



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson

Q
QUALITY
TOWN
COUNCIL

MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON TUESDAY 4th NOVEMBER 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Patsy Ryan (Chairman), Syrie Cox, Donald Fraser, Richard Herbert, Pat Holden, Paul Lawrence, Carole Mulrone, Caroline Parker (until Min 94) and Jane Ward

In Attendance: Paul Beckerson (Town Clerk)

The meeting opened at 7.37pm

79. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed members to the meeting.

80. APOLOGIES FOR ABSENCE

There were none.

81. DECLARATION OF MEMBERS' INTERESTS

There were none.

82. APPROVAL OF THE MINUTES OF THE MEETING OF 30th SEPTEMBER 2014

The minutes of the meeting of 30th September 2014 were agreed as a correct record and signed by the Chairman.

83. PERSONNEL SUB-COMMITTEE MINUTES 10th OCTOBER 2014 (Appendix 1 to the agenda)

The Committee **RESOLVED** to note the minutes.

84. GOVERNANCE AND AUDIT WORKING PARTY 29th SEPTEMBER 2014 – Report 2416/G&AWP (Appendix 2 to the agenda)

An amendment was moved to add 'that the control measures be reviewed at the February meeting of F&GPC and submitted to the March meeting of Council' Proposed Cllr Patsy Ryan; Seconded Cllr Carole Mulrone

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

The Committee then **RECOMMENDED** to Council that the report template be adopted and that the control measures be reviewed at the February meeting of F&GPC and submitted to the March meeting of Council.

85. CITIZEN ENGAGEMENT WORKING PARTY 8th SEPTEMBER 2014 – Information Report 2405/CEWP (Appendix 3 to the agenda) and CITIZEN ENGAGEMENT WORKING PARTY 13th OCTOBER 2014 – Information Report 2423/CEWP (Appendix 4 to the agenda)

The Committee **RESOLVED** to note the reports.

86. AGENDA CHANGE

The Committee **RESOLVED** to take item 17 next as it related to the CITIZEN ENGAGEMENT WORKING PARTY meeting recommendation on the 13th October 2014.

87. CONSOLIDATION OF PR BUDGET HEADS INTO COMMUNITY ENGAGEMENT BUDGET – Officer's Report

The Committee **RESOLVED** to amalgamate the following budgets into the Community Engagement Budget Head:

LFE - Good for Leigh (£500) and Town Guide (£200)

GP - Community Affairs (£2,000)

88. ANNUAL RETURN EXTERNAL AUDITORS CERTIFICATE – Officer's Report (Appendix 5 to the agenda)

The Committee **RECOMMENDED** to Council that the contents of the certificate are noted and to approve the measures outlined in minute 84 above to avoid a similar occurrence.

89. PHOTOCOPY CONTRACT RENEWAL – Officer's Report

The Committee discussed the applicability of Finance Regulation 10.3 commissioning services. As this was the upgrading of an existing contract under Financial Regulation 11.1(a) iv it was proposed that 10.3 would not apply. Proposed Cllr Patsy Ryan; Seconded Cllr Pat Holden.

The existing lease finishes in January 2016 and as outlined in the report costs on average £610.66 per quarter, the upgraded lease would extend the period to 2019 for a better machine at a predicted cost of £555.62 per quarter a saving of £55.04.

The Committee **RECOMMENDED** to Council that the existing lease be upgraded with immediate effect.

90. SCHEME OF FINANCIAL DELEGATION TO THE TOWN CLERK – Officer's Report

It is proposed that the detailed budget heads below fall within the Scheme of Delegation, and that the Clerk or delegated Officer as overseen by the Town Clerk where appropriate may incur expenditure up to the amount included in the approved budget, subject to the requirements of Standing Orders.

