



Leigh-on-Sea Town Council

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

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 15th SEPTEMBER 2015 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jane Ward (Chairman), Mark Bromfield (until Min 37), Donald Fraser, Alistair Hanman, Carole Mulroney, Declan Mulroney and Ron Owen

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.30pm

23. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

24. APOLOGIES FOR ABSENCE

Cllrs Richard Herbert and Caroline Parker

25. DECLARATION OF MEMBERS' INTERESTS

Cllr Donald Fraser declared a pecuniary interest as a Trustee of the Friends of Hadleigh Castle Country Park.

26. APPROVAL OF THE MINUTES OF THE MEETING OF 30th JUNE 2015

The minutes of the meeting of 30th June 2015 were agreed as a correct record and signed by the Chairman.

27. PERSONNEL SUB-COMMITTEE MINUTES 15th SEPTMBER 2015 – Appendix 1

a) CREATION OF THREE PENSIONABLE POSTS LGA 1972

The Committee **RECOMMENDED** to Council that Community Centre Administrator, Community Facilities Manager and Assistant Town Clerk are designated pensionable posts under the Local Government Pension Scheme Regulations.

b) CHANGE TO TWO STAFF MEMBERS' CONTRACTED HOURS - Report 2546/PB (Confidential Appendix 1 Part 1)

The Committee **RESOLVED** that the revised contracted hours are agreed and that apart from holidays or sickness that there should be a member of the finance staff present during the working week.

c) PAYMENT OF EXTRA HOURS AND AN INCREASE IN CONTRACTED HOURS – Report 2546/PB (Confidential Appendix 1 Part 2)

The Committee **RESOLVED** to agree the payment of the additional hours and that the contractual hours are increased to 26 per week.

- d) REQUEST BY A STAFF MEMBER TO TAKE UNPAID LEAVE – Report 2546/PB
(Confidential Appendix 1 Part 3)

The Committee **RESOLVED** to approve a week of unpaid leave.

28. DRAFT VOLUNTEER POLICY (Appendix 1 to the agenda)

The Committee **RESOLVED** that the policy be referred to the Volunteer Programme T&FG for detail discussion.

29. COUNCILLOR SURGERIES

The Committee **RESOLVED** to cease the Monthly Councillor Surgeries and refer discussion of the way forward to the Community Engagement T&FG.

30. REVISED COMMUNITY ENGAGEMENT STATEMENT OF INTENT (Appendix 2 to the agenda)

The Committee **RESOLVED** to refer detailed discussion of the statement to the Community Engagement T&FG and that Cllrs Mark Bromfield, Donald Fraser, Madelaine Hanman-Murphy, Carole Mulroney, Declan Mulroney and Jane Ward form the group.

31. ELECTION OF TOWN CLERK TO THE NATIONAL EXECUTIVE COUNCIL OF THE SLCC

The Committee **noted** and congratulated the Town Clerk on his election.

32. REFUGEE CRISIS

Members were advised what assistance had been given to facilitate forwarding aid to the refugees.

33. SMALL BUSINESS SATURDAY 5th DECEMBER 2015

The Committee **RESOLVED** to confirm its support for the initiative and to provide up to £100 from the Community Engagement budget for incidental costs.

34. APPLICATION FOR A GOLD AWARD UNDER THE LOCAL COUNCIL AWARD SCHEME

The Committee **RECOMMENDED** to Council that an application for a Gold Award be pursued and that the fees of £250 be paid from the Office Miscellaneous Budget.

35. POLICY AND RESOURCES BUDGET Report 2547/PR as at 9th September 2015 (Information Report for **noting**) (Appendix 3 to the agenda)

The report was **noted**.

36. REFERENCES FROM OTHER COMMITTEES

There were none

Cllr Donald Fraser left the meeting.

37. FRIENDS OF HADLEIGH CASTLE COUNTRY PARK WINDING UP AND DISTRIBUTION OF FUNDS

The Committee **RESOLVED** not to agree to the recommendation and not to accept the offer of holding the funds.

Cllr Mark Bromfield left the meeting and Cllr Donald Fraser re-joined the meeting

38. ANNUAL AUTHORISATION OF DIRECT DEBIT PAYMENTS

The Committee **RECOMMENDED** to Council that the Direct Debit payment authorisation be confirmed.

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

- Office Budget Report 2548/PR as at 9th September 2015 (Appendix 4 to the agenda)

The Insurance overspend and report was **noted**.

- Committee Income and Expenditure Report 2549/PR as at 9th September 2015 (Appendix 5 to the agenda)

The report was **noted**.

40. 2015/16 POLICY & RESOURCES, OFFICE BUDGET ADJUSTMENTS

A) Staff Training Budget likely overspends; the Committee **RECOMMENDED** to Council that the budget be increased by £1,500 from reserves.

B) Community Engagement Budget and funding of second magazine. The Committee **RECOMMENDED** to Council that the budget be increased by £1,000 from reserves to cover future expenditure.

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

See report 2550/I&E (Appendix 6 to the agenda)

The Committee **noted** the income **RECOMMENDED** approval of the expenditure to Council.

42. BANK ACCOUNT BALANCES as at 9th September 2015 were **noted**.

The meeting closed at 8.45pm