



Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 4TH JULY 2017 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Mark Bromfield, Donald Fraser, Jill Healey, Valerie Morgan and Ron Owen.

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.30pm

1. CHAIRMAN'S OPENING REMARKS

Cllr Morgan as Vice Chairman of Council acted as Chairman and welcomed all.

2. APOLOGIES FOR ABSENCE

Cllrs Richard Herbert, Carole Mulroney, Declan Mulroney and Jane Ward

3. DECLARATION OF MEMBERS' INTERESTS

There were none.

4. APPROVAL OF THE MINUTES

The minutes of the meeting 2nd May 2017 were **AGREED** and signed by the Chairman.

5. PUBLIC REPRESENTATIONS

There were none.

6. TOWN CLERK'S REPORT

The Committee **NOTED** the report

POLICY

7. COUNCILLOR CODE OF CONDUCT – **Agenda item 7**

The Committee noted that the Code was a members' code and **RESOLVED with RECOMMENDATION to Council** the revision to the Principles, the same as Southend Borough Council's Members' Code of Conduct.

8. HEALTH & SAFETY POLICY – **Agenda item 8**

The Committee felt it appropriate to combine the current two policies which related to Leigh Community Centre and Leigh Town Council and therefore **RESOLVED with RECOMMENDATION to Council** to adopt the revised policy as presented with the next review date July 2020.

9. REFORM OF DATA PROTECTION LEGISLATION AND INTRODUCTION OF THE GENERAL DATA PROTECTION REGULATION

The Committee **NOTED** the report.

10. CONSULTATION BY POLICE AND CRIME COMMISSIONER AND FIRE SERVICES

The Committee **NOTED** the reply to the letter sent following Minute 118/May2017.

11. REVIEW TIMETABLE OF ALL COUNCIL POLICIES AND DOCUMENTS

The Committee **NOTED** the timetable.

RESOURCES

12. STAFF

The Committee **NOTED** the report.

13. COMMITTEE AND COUNCIL BUDGETS

The Committee **NOTED** the budget reports.

14. QUARTERLY FINANCE CHECK

The Town Clerk will remind the Chairman of this duty.

15. BANK RECONCILIATION CHECK

It is understood that Cllr D Mulroney has agreed to undertake the 1st quarter verification.

16. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE –**Agenda Item 16**

The Committee **NOTED** the internal transfers and **RESOLVED the expenditure with RECOMMENDATION to Council.**

The Town Clerk clarified that the café had made their first quarter contribution to the Council.

17. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances and the fact that there are expenditure projects in the pipeline.

CONFIDENTIAL

18. MOTION TO EXCLUDE PUBLIC – 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 (SOs 3(d) and 24 – staffing)

Start of confidential business

19. NALC PAY CLAIM CONSULTATION – **Agenda item 19**

The Committee **RESOLVED** not to comment to NALC.

Close of confidential business

The meeting closed at 7.51 pm