



Leigh-on-Sea Town Council

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Chairman: Cllr Jill Healey
Vice Chairman: Cllr Vivien Rosier
Town Clerk: Helen Symmons *PSLCC*

MINUTES OF A MEETING FINANCE & GOVERNANCE COMMITTEE
TUESDAY 12th NOVEMBER 2019
LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present Cllrs: Mark Bromfield, Anita Forde, Jill Healey, Carole Mulroney, Declan Mulroney, Vivien Rosier and Emma Smith

In Attendance: Abbie Cotterell (Assistant Town Clerk) and Emma Stratton (ARFO)

The meeting opened at 7.30pm

19. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting and made the appropriate housekeeping announcements.

20. APOLOGIES FOR ABSENCE

There were none

21. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in agenda item 18 with regards to the application from Endeavour Trust as she is a member.

Cllr V Rosier declared a non-pecuniary interest in agenda item 18 with regards to the application from Friends of Leigh Library Gardens as she is the treasurer.

22. APPROVAL OF THE MINUTES

The minutes of the meeting 10th September 2019 were **AGREED** and signed by the Chairman.

23. PUBLIC REPRESENTATIONS

There were none.

24. TOWN CLERK'S REPORT

The Committee **NOTED** the report. Cllr C Mulroney reported that she has made the Southend Borough Council Street Patrol aware of a number of rough sleepers in Leigh and they will try to assist these people.

POLICY

25. CODE OF CONDUCT - **Agenda item 7**

Following a proposal (Cllr C Mulroney, seconded Cllr Forde) the following changes will be made to the document:

To keep the document consistent all mention of the Chair/Chairman be amended to Chairman.

The Committee **RESOLVED** that these amendments are made to Leigh Town Council's Members Code of Conduct **and the Protocol Members-Officers** with **RECOMMENDATION** to Council for adoption of the amended Code of Conduct **and the Protocol Members-Officers**.

RESOURCES

26. LTC MAGAZINE

The Committee **NOTED** the report. Members thanked all those involved on the production of the Leigh Town Council Magazine and noted how good the magazine is.

FINANCIAL

27. REPLACEMENT SERVER – Agenda item 9

The Committee **RESOLVED with RECOMMENDATION to Council** a complete replacement at £8,270.56 + VAT **from the IT earmarked reserve**.

28. RECOMMENDATION FROM COMMUNITY & CULTURE COMMITTEE

The Committee **RESOLVED** to set a budget of £9,000 for the upgrading of the Community Centre Fire Alarm system from **LCC earmarked reserve with RECOMMENDATON to Council**.

29. COMMITTEE AND COUNCIL BUDGETS 2019/20

The Committee **NOTED** the budget reports.

30. ANNUAL BUDGETING PROCESS – Agenda item 12

The Committee **RESOLVED** the Committee budgets **with RECOMMENDATON to Council**

The Committee **RESOLVED** the draft Council budget and medium term financial plan **with RECOMMENDATON to Council**

31. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report.

32. BANK RECONCILIATION CHECK

The Committee **NOTED** the report.

33. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – Agenda item 15

The Committee **NOTED** the transfers and **RECOMMENDED** the expenditure to Council.

34. COUNCIL BANK ACCOUNT BALANCES AS AT 31st OCTOBER 2019

The Committee **NOTED** the balances.

CONFIDENTIAL

35. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

The Committee **RESOLVED** that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw – SO 3(d)

36. GRANT AID AWARDS – **Agenda item 20**

The Committee **RESOLVED** the following grants:

Southend Scout & Guide Gangshow	£191.40	
Beat-It Cancer Rehab	£500.00	
Leigh-on-Sea SEND Families	£181.44	
Leigh-on-Sea Endeavour Trust	£120.96	(Cllr C Mulroney took no part in the vote)
The Phab Shop & The Phab Cafe	£500.00	
Friends of Leigh Library Gardens	£500.00	(Cllr Rosier took no part in the vote)
N-Act	£500.00	
Yantlet Residents Garden Club	£500.00	

The meeting closed at 8.50 pm