



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 1st NOVEMBER 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jane Ward (Chairman), Donald Fraser, Richard Herbert, Carole Mulroney, Declan Mulroney, Ron Owen, Valerie Morgan, Caroline Parker (until Min 55) and Helen Robertson

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.30pm

41. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting.

42. APOLOGIES FOR ABSENCE

There were none.

43. DECLARATION OF MEMBERS' INTERESTS

There were none.

44. APPROVAL OF THE MINUTES

The minutes of the meeting 6th September 2016 were **AGREED** and signed by the Chairman.

45. MINUTES OF THE PERSONNEL SUB-COMMITTEE 19th OCTOBER 2106 (Appendix 1 to the agenda)

The minutes of the meeting 19th October 2016 were presented to the meeting and **noted**.

46. PUBLIC REPRESENTATIONS

There were none

POLICY

47. TOWN CLERK'S ATTENDANCE AT THE SLCC NATIONAL CONFERENCE – REPORT 2623/PB (Appendix 2 to the agenda)

The Committee **noted** the report and requested that in future an executive summary be provided giving an overview of the knowledge that benefited the Council.

48. LTC STATEMENT OF INTENT OF COMMUNITY ENGAGEMENT – REPORT 2620/PB (Appendix 3 to the agenda)

The Committee **deferred** the item to the Chairman, Cllr Carole Mulroney and the Town Clerk to review and bring back to the Committee for further consideration. (Proposed Cllr Carole Mulroney, seconded Cllr Jane Ward)

REFERENCES FROM P&R GROUPS AND OTHER COMMITTEES

49. POLICY AND RESOURCES PDG 26th SEPTEMBER 2016 (Appendix 4 to the agenda)

The Committee **RESOLVED** to take no further action on the Volunteer Programme at this time and to leave the appointment of a Co-Ordinator in abeyance.

RESOURCES

50. GRANT AID APPLICATIONS (Appendix 5 to the agenda)

The Committee **deferred** consideration of the applications pending further information as follows:

Application 1: Supply a set of accounts

Application 2: Supply a set of accounts

Application 3: An explanation as to why the legacy monies cannot be used to purchase the boats.

The Committee asked that any recipient of a grant be asked to acknowledge it in any publicity appertaining to it.

51. INTERNAL AUDITORS INTERIM REPORT 2016/17 (Appendix 6 to the agenda)

The Committee **noted** the report and wish to pass its thanks on to the Finance Team for their input into achieving such a good report.

52. EXTERNAL AUDITORS' CERTIFICATE (Appendix 7 to the agenda)

The Committee **RECOMMENDED** the Certificate to Council for noting, the comments regarding the asset value were noted and after advice from the internal auditor it is intended to confirm the value as stated in the return.

53. COMMITTEE AND COUNCIL BUDGETS 2016/17 (Appendix 8 and 9 to the agenda)

The Committee **NOTED** the reports.

54. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – REPORT 2625/I&E (Appendix 10 to the agenda)

The Committee **NOTED** the income.

The Committee **RESOLVED** to **RECOMMEND** the expenditure to Council. (Proposed Cllr Carole Mulroney, seconded Cllr Richard Herbert)

55. POLICY AND RESOURCES COMMITTEE BUDGET 2017/18 (Appendix 11 to the agenda)

Cllr Caroline Parker left the meeting

The Committee **RESOLVED** to agree the budget as set out in the report (Proposed Cllr Richard Herbert, seconded Cllr Helen Robertson)

56. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances.

CONFIDENTIAL MATTERS

57. 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) – staffing)

Start of Confidential Business

58. STAFFING MATTERS (Minute 15 Personnel Sub-Committee 19th October 2016)

The Committee **RESOLVED** to agree the recommendations as set out in the minute. (Proposed Cllr Carole Mulrone, seconded Cllr Helen Robertson)

Close of Confidential Business

The meeting closed at 8.34 pm