



Leigh-on-Sea Town Council

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

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON TUESDAY 1st MARCH 2016 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Jane Ward (Chairman), Mark Bromfield, Donald Fraser, Richard Herbert, Carole Mulroney and Ron Owen

In Attendance: Cllr Jill Adair, Helen Symmons (Acting Town Clerk) and one member of the public

The meeting opened at 7.30pm

80. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting, recognising that it would be a full meeting.

81. APOLOGIES FOR ABSENCE

Cllrs: Declan Mulroney and Caroline Parker

82. DECLARATION OF MEMBERS' INTERESTS

Upon advice from the Monitoring Officer at Southend Borough Council, all Councillors present declared a non-pecuniary interest in Agenda Item 25, being acquaintances of a party involved. Cllr Richard Herbert further declared that in the public interest, he would be leaving the room at that point and would not take part in the item.

83. APPROVAL OF THE MINUTES OF THE MEETING OF 5TH JANUARY 2016

The minutes of the meeting of 5th January 2016 were agreed as a correct record and signed by the Chairman

POLICY

84. REVIEW OF RISK REGISTER – **Agenda Item 6**

The Committee reviewed and **RESOLVED** the Risk Register with amendments. The final version will be submitted to Council for adoption.

85. REVIEW OF FINANCIAL REGULATIONS – **Agenda Item 7**

It was clarified that where the document just states RFO (Responsible Finance Officer), then it is the responsibility of the RFO to undertake the task/duty and said task/duty cannot be delegated.

The Committee reviewed and **RESOLVED** the Financial Regulations with amendments. The final version will be submitted to Council for adoption.

86. CORPORATE GOVERNANCE REPORT – **Agenda Item 8**

The Committee considered and **RESOLVED** each statement of assurance with amendments and **RECOMMEND to Council** that the annual governance statement, together with each accounting statement with amendments be approved.

87. AUDIT REPORT

The report was noted and the Committee wished congratulations to be passed to staff on the high standards achieved.

88. REVIEW OF INTERNAL AUDITOR 2015/16

The Committee concurred with the review.

REFERENCE FROM P&R GROUPS AND OTHER COMMITTEES

89. VOLUNTEER PROGRAMME PDG

The Committee **NOTED** the report

90. P&R PDG

Cllr Ward presented the Action Plan Pro-forma with further explanation of the benefits to Committees in using the document. This will now be trialled.

91. P&R TFG – Council Logo

It was reported that a former Councillor wished it mentioned to the Committee that the old logo is part of the Council's history and saw no reason for it to be changed. It was noted that the logo relating to Option C is still being developed and all comments would be taken into consideration. The basis of this logo embeds the historic stain-glassed window of the old Council into its design.

As there had been a voting result to develop a new logo, an exercise will now be undertaken with regards to the cost of re-branding and will be reported to Committee in due course.

92. FINANCIAL REFERENCES – **Agenda Item 14**

- CFC 2nd February 2016

- Minute 71 COMMUNITY CENTRE REFURBISHMENT PROJECT

The Committee **RESOLVED TO RECOMMEND TO COUNCIL** that a budget of £5,000 be assigned to professional fees at this stage from Capital Projects Reserve to provide a professional feasibility assessment and initial costings.

- Minute 77 TO CONSIDER ANY UNDERSPENDS IN 2015/16 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE

The Committee **RESOLVED TO RECOMMEND TO COUNCIL** that all underspends at the end of the financial year over £500 will be carried forward as earmarked reserves against the budget it relates to.

- E&L 16th February 2016

- Minute 89 TO CONSIDER ANY UNDERSPENDS IN 2015/16 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE

The Committee **RESOLVED TO RECOMMEND TO COUNCIL** that all underspends at the end of the financial year over £500 (excluding staff costs) will be carried forward as earmarked reserves against the budget it relates to.

Cllr Ron Owen left the meeting

- BURSARY

- Minute 69 II CFC 2nd February 2016

The Committee **RESOLVED** the bursary of £43 for the Charity Concert to be held 12th March 2016

Cllr Ron Owen returned to the meeting

RESOURCES

93. VIREMENTS – **Agenda Item 15**

- The Committee **RESOLVED** that £250 be vired from the Councillor Training budget to Staff Training budget.
- The Committee **RESOLVED** that £450 be vired from CFC Miscellaneous budget to P&R Legal, Professional fee budget.

94. QUARTERLY FINANCE CHECK

The Committee **NOTED** the item.

95. BANK RECONCILIATION CHECK

The Committee **NOTED** the item.

96. COMMITTEE AND COUNCIL BUDGETS

Cllr Fraser presented the budgets which were **NOTED** by the Committee.

97. TO CONSIDER ANY UNDERSPENDS IN 2015/16 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **Agenda Item 19**

The Committee **RESOLVED TO RECOMMEND TO COUNCIL** that the following underspends at the end of the financial year will be carried forward as earmarked reserves against the budget it relates to:

Bursary Fund LCC (this will become part of the new Grant Aid Budget)
Elections
Volunteer Programme
Renewals Fund
Capital Fund

98. TO NOTE INCOME AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda Item 20**

The Committee **NOTED** the income and **RESOLVED TO RECOMMEND THE EXPENDITURE TO COUNCIL.**

99. BANK ACCOUNT BALANCES as at 24th February 2016

The Committee **NOTED** the balances

OTHER P&R MATTERS

100. 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) - (Staffing and Contractual)

The member of public left the meeting

101. MINUTES OF THE PERSONNEL SUB-COMMITTEE HELD ON THURSDAY 11TH FEBRUARY 2016

102. The Committee **NOTED** the minutes.
STAFFING –**Agenda Item 24**

- The Committee **RESOLVED** the annual staff incremental changes
- The Committee **RESOLVED** the permanent positions of employment for the Community Centre Administrator, Community Centre Janitor and Financial Assistant

103. DEBTOR POLICY ISSUES – **Agenda Item 25**

The first three items on Confidential Appendix 2 were discussed. The Committee **RESOLVED** to write-off the bad debts

Cllr Richard Herbert left the meeting

The final item on Confidential Appendix 2 was discussed. The Committee **RESOLVED THE RECOMMENDATIONS**

The meeting closed at 9.25 pm