



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 30th JUNE 2015 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Donald Fraser (Vice Chairman), Mark Bromfield, Alistair Hanman, Carole Mulroney, Declan Mulroney and Ron Owen

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.31pm

3. VICE CHAIRMAN'S OPENING REMARKS

The Vice Chairman welcomed members to the meeting and gave a brief explanation of the agenda items.

4. APOLOGIES FOR ABSENCE

Cllrs Richard Herbert and Jane Ward

5. DECLARATION OF MEMBERS' INTERESTS

There were none.

6. APPROVAL OF THE MINUTES OF THE MEETINGS OF 5th and 13th MAY 2015

The minutes of the meetings of 5th and 13th May 2015 were agreed as a correct record and signed by the Vice Chairman.

7. DRAFT PRESS & MEDIA POLICY (Appendix 1 to the agenda)

The Committee **RECOMMENDED** adoption of the policy to Council with an amendment to the wording in section 7 – replace 'Press Release' with 'Press Communications'

8. ITEMS FROM ENVIRONMENT AND LEISURE MEETING 11th JUNE 2015

Minute 15 – ABOLITION OF ENVIRONMENT & LEISURE SUB-COMMITTEES AND REPLACEMENT WITH POLICY DEVELOPMENT OR TASK AND FINISH GROUPS

- iii. The Committee **RECOMMENDED** to P&RC that Standing Order 5 be amended to add the clause: the views of PDGs and T&FGs will be used to inform the decisions of committees and officers with delegated authority. That, for clarity, these are discussion groups not decision making committees and attendance is restricted to Councillors, co-opted members and invited members of the public unless otherwise designated. Only appointed members of the Group will be able to vote.

An **amendment** to the wording "invited members of the public" and replace with "interested parties" Proposed Cllr Mark Bromfield; seconded Cllr Carole Mulroney.

The Committee **RESOLVED** to agree the amendment.

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iv. Changes to **TR11** Policy Development Groups & Task & Finish Groups (PDGs & T&FG)

The Committee **RECOMMENDED** to P&RC that paragraph 1 in the Terms of Reference be replaced with the following:

PDGs and T&FGs will be chaired by the Chairman of the parent Committee and will discuss and recommend policy to the parent Committee as appropriate. Where any urgent action is required the delegated Officer can take any measures deemed essential, where there is no consensus the proposed action must be referred to the parent Committee for resolution.

The Committee **RECOMMENDED** the revised Term of Reference TR11 to Council and to confirm that the PDG membership is the membership of the parent Committee.

9. DRAFT STAFF HANDBOOK (Appendix 2 to the agenda)

The Committee **RESOLVED** to adopt the Staff Handbook for consultation with staff with a three year review and legislation updates as required.

10. RECRUITMENT POLICY – Report 2532/PSC (Appendix 3 to the agenda)

The Committee **RECOMMENDED** the policy for adoption by Council.

11. POLICY AND RESOURCES BUDGET Report 2532/PR as at 24th June 2015 (Information Report for **noting**) (Appendix 4 to the agenda)

The report was **noted**.

12. REFERENCES FROM OTHER COMMITTEES

There were none

13. OFFICE AND COMMITTEE BUDGETS (information Reports for **noting**)

- Office Budget Report 2529/PR as at 24th June 2015 (Appendix 5 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2527/PR as at 24th June 2015 (Appendix 6 to the agenda)

The report was **noted**.

14. QUARTERLY FINANCE CHECK (Cllr Jane Ward)

The Committee **noted** the report.

15. APPOINTMENT OF COUNCILLOR AUDITOR (FINANCIAL REGULATIONS)

Cllr Ron Owen was **appointed** as the Councillor Auditor.

16. CONFIRMATION OF APPOINTMENT OF INTERNAL AUDITOR AND SCHEME OF WORK (Appendix 7 to the agenda)

The Committee **RECOMMENDED** to Council that Auditing Solutions be appointed for 2015/16

and that the Scope of work be approved.

17. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING

See report 2530/I&E (Appendix 8 to the agenda)

The Committee **noted** the income **RECOMMENDED** approval of the expenditure to Council.

18. BANK ACCOUNT BALANCES as at 24th June 2015 were **noted**.

19. APPROVAL OF TRANSFER OF £50,000 from the BMM A/c to the CCLA Investment A/c

The Committee **RESOLVED** to agree the transfer of £50,000 to the CCLA A/c

20. TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

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) - (staffing)

Start of confidential business

21. RATIFICATION OF CONTRACTURAL STAFF SALARY INCREMENTS 2015/16 (Confidential Appendix 1)

The Committee **RESOLVED** to ratify the contractual rises.

22. CONFIRMATION OF APPOINTMENT OF COMMUNITY CENTRE ADMINISTRATOR AND PART-TIME JANITOR (Confidential Appendix 1)

The Committee **RESOLVED** to confirm the appointments.

End of confidential business

The meeting closed at 8.48pm