GENERAL PURPOSES BUDGET

Elections, Premises / Equipment, Civic and Localism Act

OFFICE BUDGET

All with the exception of Subscriptions

LEISURE, FORESHORE AND ENVIRONMENT

All Events Budgets, Events Equipment, Community Transport, Farmers' Market, Skate Park and Leigh Lights

TRANSPORT AND HIGHWAYS

Bus Shelter Cleaning and Maintenance and Phone Box (currently sponsored externally)

ALLOTMENTS

Water Rates, Maintenance, Hedge Cutting and Keys

The Committee **RECOMMENDED** the scheme of delegation to the Council for approval.

91. STANDING ORDER REVISION – Officer's Report

The Committee considered the report and wished to make an additional proposal as outlined below:

When the Personnel Sub-Committee or an appointed panel are discussing matters under SO 24(a) that only members of the Sub-Committee are entitled to be present at the meeting and that when a panel is appointed that only those appointed to the panel are present at a meeting of the panel.

Proposed Cllr Paul Lawrence; Seconded Cllr Carole Mulroney.

The Committee **RESOLVED** to agree the amendment and that the Clerk would alter the Terms of Reference to reflect this decision.

The Committee **RECOMMENDED** that the new Standing Order 13(c) be adopted by Council.

When a meeting is convened to discuss items under SO 24(a) all matters discussed shall be confidential to the members at the meeting and shall not be disclosed to any other Councillor, Staff Member or the public, any disclosure will constitute a breach of confidentiality.

And that Term of Reference TR9 be amended as follows:

After Term of Reference 1 add new 2 as below and renumber existing 2 and 3 appropriately.

When the PSC or appointed panel meet to discuss items under 1; that only those members appointed to the PSC or Panel shall be entitled to be present at such a meeting.

92. MOTION REGARDING OUTREACH EVENING

An amendment was proposed to the motion by the proposer and seconder:

Remove date in first sentence and delete all after 'evening' and replace with 'be taken from the Citizens Engagement Budget'.

That the Council hosts an outreach evening between members, staff and members of our community from 6.30pm – 9.30pm on a date in spring 2015 prior to the May elections and that the cost of catering for this evening is taken from the Citizens Engagement Budget. Proposed Cllr Richard Herbert; Seconded Cllr Syrie Cox.

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

The Committee **RESOLVED** to agree the amended motion.

93. GENERAL PURPOSES BUDGET Report 2428/GP as at 27th October 2014 (Information Report for **noting**) (Appendix 6 to the agenda)

The report was **noted**.

94. APPROVAL FOR STRAND WHARF TOPOGRAPHICAL SURVEY (Condition of Planning Application)

Cllr Carole Mulroney declared a non-pecuniary interest in Strand Wharf as a member of Southend Borough Council.

Cllr Caroline Parker left the meeting

The Committee **RESOLVED** to approve the expenditure if required and to take it from the Strand Wharf Budget.

95. REFERENCES FROM OTHER COMMITTEES

There were none.

96. CODE OF CONDUCT TRAINING EVENING THURSDAY 6th November 2014 – Officer's Report

The Committee **RESOLVED** to approve the expenditure for the training evening in the sum of £340 to be taken from the Councillor Training Budget.

97. PURCHASE OF DEFRIBULATOR – Officer's Report

The Committee **RESOLVED** not to approve the expenditure from reserves and suggested that it should come from the LCC Budget.

The Committee were informed that F&GPC had no power to spend money from the LCC Budget and that it would have to be referred to the December meeting of LCC.

On a vote of six Councillors, the decision was rescinded and the vote retaken.

The Committee **RECOMMENDED** that a defibrillator be acquired in the sum of £855 and that this be funded from reserves.

98. SBC LEGAL COSTS REGARDING SURRENDER AND RENEWAL OF LEIGH COMMUNITY CENTRE LEASE – Officer's Report

The Committee are **RESOLVED** to agree to the payment of 50% (approximately £750) from the GP Legal Costs Budget and to delegate concluding the lease to the Town Clerk under the terms agreed by Council on 9th July 2014 and outlined in Report 2375/LCC.

