



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulrone
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

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

Present Cllrs: Donald Fraser, Carole Mulrone, Declan Mulrone, Valerie Morgan and Helen Robertson

In Attendance: Helen Symmons (Acting Town Clerk)

The meeting opened at 7.30pm

3. CHAIRMAN'S OPENING REMARKS

With advance apologies for absence having been received from the appointed Chairman and Vice Chairman of the Committee then in accordance with Standing Order 3(o), Cllr Carole Mulrone was chosen by the Councillors present to preside as Chairman for the meeting.

4. APOLOGIES FOR ABSENCE

Cllrs: Richard Herbert, Caroline Parker and Jane Ward

5. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulrone declared a non-pecuniary interest in Agenda item 7 for the Leigh Maritime Museum (as part of the steering group) and Leigh Port Partnership (Secretary).
Cllr Mulrone further declared a non-pecuniary interest in Agenda item 12 as a Borough Councillor.***

Cllr D Mulrone declared a non-pecuniary interest in Agenda item 12 (as Committee member of Leigh Society)

6. APPROVAL OF THE MINUTES

The minutes of the meetings 3rd and 17th May 2016 were agreed and signed by the Chairman.

7. PUBLIC REPRESENTATIONS

There were none

POLICY

8. REVIEW OF STANDING ORDERS AND TERMS OF REFERENCE – **Agenda Item 6**

After discussion, it was confirmed that Task and Finish Groups would now be incorporated into the Project Development Groups that Committees could call in the months when their Committee was not convening to discuss any matters or projects. Any independent work relating to a project could be reported to the PDG or Standing Committee direct.

The Committee **RESOLVED** both the revised Standing Orders and Terms of Reference and **RECOMMEND** them to Council for approval.

9. GRANT AWARDS – **Agenda Item 7**

The Committee **RESOLVED** to award £132 to Endeavour Trust and £500 to Lions Club of Leigh.

Cllr C Mulroney left the meeting

Under Standing Order 3 (o), the Committee chose Cllr Fraser as Chairman.

The Committee **RESOLVED** to award £99 to Leigh Maritime CIC and £84 to Leigh Port Partnership.

Cllr C Mulroney returned to the meeting and resumed as Chairman

10. REVIEW OF ACTON PLAN - **Agenda item 8**

Following a proposal (Cllr C Mulroney, seconded Cllr Fraser), the Committee **RESOLVED** to defer the review of the Action plan to the next meeting when the appointed Chairman would be present.

REFERENCES FROM P&R GROUPS AND OTHER COMMITTEES
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11. CO-OPTION OF COUNCILLORS – PROCEDURE POLICY – **Agenda item 9**

Following a discussion regarding the process, and a proposal (Cllr Morgan, seconded Cllr Robertson), the Committee **RESOLVED** to amend the speaking time of 5 minutes to a maximum of 3 minutes.

The Committee **RESOLVED** the policy with the amendment and **RECOMMEND** it be submitted to Council for adoption.

12. VOLUNTEER PDG – **Agenda item 10**

The Committee **RESOLVED** to defer this item for the appointed Chairman's return.

13. LOGO T&FG – **Agenda item 11**

Following a proposal (Cllr C Mulroney, seconded Cllr Robertson), the Committee **RESOLVED** that no further action be taken with regard to changing the logo.

14. STRAND WHARF LEASE

The Committee **NOTED** the deferment.

15. INTERN PROGRAMME

Following a proposal (Cllr Fraser, seconded Cllr Owen), the Committee **RESOLVED** that the Acting Town Clerk be given delegated authority to progress the appointment of an intern in consultation with the Chairman of Council in view of the appointed P&R Chairman being away until late August.

RESOURCES

16. STAFF

The Committee **NOTED** the report, additional information that the temporary Receptionist/Administrator is a part time position and the good news with regards to the CCA becoming a mother over the weekend.

17. QUARTERLY FINANCE CHECK AND BANK RECONCILIATION CHECKS –**Agenda item 15**

The Committee **RESOLVED** to undertake the checks on a rota basis for continuity. Cllr Morgan and Owen will train with Cllr Fraser in July with regards to the Finance check and Cllr D Mulroney

will train with Cllr Owen for the Bank Reconciliation. They will then train other Committee members thereafter.

18. COMMITTEE AND COUNCIL BUDGETS

The Committee **NOTED** the item.

19. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 17**

The Committee **NOTED** the income.

The Committee **RESOLVED** to **RECOMMEND the expenditure to Council.**

20. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances.

21. INTERNAL AUDIT REPORT

The Committee were delighted to receive this very good report and thanks were extended to the Finance Team

The meeting closed at 8.25 pm