



Leigh-on-Sea Town Council

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

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

Town Clerk: Clare Milligan



Minutes of the Finance and Governance Committee Meeting

The Committee met at 8.30pm on Tuesday 1st October 2024 in the Café, Leigh Community Centre, 71-73 Elm Road, Leigh-On- Sea, Essex, SS9 1SP.

Chair: Councillor B Arscott

Present: Councillors Dr D Bowry, C Mulroney and J Suttling.

In attendance: The Town Clerk – Clare Milligan and 12 members of the public.

FG24-025 Apologies for Absence

Apologies were received and agreed from Councillor S McCurdy, J Lloyd and C Watt.

Proposed Cllr B Arscott, seconded Cllr Dr D Bowry and agreed unanimously.

FG24-026 Declarations of Members' Interests

There were no declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registrable Non-Pecuniary Interests.

FG24-027 Public Participation

Two members of the public spoke. There were three questions asked:

- 1) A request for an update on the contract for the Café and clarification as to whether it was a 6 or 12 month contract.
Cllr B Arscott advised that the contract was due to be relooked at by the original working party that was put together by Full Council in April 2024. He confirmed that the initial contract was for 6 months. Cllr Mulroney asked for the membership of the group be reconstituted at the Full Council meeting on 5th November 2024 and then a working party meeting put in place to look at and discuss the contract.
 - 2) A request for feedback on ticket sales for the 2024 family summer events run by the Art Ministry and the Council and comparisons to 2023 as there was some concern that there was not as much take up due to a possible increase in cost to families.
Cllr B Arscott advised that this was a matter for the Community and Culture Committee to answer and that the Clerk will look into the figures.
 - 3) Was there any response from the external auditor re the submitted AGAR.
The Clerk advised that an interim notice had been received from the external auditor explaining that the audit was incomplete due to correspondence having been received by them. The Clerk apologised as she should have posted the notice on the Council's website by 30th September 2024. This has now been done and the Clerk will keep Councillors and residents informed when the external auditor completes the audit.
- Another member of the public asked for more information on finances to be available on the website as not having details made asking questions about items very difficult.

FG24-028 Minutes

It was resolved that the minutes of the meeting on the 13th August 2024 be approved and signed.

Cllr C Mulroney asked if the resident had been sent a reply in relation to item FG24-15 (1). The Clerk advised that she would be talking about this item at the Full Council meeting on 5th November 2024. Cllr B Arscott advised that the resident didn't leave any contact to enable him to reply to them.

Cllr Dr D Bowry advised that he had provided the amendments for the Vexatious Policy as per item FG24-21 and therefore this was complete.

FG24-029 Clerk's Report

- 1) Co-option application form – The Clerk has not had time to look at the application form for updating therefore this will be brought to a future meeting.

FG24-030 Financial Transactions

The Clerk read through the expenses and income for the month of August.

Cllr Mulroney advised she had spoken to the office re the Aubergine invoice and suggested that a summary of the number of users of the App be gained from the company. Cllr Mulroney also queried why the Mashford expenses seemed to always go out and then come back in. Cllr B Arscott explained the whole invoice for the year was added to the system as suggested by the support officers of the finance system but only the monthly amount actually goes out each time. This is being looked into to see if this can be stopped. It was also asked that the contract for the grass cutting and hanging baskets be looked into. The Clerk will undertake this.

Cllr B Arscott explained that the invoice for the Public Sewer was for a full relaying of a pipe at the Manchester Drive allotments and that other quotes were obtained. Public Sewer were the most competitive.

Cllr J Suttling expressed concern over the cost of the refuse collection and Cllr C Mulroney enquired about the Worknest invoice. It was explained that a three-year contract had been signed but it was believed the hours per month could be lowered if needed reducing the annual cost.

All payments for September 2024 were approved. Proposed by Cllr B Arscott, seconded by Cllr J Suttling and agreed unanimously.

FG24-031 Financial Review

The Clerk had circulated the budget comparison report showing what had been spent and the income in that month along with a running balance for the year and what amount and percentage was still left in the budget. Cllr Dr D Bowry enquired as to which code the staff salaries were coming out of. The Clerk advised that budget code 801 under salaries will be used for the remainder of the financial year. The report was agreed.

The Clerk advised that the bank reconciliation for September was not yet complete, and this would go to the Full Council meeting on 5th November 2024.

FG24-032 CIL and Earmarked Reserves

The Clerk had circulated the list of CIL (Community Infrastructure Levy) funding and the Earmarked Reserves (EMR) funding. A discussion took place and Cllr C Mulroney spoke about various pots of money possibly no longer being needed. The Clerk was advised that the Leigh Partnership money in the EMR was not the Council's money, and the funds were being held for the Partnership. Cllr C Mulroney enquired about the election fee from the May 2023 elections. Cllr B Arscott advised the invoice had been received from Southend City Council in May 2024. Cllr C Mulroney suggested that a working group consisting of herself, Cllr B Arscott and the Clerk be put together to look at both the CIL and the EMR to try to adjust and update them to be brought to a future meeting to be agreed. Proposed by Cllr C Mulroney, seconded by Cllr B Arscott and agreed unanimously.

FG24-033 Café Oven

The Clerk circulated the quote for replacing the oven in the café. A Leisure Cuisine Master CS100C510K 100cm Electric Range Cooker at a cost of £1,249. A discussion took place and there was concern expressed about having a domestic range rather than a commercial range cooker and how the warranty may be affected and the Council's insurance. It was therefore proposed that the Clerk check the details and enquire about the warranty and the insurance. If the warranty would still be valid and if there was no impact on the Council's insurance in using a domestic oven in a commercial setting, then the Clerk was to go ahead and order the range. Proposed by Cllr B Arscott, seconded by Cllr C Mulroney and agreed unanimously.

FG24-034 Updates from Councillors and Matters for Information

Cllr B Arscott advised he attended the EALC (Essex Association of Local Councils) Annual General Meeting.

Cllr C Mulroney asked if the Clerk had received any acknowledgment from Castlepoint Borough Council (CBC) or the Salvation Army re the Council's letter regarding CBC's Local Plan call for development sites. The Clerk advised she had not received any acknowledgement from either party.

Cllr C Mulroney suggested that the Clerk invite the Castlepoint Member who is the Chair of Planning to meet with the Council to discuss their concerns.

There being no further business the meeting closed at 9.28pm.

Next meeting Tuesday 3rd December 2024.