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

- Office Budget Report 2427/FGP as at 27th October 2014 (Appendix 7 to the agenda)

The report was **noted**.

- Committee Income and Expenditure Report 2428/FGP as at 27th October 2014 (Appendix 8 to the agenda)

The report was **noted**.

100. LTC OFFICE RENTAL CHARGE FOR 2014/15 (January 2015 – March 2015) – Officer's Report

The Committee **RECOMMENDED** to Council that £875 rental charge for the Office Area be funded from reserves.

101. GENERAL PURPOSES BUDGET 2015/16 (Appendix 9 to the agenda)

The Committee **agreed** to make the following amendments to the budget.

Rename the consolidated budget Citizen Engagement to Community Engagement.

Increase the Legal Costs Budget to £1,500

Delete the proposed budget for a Lease Van

The Committee **RESOLVED** to agree the budget as appended as Appendix 1.

102. OFFICE BUDGET 2015/16 (Appendix 10 to the agenda)

The Committee **agreed** to make the following amendments to the budget.

Increase the Entertainment Budget to £250

Increase the Library Budget to £300

The Committee **RESOLVED** to agree the budget as appended as Appendix 2.

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

See report 2424/I&E (Appendix 11 to the agenda)

The Committee noted the income and **RECOMMENDED** the expenditure to Council.

104. TRANSFER OF FUNDS TO THE CCLA

The Committee **RECOMMENDED** to Council that £50,000 be transferred to the CCLA A/c from the HSBC BMM A/c

105. BANK ACCOUNT BALANCES as at 27th October 2014 were **noted**.

The meeting closed at 9.57pm

Sheet 6

2015/16

General Purposes - 2nd draft budget F & G.P. 04-11-14

Heading	Income	Expenditure
Bursary Fund LCC	0	1,400
Furniture / Equipment	0	500
Elections	0	7,000
Legal Costs	0	1,500
Annual Town Meeting	0	500
Community Engagement	0	4,000
Civic	0	200
Renewals Fund**	0	8,000
Strategy & Town Plan SC	0	3,000
Capital Fund	0	50,000
Localism Act	0	300
Intern		4,000
GP Janitorial	0	3,221
Totals	0	83,621
Nett cost	0	83,621

**Rolling Renewals Programme

Sheet 7

2nd Provisional Office Budget for 2015-16

For information
Office budget and expenditure

Budget	Heading	2015/16
2014/15		
	LCC Support Grant	
	Office Rental	3,500
23,500	LCC Premises Use Grant	25,000
23,500		28,500
	Administration	
1,400	Stationery	1,400
4,900	Insurance	5,500
150	Library	300
2,000	Communication	2,000
2,700	Photocopying	2,700
2,000	Subscriptions	2,300
1,700	Postage	1,700
50	Entertaining	250
450	Licences	500
600	Expenses/Travel Costs - Cllrs*	600
	Bank Charges	1,200
500	Miscellaneous	500
2,000	Audit	2,000
2,000	IT**	2,000
1,000	Training - Staff	2,000
2,000	Training - Cllrs	2,000
550	Mileage & Expenses - Staff	550
460	Green Waste Sacks	1,000
24,460		28,500
47,960	Total	57,000

	Budget	Expenditure	% spent
1997/8	14,515	13,122	90
1998/9	17,260	14,401	83
1999/2000	14,075	10,850	77
2000/1	12,505	11,467	92
2001/2	12,865	11,130	87
2002/3	14,690	12,229	83
2003/4	13,925	15,560	112
2004/5	16,000	15,418	96
2005/6	21,000	20,766	99
2006/7	29,110	29,003	100
2007/8	28,360	29,164	103
2008/9	32,060	31,867	99
2009/10	33,570	32,998	98
2010/11	36,460	36,606	100
2011/12	40,020	44,807	112
2012/13	42,950	43,395	101
2013/14	44,760	46,187	103
2014/15	47,960		

* Now including LTC area

**Renewals element included in Renewals Fund GP Budget