



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 3RD MAY 2016
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jane Ward (Chairman), Mark Bromfield, Donald Fraser, Richard Herbert, Carole Mulroney and Caroline Parker (until minute 124)

In Attendance: Helen Symmons (Acting Town Clerk)

The meeting opened at 7.30pm

104. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

105. APOLOGIES FOR ABSENCE

Cllr: Declan Mulroney

106. DECLARATION OF MEMBERS' INTERESTS

Cllr Fraser declared a non-pecuniary interest in Agenda item 6 being a Committee member of SABUG and having audited the accounts of Thursday Club.

Cllr Mulroney declared a non-pecuniary interest in Agenda item 6 being a member of the Leigh Branch of the Royal British Legion.

Cllr Bromfield declared a non-pecuniary interest in Agenda 6 item 6 being a volunteer at the Leigh Folk Festival and member of his family being a Committee member.

107. APPROVAL OF THE MINUTES OF THE MEETING OF 1ST MARCH 2016

It was recorded that the minutes had not noted Agenda item 5 – the resignation of Cllr Alistair Hanman. This oversight is now recorded and the minutes of the meeting of 1st March 2016 were agreed and signed by the Chairman.

POLICY

108. REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE – **Agenda Item 5**

It was **RESOLVED** that a P&R PDG be held 18th May at 7 p.m. to review Section 5 of Standing Orders, with any changes to this section or any further amendments advised to the Acting Town Clerk in advance, in preparation for the meeting. Standing Orders will be presented at the Annual Council meeting just to adopt the amendments to Section 20 resulting from new legislation.

109. GRANT AWARDS – **Agenda Item 6**

It was **RESOLVED** that this item be moved to the end of the meeting in view of the confidential financial information accompanying the applications.

110. CO-OPTION OF COUNCILLORS – PRODECURE POLICY – **Agenda item 7**

Proposed amendment:

Procedure item 6 - Remove the words 'show of hands'

Proposed: Cllr Bromfield

Seconded: Cllr Mulroney

The Committee **RESOLVED** the amendment and **RECOMMEND THE POLICY TO COUNCIL FOR ADOPTION.**

It was noted that 3 candidates have applied for the casual vacancy in the Highlands Ward and co-option of a Councillor would be included on the Agenda for the Annual Council Meeting 17th May 2016.

REFERENCES FROM P&R GROUPS AND OTHER COMMITTEES
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111. VOLUNTEER PROGRAMME PDG – **Agenda item 8**

The Committee **RESOLVED** that a PDG would be held to discuss this matter, the date to be decided.

112. ACTION PLAN PROFORMA

The Chairman had completed the proforma to pass to the new Committee following the Annual Council Meeting for them to review and amend.

113. MINUTES OF THE PERSONNEL SUB-COMMITTEE – 8TH MARCH 2016

The Committee **NOTED** the minutes.

RESOURCES

114. STAFF

The Committee **NOTED** the information and requested a 'Get Well' card be sent to the member of staff who had resigned.

115. QUARTERLY FINANCE CHECK

Cllr Fraser reported that he had scrutinised cheque payments for February 2016 and petty cash payments for March 2016 and all was in order.

116. BANK RECONCILIATION CHECK

The Committee **NOTED** the item.

117. COMMITTEE AND COUNCIL BUDGETS

The Committee **NOTED** the item.

118. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING –
Agenda item 15

The Committee **NOTED** the income.

Proposed amendment to expenditure list:

Bank Trs £6475.80 – the word 'green' be removed from the description

Proposed: Cllr Herbert Seconded: Cllr Bromfield

The Committee **RESOLVED** the amendment.

The Committee **RESOLVED** to **RECOMMEND the expenditure to Council**. The Committee also requested that a 'thank you' letter be sent to SBC Parks department for their assistance with allotment plot clearance.

119. BANK ACCOUNT BALANCES as at 31st March 2016

The Committee **NOTED** the balances.

120. CLOSURE OF A DORMANT BANK ACCOUNT – **Agenda item 17**

The Committee **RESOLVED** to close the account.

121. CLASS EXPENDITURE – **Agenda item 18**

The Committee **RESOLVED** the P&R class headings and **RECOMMENDED all Committee Class Headings to Council**.

122. COUNCIL IT PROGRAMME – **Agenda item 19**

The Committee were pleased to have this item drawn to their attention and **RESOLVED** the budget of £500 for an audit, the cost to be split equally between P&R IT budget and Community Facilities IT budget.

The Committee further **RESOLVED** the development of a Business Continuity Plan at a cost of £300 from the P&R IT budget.

123. PURCHASE OF COMPUTER EQUIPMENT – **Agenda item 20**

It was recognised that this is an historic issue that has now been identified. The Committee **RESOLVED** the purchase of a new computer at a cost of £1017 including software and installation from the P&R Renewals budget and that any information be duly removed from the computer being used and the hard drive destroyed.

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

Cllr Parker left the meeting

The Committee **RESOLVED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) (Contractual))

Start of Confidential Business

125. GRANT AWARDS – **Agenda item 6**

The Committee **RESOLVED** to award the maximum £500 to Leigh Folk Festival, with the offer for Cllr Fraser to meet with their Treasurer.

Cllr Bromfield did not take part in this item.

Cllr Fraser left the meeting

The Committee **RESOLVED** to award £96 to the Southend Area Bus User Group for room hire at Leigh Community Centre.

The Committee **RESOLVED** to award the maximum £500 to Thursday Club for room hire at Leigh Community Centre and clarified that the club only had room hire at Leigh Community Centre 40 weeks per year.

Cllr Fraser returned to the meeting

The Committee **RESOLVED** to award £76.50 to the Royal British Legion for room hire at Leigh Community Centre.

Cllr Mulroney did not take part in this item.

End of Confidential business

The meeting closed at 8.32 pm