



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 Carole Mulroney



Finance and Governance Committee Meeting

You are hereby summoned to the Finance and Governance Committee Meeting to be held in Room 7, Leigh Community Centre, 71-73 Elm Road, Leigh-on-Sea, Essex, SS9 1SP on Tuesday 4th February 2025 at 8.30pm.

C Milligan

Mrs Clare Milligan
Town Clerk
29th January 2025

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

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. 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.

4. Minutes

To receive and agree the minutes of the Finance and Governance Committee meetings held on 3rd December 2024 and 10th December 2024.

5. Clerk's Report

To receive an update report from the Clerk on matters arising from the meeting on 3rd December 2024 which are not agenda items.

6. Financial Transactions

To receive and agree the income and expenditure for the month of January 2025.

To agree the Gold End of Year support package from Edge at a cost of £420.

To agree the removal of the old cooker and two fridges by Biffa at a cost of £453.50.

7. Financial Review

To receive and agree the bank reconciliations for December 2024 and January 2025.

To receive the budget summary up to the end of January 2025 for comparison and agreement.

8. Earmarked Reserves and Unallocated Reserves

To receive and discuss Earmarked Reserves and Unallocated Reserves for financial 2025/26 for agreement.

9. Fees for Hall Hire and External Facilities hire for 2025/26

To discuss the hall hire and external facilities fees and decide on any increases/amounts for the financial year 2025/26.

10. Café and Bar Income

To discuss the café and bar commission for the Council and agree amount due.

11. Grants

To receive the applications received for grants from local groups/organisations for consideration and decision on whether to allocate the funding.

12. Strengthening the Standards and Conduct Framework for Local Authorities in England Consultation.

To discuss and agree, if any, comments to be sent on behalf of the Council on the Strengthening the Standards and Conduct Framework for Local Authorities in England.

13. Policies

To look at and discuss the Safeguarding Policy and how this can be added to the business risk assessment and agree any changes.