



# Leigh-on-Sea Town Council

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

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



**MINUTES** of the Finance and Governance Committee Meeting  
held on Tuesday 2 July 2024 at 7.40pm  
at Leigh-on-Sea Community Centre, 71-73 Elm Road SS9 1SP

## Present:

Chair: Councillor B Arscott

Councillor Dr D Bowry  
Councillor C Mulroney

Councillor J Lloyd  
Councillor J Suttling

Councillor S McCurdy  
Councillor C Watt

Clerk of the meeting                      Mrs T Melhuish  
Public:    45

### **FG24-01 Apologies for Absence**

All Members were present.

### **FG24-02 Declarations of Members' Interest**

There were no declarations of interest.

### **FG24-03 Public Participation**

A number of members of the public addressed the Committee with questions, in accordance with Standing Order 3h. responses were not provided.

### **FG24-04 Confirmation of Minutes**

**RESOLVED** that the Minutes of the meeting held on 5 March 2024 be approved.

### **FG24-05 Financial Report**

Members received the following:

#### **a. List of Payments**

The list of Payments for April and May 2024.

Details of the costs for the HR consultant to be shared with Members.

**RESOLVED** that the list of payments be approved.

#### **b. Bank Reconciliations**

The bank reconciliation to 31 May 2024.

**RESOLVED** that the bank reconciliations to 31 May 2024 be approved.

In line with Financial Regulation 2.2, arrangements to be made for Councillor Suttling to carry out the quarterly verification of the bank reconciliations.

### **FG24-06 Budget Comparison 2023-24**

Members received details of the Income and Expenditure for 2023-24 as provided.

### **FG24-07 Budget Comparison 2024-25**

Members received details of the Income and Expenditure for 2024-25 as provided.

### **FG24-08 Internal End of Year Audit 2023-24**

Members noted the Annual Internal Audit Report 2023-24 which forms part of the AGAR submission.

### **FG24-09 Financial Regulations**

Members considered the new Financial Regulations recently issued by NALC.

**RESOLVED** that the current Financial Regulations continue to be used until the new Town Clerk is appointed who will then carry out the appropriate revisions.

**FG24-10 Policy Reviews**

Members reviewed the following current Town Council Policies:

- a. Scheme of Delegation  
**RESOLVED** to consider this policy following the appointment of the new Town Clerk.
- b. Councillor Volunteer Policy  
The current policy was circulated by Councillor Mulroney.  
**RESOLVED** that following a number of revisions, the Policy was approved.
- c. Data Protection Policy
- d. Data Subject Access Policy  
**RESOLVED** that the two Policies be combined into the Data Protection and Privacy Policy and be approved.
- e. Health and Safety Policy  
**RESOLVED** to defer the revision of the Policy to the next Committee meeting.
- f. Retention of Documents  
**RESOLVED** that the Policy be approved.
- g. Risk Assessment Schedule  
**RESOLVED** that following a number of revisions, the Schedule was approved.
- h. Safeguarding Policy  
**RESOLVED** that following a number of revisions, the Policy was approved.
- i. Vexatious Complaints Procedure  
**RESOLVED** that following a number of revisions, the new Procedure to be used, however, deferred to the next Committee meeting for further definitions.

**FG24-11 LTC News Working Party**

Members considered membership of the LTC News Working Party.

**RESOLVED** that Councillors B Arscott, McCurdy, Mulroney and Suttling be members of the Working Party and meeting date to be arranged.

**FG24-12 Strategic Plan Working Party**

Members considered membership of the Strategic Plan Working Party.

**RESOLVED** that Councillors B Arscott, Bowry, McCurdy, Mulroney and Watt be members of the Working Party and meeting date to be arranged.

It was suggested that the previous draft questionnaire for the town be revised and circulated to residents with the new edition of the LTC News.

There being no further public business to be transacted, the Chair closed the meeting at 9.05pm.

The next meeting is being held on:  
Tuesday 13 August 2024, 7.30pm  
at Leigh Community Centre

Signed Chair .....

Date: 13 August 2024