



# 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 13 August 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  
7 August 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 2 July 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 June and July 2024 as provided.

#### b. Bank Reconciliation

To receive the bank reconciliation to 31 July 2024 as provided.

### 6. Budget Comparison 2024-25

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

**7. Bank Reconciliation Verification**

To note that in line with Financial Regulation 2.2, the quarterly bank reconciliation verification for April, May and June 2024 was carried out by Councillor Suttling.

**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 Internal Auditor's report is provided.

**9. Policy Reviews**

To review the current Town Council policies:

- a. Health and Safety Policy  
Further to FG24-10e. to consider revisions to the Policy.
- b. Vexatious Complaints Procedure  
Further to FG24-10i. to consider definitions to the Procedure.
- c. Co-option Procedure
- d. Investment Strategy

**10. Library Garden Mosaic**

To consider the recommendation from the Community and Culture Committee following the meeting held on 16 July 2024, to approve the CIL funding of £5,000 for this project.

**11. Freedom of Information Act 2000 – Decision Notice**

To consider the Decision Notice received from the Information Commissioner's Office dated 23 July 2024. A copy of the notice is provided.

The next Meeting is on:  
Tuesday 8 October 2024  
at 7.30pm  
at Leigh Community Centre