



Leigh-on-Sea Town Council

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

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 5TH JANUARY 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

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

In Attendance: Helen Symmons (Acting Town Clerk)

The meeting opened at 7.30pm

68. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting and thanked Cllr Fraser for completing the quarterly check of finances.

69. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield and Declan Mulroney

70. DECLARATION OF MEMBERS' INTERESTS

None declared.

71. APPROVAL OF THE MINUTES OF THE MEETING OF 16TH DECEMBER 2015

The minutes of the meeting of 16th December 2015 were agreed as a correct record and signed by the Chairman

POLICY

72. GRANT AID T&FG MEETING – **Agenda Item 5**

The Committee **RESOLVED** the 2016/17 budget amendments as follows to be **RECOMMENDED** to Council:

- a) E&L 'Grants to Outside Organisations' £1,500 to be moved to P&R and renamed Grant Awards
- b) P&R 'Bursary Fund LCC' budget of £1,400 to be transferred to Grant Awards
- c) P&R 'Grant Awards' budget increased to £5,000

The Committee **RESOLVED** the application documentation.

73. ANNUAL TOWN MEETING – **Agenda Item 6**

The Committee **RESOLVED** to **RECOMMEND** to Council the meeting date Friday 29th April 2016

RESOURCES

74. REFERENCES FROM OTHER COMMITTEES – **Agenda Item 7**

- a) The Committee **RESOLVED** to **RECOMMEND** to Council the redesign of the Council website in conjunction with the Community Centre website at a cost of £850+VAT and to fund the total amount of £2770 + VAT from 2015/16 General Reserves.
- b) The initial request to purchase a projector was deferred at P&R meeting 3rd November 2015 but was now recommended to this meeting by CFC Committee at their meeting 1st December 2015. The Committee **RESOLVED** not to approve the purchase as there was no evidence of an immediate need for the item.

75. QUARTERLY FINANCE CHECK

The Committee **NOTED** the item and was advised a bank reconciliation check was due.

76. COMMITTEE AND COUNCIL BUDGETS

Cllr Fraser presented the budgets which were **NOTED** by the Committee

77. CONSIDERATION OF COUNCIL BUDGET FOR 2016/17

The Committee **NOTED** this will be submitted to Council 19th January 2016 for final approval.

78. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda Item 11**

The Committee **NOTED** the income and **RESOLVED** to **RECOMMEND** the expenditure to Council.

79. BANK ACCOUNT BALANCES as at 14th December 2015

The Committee **NOTED** the balances

The meeting closed at 7.55 pm