



Leigh-on-Sea Town Council

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

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Chair: Cllr Bernard Arscott | **Vice Chair:** Cllr Carole Mulroney



Finance and Governance Committee Meeting

You are hereby summoned to the Finance and Governance Committee Meeting to be held in the Café, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, Essex, SS9 1SP on Tuesday 3rd December 2024 at 7.30pm.

C Milligan

Mrs Clare Milligan
Town Clerk
27th November 2024

Chair: Councillor B Arscott

Vice Chair:

Councillor Membership: Dr D Bowry, J Lloyd, C Mulroney, J Suttling, C Watt and C Willoughby.

The press and the public are cordially invited to join the meeting.

AGENDA

1. Apologies for Absence

To receive and approve apologies for absence.

2. Declarations 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. Election of Vice Chair

To receive nominations and elect a Vice Chair for the committee.

4. 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. In accordance with Standing Order 3.f. no one person shall speak for longer than 3 minutes. At the close of this item members of the public will no longer be permitted to address the Council.

5. Minutes

To receive and agree the minutes of the Finance and Governance Committee meeting held on 1st October 2024.

6. Clerk's Report

To receive an update report from the Clerk on matters arising from the meeting on 1st October 2024 which are not agenda items.

7. Financial Transactions

To receive and agree the income and expenditure for the month of November 2024.

8. Financial Review

To receive and agree the bank reconciliations for October 2024 and November 2024.

To receive the budget summary up to the end of November 2024 for comparison and agreement.

9. CIL, Earmarked Reserves and Unallocated Reserves

To receive and discuss CIL, Earmarked Reserves and Unallocated Reserves.

Confirming and agreeing amounts, allocations and projects funds are being saved for.

10. Grant Process

To discuss the process and agree any changes.

11. Bank Mandate and Bank Accounts

To agree additional signatories for the bank for recommendation to Full Council.

To discuss closing the Payroll Bank account and the Impress Account for recommendation to Full Council.

12. Financial Regulations

To receive the new Financial Regulations for discussion and agreement for recommendation to Full Council.

13. Asset Register

To receive and agree the Asset Register for financial year 2024/25.

14. Contracts

To receive a list of contracts for discussion and noting.

15. Petty Cash

To discuss and decide if petty cash is required.

16. Tender for Christmas Lights from 2025

To appoint a small group consisting of two councillors and the Clerk to look at a tender for the Christmas lights for 2025 onwards to take to Full Council.

17. IT Hardware Investigation and upgrade

To receive the quote for investigating the IT hardware and wiring for upgrading throughout the building. For discussion and decision on next steps.

18. Policies/ Processes and Statements

To receive the following policies, procedures and statements for discussion and agreement.

1. Statement of Internal Control.
2. Reserves Policy.
3. Scheme of Delegation.
4. Bio-Diversity Statement.

19. Gas and Electricity quotes

To receive the quotes for the gas and electricity for discussion and deciding on which contract to agree.

20. Draft Budget for 2025/26

To receive the draft budget for discussion and deciding on any next steps.