

Amendment 3 – 9.5 that the words 'and at least weekly' be added at the end of the clause

Proposed Cllr Fraser

Seconded Cllr Owen

The Council **RESOLVED** the amendment

Amendment 4 – where the document states 'Town Clerk and RFO' this be changed to 'Town Clerk/RFO'

Proposed Cllr Robertson

Seconded Cllr Rosier

The Council **RESOLVED** the amendment

The Council **RESOLVED** the revised Financial Regulations with the additional amendments and deferrals

116. GOVERNANCE STATEMENT – **Agenda Item 12**

Statement 1 - The Council approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices with the specific control measure outlined.

Amendment to the control measures – change Financial Regulations reviewed date to March 2016.

Proposed Cllr Fraser

Seconded Cllr Fr. Hillman

The Council **RESOLVED** the amendment

The Council **RESOLVED** Statement 1

Statement 2 – The Council has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness with the specific control measures outlined below.

Amendment to the Statement – insert a ‘,’ after the word ‘corruption’

Proposed Cllr Fr. Hillman

Seconded Cllr Bromfield

The Council **RESOLVED** the amendment

Amendment to the control measures – amend ‘£1,000’ to ‘£500’

Proposed Cllr Mulroney

Seconded Cllr Bromfield

The Council **RESOLVED** the amendment

The Council **RESOLVED** Statement 2 with the amendment

Statement 3 – The Council took all reasonable steps to assure itself that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.

The Council **RESOLVED** Statement 3

Statement 4 – The Council provided proper opportunity during the year for the exercise of electors’ rights in accordance with requirements of the Accounts and Audit Regulations.

The Council **RESOLVED** Statement 4

Statement 5 – The Council has carried out an assessment of the risks facing the Council and have taken appropriate steps to manage these risks, including the introduction of internal controls and/or external insurance where required.

Amendment to the Statement – change ‘have’ to ‘has’.

Proposed Cllr Fraser

Seconded Cllr Mulroney

The Council **RESOLVED** the amendment

The Council **RESOLVED** Statement 5 with the amendment

Statement 6 – The Council maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.

The Council **RESOLVED** Statement 6

Statement 7 – The Council took appropriate action on all matters raised in reports from internal and external audit.

The Council **RESOLVED** Statement 7

Statement 8 – The Council have considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year end, have a financial impact on the Council and where appropriate have included them in the accounting statements.

Amendment to the Statement – amend ‘The Council have’ to ‘The Council has’

Proposed Cllr Herbert

Seconded Cllr Mulroney

The Council **RESOLVED** the amendment

The Council **RESOLVED** Statement 8 with the amendment

FOR NOTING

117. TOWN CLERK'S REPORT

The Council **NOTED** the report

118. TIMETABLE OF MEETINGS 2016/17

The Council **NOTED** the proposed timetable which was for consideration prior to the Annual Council Meeting 17th May 2016. It was noted the extra 2 Council meetings would commence at 7 p.m.

119. REVIEW OF MEMBERS' INTERESTS

The Council **NOTED** the request.

FINANCIAL

120. STAFF SALARY PAYMENTS FOR 2016/17 – **Agenda Item 16**

The Council **RESOLVED** the month salary expenditure of £22,000 from 1st April 2016 – 31st March 2017.

121. COUNCIL MAIN BUDGET REPORT

The Council **NOTED** the report along with the estimated General Reserves.

122. EARMARKED RESERVE – OFFICE RENTAL – **Agenda Item 18**

The Council **RESOLVED** that the Office Rental Budget be carried forward as an Earmarked Reserve.

123. COPY OF FINAL COUNCIL BUDGET 2016/17

Councillors **NOTED** the copy of the Final Council Budget 2016/17

CONFIDENTIAL

124. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

The Council **RESOLVED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SO 3 (d) – public award)

The Echo reporter was invited to speak before leaving the meeting. Being advised it was the last meeting he would attend due to a change in employment, the Council thanked him for his attendance and reporting during the past year.

Start of Confidential Business

125. GOOD FOR LEIGH AWARDS – Agenda Item 21

Additional nominations were submitted and voting took place.

It was noted that most Councillors present knew many of the nominees by the very nature of the style of the awards and therefore had a non-pecuniary interest. Dispensation was granted in accordance with SO 15f and 15g unless the Councillor could be considered a social acquaintance of the nominee.

The Council **RESOLVED** to present 7 Good for Leigh Awards at the Annual Town Meeting on Friday 29th April 2016

End of Confidential Business

The meeting closed at 8.56pm