



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 3RD NOVEMBER 2015 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jane Ward (Chairman), Donald Fraser, Alistair Hanman, Richard Herbert, Carole Mulroney and Ron Owen

In Attendance: Cllr Helen Robertson and Helen Symmons (Assistant Town Clerk)

The meeting opened at 7.30pm

43. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

44. APOLOGIES FOR ABSENCE

Cllrs Mark Bromfield, Declan Mulroney and Caroline Parker

45. DECLARATION OF MEMBERS' INTERESTS

Cllr Donald Fraser declared a pecuniary interest with regard to Agenda Item 8d as a member of SABUG. Cllr Mulroney declared a pecuniary interest with regard to Agenda Item 8d as a member of Leigh Maritime CIC, Endeavour Trust and Leigh Port Partnership.

46. APPROVAL OF THE MINUTES OF THE MEETING OF 15TH SEPTEMBER 2015

The minutes of the meeting of 15th September 2015 were agreed as a correct record and signed by the Chairman

POLICY

47. PERSONNEL SUB-COMMITTEE MINUTES 14TH OCTOBER 2015

- a) AMENDMENTS TO STAFFING ROLES AND RESPONSIBILITIES - Report 2563/PB (PSC Confidential Appendix 1)

The Sub-Committee **RECOMMENDED** to P&RC that the changes set out in the report are approved.

The Chairman of P&R asked the Committee to note that Agenda Item 5 should have stated the above meeting date and not 15th September. As members wished to discuss the item:

MOTION TO EXCLUDE PUBLIC - The Public Bodies (Admission to Meeting) Act 1960
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 3d and 24a – (staffing)

Start of Confidential business

The item was considered in accordance with SO 13c

Amendment to proposal that the changes set out in the report are with immediate effect

Proposed: Cllr Richard Herbert Seconded: Cllr Carole Mulroney

The Committee **RESOLVED IN FAVOUR** of the amendment.

The Committee **RESOLVED** the amended recommendation and **NOTED** the minutes.

End of Confidential business

48. REVISED GOVERNANCE ARRANGEMENTS FOR SCHEME OF DELEGATION – Report 2571/TC

The Committee considered the proposals as presented by Cllr Richard Herbert but **DEFERRED RECOMMENDATION** to Council.

49. POLICY AND RESOURCES BUDGET

The Committee **NOTED** the report presented by Cllr Donald Fraser who confirmed receipt of the 2nd stage of precept income.

RESOURCES

50. REFERENCES FROM OTHER COMMITTEES

Environment and Leisure Committee 20th October 2015

- a. Minute 47 – Confidential Report 2564 – Allotment Tenancy (Confidential Appendix 1)

The Committee **RESOLVED** to **RECOMMEND** the report as amended (Report 2564A/AO) to Policy & Resources Committee.

As members wished to discuss the item:

MOTION TO EXCLUDE PUBLIC - The Public Bodies (Admission to Meeting) Act 1960
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 3d – (contractual)

Start of Confidential business

The item was considered in accordance with SO 13.

Motion to accept the recommendation

Proposed: Cllr Richard Herbert Seconded: Cllr Donald Fraser

The Committee **RESOLVED** the recommendation

Close of Confidential Business

- b. Minute 58 – Environment & Leisure Policy Development Group Report 2545/E&LPDG

The Committee **RECOMMENDED** to Policy and Resources that a Task & Finish Group be formed by their Chairman to consider the branding and logo issues of the Council.

The Committee **RESOLVED** to form a T&FG with a maximum of 5 members. Cllr Carole Mulroney will be Chairman of the group.

- c. Minute 61 – Grant Aid Scheme

The Committee recognised that other Parish and Town Councils make this provision and have appropriate Grant Aid Policies.

The Committee **RECOMMENDED** that as the Community Centre bursary arrangements falls under the remit of the Policy & Resources Committee that a Grant Aid scheme be **REFERRED** to P&R Committee for their consideration and management.

