



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney  
Town Clerk: Helen Symmons

**MINUTES OF A MEETING OF THE  
POLICY AND RESOURCES COMMITTEE  
HELD ON TUESDAY 2<sup>ND</sup> MAY 2017  
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA**

Present Cllrs: Jane Ward (Chairman), Donald Fraser, Carole Mulroney, Valerie Morgan, Ron Owen and Caroline Parker (from minute 113).

In Attendance: Cllrs Karen Bowden, Anita Forde and Jill Healey. Also Helen Symmons (Town Clerk) and one member of the public

***The meeting opened at 7.30pm***

111. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed Cllr Forde to the meeting, the new Leigh Road ward Councillor. She also thanked other Councillors attending for their interest in the Committee.

112. APOLOGIES FOR ABSENCE

Cllrs Richard Herbert and Declan Mulroney

113. DECLARATION OF MEMBERS' INTERESTS

***Cllr Mulroney declared a non-pecuniary interest in Agenda item 19 with regard to the application from Blade Education as she is connected with the project.***

***Cllr Fraser declared a non-pecuniary interest in Agenda item 19 with regard to the SABUG application being the Membership Secretary of the group.***

114. APPROVAL OF THE MINUTES

The minutes of the extraordinary meeting 27<sup>th</sup> March 2017 were **AGREED** and signed by the Chairman.

115. PUBLIC REPRESENTATIONS

A reference in Appendix 3 was queried. It was clarified that the report was correct.

116. TOWN CLERK'S REPORT

The Committee **NOTED** the report

**POLICY**

117. RISK MANAGEMENT STRATEGY – **Agenda item 7**

The Committee praised the Town Clerk for the rewritten policy being concise, understandable and more manageable.

The Committee **RESOLVED** to adopt the policy with the next review date of March 2019.

118. CONSULTATION BY POLICE AND CRIME COMMISSIONER AND FIRE SERVICES –  
**Agenda item 8**

The consultation was discussed at length with concerns about the future of Leigh Fire Station.

Following a proposal (Cllr Mulroney, seconded Cllr Ward) the Committee **RESOLVED** to write a letter in response stating that members would respond individually to the survey but as a local authority raise the issue of Leigh Fire Station and our concern with regard to safeguarding its existence and operation.

The Town Clerk will send the survey link to members again reminding them to complete the consultation process before the closing date.

119. VOLUNTEER PROGRAMME

The Committee **NOTED** the report.

<b>RESOURCES</b>
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120. STAFF

The Committee **NOTED** the report.

121. IT VIRUS PROTECTION – **Agenda item 11**

Following a proposal (Cllr Mulroney, seconded Cllr Morgan) the Committee **RESOLVED** that the Town Clerk in consultation with Cllr D Mulroney install the most suitable virus protection system for the Council at a budget of £1,040.

122. COMMITTEE AND COUNCIL BUDGETS

The Town Clerk answered and responded to questions and comments made.

The Committee **NOTED** the reports.

123. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report with thanks to Cllrs Fraser and D Mulroney.

124. BANK RECONCILIATION CHECK

Cllr Owen reported that two checks had been completed with the third to be completed imminently. The final check will be undertaken as soon as possible.

125. TO NOTE INCOME AND APPROVE EXPENDITURE

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

The Town Clerk clarified the lift repairs.

126. TRANSFER OF FUNDS

The Committee **NOTED** the transfer

127. BANK ACCOUNT BALANCES

The Committee **NOTED** the balances.

Following a proposal (Cllr Mulroney, seconded Cllr Owen) the Committee **RESOLVED a RECOMMENDATION to CFC Sub-Committee to expedite the repair programme** in view of the reserve position.

The Committee were updated with regard to the status of the Leisure Development Sub-Committee.

128. 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))

***The member of public left the meeting***

***Start of confidential business***

129. GRANT AID AWARDS – **Agenda item 19**

***Cllrs Fraser and Mulroney left the meeting.***

The Committee **RESOLVED** the following grants:

Southend Area Bus Users Group	£108
Blade Education	£432

***Cllrs Fraser and Mulroney returned to the meeting.***

The Committee **RESOLVED** the following grants:

Southend Carnival	£500
Royal British Legion	£76
Leigh-on-Sea Endeavour Trust	£144
Lions Club of Leigh-on-Sea	£500
Leigh Art Trail	£500

***Close of confidential business***

***The meeting closed at 8.18 pm***