



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288

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Chair: Councillor Bernard Arscott | **Vice Chair:** Councillor Sandra McCurdy



Members are hereby summoned to attend a meeting of the
Finance and Governance Committee
to be held on
Tuesday 2 July 2024 at 7.30pm
at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP
for the purpose of transacting the following business

Councillor B Arscott
Proper Officer
26 June 2024

Chair: Councillor B Arscott
Vice Chair: Councillor S McCurdy

Councillor Dr D Bowry
Councillor J Suttling

Councillor J Lloyd
Councillor C Watt

Councillor C Mulronev

FINANCE AND GOVERNANCE COMMITTEE AGENDA

- 1. Apologies for Absence**
To receive and approve apologies and reasons for absence.
- 2. Declaration Of Members' Interests**
Declaration of any disclosable pecuniary interests, other registerable and non-registerable interests relating to items on the Agenda in accordance with the Code of Conduct.
Members must not participate in any discussion on the matter in which they have declared a disclosable pecuniary interest or other registerable interest or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room unless the Member has received a dispensation in relation to the matter
- 3. Public Participation**
In accordance with Standing Order 3.e. to allow up to 15 minutes for members of the public to make representations, ask questions and give evidence in respect of any item on the agenda. At the close of this item members of the public will no longer be permitted to address the Council.
- 4. Confirmation of Minutes**
To agree the minutes of the meeting held on 5 March 2024 as a true and accurate account of the proceedings of the meeting.
- 5. Financial Report**
 - a. List of Payments**
To receive the List of Payments for April and May 2024 as provided.
 - b. Bank Reconciliation**
To receive the bank reconciliation to 31 May 2024 as provided.
- 6. Budget Comparison 2023-24**
To receive details of the Income and Expenditure for 2023-24 as provided.

7. Budget Comparison 2024-25

To receive details of the current Income and Expenditure for 2024-25 as provided.

8. Internal End of Year Audit 2023-24

To note the Internal End of Year Audit was carried out on 7 June 2024 and a copy of the report is provided.

9. Financial Regulations

Further to Council Minute ref 180, 21 May 2024, to consider the new Financial Regulations produced by NALC. A copy is provided.

10. Policy Reviews

To review the current Town Council policies:

a. Scheme of Delegation

Further to Council Minute ref 185, 21 May 2024, to review the Town Council's Scheme of Delegation as provided.

b. Councillor Volunteer Policy

c. Data Protection Policy

d. Data Subject Access Policy

e. Health and Safety Policy

f. Retention of Documents

g. Risk Assessment Schedule

h. Safeguarding Policy

i. Vexatious Complaints Procedure

11. LTC News Working Party

Further to Council Minute 177, 21 May 2024, to consider membership of the LTC News Working Party.

12. Strategic Plan Working Party

Further to Council Minute 177, 21 May 2024, to consider membership of the Strategic Plan Working Party.

The next Meeting is on:
Tuesday 13 August 2024
at 7.30pm
at Leigh Community Centre