



Leigh-on-Sea Town Council

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

MINUTES OF A MEETING POLICY AND RESOURCES COMMITTEE
TUESDAY 4th SEPTEMBER 2018
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Mark Bromfield, John Duprey, Patrick Fox, Jill Healey, Valerie Morgan, Carole Mulroney, Declan Mulroney (Chairman), Ron Owen and Vivien Rosier

In Attendance: Abbie Cotterell (Assistant Proper Officer)

The meeting opened at 7.30pm

21. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members and made the appropriate housekeeping announcements.

22. APOLOGIES FOR ABSENCE

There were none

23. DECLARATION OF MEMBERS' INTERESTS

There were none

24. APPROVAL OF THE MINUTES

The minutes of the meeting 3rd July 2018 were **AGREED** and signed by the Chairman.

25. PUBLIC REPRESENTATIONS

There were none

26. TOWN CLERK'S REPORT

The Committee **NOTED** the report.

POLICY

27. REVIEW OF VOLUNTEER POLICY – **Agenda item 7**

The Committee **RESOLVED** the revised Volunteer Policy with the following amendments **with recommendation to Council**:

Safeguarding

Remove paragraph 2

Induction and training

Training will be provided when necessary.

Expenses

The Council will reimburse reasonable out of-pocket expenses, such as travel costs and, if volunteering for more than four hours in one session the cost of a sandwich lunch or equivalent up to £5 will be reimbursed.

Health & safety

The Town Council has a legal obligation to ensure it complies with health and safety legislation and has a duty of care to mitigate risks

RESOURCES

28. LTC MAGAZINE

There were some concerns regarding the receipt of the magazines. The Marketing & Profile officer will liaise with the Leigh times on this.

It was suggested that a canvassing survey should be completed after the next publication. The Marketing & Profile Officer will follow this up.

29. COMMUNITY SPECIAL CONSTABLES

The Committee **NOTED** the report and were pleased to hear there has been some interest.

REFERENCES FROM OTHER COMMITTEES

30. YOUTH GROUP – **Agenda item 10**

It was **RESOLVED** for the youth club sessions to be delivered by YMCA Southend commencing Thursday October 4th and that the Council will assist where possible in the promotion and delivery.

FINANCIAL

31. COMMITTEE AND COUNCIL BUDGETS 2018/19

The Committee **NOTED** the budgets

32. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

33. BANK RECONCILIATION CHECK

The Committee **NOTED** the report

34. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 14**

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

35. COUNCIL BANK ACCOUNT BALANCES AS AT 28th August 2018

The Committee **NOTED** the balances.

The meeting closed at 8.36 pm