



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
[council@leighonseatowncouncil.gov.uk](mailto:council@leighonseatowncouncil.gov.uk) [www.leighonseatowncouncil.gov.uk](http://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 7<sup>TH</sup> NOVEMBER 2017 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Richard Herbert (Chairman), Donald Fraser, Jill Healey, Valerie Morgan, Carole Mulrone, Declan Mulrone, Ron Owen and Jane Ward

In Attendance: Helen Symmons (Town Clerk)

### *The meeting opened at 7.30pm*

#### 40. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and thanked members for attending. The appropriate housekeeping announcement was made and the importance of this meeting in relation to approval of the draft budget was highlighted along with a reminder to members of the Remembrance Sunday service at St Clements Church details.

#### 41. APOLOGIES FOR ABSENCE

Cllr Mark Bromfield.

#### 42. DECLARATION OF MEMBERS' INTERESTS

*Cllr C Mulrone declared a non-pecuniary interest in Agenda item 25, being a member of the FLAG Board.*

*Cllr Ward declared a non-pecuniary interest in Agenda item 25, one of the applicants being an ex-colleague.*

#### 43. APPROVAL OF THE MINUTES

The minutes of the meeting 5<sup>th</sup> September 2017 were **AGREED** and signed by the Chairman.

#### 44. PUBLIC REPRESENTATIONS

There were none.

#### 45. TOWN CLERK'S REPORT

The Committee **NOTED** the report

### POLICY

#### 46. STATEMENT OF INTENT COMMUNITY ENGAGEMENT – Agenda item 7

The Committee **RESOLVED with RECOMMENDATION to Council** to adopt the Statement.

47. LONE WORKER POLICY – **Agenda item 8**

The Committee **RESOLVED with RECOMMENDATION to Council** to adopt the policy with a next review date of November 2020.

48. P&R PDG – **Agenda item 9**

After further discussion the Committee realised that more consideration was required.

Following a proposal (Cllr Herbert, seconded Cllr Ward) the Committee **RESOLVED** to accept the recommendation of the PDG of consultation with the public but wish to re-visit the proposals at the next P&R PDG.

49. REPORT 2662 – NEIGHBOURHOOD PLAN

The Committee **NOTED** the report and endorsed that consideration and potential input into the Local Plan is the first stage. Southend Borough Council are at the evidence gathering stage and the Town Clerk will monitor opportunities for early communication.

<b>CONFIDENTIAL</b>
---------------------

50. 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 (a))

***Start of confidential business***

51. STAFF – MINUTES OF THE PERSONNEL SUB-COMMITTEE 25<sup>TH</sup> SEPTEMBER 2017

The Committee **RESOLVED the recommendation of PSC** and therefore with effect 1st January 2018, reception hours will be 9 am – 2 pm Monday – Friday. An additional Receptionist will be employed with a secondary role to assist the Bookings/Administrative.

The Committee **RESOLVED the recommendation of PSC** with respect to a staff member re-grading.

***End of confidential business***

<b>RESOURCES</b>
------------------

52. NOTICE BOARDS

The Committee **NOTED** the report and further thought will be given in due course.

53. LTC MAGAZINE – **Agenda item 14**

The Committee **RESOLVED** to hold a PDG 14<sup>th</sup> December 2017 at 10.30 a.m. Cllr Ward as magazine editor will provide a report to the meeting.

<b>FINANCIAL</b>
------------------

54. COMMITTEE AND COUNCIL BUDGETS 2017/18

The Committee **NOTED** the reports. In relation to a query raised, the Town Clerk informed the meeting that Community Centre income will be analysed in detail at the next CFC meeting.

55. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report.

56. BANK RECONCILIATION CHECK

The Committee **NOTED** the report.

57. EXTERNAL AUDIT

The Committee **NOTED** the report.

58. 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.**

59. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances.

60. TRANSFER OF FUNDS

The Committee **NOTED** the transfer.

61. P&R BUDGET 2018/19 **Agenda item 22**

Following a proposal (Cllr Herbert, seconded Cllr Ward) the Committee **RESOLVED** the P&R Budget with an amended Annual Town Meeting Budget of £500.

62. COUNCIL BUDGET **Agenda item 23**

The Committee **NOTED** the draft budget which will be **RECOMMENDED to Council once the tax base information has been received to calculate the precept.**

<b>CONFIDENTIAL</b>
---------------------

63. 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 (SO 3(d) data protection)

***Start of confidential business***

64. GRANT AWARD APPLICATIONS - **Agenda item 25**

***Cllr Ward left the meeting***

The Committee **RESOLVED** that N-Act Theatre in Education Co. be awarded £500 towards room hire at LCC and a promotional video

***Cllr Ward returned to the meeting***

The Committee **RESOLVED** that the Olive Tree Centre be awarded £250 for furniture at their centre

***Cllr C Mulroney left the meeting***

The Committee **RESOLVED** that the NTFLAG be awarded £200 for room hire and services at LCC

***Cllr C Mulroney returned to the meeting***

The Committee **RESOLVED** the following awards:

Leigh Art Trail Association £500 towards Art Trail costs for 2018

Cancer Rehab Exercise £429 for room hire at LCC

***End of confidential business***

***The meeting closed at 8.37 pm***