



# Leigh-on-Sea Town Council

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

## MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 6<sup>TH</sup> SEPTEMBER 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jane Ward (Chairman), Donald Fraser, Carole Mulroney, Declan Mulroney, Ron Owen, Valerie Morgan and Helen Robertson

In Attendance: Helen Symmons (Acting Town Clerk) and Paul Beckerson (Town Clerk)

### *The meeting opened at 7.30pm*

#### 22. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting.

#### 23. APOLOGIES FOR ABSENCE

Cllrs: Richard Herbert and Caroline Parker

#### 24. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulroney declared a non-pecuniary interest in Agenda item 11 should it be discussed as a Borough Councillor.***

#### 25. APPROVAL OF THE MINUTES

The minutes of the meeting 5<sup>th</sup> July 2016 were **AGREED** and signed by the Chairman.

#### 26. MINUTES OF THE PERSONNEL SUB-COMMITTEE

The minutes of the meeting 24<sup>th</sup> August 2016 were presented to the meeting and Cllr C Mulroney reported that it was pleasing to see the Town Clerk back working in the Office.

#### 27. PUBLIC REPRESENTATIONS

There were none

### POLICY

#### 28. COLLATION OF COMMITTEE ACTION PLANS - **Agenda Item 7**

It was noted that these do need to be reviewed regularly by Committees. E&L Committee had agreed to amalgamate the Heritage and Tourism Groups and the Action plan is to be amended. Additionally there was an amendment to make to the same plan 'Town Councillors to be ambassadors' – delete the words 'seen as'.

It was agreed that the public document of the plan should be a general overview for the whole of Council.

Following a proposal (Cllr C Mulroney, seconded Cllr Robertson), the Committee **RESOLVED** that following the complete summary of all Committee plans, the overall Council action plan is to be included in the LTC news.

#### 29. PAYROLL ADMINISTRATION – **Agenda Item 8**

The Acting Town Clerk clarified a couple of points for the Committee.

Following a proposal (Cllr C Mulroney, seconded Cllr Fraser), the Committee **RESOLVED** for Council to utilise the BACS method of salary payment provided by Acumen Wages Service at a cost of £240 per annum, which would be charged to Salary processing costs.

#### 30. JOB DESCRIPTION OF COMMITTEE CHAIRMAN

The Committee believed this to be a good idea but that a simplified guidance to the role be presented at the next meeting of P&R.

### REFERENCES FROM P&R GROUPS AND OTHER COMMITTEES

#### 31. VOLUNTEER PDG – **Agenda item 10**

A P&R PDG was set for Monday 26<sup>th</sup> September to discuss the volunteer programme and the editorial for the next LTC news.

#### 32. STRAND WHARF LEASE

The Committee **NOTED** the CFC decision.

#### 33. INTERN PROGRAMME – **Agenda item 12**

Following a proposal (Cllr C Mulroney, seconded Cllr D Mulroney), the Committee **RESOLVED** to **RECOMMEND TO CFC** that they make a clear recommendation to Council of how it should proceed with the repair/refurbishment project first before any business plan strategy commences. Until this time the appointment of an intern will not be considered.

### RESOURCES

#### 34. STAFF – REQUEST FROM TOWN CLERK TO ATTEND SLCC NATIONAL CONFERENCE – **Agenda item 13**

The Committee asked that the Town Clerk advise on which conference options he would be attending in order to judge the relevance to the Council. This was reported as follows:  
Freedom of Information – The basics for Parish Councils  
2018 Boundary Review  
Creating collaboratively with residents  
Dealing with Difficult Relationships OR Case Study: Understanding Your Town.

Post conference, the Town Clerk will report on each segment he attends.

Following a proposal (Cllr Robertson, seconded Cllr Fraser), the Committee **RESOLVED** to fund the attendance by the Town Clerk to the SLCC National Conference 2016 at a cost of £295 plus travel to be taken from the Staff Training Budget.

#### 35. QUARTERLY FINANCE CHECK AND BANK RECONCILIATION CHECKS – **Agenda item 14**

The Committee **NOTED** the reports. Cllr Morgan or Cllr Owen will undertake the October Quarterly Finance check. The bank reconciliation for July will be undertaken imminently.

#### 36. COMMITTEE AND COUNCIL BUDGETS

The Committee **NOTED** the item.

37. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 16**

The Committee **NOTED** the income.

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

38. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances.

<b>CONFIDENTIAL MATTERS</b>
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39. MOTION TO EXCLUDE PUBLIC AND PRESS – The Public Bodies (Admission to Meetings) Act 1960

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 (SO 3(d) – legal)

***Start of Confidential Business***

40. LEGAL MATTER

The Committee **RESOLVED** that if no payment is received, the Acting Town Clerk is to write stating that the Council will not request enforcement providing that payment is received within 7 days, thereby avoiding any CCJ on the record of the individual.

***Close of Confidential Business***

***The meeting closed at 8.02 pm***