



# 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 Valerie Morgan  
Vice Chairman: Cllr Jill Healey  
Town Clerk: Helen Symmons

MINUTES OF A MEETING POLICY AND RESOURCES COMMITTEE TUESDAY 5 <sup>th</sup> MARCH 2019 LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA
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Present Cllrs: John Duprey, Valerie Morgan, Carole Mulroney, Declan Mulroney and Ron Owen

In Attendance: Helen Symmons (Town Clerk)

***The meeting opened at 7.34pm***

70. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcements.

71. APOLOGIES FOR ABSENCE

Cllrs: Mark Bromfield, Patrick Fox, Jill Healey and Vivien Rosier

72. DECLARATION OF MEMBERS' INTERESTS

***Cllr C Mulroney declared a non-pecuniary interest in Agenda item 15 being a Borough Councillor and Southend Borough Council being landlords.***

73. APPROVAL OF THE MINUTES

The minutes of the meeting 8<sup>th</sup> January 2019 were **AGREED** and signed by the Chairman.

74. PUBLIC REPRESENTATIONS

There were none.

75. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

76. ALTERATION OF P&R MEETING DATE MAY 2019 - **Agenda item 7**

The Committee **RESOLVED** to change the date to Tuesday 30<sup>th</sup> April 2019

77. PUBLIC SPACES PROTECTION ORDER (PSPO) CONSULTATION – **Agenda item 8**

The Committee recognised that problems already exist in Leigh Library Gardens, Bonchurch Park and Leigh Old Town. Following a proposal (Cllr Morgan, seconded Cllr Duprey) the Committee **RESOLVED** to send correspondence to Southend Borough Council indicating that the Council are concerned with the potential knock on effect of the Order in Leigh and ask for confirmation from the Borough that they will monitor carefully the effect that the Order may have on other areas outside of the proposed PSPO area.

**POLICY**

**78. RISK MANAGEMENT STRATEGY – Agenda item 9**

The Committee **RESOLVED** the Strategy **with RECOMMENDATION to Council** with an amendment under 5.1 ‘multiplied’ not added.

**79. REVIEW OF RISK REGISTER**

The Committee **RESOLVED** the amended document **with RECOMMENDATION to Council**.

**RESOURCES**

**80. LTC MAGAZINE – Agenda item 11**

The Committee **RESOLVED** that a working group be formed to assist with administration and editorial decisions. All Councillors will be invited to the group in due course when preparations for the next edition is underway.

**81. COMMUNITY SPECIAL CONSTABLES**

The Committee **NOTED** the report.

**82. YOUTH GROUP**

The Committee **NOTED** the report.

**83. CIL PROJECTS – Agenda item 14**

The Committee **NOTED** the update on the viewing platform.

Following a proposal (Cllr C Mulroney, seconded Cllr Morgan) the Committee **RESOLVED** that £6,000 of CIL money be set aside to work in partnership with Southend Borough Council to produce information boards for Belton Hills. The Committee wish the representation of nature on the boards to be an accurate reflection.

**REFERENCES FROM OTHER COMMITTEES**

**84. SKATE PARK DECISION – Agenda item 15**

The Committee **RESOLVED with RECOMMENDATION to Council** that a budget of £30,000 (the Capital Reserve that had been set aside) be confirmed to undertake the preferred concrete works. The Council will be working with the professional project designer who is donating their time for free to ensure that project management is undertaken in the most efficient and cost effective way. Any unused budget on completion will be returned to General Reserves. If possible, grant funding will be obtained for all or part of the project works.

**85. EARMARKED RESERVES OF E&L AND CFC- Agenda item 16**

The Committee **RESOLVED with RECOMMENDATION to Council** the movements to Earmarked Reserves at the year-end.

**FINANCIAL**

**86. REVIEW OF INTERNAL AUDITOR 2018/19**

The Committee **NOTED** and were pleased with the review

**87. COMMITTEE AND COUNCIL BUDGETS 2018/19**

The Committee **NOTED** the budgets and the Town Clerk answered any questions raised satisfactorily.

88. TO CONSIDER ANY UNDERSPENDS IN 2018/19 BUDGET – **Agenda item 19**

The Committee **RESOLVED with RECOMMENDATION to Council** the movements to Earmarked Reserves at the year- end.

89. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

90. BANK RECONCILIATION CHECK

The Committee **NOTED** the report

91. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 22**

The Committee **NOTED** the transfers and **RECOMMENDED** the expenditure to Council.

92. COUNCIL BANK ACCOUNT BALANCES AS AT 21<sup>ST</sup> FEBRUARY 2019

The Committee **NOTED** the balances and recognised that over the coming months these balances will decrease as Community Centre works progress.

***The meeting closed at 8.20 pm***