



# Leigh-on-Sea Town Council

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

council@leighonseatowncouncil.gov.uk | www.leighonseatowncouncil.gov.uk

**Chairman:** Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

**Town Clerk:** Helen Symmons PSLCC



MINUTES OF A MEETING FINANCE & GOVERNANCE COMMITTEE  
TUESDAY 2<sup>nd</sup> MARCH 2021  
HELD ONLINE

Present Cllrs: David Bowry, Doug Cracknell, Keith Evans, Anita Forde, Carole Mulroney and Andy Wilkins

In Attendance: Helen Symmons (Town Clerk)

***The meeting opened at 7.32pm***

24. APPOINTMENT OF COMMITTEE CHAIRMAN

Following a proposal (Cllr Evans, seconded Cllr Bowry) the Committee **RESOLVED** that Cllr Mulroney become the Committee Chairman.

25. CHAIRMAN'S ANNOUNCEMENTS INCLUDING HOUSEKEEPING

The Chairman welcomed all to the meeting and the virtual meeting protocol was read.

26. APOLOGIES FOR ABSENCE

Cllrs Gilson and Healey

27. DECLARATION OF MEMBERS' INTERESTS

Cllrs Evans and Mulroney declared a non-pecuniary interest in any agenda item where Southend Borough Council were referenced, both being Southend Borough Councillors.

28. APPROVAL OF THE MINUTES

The minutes of the meeting 20<sup>th</sup> September 2020 were **AGREED** and will be signed when physical meetings reconvene.

29. PUBLIC REPRESENTATIONS

The thanks for the Grant Awards were noted.

30. TOWN CLERK'S REPORT

The Committee **NOTED** the report. Cllr Mulroney advised that a PSPO is being considered by the Borough for Old Leigh, extending to Chalkwell, including Cliff Parade and Library Gardens.

**POLICY DECISIONS**

31. COMMUNITY ENGAGEMENT WORKING GROUP - **Agenda item 8**

The Committee reviewed the guidelines presented. Members that had been present at the PDG meeting clarified the guidelines were for Councillors engaging with members of public and were clarification as to how councillors should communicate through existing social media platforms as a safeguarding method on social media. The Working Group members spoke

about other social media ideas and in this respect the Committee felt it prudent that the guidelines be considered at the same time when other Community Engagement ideas were presented for consideration as they will be a good reference at that time.

The Town Clerk reminded members that the Social Media, Internet & Email Policy should be referred to along with the Press and Media Policy as they define the roles and responsibilities of those processes and all employees and Councillors are expected to comply with the policies. Additionally, the Town Clerk highlighted that the official channels of communication for residents with enquiries, comments and complaints for the Town Council are through the Town Council office by email, letter, telephone or the website contact form.

The Committee **RESOLVED** a further Community Engagement PDG be held to discuss the subject and ideas further. The guidelines should be incorporated in to the Social Media, Internet & Email Policy and resubmitted when further recommendations from the group are presented.

32. LONE WORKER POLICY – **Agenda item 9**

The Committee reviewed and **RESOLVED** the Policy **with recommendation to Council**.

33. RISK MANAGEMENT STRATEGY – **Agenda item 10**

The Committee reviewed and **RESOLVED** the Strategy **with recommendation to Council**.

34. RISK REGISTER -**Agenda item 11**

The Committee reviewed and **RESOLVED** the Register with **recommendation to Council**.

35. GOVERNANCE STATEMENTS – **Agenda item 12**

The Committee reviewed and **RESOLVED** each of the 8 statements of assurance with **recommendation to Council of the annual governance statement together with each accounting statement**.

<b>RESOURCES</b>
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36. CIL PDG – **Agenda item 13**

The Committee **RESOLVED** all three projects **with recommendation to Council** as follows:

Table Tennis Table and multi-use picnic table for Bonchurch Park (subject to Southend Borough Council (SBC) approval) £2,995 + VAT

Two multi-use picnic tables for Library Gardens (subject to SBC approval) £1,500 + VAT

Skate Park refurbished seating area £14,000

37. MOTION FROM CLLR GILSON, SECONDED CLLR FORDE – **Agenda item 14**

Cllr Forde did not move that part of the motion relating to business cards. Cllrs spoke in favour of lanyards for Councillors as best practice to identify members, showing a level of professionalism and encouraging more engagement. The Town Clerk advised that in view of the lesser cost, the item could be funded from the existing Community Engagement budget and could be resolved without recommendation to Council.

Following a proposal (Cllr Forde, seconded Cllr Cracknell), the Committee **RESOLVED** to provide identification lanyards for each Councillor.

38. LTC MAGAZINE

The Committee **NOTED** the report and requested that members be advised what streets the Leigh Times are not able to provide delivery so that they may volunteer to deliver in those areas.

<b>FINANCIAL</b>
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39. COMMITTEE AND COUNCIL BUDGETS 2020/21

***Cllr Cracknell left the meeting but returned during the same item.***

The Committee **NOTED** the report and the Chairman wished thanks to be extended to staff for their careful monitoring and managing of the budget.

40. QUARTERLY FINANCE CHECK

The Committee **NOTED** the report

41. BANK RECONCILIATION CHECK

The Committee **NOTED** the report.

42. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING – **Agenda item 19**

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

43. COUNCIL BANK ACCOUNT BALANCES AS AT 19<sup>TH</sup> FEBRUARY 2021

The Committee **NOTED** the balances

44. REVIEW OF INTERNAL AUDITOR

The Committee **NOTED** the report. The current internal authorisation for payments was confirmed and other signatories will be included in the authorisation process.

45. RECOMMENDATION FROM COMMUNITY & CULTURE COMMITTEE – **Agenda item 22**

The Committee **RESOLVED** the Earmarked reserve movements with **recommendation to Council.**

46. TO CONSIDER ANY UNDERSPENDS IN THE 2020/21 BUDGET THAT THE COMMITTEE WISH TO EARMARK AS A RESERVE – **Agenda item 23**

The Committee **RESOLVED** the Earmarked reserve movements with **recommendation to Council.**

Following a proposal (Cllr Cracknell, seconded Cllr Forde), the Committee **RESOLVED** to hold a PDG meeting 9th March at 8.15 p.m. to discuss the potential of switching the Emergency Community Fund to a Recovery Community Fund. The PDG will consider a different way of distributing funds and establish a criteria for approving funding.

The Chairman wished it minuted that thanks be given to staff for their work over the last 12 months, keeping Council administration running and for being frugal towards expenditure in view of reduced income, but caring and considerate towards our residents.

***The meeting closed at 8.39 pm***