The Committee considered the matter.

Motion made to form a T&FG to:

- consider and agree the policy for the grant aid scheme
- to consider combining the grant aid scheme and the bursary scheme.

Proposed: Cllr Jane Ward

Seconded: Cllr Carole Mulroney

The Committee **RESOLVED** to form a T&FG with the following members:

Cllrs: Donald Fraser, Richard Herbert, Carole Mulroney, Jane Ward and the Assistant Town Clerk

Community Facilities Committee 6th October 2015

- d. Minute 42 – Community Centre Bursary Applications (Appendix 4)

The Committee **RECOMMENDED** the report to Policy & Resources for approval.

Cllrs: Donald Fraser and Carole Mulroney left the meeting

The report was presented to the Committee by Cllr Richard Herbert. The Committee suggested CFC decide on the rooms and when available for bursary applications.

Motion to approve the report

Proposed: Cllr Jane Ward

Seconded: Cllr Alistair Hannam

The Committee **RESOLVED** to accept the bursary applications.

Cllrs: Donald Fraser and Carole Mulroney returned to the meeting

- e. Minute 44 – Consideration of Debtor Issues – Report 2560/ES (Confidential Appendix 2)

The Committee **RECOMMENDED** to Policy and Resources that the debts of £161.28 and £56.07 are written off.

As members wished to discuss the item:

MOTION TO EXCLUDE PUBLIC - The Public Bodies (Admission to Meeting) Act 1960

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 3d – (contractual)

Start of Confidential business

The item was considered in accordance with SO 13.

Motion to accept the recommended write-offs.

Proposed: Cllr Richard Herbert

Seconded: Cllr Carole Mulroney

The Committee **RESOLVED** to write off debts of £161.28 and £56.07 and asked that the Town Clerk in future not give any financial references for ANY hirers.

51. QUARTERLY FINANCE CHECK

Cllr Richard Herbert left the meeting

This check is made on the recommendation of the auditor.

Cllr Ron Owen confirmed verbally he had performed a bank reconciliation check and in future will formally report this.

The Committee **NOTED** the matter.

Cllr Richard Herbert returned

52. PURCHASE OF REPLACEMENT COUNCIL PROJECTOR – Officer's Report

The Committee considered the recommendation.

Motion to defer any purchase at this time

Proposed: Cllr Carole Mulroney Seconded: Cllr Ron Owen

The Committee **RESOLVED** the motion

53. OFFICE AND COMMITTEE BUDGETS (Information Reports for **noting**)

- Office Budget Report 2569/PR as at 28th October 2015 (Appendix 5)
- Committee Income and Expenditure Report 2570/PR as at 28th October 2015 (Appendix 6)

The Committee **NOTED** both reports

54. PROPOSAL FOR ACQUIRING A LEASE VAN – Report 2572/TC

The Committee considered the purchase of a van under a leasing arrangement and noted that there could be hidden costs to the arrangement.

Motion made not to accept the request

Proposed: Cllr Richard Herbert Seconded: Cllr Ron Owen

The Committee **RESOLVED** not to proceed with a leasing purchase

55. CONSIDERATION OF POLICY & RESOURCES BUDGET 2016/17

The Committee **APPROVED** the proposed budget

56. CONSIDERATION OF COUNCIL BUDGET FOR 2016/17

A recent budget workshop had ensured the figures had been considered in detail. The January 2016 meeting date was recommended as the grant figure from Southend Borough Council was not yet known and could affect the provisional budget. It was noted that the Council will be providing an additional £25,000 in services.

The Committee **APPROVED** the provisional budget for further consideration at the January 2016 meeting.

The Meeting was paused for a few moments before moving on to the next item.

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

Cllr Richard Herbert queried cheque number 101459. This will be referred to the Town Clerk.

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

58. BANK ACCOUNT BALANCES as at 28th October 2015 were **NOTED**.

The meeting closed at 8.45pm