



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



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 5TH SEPTEMBER 2017
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA**

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

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.30pm

20. CHAIRMAN'S OPENING REMARKS

Cllr Morgan as Vice Chairman of Council was nominated and resolved as Chairman. The necessary housekeeping announcement was made and all were welcomed.

21. APOLOGIES FOR ABSENCE

Cllrs Richard Herbert, Jill Healey, Carole Mulrone, Declan Mulrone and Jane Ward

22. DECLARATION OF MEMBERS' INTERESTS

There were none.

23. APPROVAL OF THE MINUTES

The minutes of the meeting 4th July 2017 were **AGREED** and signed by the Chairman.

24. PUBLIC REPRESENTATIONS

There were none.

25. TOWN CLERK'S REPORT

The Committee **NOTED** the report

26. ACTION PLAN REVIEW – **Agenda Item 7**

Ideas were put forward with regard to community engagement as a whole. Councillors support is required or the option would be to consider external resources that would incur a cost consideration.

The Committee **RESOLVED** the reviewed Action Plan

POLICY

27. PROCUREMENT & IMPLEMENTATION PROTOCOL – **Agenda item 8**

The Town Clerk clarified that the payments list had been excluded as otherwise the protocol document would require reviewing annually. The list is presented to Council for agreement at the Annual Council Meeting.

The Committee **RESOLVED** the Protocol document with a review date of July 2019.

28. TRAINING & DEVELOPMENT POLICY – **Agenda item 9**

The Committee **RESOLVED with RECOMMENDATION to Council** to adopt the policy as presented with the next review date September 2020.

29. SAFEGUARDING POLICY – **Agenda item 10**

The Committee **RESOLVED with RECOMMENDATION to Council** to adopt the policy with the amendments that had been submitted at the meeting.

30. RECOMMENDATION OF COUNCIL TO P&R – **Agenda item 11**

The Committee **NOTED** the recommendation and the Town Clerk will liaise with the Committee Chairman to arrange a meeting.

RESOURCES

31. STAFF – **Agenda item 12**

Staff Handbook

The Committee **RESOLVED** that a Handbook review be undertaken externally with a budget of £350 (P&R Professional fees)

Childcare Vouchers

The Committee **RESOLVED** that the Assistant Responsible Financial Officer is to set up a scheme with Edenred and start issuing the vouchers from the September payroll.

32. WEBSITE & SOCIAL MEDIA

The Committee **NOTED** the report

33. BUILDING THE COUNCIL PROFILE

The Committee **NOTED** the report but felt that a meeting should be held as soon as possible to support the Marketing & Profile Officer. The Town Clerk will liaise with the Committee Vice Chairman to arrange a meeting.

34. COMMITTEE AND COUNCIL BUDGETS

The Committee **NOTED** the budget reports and the Town Clerk answered all points raised.

35. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report.

36. BANK RECONCILIATION CHECK

The Committee **NOTED** the report.

37. ANNUAL AUDIT

The Committee **NOTED** the report.

38. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE –**Agenda Item 19**

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

39. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances.

The meeting closed at 8.20 pm